

## License Application: Entertainment Upgrade or Downgrade

A change to upgrade or downgrade the license entertainment level requires your current license to be in good standing. A public hearing may be required. The change is not valid until it is approved by the City Council.

### Entertainment levels:

- **No Live Entertainment:** Radio, television, electronically reproduced music, and jukebox.
- **Limited Entertainment:** Literary readings, storytelling, live solo comedians, karaoke, amplified or nonamplified music by a disc jockey or any number of musicians, and group singing by patrons of the business. No customer dancing.
- **General Entertainment:** All forms of entertainment described above and customer dancing.
- **Adult Entertainment:** This include persons who are unclotnes or dressed in attire/costume which exposes any portion of female breasts and/or male or female genitals (nude or semi-nude).

If you have questions, contact your license Inspector or call 612-673-2080.

Application requirements	
1.	Complete the application and include all the requirements listed below. Incomplete applications may be returned. You may send your application by email <a href="mailto:businesslicenses@minneapolismn.gov">businesslicenses@minneapolismn.gov</a> , US mail, or drop it off at our office.
2.	The <a href="#">fee</a> for the upgrade is the difference between the fees of your current entertainment level and your requested entertainment level. You can pay by- <input type="checkbox"/> <b>Cash:</b> Do not mail cash, you must drop it off in person. <input type="checkbox"/> <b>Check:</b> Make checks payable to- Minneapolis Finance Department <input type="checkbox"/> <b>Credit card:</b> Mail, drop off or email your application to <a href="mailto:businesslicenses@minneapolismn.gov">businesslicenses@minneapolismn.gov</a> . <b>Do not add your credit card information on this application.</b> We will call you to securely charge your credit card.
3.	<input type="checkbox"/> <b>Entertainment change application</b>
4.	<input type="checkbox"/> <b>Updated business plan-</b> submit your business plan with the changes.
5.	<input type="checkbox"/> <b>Diagram-</b> Attach a detailed drawing of the floor plan. Include the square footage of the license premises, both the interior and outdoor areas, chairs, tables, stage, DJ or dance area and kitchen.
6.	<b>Notification-</b> You need to send a notice to your City Council Member, Neighborhood Organization, and Business Association(s). Tell them your business name, address and requested entertainment level, your name, email address and telephone number with a copy of your approved Business Plan. <input type="checkbox"/> Attach a copy of your letter or email.
7.	<input type="checkbox"/> <b>Promoters-</b> if using promoters, submit a blank copy of your promoter contract. <input type="checkbox"/> Not using any promoters.
If upgrading your entertainment level, you must also submit:	
8.	<input type="checkbox"/> <b>Updated sound plan-</b> submit your sound plan with the changes.
9.	<input type="checkbox"/> <b>Police Safety Plan Review-</b> (form #1) submit an updated plan and signed form from your Police precinct.

## Entertainment Change application

1. Business information			
<b>Explain in detail the changes to the entertainment.</b> <input type="checkbox"/> Upgrade <input type="checkbox"/> Downgrade			
Name of person making the request (must be owner, shareholder or partner)			Title
Phone number		Email	
Business legal corporation name		Business name (DBA)	
Business address		Suite number	City
		Zip code	
Business Email		Tax ID	
License number	License type		Current entertainment level
<b>Check the entertainment level you are applying for:</b>			
<input type="checkbox"/> <b>No Live Entertainment:</b> Use of radio, television, electronically reproduced music, and/or jukebox.			
<input type="checkbox"/> <b>Limited Entertainment:</b> Book readings, storytelling, live solo comedians, karaoke, amplified music by a DJ or any number of musicians, and group singing by customers. No customer dancing.			
<input type="checkbox"/> <b>General Entertainment:</b> All forms of entertainment described above and customer dancing.			
<input type="checkbox"/> <b>Adult Entertainment:</b> This includes persons who are unclothed or dressed in attire/costume which exposes any portion of female breasts and/or male or female genitals (nude or semi-nude).			
2. Verification			
A signature is required.			
<input type="checkbox"/> I have read and agree to the <a href="#">Terms and Conditions</a> for electronic signatures, records and payment.			
<input type="checkbox"/> I certify or declare under penalty of perjury under the laws of the State of Minnesota that the information on application, checklist, and attached documents is true and correct. All information given is subject to verification by the City of Minneapolis. I understand that false information may result in the denial, suspension, or revocation of my business license.			
By typing your name, you are electronically signing this application.			
Signature _____ Title _____ Date _____			
For reasonable accommodations or alternative formats please contact Business Licensing at 612-673-2080 or via email at <a href="mailto:businesslicenses@minneapolismn.gov">businesslicenses@minneapolismn.gov</a> . People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. Para ayuda, llame al 311. Rau kev pab hu 311. Hadii aad caawimaad u baahantahay wac 311.			



City of Minneapolis  
Licenses and Consumer Services  
505 Fourth Ave, S, Room 220  
Minneapolis, MN 55415  
612-673-2028

## Police Department Safety Plan Review

Alcohol license     Extended Hours

All businesses licensed by the City of Minneapolis must provide adequate security to prevent criminal activity, loitering, and disorderly conduct at their business, including parking areas, per MCO 259.250 (4).

Not providing adequate security to make your business safe could have an impact on the success of your business and your ability to continue to operate. Adequate security is not “one size fits all”, even a detailed plan does not fit every situation.

It is important that this review happens with the Minneapolis Police Department and business owners meeting face to face with Police representatives is a way to develop a positive connection.

**This part to be completed by applicant**

Name of business \_\_\_\_\_

Business address \_\_\_\_\_

Contact person \_\_\_\_\_ Phone number \_\_\_\_\_

Email \_\_\_\_\_

### Business Safety Plan requirements and process

1. Please review the following topics of an alcohol business safety plan.
2. Create and write a plan that will best ensure the safety of your business, customers and the surrounding community, according to your business model.
3. Any changes to the Safety Plan must be approved prior to the changes.
4. Schedule a review of your plan with MPD personnel to be determined by the Precinct Commander. The review should occur at the proposed business, if possible.
5. You must include copies of your License Application, Business Plan and Safety Plan with this form.

## Alcohol Business Safety Plan Guidelines

Based on industry best practices, a successful business will have a safety plan that includes the following topics-

### A. Staffing-

- Who will do the hiring and how many employees will you have working each day?
- Do employees have certain job titles and responsibilities with job experience?
- Will you complete background checks on all employees before hiring them?
- A manager, who is in charge, must be on site during all business hours.
- If you have an outside area, how will this be staffed?

### B. Security-

- Describe your security staffing and policy
  - Will you use Off Duty Police
  - Will regular staff perform security
  - Will you hire a licensed security company
- What are the security staffing levels-
  - Do you have a main person in charge of security
  - During the events or if you have live music
  - Outside areas
  - During the summer/ warmer weather or colder weather
  - Weekends differ than during the week
  - If you have 18+ events
- Will security be in a uniform or recognizable clothes so they can be identified?
- Will they be armed with a firearm or other weapon?
- Do you have security cameras-
  - Where are the cameras located
  - How long is the footage saved for
  - Who has access to retrieve footage
  - Will you provide the footage if requested?

**Note-** if you hire an outside professional security company, or contract with security personnel that are not your W-2 employees, they must be licensed by the Minnesota Board of Private Detective and protective Agent Services.

Any company can hire someone as an employee (W-2) to protect their own property (326.3381 sub 1a. Proprietary Employees). However, any individual or company who offers this service as a contractor (1099), or offers this service to another company, needs to be licensed by the State of MN (326.338 Sub 4. Persons Engaged as Protective Agents)

- **Promoters-** when there is a promoter event at your business
  - Describe security for the event

- Who is responsible for security and staffing
- Will you hire additional staff
- **Incidents-** how will you communicate to staff and document incidents
- **Checking IDs-** what is the policy and procedure used to check IDs?
- **“No Admit List”** Do you plan on creating a list of people that you will not allow to enter the business again.
  - How is this documented and when is someone added to the list?
  - Who is responsible to manage the list?
  - Will you share this list with Police and Business Licensing?
- **Loitering-** how will you handle any loitering outside of the business
  - Prevent customers from being too loud outside of the business
- **Queues or lines outside-** how will you prevent customers from blocking the sidewalk while they wait in line to get in?
- **Parking Lots-** if you have a parking lot, describe how you will:
  - Prevent people from hanging out in the lot
  - Will you have staff that are assigned to the parking lot
- **Private space in the business-** how will you prevent customers from going into spaces and areas that are not for the public (offices, storage)

### C. Exit Strategies- describe for inside and outside

- How will you notify customers that the business is closing soon?
  - What time does alcohol service end
  - What time does music end
  - What time will you stop seating customers
  - What time will stop letting customer into the business
- Describe how you will assist people to leave the business on time
- How will you ensure people leaving aren't being loud and disruptive to the neighbors?
- If you have a parking lot, how will you prevent people from loitering and being loud?
- **Valet Service**
  - Will you hire a separate valet company
  - Do you have a Valet license?
  - How is valet service handled at the end of the night when everyone is leaving at the same time?
- Explain how you will work with traffic management to prevent traffic jams?
- What are the plans for emergency evacuation, sheltering in place and/or active shooter?

### D. Crime Prevention Through Environmental Design

- Is there enough inside and outside lighting to promote safety
  - describe the lighting for your business

- Are windows letting in natural light and not covered at night
- Natural sight lines- can staff see all areas or customers from any place in the business

**E. Large Crowds-** how does staff handle large crowds

- What is your occupancy?
  - How do you keep track of occupancy, so you are not over crowded?
- What if large crowds arrive at your business all at once?
- Do you allow party busses or pedal pubs?
- Special planned events
- Unplanned events

**F. Complaints-** how do you handle complaints about your business

- Who is main contact for complaints from-
  - Police
  - Neighbors
  - Business Licensing

**This part to be completed by MPD**

Minneapolis Police representative \_\_\_\_\_ Badge # \_\_\_\_\_

**Comments:**

MPD signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

**The Minneapolis Police Department does not approve or endorse license applicants or applications.**