

License Application: Rental Hall

A building, facility, room, which is rented, leased or otherwise made available to any person or group for a private event or function (weddings, baby showers, etc.) that is not open to the general public, whether or not a fee is charged. The applicant must be the owner of the rental hall and the lease holder.

Rental Halls cannot be used as a nightclub, concert venue or events hosted by the owner.

Events with a cover charge, pre-purchased tickets and/or ticket sales at the door are not allowed.

Any alcohol must be provided by the host, the person renting the space. It may not be sold during the event. A Temporary Alcohol Permit is available, or one can hire a licensed liquor caterer when food is being catered.

No subletting of the Rental Hall.

A designated manager, who is an employee, must always be on-site for all events.

A public hearing is required before you can open. Your License Inspector will schedule this once your application has been reviewed.

If you have questions, send an email to businesslicenses@minneapolismn.gov or call 612-673-2080.

Part One

This application has two parts.

Part One: Complete the application and include all the requirements listed below.

Part Two: After we review Part One, your License Inspector will contact you about completing and submitting the rest of your application.

1. Application requirements

1. **Application form**

2. **Floor plan-** Attach an 8.5" by 11", detailed scaled diagram.

- a. Include the square footage as well as labels of the interior and outdoor areas
- b. Label the area available for customers to rent.
- c. Include bathrooms and kitchen areas.
- d. Show all tables and seating
- e. Identify Fire Occupancy (interior) and Maximum Capacity (exterior).

3. **Sewer Availability Charge (SAC):** The Metropolitan Council charges a fee for new or upgraded sewer connections. If you have questions, call 612-673-3000 or email development@minneapolismn.gov.
 Attach your SAC Determination letter.

4. **Do you have a valid Certificate of Occupancy to open and operate?** yes No

If not, please contact Construction Code Services at 612.673-5890.

The certificate of occupancy, occupant load certificate, hours of operation and the license certificate issued must be posted in a visible place on the premises.

2. Applicant information

Legal company name		Business name/DBA		
Name (Last, First, MI)		<input type="checkbox"/> Owner <input type="checkbox"/> Partner <input type="checkbox"/> On site manager		
Business address	Suite	City	State	Zip code
Mailing address (if different than business address)		City	State	Zip code
E-mail address		Cell phone number	Business telephone number	
Minnesota Sales Tax ID number <i>(Required)</i>		Social Security number or Individual Tax ID (ITIN) <i>(Required)</i>		
Type of Ownership: <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Non-profit		Date of incorporation	State of incorporation	
Is this company publicly traded? <input type="checkbox"/> Yes <input type="checkbox"/> No		Proposed opening date:		

3. Business information

Describe your Rental Hall business		
Will you have a kitchen facility for food service: <input type="checkbox"/> No <input type="checkbox"/> Yes, please describe		
List days and hours the business is available for renting		
Would you like to apply for an Extended Hours License? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, you will need to complete a separate application. This license allows you to stay open later than the hours defined in the Minneapolis Code of Ordinances and Zoning Code.		
Total square footage	Total occupancy	Number of seats
<input type="checkbox"/> Starting a new business in a new building. <input type="checkbox"/> Adding a new license to existing business. Name of business: _____ <input type="checkbox"/> Changing or adding equipment.		<input type="checkbox"/> Starting a new business in an existing building. <input type="checkbox"/> Taking over an existing business. (New Owner) Name of previous business: _____ <input type="checkbox"/> Remodeling only
Are you planning or have you completed any construction or remodeling? <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of contractor or building manager
Explain the scope of the remodeling or construction:		

4. Owners

List all owners and partners, ownership must add up to 100%. Attach additional sheets if needed.

Full name: Last, First, Middle			Telephone	
Home address		City	State	Zip code
Title	Email	Date of birth	Ownership %	
Full name: Last, First, Middle			Telephone	
Home address		City	State	Zip code
Title	Email	Date of birth	Ownership %	
Full name: Last, First, Middle			Telephone	
Home address		City	State	Zip code
Title	Email	Date of birth	Ownership %	

5. On-site manager

Required- A manager, who is an employee, must always be on-site for all events.

Full name: Last, First, Middle			Telephone	
Home address		City	State	Zip code
Title	Email	Date of birth	Ownership %	

6. License history

List licenses you currently have or previously held in Minneapolis (business or individual).

Have you ever had a license denied or revoked? No Yes, list the information below.

Date, license type, the city or state and the reason:

7. Workers compensation

Workers' compensation company

Policy number

Dates of coverage

Or

I'm the only worker and have no employees.

I have no employees who are covered by workers compensation law. Only employees who are specifically exempted by statute are not covered by the workers compensation law. These include spouse, parents, and children regardless of age. All other workers whose work is employed by the business must be covered.

8. Verification

The City of Minneapolis uses the information on this application to determine qualifications for a license. You are not legally required to provide this information. If you refuse, we cannot approve your application. MN Statute 270C.72 requires your Minnesota Tax ID Number and either a Social Security Number or Individual Tax ID Number. These may be given to the Minnesota Commissioner of Revenue if requested.

After we approve your license, all information except your Social Security Number is public (MN Statutes, Chapter 13).

A signature is required.

I have read and agree to the [Terms and Conditions](#) for electronic signatures, records and payment.

I, (print name) _____, certify or declare under penalty of perjury under the laws of the State of Minnesota that the information on this application, checklist, and attached documents is true and correct. All information 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 of applicant _____ Title _____ Date _____

9. Additional information

1. No license will be issued for longer than one year.
2. You cannot transfer your license to any other person or location.
3. Contact your License Inspector if you want to apply for additional licenses.
4. Visit our website www.minneapolismn.gov/business-services/licenses-permits-inspections/business-licenses/

For reasonable accommodations or alternative formats please contact Business Licensing at 612-673-2080 or via email at businesslicenses@minneapolismn.gov. 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.

Part Two

Begin completing the forms listed in **Part Two**. After your License Inspector contacts you, submit everything at the same time, including any documents, so it can be reviewed. Incomplete applications may be returned.

5. **Residential and employment history form** (Form #2) the applicant, on-site manager(s) and all owners and partners must each complete the form. For corporations include officers, directors and shareholders.
6. **Background information**- each owner, partner, shareholder, directors and manager must complete and submit:
 - Data Privacy form** - (Form #3)
 - Photo ID**- copy of valid driver's license or government issued photo ID
 - Background report**- This report must be dated **within 30 days** of receipt of this application and is available from the State of Minnesota Bureau of Criminal Apprehension or call 651-793-2400.
7. **Safety Plan Review** (Form #4)
8. **Business Plan** (Form #5)
9. **Sound Plan** (Form #6)
10. **Source of Funds**: Complete and provide documents showing the funds needed to open the business.
11. **Certificate of liability insurance**- you are required to have general liability which includes at least:
 - \$200,000 per occurrence and \$600,000 aggregate for personal injury or death
 - \$50,000 for property damage
12. **Ownership information** – attach one of the following:
 - Sole Proprietorship: Provide a copy of certificate of assumed trade name.
 - Partnership or Shareholder: Provide a copy of the signed and executed partnership agreement.
 - Corporation: Provide a copy of the Certificate of Incorporation, Articles of Incorporation, by-laws and Certificate of Authority if a foreign corporation.
13. **Certificate of Legal Business Name, LLC**- attach from the Minnesota Secretary of State's Office.
 Certificate of Assumed Name, DBA- attach from the Minnesota Secretary of State's Office
14. **Notification letter**- send a notice to your [City Council Member](#), [Neighborhood Organizations](#) and [Business Association\(s\)](#). Include the type of license(s); business address; your name, address and telephone number; and approved Business Plan. Attach a copies of your letter or emails.
15. **Lease agreement**- Attach a copy of the signed lease for the property
16. **Rental Hall lease agreement**- Submit a blank copy of your rental hall agreement that includes: renter's name, telephone number, email, nature of event, number of attendees, hours of use, hours of event, type of entertainment and all the rules they must follow including alcohol policies. There is no subleasing. These lease agreements must remain on file for at least one year.

Residential and Employment History

Each applicant, all owners, partners and on-site managers must complete this form.

Background information				
Your name (First, Middle, Last)		Place of birth (Country, city, state)		Date of Birth
First, middle, or last names you have ever used or been known by				
List your home addresses for the past ten (10) years. Attach additional sheets if necessary.				
Street address	City	State, zip	From	To
List your employment for the past ten (10) years. Attach additional sheets if necessary.				
Employer and address	City	State, zip	From	To



City of Minneapolis
Licenses and Consumer Services
505 Fourth Ave. S., Room 220
Minneapolis, MN 55415
Telephone: 612-673-2080

Data Privacy Advisory

Complete this form and attach the following for **each owner, partner, shareholder and on-site manager:**

- A copy of valid driver’s license or valid government issued photo ID
- Background report: This report must be dated **within 30 days** of receipt of this application and is available from the State of Minnesota Bureau of Criminal Apprehension or at 651-793-2400.

The Minnesota Data Practices Act requires us to tell you the following information:

As an applicant for a Minneapolis business license, we ask for private and/or confidential information. We use this to check driving history, criminal history, arrest records, warrant information, and other relevant records.

You are not legally required to provide this information but if you don’t, we cannot complete our investigation or approve your application.

The information you provide is public and will be used by the Minneapolis Police Department, License Inspection Unit, the Minneapolis Division of Licenses and Consumer Services, the Minneapolis City Council, and the general public.

Authorization for Release of Information

Last name	First name	Middle name
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Also Known As: _____ Date of birth: _____

Title: _____

- I have read and understand the above Data Privacy Advisory.
 - I have read and agree to the [Terms and Conditions](#) for electronic signatures.
- By typing your name, you are electronically signing this form.

Signature: _____ Date: _____



City of Minneapolis
Licenses and Consumer Services
505 Fourth Ave. S., Room 220
Minneapolis, MN 55415
612-673-2080

Police Department Safety Plan Review

Rental Hall License

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

Not providing adequate security 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. Business owners meeting face to face with Police representatives is a way to develop a positive connection.

This portion to be completed by applicant

Name of business _____ Address _____

Contact person _____ Phone number _____

Business Safety Plan requirements and process

1. Please review the following topics of the Rental Hall 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. Schedule a review of your plan by MPD personnel to be determined by the Precinct Commander. The review should occur at the proposed business, if possible.
4. You must include copies of your license application, Business Plan and Safety Plan, with this form.

Rental Hall Business Safety Plan

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

A. Staffing and procedures-

- Who will do the hiring and how many employees will you have working during rental events? Will you complete background checks on all employees?
- A manager, who is an employee, must be on site during all events.
- Describe your security personnel and job duties as it should be based on type of event and number of attendees.

You must have at least one (1) security person per 50 people if-

1. alcohol is present, or
 2. guests are dancing to live or recorded music.
- Will security be in uniform or recognizable clothes?
 - Will they be armed with a firearm or other weapons?

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)

- Incident logs- how will you communicate and share policies, incidents and update employees?
- Do you plan on creating a “No Rental List” for people that you will not allow to rent to again. How is this documented and who is responsible to manage the list? Will you share this list with Police and Business Licensing?
- Alcohol Server Training- educate employees on the rules and laws of alcohol and prevent over serving.

B. Exit strategies

- How will you notify guests that the event will be ending soon?
- Describe how you will assist people to leave the rental hall 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?
- Will you have a valet service which requires a license?

- Explain how you will work with traffic management?
- What are the plans for emergency evacuation, sheltering in place and active shooter?

C. Crime Prevention Through Environmental Design

- Have enough exterior and interior lighting levels to promote safety, describe the lighting for your rental hall.
- Describe the video surveillance system at the rental hall.
 1. Where are the cameras located and who has access to the video.
 2. How long are recorded video stored for?
 3. Will you provide them to Business Licensing or the Police to assist in an investigation?
- To prevent a crime from happening, how will you ensure private spaces are only accessible to staff and prevent guests from going into those areas.

This portion to be completed by MPD

Police representative _____ Badge # _____

Comments:

MPD signature _____ Date _____

Applicant signature _____ Date _____

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

Business Plan Requirements Rental Hall Applications

Attach a typed report that includes all the following items that explains the business plan for your Rental Hall. You may attach extra documents to your report.

- 1) Describe your Rental Hall business operations.**
 - a) How do you plan to operate the Rental Hall?
 - b) What is your occupancy?
 - c) What type of events will be at the Rental Hall?
 - d) Include details like number of tables, chairs and stage area.

- 2) Entertainment.** You must notify your Police Precinct Crime Prevention Specialist at least (five) 5 days in advance of any events with dancing, live music or pre-recorded music.

- 3) Safety.** Attach your Police Safety Plan Review Form to help prevent illegal behaviors and disorderly customers at your business, parking area, and neighborhood.

- 4) Alcohol policy.**
 - a) Describe your policy regarding alcohol at events.
 - b) Alcohol can't be sold, only provided by the host that is renting for the private event. (ex: bride and groom may bring champagne for the guests)

- 5) Noise.** Attach your Sound Management Plan which details how you will manage sound from your business.

- 6) Litter removal.** You are required to clean litter within a 100-foot radius from your business.
 - a) Describe your plans for litter, graffiti, and garbage cleanup.

- 7) Days and hours of rental- do you need an Extended Hours license?**
 - a) List the hours for every day of the week
 - b) Include both inside and outside hours

- 8) Food service policy.**
 - a) Do you have a kitchen area in the Rental Hall?
 - b) What is the food policy

- 9) Applicant's experience and background with operating a Rental Hall.**
 - a) Include a resume or summary of your work experience.

10) Advertising.

- a) List all your websites, and your business social media links where you will be advertising

Acknowledgement and Agreement

I, (print name) _____, an authorized corporate officer, partner or owner, hereby acknowledge and agree to the following:

- The attached Rental Hall business plan is true and correct; and
- All events must be conducted in strict compliance with all applicable federal, state and local laws and ordinances including, but not limited to, any law relating to zoning, building maintenance, fire prevention, liquor, health or safety.
- Any changes in the business plan must be submitted and approved by the Business Licenses Division before you make the changes; and
- Violation of this business plan may result in suspension, revocation, or refusal to renew my license or in a civil fine determined by the Minneapolis City Council.
- I have read and agree to the [Terms and Conditions](#) for electronic signatures.
By typing your name, you are electronically signing this application.

Signature of applicant: _____ **Title:** _____ **Date:** _____

Sound Management Plan requirements

An effective Sound Plan helps you balance your entertainment goals with those of the community. Answer the questions for your business, but not all questions will apply to your business.

1. Speakers- describe for indoor and outdoor

- Describe the position of speakers to deflect or absorb noise from the speakers. Best practice is to direct the speakers down.
- How will you minimize low-frequency music beats?
- What time will you turn down music?
- What time will you turn off speakers?

2. Closing time- describe for indoor and outdoor areas

- How will you manage loud customers?
- How will you remind customers to lower their voices to respect residents? This includes customers who park on residential streets.

3. Outdoor capacity

- List the capacity of your outdoor areas.
- Describe how you will manage the area to prevent over crowding.
- Describe how the seating design will minimize or deflect excessive sound.

4. Equipment

- Describe your sound metering equipment and/or music system with self-regulators.

5. Staff

- Describe sound management training for employees and security staff. What are their duties, including the frequency of rounds.
- Describe your community outreach, for example this can include neighborhood association meetings.
- Describe how you will remind and/or remove loud customers.

6. Special events

- What are your plans for special events in the city?

7. Complaints

- Describe how you will handle sound complaints. This can include a telephone number other than your business number for residents to call for sound concerns.

8. Architectural design or enhancements

- Describe the use of sound blocking walls, fences, and/or landscape.
- How will you direct sound away from neighboring buildings?

Additional Resources

For more information about resources and solutions, send an email to EnvironmentalInspections@minneapolismn.gov or call 612-673-3000 or 311.

Here are common concerns.

- The decibel limit for amplified sound without an amplified sound permit (e.g., patio speakers playing house music) is five (5) dB(A) above ambient levels on adjacent properties, including the public right-of-way.
- Amplified sound permits are required for outdoor sound amplifying equipment above five (5) dB(A) over ambient levels. Learn more and apply for an amplified sound permit at <https://www.minneapolismn.gov/business-services/licenses-permits-inspections/environmental/outdoor-amplified-sound/>

Source of Funds Statement information sheet

Documenting the source of funds for the business venture is one of the more important aspects of completing a license application. It is important that all financial information related to business start-up is completely documented and verifiable by the City of Minneapolis. Applications will not be processed without complete information about the costs and source of funds for your proposed business. **Your Inspector will notify you of the documentation you need to submit for your sources of financing.**

Costs Reporting Form: required

Attach the Costs Reporting Form that lists all costs for starting the business. City staff has the right to request documentation for listed expenses and revenues as well as any unlisted expenses/revenues they feel is related to this application.

1. Tax records: required

Attach last two years of completed and filed tax forms for each applicant and individual providing funding for the business venture or corporate tax records, if applicable. **If taxes are owed, provide payment plan or proof they have been paid.**

2. Bank statements: required

Attach copies of last three months of full official bank statements that show the money being used is available in that first month's statement.

3. Loans from the lending institution

- Attach a signed copy of the loan closing documents that clearly sets forth the amount being tendered to the borrower and a copy of any accompanying promissory note; or
- Individuals may be eligible for a loan, but approval may be delayed until a license is granted. A letter of loan commitment from the lending institution setting forth the amount of the loan must be submitted along with a pledge from the applicant that the loan closing documentation shall be submitted upon its completion.
- N/A

4. Loans from individuals- Applicants may obtain personal loans from relatives or other individuals. The loaning individual must provide the same documentation of the source(s) of these funds as required by the license applicant. For example, if you receive a \$2,000 loan from a parent, the applicant must attach all the source of funds for the parent's \$2,000 as well as their tax records.

- Attach a copy of each lender's source of funds- bank statements, loan closing documents and tax records
- Attach a notarized statement regarding the terms of the loan; states that the lender has no operational, financial or management interest in the business; the terms of the loan are independent of the business; and at no time in the future will the lender have a financial, operational, or management interest in the business.
- If there is any such involvement in the business, it will only be valid if the lender and applicant go through the appropriate city licensing process.
- N/A

5. Landlord construction or other credit/financing - A landlord providing construction or financing will be required to show the same documentation of the source of these funds as the license applicant. If funds are taken from a business account, city staff can accept corporate account statements in lieu of the landlord's personal accounts.

- Attach a copy of the loan closing document(s) and copies of any accompanying promissory note(s); and
- Attach a statement about payment terms.
- N/A

Acknowledgement

I (printed name) _____ understand that city staff have the right to request other documentation they feel is necessary to properly verify the source of funds for the business venture. Failure to document costs or the source of funds for expenses will result in the denial of this license application. Any errors detected after the issuance of the license may be grounds for license revocation. After approval by the City Council, documentation in this license file becomes public data and is open for review by anyone upon request. Public data includes, but is not limited to, financial statements, tax records and other personal records contained in the license file. Public data will not include Social Security numbers and account numbers. By typing your name, you are electronically signing this application.

Signature _____ Title _____ Date _____

Source of funds cost reporting form

An applicant must report all costs and sources of the money related with applying for this license, demonstrating adequate and legal sources of the funds. Use the form below to list all costs and attach more sheets if needed. **Your Inspector will notify you of the documentation you need to submit for your sources of financing.**

Applicant's name: _____		Business name: _____	
Building costs- lease, equipment purchases, down payments, asset agreement, etc.			
\$ _____ for _____			
\$ _____ for _____		Subtotal \$ _____	
Construction costs- equipment, installation, remodeling, permits, etc.			
\$ _____ for _____			
\$ _____ for _____		Subtotal \$ _____	
Professional - attorney fees, architect fees, consultant fees, etc.			
\$ _____ for _____			
\$ _____ for _____		Subtotal \$ _____	
Startup costs- insurance, license fees, inventory, furniture, sound equipment, etc.			
\$ _____ for _____			
\$ _____ for _____		Subtotal \$ _____	
Other costs- payroll, SAC charges, training, security, etc.			
\$ _____ for _____			
\$ _____ for _____		Subtotal \$ _____	
Total cost for starting the business			\$ _____

Complete documentation below-

Applicant's name:		Business trade name (DBA):	
Total cost amount to start the business (from items listed above):			
Fund source	Amount	Documentation	
TOTAL:			

Sample documentation-

Applicant's name: A. A. Smith LLC		Business trade name (DBA): The Quiet Rental Hall	
Total Cost to Start the Business (from items listed above.) \$5,000			
Fund source	Amount	Documentation	
Savings account money	\$5,000	Wells Fargo savings account #123400	
Bank loan	\$1,000	Loan closing documents from First Bank and Trust	
Loan from family member	\$2,000	Wings Credit Union savings account #122222 Complete tax records for 2023 and 2022 Notarized statement of loan terms	
TOTAL:	\$8,000		

