

**PERMIT APPLICATION (Chapter 366A. Parades, Races, and Public Assemblies.)**  
**DEPARTMENT OF POLICE, 367 Grove Street, St. Paul, Minnesota, 55101, Community Services Unit, 651-266-5485**  
**NO PERMIT APPLICATION WILL BE ACCEPTED WITHOUT PROPER FEES ATTACHED**  
**(PERMIT GRANTED SUBJECT TO AMENDMENT OR ISSUANCE OF ALTERNATIVE PERMIT)**

Chairperson: \_\_\_\_\_  
(Name) (Address) (City/State/ Zip) (Phone)

Organization: \_\_\_\_\_  
(Name) (Address) (City/State/Zip) (Phone)

**\*\*\* Note: If the parade, race or public assembly is designed to be held by, or on behalf of, any person other than the applicant, the applicant for such permit shall file a letter from that person with the chief of police authorizing the applicant to apply for the permit on his behalf.**

Date of Event: \_\_\_\_\_

Location of the parade, race or public assembly and the route to be traveled, including stating point and termination point: (Attach Map): \_\_\_\_\_

Starting Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ Assembly start time: \_\_\_\_\_

The type of parade, race or public assembly, including a description of activities planned during the event? \_\_\_\_\_

Will the event occupy all portion of the width of the street(s) proposed to be traversed? \_\_\_\_\_

Will the event occupy only a portion of the width of the street(s) proposed to be traversed? \_\_\_\_\_  
• Specific sidewalks that need to be controlled or closed for event. \_\_\_\_\_

Assembly Area: \_\_\_\_\_  
Disbanding Area: \_\_\_\_\_

Intervals of space to be maintained between units of such parade, race, or public assembly? \_\_\_\_\_

Description of any sound amplification equipment to be used in connection with the parade, race, or public assembly? \_\_\_\_\_

Approximate number of participants (spectators are by definition not participants), including the type and number of animals and vehicles? \_\_\_\_\_

Approximate number of spectators reasonably anticipated? \_\_\_\_\_

Are any public facilities or equipment to be utilized? \_\_\_\_\_

Is the event covering two blocks or less of sidewalk, streets or public property? \_\_\_\_\_  
If yes, what are the addresses of any properties that abut the location of the parade, race or public assembly? \_\_\_\_\_

**\*\*\* Note: Where the event is in an area covering (2) blocks or less of sidewalks, streets or public property, you must provide with the application, a signed statement by the permit applicant stating that all the addresses of any properties that abut the location of the parade, race or public assembly, have received notification of the event.**

Will beer be sold or given away at this event? \_\_\_\_\_ Will food be sold or given away at this event? \_\_\_\_\_  
Will there be carnival rides? \_\_\_\_\_ Will additional power source be needed? \_\_\_\_\_

**\*\*\* Note: If your event has beer, liquor, food, additional power or carnival rides, proper license must be obtained. You must contact the Department of Safety and Inspections (DSI) at 651-266-9090 for proper permit.**

Barricades needed? Yes \_\_\_\_\_ (Attach barricade list) No \_\_\_\_\_ If yes, will they be rented from Public Works? \_\_\_\_\_ **\*\*\* Note: Public Works rents barricades for events requiring 20 or less barricades, at \$10.00 per barricade, to be billed after the event. Public works will assess additional charges for missing barricades and/or pieces. The city reserves the right to require additional barricades and/or signage as a condition of approval of this permit. Saw horses or home-made barricades are not acceptable. For more information regarding barricades, contact Public Works at 651-266-9700.**

Traffic control cones needed? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Parking meters need to be hooded for this event? \_\_\_\_\_ **\*\*\*Note: Meter hooding charges apply, current rates are available at Use of Street Permit Division, please call 651-266-6151.**  
 "No Parking" signs to be posted? \_\_\_\_\_ (Attach Map) **\*\*\* Note: Charges apply, current rates are available at Public Works – Right of Way at 651-266-6151.**  
 Will banners of any type be displayed? \_\_\_\_\_ **\*\*\* Note: If yes, written permission must be obtained from the Public Works, please call 651-292-6600.**  
 Fireworks Display? \_\_\_\_\_ **\*\*\* Note: State Licensor and local permit is required for fireworks, please call 651-228-6230.**  
 Firearms (Includes starters pistol)? \_\_\_\_\_ **\*\*\* Note: If yes, please call Community Services for more information at 651-266-5485..**

**Firearms information:**

**624.714 Carrying of weapons without permit; penalties.** (2005)Subd. 1a. Permit required; penalty. A person, other than a peace officer, as defined in section 626.84, subdivision 1, who carries, holds, or possesses a pistol in a motor vehicle, snowmobile, or boat, or on or about the person's clothes or the person, or otherwise in possession or control in a public place, as defined in section 624.7181, subdivision 1, paragraph (c), without first having obtained a permit to carry the pistol is guilty of a gross misdemeanor. A person who is convicted a second or subsequent time is guilty of a felony.

**624.7181 Rifles and shotguns in public places** (2005)  
 Subd. 2. Penalties. Whoever carries a BB gun, rifle, or shotgun on or about the person in a public place is guilty of a gross misdemeanor. A person under the age of 21 who carries a semiautomatic military-style assault weapon, as defined in section 624.712, subdivision 7, on or about the person in a public place is guilty of a felony.

**624.7181 Rifles and shotguns in public places** (2005)  
 Subd. 1. Definitions. (c)"Public place" means property owned, leased, or controlled by a governmental unit and private property that is regularly and frequently open to or made available for use by the public in sufficient numbers to give clear notice of the property's current dedication to public use but does not include: a person's dwelling house or premises, the place of business owned or managed by the person, or land possessed by the person; a gun show, gun shop, or hunting or target shooting facility; or the woods, fields, or waters of this state where the person is present lawfully for the purpose of hunting or target shooting or other lawful activity involving firearms.

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_, being duly sworn, deposes and says upon oath that he/she has read the foregoing statement bearing his/her signature and knows the contents thereof, and that the same is true of his/her own knowledge except as to those matters therein stated upon information and belief and as to those matters he/she believes them to be true.

Applicant's Cell Phone Number \_\_\_\_\_ Applicant's e-mail address \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary Public, \_\_\_\_\_ County, MN.  
 My commission expires \_\_\_\_\_  
 (Signature) \_\_\_\_\_

**PERMIT MUST BE SIGNED AND NOTARIZED.**

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**The Minnesota Data Practices Act requires that you be advised of the following information:**

As an applicant for a permit, some of the data you are being asked to provide could be private and/or confidential data about yourself which will be used to process your permit application and enable communications with you regarding any subsequently issued permit.

You may refuse to provide this information; however, should you refuse, the permit processing cannot be completed and will result in your application not being processed. The information that you provide may be conveyed to other City of St. Paul departments for permit purposes only.

**I HAVE READ AND UNDERSTAND THE ABOVE DATA PRACTICES ADVISORY**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date