



City of Minneapolis  
 Licenses and Consumer Services  
 350 South 5<sup>th</sup> Street – Room 1  
 Minneapolis, MN 55415–1316  
 Phone: 612-673-2080  
 Fax: 612-673-3399 TTY: 612-673-2157  
[www.minneapolismn.gov/business-licensing](http://www.minneapolismn.gov/business-licensing)

**For Office Use Only**  
 AP: BLAmend/BLTempExp  
 Adm Issuance: Yes  
 PERMIT #:

## License Application Guidelines and Checklist

### Permit Type: Super Bowl LII 4 AM Permit

**DEFINITION:**

During the three day festival for Super Bowl LII, Minneapolis will issue 4 AM Permits to downtown Minneapolis On-Sale Liquor or 3.2 Malt Liquor license holders. **4 AM Permits** allow alcohol service until 4:00 am. A single permit will be issued effective from 12 pm (noon) February 2, 2018 through 4:00 am on February 5, 2018.

To Qualify:

1. Applicants must be a Minneapolis on-sale intoxicating liquor or on-sale 3.2 malt liquor license holder in good standing.
2. Establishments must be located within the Minneapolis Downtown Taxing Area. See attached map on the last page of this application.
3. 4 AM Permits are not transferable.
4. Applicants must meet with a representative from your precinct to review your Security Plan.
5. Applications must be submitted to our office by 4:00 pm on Friday, January 19, 2018. Incomplete applications will be returned. Any application submitted after 4:00 pm on Friday, January 19, 2018 will not be accepted. All applications must be signed by an owner, partner or principal.

Staff Initials	Application Checklist
	<input type="checkbox"/> <b>1. 4 AM Permit Application</b> (Form #1)
	<input type="checkbox"/> <b>2. 4 AM Police Security Plan Review Form</b> (Form #2)
	<input type="checkbox"/> <b>3. Noise Management Plan</b> (Form #3) <b>Include copy of Security Plan</b>
	<input type="checkbox"/> <b>4. Fee: \$250</b>

#### Additional Information

**1. Your License Application**

- a. Incomplete applications will be returned.
- b. All applications must be signed by the owner.
- c. Make a duplicate copy of this packet for your personal records before submitting.

**2. Information in Other Languages:** Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500.



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#1

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### Super Bowl LII 4 AM Permit Application

#### 1. BACKGROUND INFORMATION

Business Name (DBA)	Business Address
Contact Person	Email Address
Telephone	Current License
Estimated Daily Attendance	Current License Number

#### 2. VERIFICATION

The data you furnish on this application will be used by the City of Minneapolis to assess your qualifications for licensure. Disclosure of this information is voluntary. You are not legally required to provide this data, however if you fail to do so, the City of Minneapolis may be unable to process this application. Upon submission of this application, all information will be public information pursuant to Minnesota Statutes, Chapter 13.

A SIGNATURE IS REQUIRED IN ORDER TO PROCESS THIS APPLICATION

I, \_\_\_\_\_, as  Owner  Partner, on behalf of \_\_\_\_\_,  
(Print Full Name) (Legal Corporate Name of Business)

- Request to obtain a permit to serve/sell alcohol until 4 am without any changes to my current class/type of entertainment effective from 12 pm (noon) on February 2, 2018 – 4:00 am on February 5, 2018;
- I understand that if a 4 AM permit is approved, beverage alcohol may be sold until 4 am on February 3, 2018 – February 5, 2018 and all consumption must cease and all patrons must be off the premises no later than 4:30 am; and
- I certify or declare under penalty of perjury under the laws of the State of Minnesota that the foregoing is true and correct. All information given is subject to verification by the State of Minnesota.

SIGNATURE OF APPLICANT \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

#### This Section to be filled out by the Minneapolis Police Department and Business Licenses Division

The Minneapolis Police Department Recommends  Approve  Deny  
 Comments:  
 \_\_\_\_\_  
 MPD Representative \_\_\_\_\_ Date \_\_\_\_\_

The Minneapolis Business License Division Department Recommends  Approve  Deny  
 Comments:  
 \_\_\_\_\_  
 License Inspector \_\_\_\_\_ Date \_\_\_\_\_

This is to certify that I have examined this application and approve the requested permit.  
 License Official \_\_\_\_\_ Date \_\_\_\_\_



**Police Department Security Plan Review  
 Super Bowl LII 4 AM Permit**

**THIS PORTION TO BE COMPLETED BY APPLICANT**

Name of Establishment: \_\_\_\_\_ Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

1. Schedule a meeting with a representative from your police precinct.
2. You must include copies of your Permit Application (Form #1), Noise Management Plan (Form #3) and your Security Plan with this form.

**THIS PORTION TO BE COMPLETED BY MPD**

Listed below are recommendations discussed by the Minneapolis Police Department and the License Applicant which are applicable to the proposed business operations. All items checked should be added into the Security Plan for the duration of this permit. The Minneapolis Police Department does not approve security plans or endorse license applicants or applications.

- The licensee shall provide sufficient staff devoted exclusively to security related duties to protect the well being and safety of patrons, employees and the general public. The security staff shall be distinctly clothed to make their appearance and function easily recognizable.
- The licensee shall designate an employee as head of the security staff. The designated employee may be the onsite manager.
- The licensee shall provide a plan that discusses how they will prevent over occupancy at their establishment.
- The licensee shall provide a mobile phone number to the appropriate Police Precinct for prompt communication in the event of a disturbance.
- Security staff shall be utilized to ensure that patrons who have exited the premises and others do not loiter on the public sidewalk or the licensee’s parking areas.
- The licensee shall compile, maintain and enforce a "do not admit" list to prevent reoccurrence of disturbances by known persons. This list shall be shared with staff from the City of Minneapolis and the Minneapolis Police Department upon request.
- All persons seeking to gain entrance to the establishment after 9:00 p.m., or after established Hennepin County curfew times, shall be required to present legitimate identification as a condition of entrance.
- Upon request, the licensee shall meet representatives of the City of Minneapolis to discuss any safety, security or operational concerns.
- See the attached Precinct Security Checklist.
- Attach a description of the additions to your security plan that address how you will manage the following:
  1. Alcohol security checks to identify obviously intoxicated patrons and procedures for safely removing e them from your premises.
  2. Extended food service to complement the extended alcohol service.
  3. Specially trained security staff that are prepared for the potential issues with the extended alcohol service and Super Bowl Game crowd.
  4. Attach a copy of the Noise Management Plan Requirements form (#3).
- Additional Comments:

MPD Representative \_\_\_\_\_ Signature \_\_\_\_\_ Badge # \_\_\_\_\_ Date \_\_\_\_\_

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



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## **Noise Management Plan Requirements**

### **Super Bowl LII 4 AM Permit**

The following items are recommended by the City of Minneapolis to help you develop an effective noise management plan to protect your patrons, neighboring community, and business. Complete the items below and submit with your permit application.

#### **1. Closing Time**

List what time you will seat your last patrons and what time patrons will be asked to leave.

Describe how you plan to alter lights and music, end alcohol service, and inform customers in advance of closing time.

Describe how you plan to remind patrons to lower their voices to respect local residents when leaving your establishment and actions for dealing with unruly customers.

Describe how you plan to prevent loitering around your establishment and in the parking lot.

#### **2. Capacity**

Describe how you will manage capacity in your licensed premises to prevent over occupancy.

#### **3. Role of Staff**

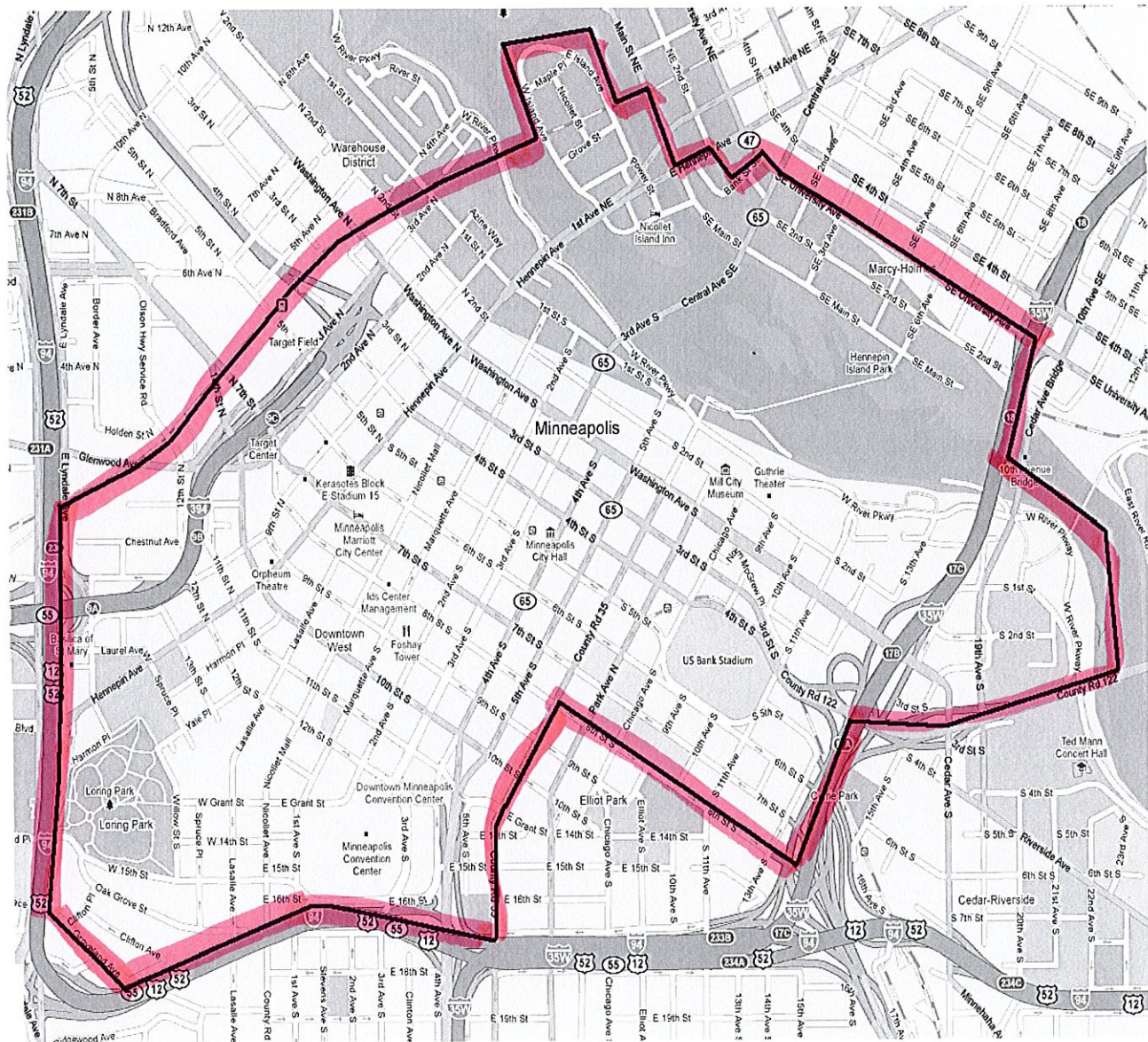
Describe plans for monitoring, controlling, relocating, and/or removing noisy patrons or unruly customers.

Describe management/supervisory staff duties including frequency of security staff making rounds.

#### **4. Equipment**

Describe any sound metering equipment and/or music systems with self-regulators you have and how you intend to utilize them.

## Minneapolis downtown taxing area



### Downtown area includes:

“Downtown” Minneapolis  
 Guthrie Theatre  
 Loring Park  
 Lower Hennepin (Laurel Village)  
 Nicollet Island  
 Riverplace  
 Seven Corners  
 St. Anthony Main  
 Target Field  
 US Bank Stadium  
 Warehouse Area to Monte Carlo

### Downtown area does not include:

Cedar Riverside  
 Dinkytown  
 Franklin Lyndale  
 Kenwood  
 Minneapolis Woman’s Club  
 Stadium Village  
 Stevens Square (below I-94)  
 Walker Art Center