

## Request for Use of City Owned Plazas

Per Chapter 440 of Minneapolis Code of Ordinances when approved below by duly authorized City Official(s), this form shall become the "Plaza Permit".

### Process

1. Submit the application via mail or email at least 15 days prior to the event to:  

**Attn. Shannon Daniels**  
**1901 East 26th Street**  
**Minneapolis, MN 55404**

-OR-
[Shannon.Daniels@minneapolismn.gov](mailto:Shannon.Daniels@minneapolismn.gov)
2. A bond and/or insurance may be required before this request is approved.
3. Notification of permit approval, conditions necessary, or permit disapproval will be returned (mail or email) to the person requesting the permit.
4. If this request is denied by the City Engineer, it may be further considered by the City Council.  
 For further information call **(612) 673-2002** or email Shelia Padilla

Date of Request:	Plaza to be used: <input type="radio"/> Peavey Plaza (see <a href="mailto:peaveyplaza@mplsddid.com">peaveyplaza@mplsddid.com</a> ) <input type="radio"/> Loring Greenway	Electrical Service Required:
	<input type="radio"/> Chicago Mall <input type="radio"/> Other (name/location):	<input type="radio"/> Yes <input type="radio"/> No

Requesting Group Name: \_\_\_\_\_

Address:	City:	State: MN	Zip code:
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Applicant Name:	Phone:
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Address:	City:	State: MN	Zip code:
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Alternate Contact:	Phone:
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Address:	City:	State: MN	Zip code:
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Applicant Signature: _____	Email: _____
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Type of Event - provide specific detail (attach additional pages if necessary):	Will food be served? <input type="radio"/> Yes <input type="radio"/> No Catered? <input type="radio"/> Yes <input type="radio"/> No	Number of People Expected:
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Date and times of Event: <b><i>Includes setup and cleanup</i></b>	Number of Vehicles:	Parking Permits Call Traffic & Parking at: 612-673-5750
Start Date: _____ Start Time: _____ End Date: _____ End Time: _____		

### Conditions of Use

Driving or parking motorized vehicular equipment shall be prohibited, including the sidewalk and any surface adjacent to the Plaza which may be damaged by heavy weight.

ALL users using amplifying equipment must get a "noise permit". Call: Minneapolis 311 or 612-673-3000.

This is not a license to dispense food or beverages, nor is permission granted by approval of requested plaza use. If food or beverages are to be dispensed at the event for which this application is requested, please call Minneapolis 311 or 612-673-3000 (food and/or liquor).

### Action Taken

Date received by City Engineer: _____	Permit issued on this date: _____
<input type="checkbox"/> 1.) Request approved, no bond or insurance required. <input type="checkbox"/> 2.) Will be approved upon receipt of Proof of Liability Insurance. <input type="checkbox"/> 3.) Request disapproved and referred to the Minneapolis City Council for consideration.	By: _____ Jeni Hager, Interim Deputy Director of Public Works / City Engineer or Joe Paumen, Director of Transportation Maintenance & Repair

### Applicable Only if Item Three Above is Checked

<input type="checkbox"/> Permit Denied <input type="checkbox"/> Permit Granted	Date of Council Action: _____	ATTEST: _____ <div style="text-align: right;">Casey Carl, City Clerk</div>
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