



1685 CROSSTOWN BOULEVARD N.W . • ANDOVER, MINNESOTA 55304 • (763) 755-5100  
FAX (763) 755-8923 • WWW.ANDOVERMN.GOV

**Application For Outdoor Party License**

1. Name of Applicant: \_\_\_\_\_  
                                    First                                    Middle                                    Last                                    Date of Birth  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

(If more than one applicant, provide the above information on the reverse side)

2. Location of Party: \_\_\_\_\_  
3. Type of Party: \_\_\_\_\_  
4. Date party is to be held: \_\_\_\_\_  
5. Hours during which party will be held: \_\_\_\_\_  
6. Expected number of guests: \_\_\_\_\_  
7. Name of owner of land: \_\_\_\_\_  
                                    Address: \_\_\_\_\_  
                                    Phone: \_\_\_\_\_

**(NOTE: Written permission from owner must be furnished prior to issuance of license).**

8. Will intoxicating beverages or 3.2 % malt liquor be present? \_\_\_\_\_  
a. If yes, will there be a fee charged? \_\_\_\_\_  
b. Will voluntary contributions to defray costs be accepted? \_\_\_\_\_
9. Describe the following plans:  
a. What type of security will be provided? \_\_\_\_\_  
b. What means will be available to summon emergency vehicles if needed?  
\_\_\_\_\_

c. Describe the means of access to the party location for emergency vehicles, including the location of nearby roads: \_\_\_\_\_  
\_\_\_\_\_

d. What type of sanitary facilities will be provided? \_\_\_\_\_  
\_\_\_\_\_

e. Will a band or DJ be providing music? \_\_\_\_\_  
According to City Code Title 5, Chapter 6, Noise Control, the band/DJ can play until 10:00 p.m.

f. Do you plan to request barricades? \_\_\_\_\_ If yes, please attach a map showing where the barricades will be used. Sheriff's Office approval must be given for the use of barricades.

The use of barricades **can not** completely shut down the roadway. You **must** leave room for emergency vehicles and non-involved residents to be able to get through.

g. The means by which the party will be illuminated \_\_\_\_\_  
\_\_\_\_\_

Prior to consideration of the application an investigation shall be made by the county sheriff's department of all persons listed on the license application.

Dated: \_\_\_\_\_  
\_\_\_\_\_ Applicant's Signature

Application fee \$10.00 \_\_\_\_\_

Refundable damage deposit for use of barricades \$50.00 \_\_\_\_\_

Receipt # \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_  
\_\_\_\_\_ Sheriff's Office

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_  
\_\_\_\_\_ City Clerk

THIS LICENSE SHALL BE RENDERED VOID IF ANY OF THE FOLLOWING CONDITIONS ARE FOUND TO EXIST AT THE OUTDOOR PARTY SITE:

- A. The commission of the crime of assault, disorderly conduct, or breach of the peace by any participant on the outdoor party site.
- B. The consumption or possession of any intoxicating beverage or non-intoxicating malt liquor by any person under 21 years of age.
- C. The failure of any applicant to be physically present at the outdoor party site during the entire duration of the outdoor party.
- D. The maintenance of any nuisance under any existing or future municipal ordinance.

UPON OBSERVING THE VIOLATION OF ANY OF THE CONDITIONS OF A LICENSE, A PEACE OFFICER SHALL DECLARE THE LICENSE TO BE VOID, AND SHALL ORDER THE PARTICIPANTS TO DISPERSE.