



TEMPORARY SPECIAL EVENT

Why do I need this Temporary License?

- Required for any persons or organization conducting an event such as a parade, race or with anticipated assembly of less than 500 people, whether on public or private property.

What do I need to obtain this Temporary License?

- Special Event permit application submitted through Accela
- Certificate of Insurance naming the City of Maplewood as the Certificate Holder and, in the description of operations area of the certificate, the name and date(s) of event. Minimum amounts of coverage should be as follows:
 - \$100,000 Property Damage
 - \$300,000 General Liability
- Signed lease or letter of agreement(if event is on Maplewood property not owned by the sponsoring organization)
- Detailed description of the following (as applicable)
 - Security plan
 - Traffic plan
 - Emergency action plan
 - Parking plan (include letter of approval if utilizing parking areas on Maplewood Private property)
 - Map showing proposed layout or route

What is the price for this Temporary License?

- Once the permit has been accepted, an invoice will be issued for the fees
 - Permit Fee of \$103.00
 - Payments accepted when receiving invoice
 - Cash
 - Check / Money Order
 - Credit / Debit Card

Contact Licensing with any questions
[Temporary Permits | Maplewood, MN \(maplewoodmn.gov\)](http://www.maplewoodmn.gov/TemporaryPermits)

City of Maplewood
Office of the City Clerk
1830 County Road B East,
Maplewood, MN 55109
Licensing@MaplewoodMN.gov

Permit approved by:

- Fire Marshal
- Police
- Public Works