

City of Princeton

Special Event Permit Application

Application fee \$25

Contact Information

Group / Organization: Neighbors on the Run
Contact Person: Joe Holtz Phone: (763) 389-5800 - BAR
(763) 227-2012 Cell
Address: 509 5th Ave N Princeton
cell: _____ email: holtziej@yahoo.com
Event Day on-site Contact: Oct 2 & 3rd Phone: (763) 389-5800

Event Information

Type of Event: Anniversary Party New or Renewal (date of last event) _____
Event Name/Title: 7th Year Anniversary Parking Lot Party
Description of Event: Live Bands, outdoor bar, outdoor Burger & Brats, Kids event during the day
Proposed Location: Main Parking Lot ***Estimated attendance: 200's ??
** Large Events may be subject to a damage deposit of no more than \$500

Event Date and Times

Set Up Date and Time: Set up Friday Afternoon Actual Event Time: 6-12 AM Friday Stop outside at 12 pm Sat
Clean Up Date and Time: Sunday the 4th plus cleaning in between 10 AM - 12 AM Saturday

Event Features

Will any signs / banners be put up? yes if yes, number and size: _____
Will there be any inflatables? possibly if yes, provide insurance certificates from rental provider
Will there be any entertainment? yes if yes, what type and time: 7pm - 12AM
Will sound amplification be used? yes if yes, hours and type: when band is playing
Will a stage or tent be set up? yes if yes, dimensions: 20 x 40
Will Merchandise be sold? Hopefully if yes, provide a list to City Hall Shirts / Hats / Hoodies
Will Food be prepared or sold? yes if yes, provide a list & the MN Health Licenses to City Hall already have one
Will there be a Fireworks display? NO if yes, obtain permit from City Hall N/A

Services

Will the Event Use, close, or block any of the following:

City Streets or Right-of-ways: Y or N If yes, Streets _____

City Sidewalks or Trails: Y or N If yes, Location _____

Public Parking Lots or Spaces: Y or N If yes, location Main lot will be fenced with Controlled Access

County Streets (First Street, or Rum River Drive) require County approval, contact City Hall for the County's form

**** answering yes to any of the above, services may be required for the event, and you must contact the Princeton Police Department to have a Pre-planning meeting.

Will the event need barricades? Y or N If so, how many are needed We will provide fencing

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

Will portable restrooms be used? Y or N if yes, how many _____

Will extra trash receptacles be needed? Y or N if yes, how many are needed _____

Describe trash removal and cleanup after the event We will provide unless the city has some available

Will the event need traffic control? Y or N if yes, contact Princeton Police Dept at 763-389-4879

Will the event need a Princeton Police Officer present for the event? If yes, contact Princeton Police 763-389-4879

Describe crowd control procedure to ensure safety of participants and spectators We will have security & a controlled gate with TOS & Wristbands

Will "No Parking Signs" be needed? Y or N If yes, how many _____

Will the event need EMS / Fire Department? If yes, contact the Princeton Fire Dept at 763-389-2410

Describe plans to provide first aid, if needed Will call if needed

Describe the emergency action plan if severe weather should arrive Shut down & move inside

How does the event benefit the residents and/or businesses in the City of Princeton? yes Residents & patrons have been asking for this for a long time

List any other pertinent information (animals, etc) We would like to do a Veteran's donations / address to this

Possible costs of items that may be requested:

| | |
|--|--------------------------|
| Firefighters / EMT | \$11 per hour per person |
| Police – Special events – Reserve Officers | \$25 per hour per person |
| Police – Special events – Police Officer | \$52 per hour per person |
| Barricades..... | \$1 each per day |
| Generator..... | \$275 per day / 8hrs |

TOTAL _____

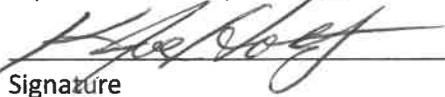
Attachments required

(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.)
- Permits / List of Solicitors, and Food Vendors with the necessary Department of Health Certificates
- Signatures of Business Owners / Managers of all properties that the City deems as affected by the event, the City will provide a list of all signatures needed for approval.
- Proof of Non-Profit Status

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.


Signature

8-20-20
Date

To be completed by City Hall

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

| Department | Approval Signature | Date |
|---------------------------|--------------------------------------|-------------|
| City Hall | _____ | _____ |
| Public Works / Parks | _____ | _____ |
| Police Department | _____ | _____ |
| Fire Department | _____ | _____ |
| Application Fee | \$25 | Total _____ |
| Firefighters/ EMT | Qty Requested _____ @ \$11 person/hr | Total _____ |
| Police – Reserve Officers | Qty Requested _____ @ \$25 person/hr | Total _____ |
| Police Officer | Qty Requested _____ @ \$52 person/hr | Total _____ |
| Barricades | Qty Requested _____ @ \$1 each/day | Total _____ |
| Generator (per day) | days: _____ @ \$275 per day | Total _____ |

TOTAL FEES

Site Plan _____ Certificate of Insurance _____ Permits / vendor lists _____ Non-profit status _____

Application Fee _____ Damage Deposit _____ Council Date _____ Approve / Denial

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.

