

# City of Princeton

## Special Event Permit Application

Application fee \$50

1. If the application is incomplete, unclear or does not include a site map, it will be returned.
2. Applications must be received at least 30 days prior to a Council Meeting. The Council meets on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month, except for the first meeting in June and the 2<sup>nd</sup> meeting in November when they meet on the Tuesday prior.
3. City Staff reserves the right to request a meeting with the applicant prior to the Council Meeting to clarify the application or reviewing conditions.
4. The Applicant will be required to attend the Council Meeting to discuss their event and answer any questions there may be.
5. City Staff may require the applicant to notify property owners or acquire signatures of the owners and/or leasee's of those properties that may be affected by the event.
6. The review and approval process of special event permits shall be as follows:
  - a. A **completed application** is submitted to the City Clerk or Community Development Planner.
  - b. The application will be distributed via email to all affected department heads for review.
  - c. The application will be reviewed and signed off by Department Heads at a Department Head Meeting (occurs each Monday at 1pm. It is here where the applicant may be asked to attend to answer questions or discuss any possible conditions).
  - d. The application will then be placed on the next City Council meeting agenda as new business. The applicant shall be in attendance to discuss the request and answer any questions.

### Contact Information

Group / Organization: Princeton Girl Scouts Troop 351

Contact Person Michelle Dowling/Lisa Roxbury Phone: 763-443-0940 or 605-366-3635 H, W or C  
(Circle one)

Address: 33221 Jarvis St NW, Princeton MN 55371

email: lisaengbrecht@yahoo.com

Event Day on-site Contact Alisha Kruger, Lisa Roxbury, Michelle Dowling Phone: 605-366-3635, 763-443-0940

### Event Information (List all activities)

Event Name/Title: Suicide Prevention Run (still working on Title)

Date(s) of Event 9/28/24 Has this event been held before, and if so, when: 5k- yes, different theme

Activities during the Event: 5K Run/walk

out and back location that starts and end at library-similar to Rum River 5k

Proposed Location: start and end near library \*\*\*Estimated attendance: 50-120

\*\* Large Events may be subject to a damage deposit of no more than \$500

### Event Date and Times

Set Up Date and Time 9/28/24 6:30am Actual Event Time: 8am-10am

Clean Up Date and Time 9/28/24 10:30am

**Event Details**

Will an any signs / banners be put up? Y  N  if yes, number and size: Small garage sale size signs

Will there be any inflatables? Y  N  if yes, provide insurance certificate from rental provider

Is a Generator being requested? Y  N  if yes, hours being requested \_\_\_\_\_

Will there be any entertainment? Y  N  if yes, what type and time: \_\_\_\_\_

Will sound amplification be used? Y  N  if yes, hours and type: Microphone, during event

Will a stage or tent be set up? Y  N  if yes, dimensions: \_\_\_\_\_

Will Merchandise be sold? Y  N  if yes, provide a vendor list to City Hall

Will there be Food vendors? Y  N  if yes, provide a list & the MN Health Licenses to City Hall

Will there be a Fireworks display? Y  N  if yes, obtain permit from City Hall

Will any Streets, Sidewalks or Trails be closed or blocked during the event : Y  N

Which Streets, Sidewalks or Trail: 4th Ave South

Will event require usage of any Public Parking Lots or Spaces: Y  N

Which lots/spaces: Library and Strip Mall parking lots

Will Alcohol be served? Y  If so, who is serving it (include copy of their license) \_\_\_\_\_

Describe trash removal and cleanup after the event Garbage Cans, and Girl Scouts will clean up any other trash along route

Will the event need traffic control? Y  N  Barricades? Y  N  No parking signs? Y  N

Describe crowd control procedure to ensure safety of participants and spectators At intersections, there will be barricades and volunteers directing traffic.

Describe plans to provide first aid, if needed First aid kits and available volunteer first responders on site

Describe the emergency action plan if severe weather should arrive The run will happen unless lightning or something worse.

Will the event need a Police Officer Present? Y  N  EMS / Fire Department? Y  N

How does the event benefit the residents and/or businesses in the City of Princeton? The run is a suicide prevention race to raise awareness and to educate about mental health.

**ATTACHMENTS REQUIRED**

(Please attach additional sheets as needed)

- Site Plan (This is mandatory for all events. Include any tables, stages, tents, fencing, portable restrooms, vendor booths, trash containers, barricades, etc. If the event includes a parade, race or walk, attach a route map with directional arrows, rest stops, crossings, signage, etc.)
- Certificate of Insurance (Include: Policy Number, Amount and Provisions that the City of Princeton is included as additional insured. The insurance requirements depend on the risk level of the event and are determined by the City.) *-will provide when event approved.*
- Permits / List of Solicitors, and Food Vendors with the necessary Department of Health Certificates



**Hold Harmless Agreement**

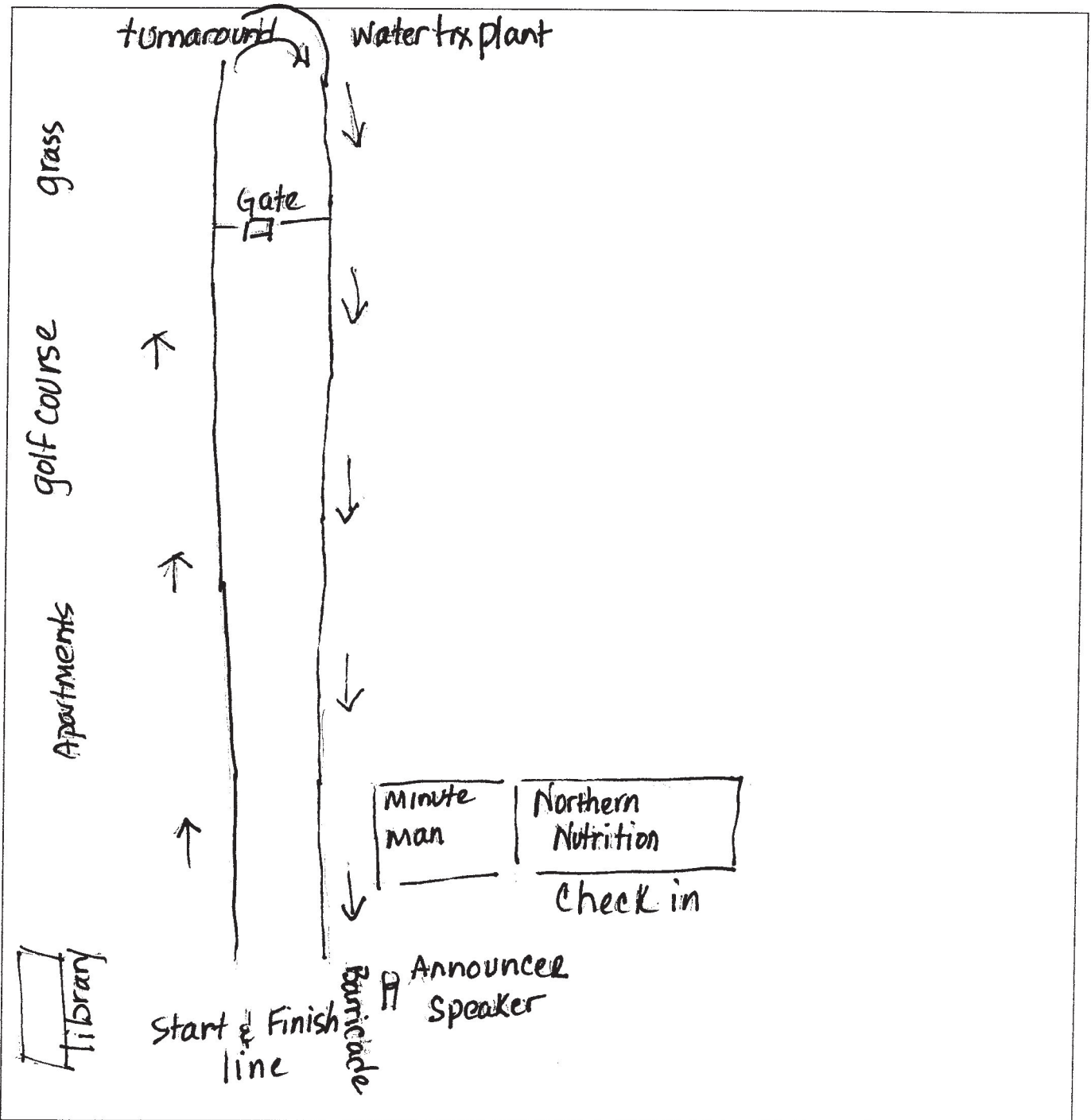
The sponsor(s) of this event hereby agrees to save and hold harmless the City of Princeton, its officers, agents, employees, and members from all claims, suits, or actions of whatsoever nature resulting or arising from this activity. As the sponsor or authorized representative, I certify that the information is provided as accurate and true to the best of my knowledge and agree to pay the permit fee for this event based upon the information provided in this application. I realize my submittal of this application request constitutes a contract between myself and the City of Princeton and is a release of Liability.

*Kathleen Bringer, Jaiden Dowling, Juliana Roxbury*  
Signature *(g.r.) Scott Leuder*

7/1/2018  
Date

**Site Plan:**

Include any tables, stages, tents, fencing, portable restrooms, vendor booths, trash containers, barricades, etc. If the event includes a parade, race or walk, attach a route map with directional arrows, rest stops, crossings, signage, etc.



- + shirt design
- registration link
- registration price



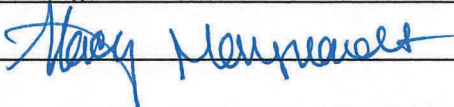
**To be completed by City Hall**

**Fees may be waived by at the discretion of the City Council**

Event Requests / Requirements:

Damage Deposit: Y N Total: \_\_\_\_\_  
Trash Receptacles: Y N Total: \_\_\_\_\_ ( Provided by Event Organizers )  
Portable Restrooms: Y N Total: \_\_\_\_\_ ( Provided by Event Organizers )  
Barricades: Y N Total: \_\_\_\_\_ X \$2 each per day \_\_\_\_\_  
Generator: Y N days: \_\_\_\_\_ X \$280 per day \_\_\_\_\_  
Police Officer(s): Y N Qty: \_\_\_\_\_ Reserve Officer - \$25 person / Hour  
Qty: \_\_\_\_\_ Police Officer - \$52 person / Hour  
EMS / Fire: Y N Qty: \_\_\_\_\_ \$15 Person / Hour

**TOTAL FEES** \_\_\_\_\_

Department	Approval Signature	Date
City Hall		7/8/24
Public Works / Parks	_____	_____
Police Department	_____	_____
Fire Department		7-11-24

Site Plan \_\_\_\_\_ Certificate of Insurance \_\_\_\_\_ Vendor lists \_\_\_\_\_ Application Fee \_\_\_\_\_

Damage Deposit \_\_\_\_\_ Council Date \_\_\_\_\_ Approve / Denial

Alcohol Plan \_\_\_\_\_

\$50 Application - check # 1061