



TEMPORARY LARGE ASSEMBLY

Guidance relating to Large Assemblies is contained in the Maplewood City Code, Chapter 14, Article VII. All permit holders are required to be familiar with the provisions of this Chapter and with applicable Minnesota Statutes and federal regulations.

Why do I need this Temporary License?

- Required for any persons or organization conducting an event with an actual or reasonably anticipated assembly of 500 or more people, whether on public or private property.

What do I need to obtain this Temporary License?

- Temporary Large Assembly permit application submitted through Accela
- Signed lease or letter of agreement (if operating on a property not owned by the event organizer) at time of application
- Certificate of Insurance naming the City of Maplewood as the Certificate Holder and, in the '*description of operations*' area of the certificate, the address at which the permit will be used and the date(s) of event. Minimum amounts of coverage should be as follows:
 - \$100,000 Property Damage
 - \$300,000 General Liability
- Proof of a surety bond in the amount of \$5,000
- Detailed diagram of the event showing the location of the following (as applicable):
 - Event location on property
 - Entry/Exits
 - Various activities relating to the event(e.g. concert stage, seating, food stands, beer garden, inflatables, etc)
 - Outdoor restroom facilities



What is the price for this Temporary License?

- Once the permit has been accepted, an invoice will be issued for the fees
 - License Fee (based on max. number of applicants at a given time throughout event):
 - 500 to 1,000 Participants = \$258.00 per day
 - 1,001 to 2,500 Participants = \$515.00 per day
 - 2,501 to 3,500 Participants = \$773.00 per day
 - 3,501+ Participants = \$1,030.00 per day

- Payments accepted when receiving invoice
 - Cash
 - Check / Money Order
 - Credit / Debit card

- An escrow may be required depending on number of food vendors
 - 15-30 food vendors = \$500.00
 - 31+ food vendors = \$1,000.00

Contact Licensing with any questions
[Temporary Permits | Maplewood, MN \(maplewoodmn.gov\)](#)

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

Permit approved by:

- City Planner
- Fire Marshal
- Health Officer
- Police