



City of Inver Grove Heights  
8150 Barbara Avenue  
Inver Grove Heights, MN 55077

## EVENT AUTHORIZATION

### FOR TEMPORARY EXPANSION OF PREMISE FOR ON-SALE LIQUOR LICENSE

(Requires Police Chief's Approval for a Specific Date or Dates)

Contact Person

Phone

Email

Business Name

Business Address (No PO Boxes)

City

State

Zip Code

Type of License Holder

Club

On-Sale License Holder

### Date(s) for Which Temporary Expansion of Premise is Proposed

(A single form may be used for contiguous dates which are using the same site and parking plans. Non-contiguous dates require a separate form.)

Date(s) of event(s)

Alternate Date 1

Alternate Date 2

Start Time:

End Time:

Anticipated Attendance:

Event Name or Brief Description

Description of mechanisms in place to ensure no minors are served

I certify that I own or otherwise have the legal right to use the proposed expansion area for this purpose.

(Continues on Backside / 2<sup>nd</sup> Page)

**The following must be attached to this form in order for it to be considered complete:**

1. A site plan, showing the licensed premises and the temporary expansion area, including temporary fencing or other demarcation of the limits of the expanded premises, as well as adequate emergency access to the temporary expansion area, including tents.
2. A parking plan that demonstrates proof of adequate parking for the licensed premises and expansion area, includes proof that the minimum parking requirements for the licensed business and expansion area are met on-site or are met via off-site or on-street in a manner that will not negatively impact neighboring businesses and residents. Include any special request for the bagging of no parking signs, if requested or required.
3. A sound control plan for insuring compliance with City noise ordinance 5-5-2 if using amplified sound.
4. A lighting plan for the temporary expansion area for any event to be held after dark.
5. A severe weather plan.
6. Proof of required liquor liability Insurance that includes the temporary expansion area as part of the licensed premise for insurance purposes (Certificate of Liquor Liability)

**Signature of Applicant:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit completed application to the City Clerk at [cityclerk@ighmn.gov](mailto:cityclerk@ighmn.gov). Questions may also be directed to the City Clerk at 651-450-2513 or [rkiernan@ighmn.gov](mailto:rkiernan@ighmn.gov)

FOR CITY USE ONLY

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Date Council approved Temporary Expansion of Premise Permit: \_\_\_\_\_

Number of Expansion Days Already Utilized: \_\_\_\_\_