



## A Building Owner's Guide for Hosting Special Events

**As a building owner, you may be held responsible** if your tenants hold an event and do not obtain the proper licenses or permits. If you have tenants who plan to use your building for an event, you should be aware of some of the most common regulations governing events in Minneapolis.

### Zoning

*What is the zoning classification for your building?*

The Minneapolis Zoning Office regulates the types of legal activities that can occur in your building. Depending on your zoning code classification, your building may be limited in the types of activities that can occur.

### Building

*Do you know the correct occupancy of your building?*

Some buildings do not have adequate space for assemblies and therefore are not allowed to invite the public to an event without first obtaining a temporary occupancy permit. Legal occupancy is determined by the Fire Department.

### Liquor License

*Is there a liquor license holder within your building?*

If so, it may be able to expand its premises, both inside or outside, for a specific event. The area will need to be reviewed by your License Inspector. A Temporary Expansion of Premises license is required.

### Liquor Catering License

On-sale licensees that hold a City of Minneapolis Liquor Caterer's License may provide liquor, along with food, at events in Minneapolis.

### Temporary Liquor License

*Does your tenant qualify for a temporary liquor license?*

If a tenant does not have a liquor license, a Temporary Liquor License is required for events serving beverage alcohol, even if the alcohol is free. This license is available only to nonprofit organizations that have been in

existence for three or more years. The tenant must contract a City of Minneapolis On-Sale License Holder for beverage alcohol service. Liquor liability insurance is also required for the event.

## **Entertainment**

*Is entertainment for the public planned for the event?*

Any business that offers entertainment to the public requires a Temporary Entertainment License. This applies whether or not you have a cover charge. If there are amplifiers used outdoors, an Amplified Sound Permit is also required.

## **Food**

*Will food be served or sold to the public at this event?*

For any event where vendors sell or serve free food, including samples or happy hour specials, a Short Term Food Permit for each vendor may be required.

## **What Happens if There is a Violation?**

1. The event may be canceled or shut down.
2. You can expect a letter, telephone call, or visit from a License Inspector describing the complaint or violation.
3. Take this notice seriously. Call your Inspector for information or solutions.

**This guide is not inclusive of all of the requirements involved for planning an event open to the public.**

**Questions? Call 612-673-2080 or 311**

For more information in other languages: Yog xav paub tshaj nos ntxiv, hu 612-673-2800. Macluumaad dheeri ah, kala soo xiriir 612-673-3500. Para mas información llame al 612-673-2700.