

**KIRK PEYSAR
AITKIN COUNTY AUDITOR
209 2ND STREET NW - ROOM 202
AITKIN, MINNESOTA 56431
218-927-7354
Fax: 218-927-7324**

APPLICATION FOR LARGE ASSEMBLY LICENSE

NAME OF ORGANIZATION: _____

ADDRESS OF ORGANIZATION: _____

PERSON MAKING APPLICATION: _____

ADDRESS & PHONE NUMBER: _____

INSURANCE COMPANY & POLICY NUMBER: _____

DATES/TIME OF EXHIBITION: _____

TYPE OF PROGRAM: _____

Applicant agrees to defend, hold harmless, and pay on behalf of the County of Aitkin and their officials and employees, any demands, claims or suits arising out of actions of applicant under the permit.

SIGNATURE OF APPLICANT: _____
Date

CITY OR TOWN RECOMMENDATION: _____
Authorized Signature Date

ENVIRONMENTAL RECOMMENDATION _____
Authorized Signature Date

COUNTY SHERIFF RECOMMENDATION: _____
Authorized Signature Date

COUNTY ATTORNEY RECOMMENDATION: _____
Authorized Signature Date

All applications for permit must be received a minimum of thirty (30) days prior to the event or placement of structure.

**- CERTIFICATION OF COMPLIANCE -
MINNESOTA WORKERS' COMPENSATION LAW**

Minnesota Statute, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of MSS Chapter 176. The information required is: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and retained in their files.

This information is required by law, and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided or falsely stated, it may result in a \$1,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

Insurance Company Name: _____
(NOT the insurance agent)

Policy Number: _____

Dates of Coverage: _____ to _____

(or)

I am not required to have workers' compensation liability coverage because:

- I have no employees
- I am self insured (include permit to self-insure)
- I have no employees who are covered by the workers' compensation law
(these include: Spouse, Parents, Children and certain farm employees)

I certify that the information provided above is accurate and complete and that a valid workers' compensation policy will be kept in effect at all times as required by law.

Name: _____

Doing Business As: _____
Business name if different than your name

Business Address: _____

City, State, Zip: _____

Telephone: _____
Including area code

Signature: _____
Type information on the form, then print the form and sign here.

Date: _____
Write in date when you sign the form.

A plan for conducting the proposed assembly which shall include, at a minimum, the following elements:

- 1.) The determination by the applicant of the maximum number of people which shall be assembled or admitted to the location.

Number of people expected _____

- 2.) A fence or barrier completely enclosing the proposed location of sufficient height and strength to prevent people in excess of the maximum permissible number from gaining access to the assembly grounds, which shall have sufficient entrances and exits to allow easy movement into and out of the assembly grounds. This requirement may be waived if the County Board finds that a fence will not be necessary for crowd control.

Fence height _____

Number of entrances/exits _____

- 3.) Portable water, meeting all federal, state and local requirements for sanitary quality, sufficient to provide drinking water for the maximum number of people to be assembled at the rate of at least one gallon per person per day.

Portable water requirements are met. Circle one. YES NO

- 4.) Separate enclosed toilets for males and females, meeting all state and local specifications, conveniently located throughout the grounds, sufficient to provide facilities for the maximum number of people to be assembled in accordance with the Minnesota State Board of Health Regulations and standards.

Requirements met. Circle one. YES NO

Toilets provided

By: _____

- 5.) A sanitary method of disposing of solid waste in compliance with state and local laws and regulations, sufficient to dispose of the solid waste production of the maximum number of people assembled at the rate of at least 2.5 lbs of solid waste per person per day, together with a plan for collecting and holding all such waste at least once each day of the assembly's continuance, and sufficient trash containers and personnel to perform such tasks.

AITKIN COUNTY ASSEMBLY ORDINANCE
February 11, 2014

WHEREAS, the assembly within unincorporated areas of Aitkin County of large number of people for extended periods of time creates special problems in maintaining order, the enforcement of law, and the protection of public health, safety and welfare;

WHEREAS, these problems place extraordinary burdens upon the health, fire, police, transportation, and utility services provided in the ordinary and usual course of events, and upon the citizens and taxpayers of Aitkin County;

WHEREAS, it is accordingly necessary that provisions be made for the regulation, control and planning of such assemblies; and

WHEREAS, pursuant to the authority vested in it by Minnesota Statutes section 375.40, the Aitkin County Board of Commissioners desires to permit and regulate the assemblage of large numbers of persons not held within the incorporated limits of a city;

NOW, THEREFORE, the County Board of Aitkin County, Minnesota, hereby ordains:

1. No person or persons, partnership, company, association, society, group, firm or corporation shall conduct, permit, maintain, operate, promote, organize, manage, or advertise, nor sell or give tickets of admission to, a show, exhibition or assembly of any nature (hereinafter called assembly) for which it is planned or may reasonably be expected that 300 or more persons attending the assembly may remain, or may be permitted to remain, upon the site, lot, field, lake, or tract of land (hereinafter called premises) upon which the exhibition, show, or assembly is conducted, excluding events permitted by the Sheriff pursuant to Minnesota Statute section 86B.121, unless specifically excepted by this Ordinance.
2. The applicant for permit shall make application in writing, or, if a corporation, or any other formally and legally established entity, is the applicant, by its president, chief executive officer, or secretary, filed with the County Auditor not less than thirty (30) days prior to the proposed beginning date of the assembly and shall set forth (see Appendix A for the plan guidance form):
 - (a) The full name, age, residence, and mailing address of the applicant, or names and addresses of all the partners if applicant is a partnership, or the names and addresses of the officers and all persons owning more than ten percent (10%) of the stock of the corporation if the applicant is a corporation.
 - (b) A legal description of the premises upon which it is proposed to conduct the assembly, with the names and addresses of all persons owning an interest in the premises, stating the nature of the interest.
 - (c) The nature and purpose of the assembly, the proposed beginning date and the period during which the assembly will be conducted, and a detailed statement of the manner in which it will be conducted.
 - (d) The maximum number of persons which the applicant will permit to assemble on the premises at any time during the assembly, which number shall be stated as a condition of any permit which may be issued.
 - (e) The plans of the applicant to limit and control admission to the

premises to the maximum number of persons stated in the permit and for controlling and parking vehicles of persons assembling on the premises.

(f) Description of existing facilities, and plans for proposed construction and alteration of, sewage, garbage and waste disposal systems, toilets, urinals, sinks, wash basins, drains; the source of water supply and plans for water distribution on the premises and methods of fire protection to be used during such assembly.

(g) The proposed method of lighting the structures and premises during the assembly.

(h) The number, location, and power of amplifiers and speakers, and the plans for sound control during the assembly, if applicable. No event shall utilize amplified sound between the hours of 1:00 AM and 8:00 AM. No event shall utilize fireworks between the hours of 12:01 AM and 8:00 AM. The County Board or Sheriff may set more restrictive hours as condition of the permit issuance.

(i) 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 plan must be approved by the Aitkin County Sheriff and or designee.

(j) Plans for the preparation and distribution of food and refreshments upon the premises.

(k) Plans for medical services, including buildings therefore, the names and hours of availability of physicians and nurses, and provisions for ambulance and other emergency services.

3. The application shall be accompanied by a permit fee in the amount of \$500.00, together with bond in the penal sum of \$25,000.00 with sureties to be approved by the County of Aitkin conditioned that the permittee:

(a) carries out all of the plans and keeps and performs all of the conditions of the application and permit,

(b) maintain order on the premises,

(c) leave the premises in neat and respectable condition,

(d) indemnify and hold harmless the County of Aitkin, its officers, agents, and employees, from any liability or causes of action arising in any way from the conduct of the assembly, evidenced by a certificate of insurance in the minimum amounts of municipal tort limits and a named additional insured.

(e) the bond shall provide that any person damaged by the breach of any condition of the bond may maintain an action within ninety (90) days after the event concludes in his own name to recover his damage, after first giving written notice to the County of Aitkin, or the County of Aitkin may maintain an action in its own name for the benefit of the persons damaged. In the event that approval of the application shall be denied by the County Board of Commissioners, the fee shall be returned.

(f) if no action has been filed, the bond shall be released ninety (90) days after the event concludes.

4. Within ten days of filing of application, the county shall consider the application:

(a) If the application is denied the County shall inform the applicant in writing of the reasons for denying the applications; if the objection can be corrected or cured, the applicant may amend the application and resubmit it for approval.

(b) If the application is approved, the applicant shall be given an approval report which shall permit the applicant to proceed according to the plans stated in the

application, provided, however, that such approval shall not relieve the applicant from compliance with all applicable statutes, ordinances, and regulations.

(c) Plans and written statements submitted in an approved application shall be deemed a condition of the approval report and of any permit issued pursuant thereto, whether or not stated in the report or permit.

5. Not less than ten days prior to the start of the assembly the applicant shall file with the County Auditor the following:
 - (a) A report showing completion of all requirements necessary to comply with the application for permit, or in the event that such remain incomplete, evidence satisfactory to the County that completion will be had prior to the scheduled commencement of the assembly. Upon receipt of such report and after making such investigation and inspection of the premises as it may deem proper, and finding that all plans and requirement stated in the application have been or will be complied with, the County shall issue a permit. The permit 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.
6. No permittee shall sell tickets to, nor permit to assemble, more than the number of persons stated in the permit.
7. The permit may be revoked at any time if any of the conditions of the approval report or permit are not performed or complied with, or cease to be performed or complied with. The County shall forthwith upon revocation serve upon the permittee notice they have failed to comply with the permit; upon satisfactory proof of compliance, the County Board, may, in its discretion, reinstate said permit.
8. If the permit shall be denied or revoked, the applicant and all persons under the applicant's direction and control shall forthwith cease and desist from all acts for the promotion, advertisement, organization, and operation of the assembly, and shall do all things necessary to advise persons who may intend to assemble of the refusal or revocation of permit, and shall do all things necessary to disperse persons who may have assembled upon the premises.
9. In considering applications for a permit, the county board shall consider the character of the applicant, the nature of the assembly, the place thereof, the length of time during which it is to be conducted, and the adequacy of facilities for the protection of the public peace, health, safety, and welfare to be provided on the premises and in the area of the assembly, and plans to secure compliance with the conditions of the permit.
10. This ordinance shall not require a permit for assembly at an established and permanent stadium, auditorium, arena, Aitkin County licensed food, beverage and lodging facility, or place of worship where the reasonably anticipated assembly does not exceed the maximum seating capacity of the structure by more than 250 persons. The County Board of Commissioners may waive any of the requirements of subdivision 3 of this ordinance for applications from a Town proposing to conduct a community festival. The provisions of this ordinance shall not apply to any show or exhibition held in connection with the Aitkin County Fair.
11. Any person, partnership, company, society, group, firm, corporation or association, and

any entity's individual officers, partners, or members, violating or failing to comply with the provisions of this Ordinance shall be guilty of a misdemeanor for each and every violation, and for each and every day a violation is permitted to exist, it shall be deemed a separate offense. The County Attorney may institute in the name of the county any appropriate actions or proceedings for the enforcement of this ordinance and the conditions of permits issued pursuant to it. The promotion, conduct, operation or maintenance of an assembly in violation of this ordinance or any permit issued pursuant to it is hereby declared a public nuisance.

12. If any section or part of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions hereof.
13. This ordinance shall become effective upon its adoption and publication according to law.

Adopted this 25th day of February, 2014 by the County Board of Commissioners, County of Aitkin, Minnesota

Chairperson of the Board /s/ J. Mark Wedel

Attest: /s/ Kirk Peysar

Kirk Peysar
Aitkin County Auditor

Approved as to Form: /s/ James P. Ratz

James Ratz
Aitkin County Attorney

Effective Date: March 19, 2014

APPENDIX A

AITKIN COUNTY SUPPLEMENTAL ASSEMBLY GUIDANCE FORM

This form is to assist the applicant in completing the application. The following guidelines will be used by County Staff in reviewing the application to ensure the assembly is protecting the public health, safety and general welfare, and meeting minimum county standards.

1. General liability insurance, naming Aitkin County as an additional insured under the policy, covering any injury or damage caused by or resulting from the conducting of the assembly permitted under this ordinance, in the minimum amount of five hundred thousand dollars (\$500,000.00) for injuries to, damages to and/or death of any one person and one million five hundred thousand dollars (\$1,500,000.00) for total injuries and/or damages arising from any one occurrence. The Board has the authority to require higher liability limits (including the MCIT recommended general aggregate liability insurance minimum of \$3,000,000.00) or waive the insurance requirements.
2. The plan for potable water must meet all federal state and local requirements for sanitary quality, sufficient to provide drinking water for the maximum number of people to be assembled at the rate of at least one gallon per person per day.
3. The sewage plan must describe the existing onsite facilities (septic systems, latrines, toilets, urinals, sinks, etc.). Separate enclosed toilets for males and females at a minimum ratio of 2 per 100 people. Toilets are to be conveniently located throughout the grounds. Indicate who will be providing and maintaining the toilets.
4. The plan for solid waste disposal must be sufficient to dispose of the solid waste at the rate of at least 2.5 lbs. of solid waste per person per day, which is equivalent to 1 cubic yard per 140 people per day. Indicate locations of containers and method of collecting each day.
5. The plan for food preparation and distribution must list the names of the food vendors along with their telephone number. All food vendors must obtain a license from the Aitkin County Environmental Services Department.
6. The parking plan must have sufficient onsite parking for the maximum number of persons permitted to assemble at a minimum rate of 1 parking space per 5 people.
7. The plan to limit and control admission must show the location and describe the barrier or fence that will be used, which must be sufficient in height and strength to prevent people in excess of the maximum number from gaining access to the assembly.
8. The plan for security must be approved by the Aitkin County Sheriff or designee. This may include having the appropriate security staffing levels for the anticipated attendance and/or paying for extra law enforcement services due to the increased calls for service.
9. The plan for medical services shall be, at a minimum, the following:

300 to 499 persons	1 licensed practical nurse (LPN) and, 1 properly equipped on-call ambulance
500 to 4999	1 registered nurse (RN), and 1 properly equipped on-call ambulance
*5000 or more	1 physician, 1 RN, 1 properly equipped on-call ambulance

together with an enclosed, covered structure where adequate medical treatment may be rendered, containing separately enclosed treatment rooms for each physician.

*increments of 5,000 persons or fractions thereof above 5000 persons require said personnel for each increment.

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LARGE ASSEMBLY

Contact Approval Information

CITY or TOWNSHIP:

Individually listed on Aitkin County Government Website

(<http://www.co.aitkin.mn.us/Towns/cities-towns.html>)

ENVIRONMENTAL:

Terry Neff 218-927-7352

Terry Neff (tneff@co.aitkin.mn.us)

Michelle Leitinger 218-927-7266

Michelle Leitinger (michelle.leitinger@co.aitkin.mn.us)

SHERIFF:

Scott Turner 218-927-7400