

CASS COUNTY AUDITOR-TREASURER

APPLICATION TO PERMIT LAWFUL ASSEMBLY



Applicants are encouraged to review the Cass County Lawful Assembly Ordinance before submitting this application. Please note that this application must be submitted **not less than thirty (30) days** prior to the proposed beginning date of the assembly.

Mail or deliver this completed application to our office along with the following:

1. Minnesota Worker's Compensation Form
2. A bond in the penal sum of \$25,000.00
3. Certificate of Insurance (COI) in the amount of \$500,00 for an individual claimant **and** \$1,500,000 per occurrence, showing Cass County as an additional insured.
4. Cass County security agreement form (attached to this application).
5. Fee amount of \$500.00 made payable to the Cass County Auditor-Treasurer.
6. **Within 10 days of the event date**, the following must also be submitted:
 - a. Names, addresses & credentials of all security guards employed during the assembly (if law enforcement contract needed).
 - b. Names, addresses, and license/permit numbers of all food & service concessionaries who will be operating on the premises.
 - c. Report showing completion of construction & installation if construction is required.
7. ***In addition to the requirements above, applications for a new location must reach out to the Cass County Environmental Services Department to determine if a Conditional Use Permit is required.***

Organization/Applicant Name:	
Organization/Applicant Address (Physical & Mailing):	
Email Address:	Phone Number:
If the applicant is a partnership or corporation, please list officer names and addresses:	
Event Name:	
Event Location:	
Event Premises Contact (Name & Cell):	
Parcel Number and Legal Description of Event:	
Owner of Parcel Listed Above:	
Purpose of the Assembly:	
Maximum Event Attendance (<i>This number shall be a condition of this license</i>):	

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Event Date & Hours:
<i>(No event shall be permitted to utilize amplified sound between the hours of 1:00 am & 8:00 am)</i> <i>(No event shall utilize fireworks between the hours of 12:00 am & 8:00 am)</i>
Describe plans for sound control during assembly:
Plan to control admission to premises and parking of vehicles:
Describe proposed method of lighting the structures & premises:
Description of existing facilities and plans for proposed construction & alteration of sewage, garbage, waste disposal systems, toilets, urinals, sinks, drains, the source of water supply and plans for water distribution & methods of fire protection to be used during the assembly:
Plans for preparation and distribution of food:

Applicant Signature:

Date:

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

I, _____ (applicant) agree to defend, indemnify and hold harmless Cass County from any and all claims brought by anyone arising out _____ (event) including, but not limited to, claims arising out of the construction, operation, maintenance, supervision, inspection or use of _____ (event).

I certify that all statements made on this application are true, complete and correct to the best of my knowledge and belief. I understand these statements are subject to verification. I understand that falsification on this application will disqualify approval of the permit.

Applicant signature

Subscribed and sworn to before me this ____ day of _____, _____.

Notary Signature

(Seal)

CASS COUNTY SECURITY AGREEMENT

A large assembly within unincorporated areas of Cass County for extended periods can create a range of difficulties in maintaining order, the enforcement of law, and the protection of public health, safety, and welfare. These difficulties can place an extraordinary burden upon the health, fire, police, transportation, and utility services provided in Cass County. It is accordingly necessary that provisions be made for the regulation, control and planning of such assemblies.

Lawful Assembly Ordinance 2011-01 requires plans for maintenance of security and order on the premises, including the proposed number, deployment, and hours of availability of security guards upon the premises prior to, during, and immediately after the close of the assembly.

The licensee shall at all times permit law enforcement officers and agents and officers of the County to enter upon the premises upon which the assembly is to be, or is being, conducted.

Name/Type of Event:
Anticipated Number of Attendees:
Will liquor be sold on the premises? ☐ Yes ☐ No
If yes, complete name of liquor license holder:
Plans for telephone facilities for emergency personnel:
Plans for maintenance of security and order on the premises, including the proposed number, deployment, and hours of availability of security guards, prior to, during and immediately after the close of the assembly:
Is a Law Enforcement Contract with the Cass County Sheriff's Office required for this event? ☐ Yes ☐ No

Sheriff's Office Contact: Trevor Dwire: (218) 547-7308

Applicant Signature: _____

Date: _____

Cass County Sheriff: _____

Date: _____

Auditor Signature: _____

Date: _____