

# City of Princeton

22-17

## Special Event Permit Application

Application fee \$25

**Contact Information**  
Group / Organization: Princeton Area Chamber of Commerce  
Contact Person: Kim Young Phone: 763-389-1764  
Address: 507-1st St., Princeton, MN 55371  
cell: 651-238-4104 email: Kim.young@princetonmnchamber.org  
Event Day on-site Contact: same as above Phone: \_\_\_\_\_

**Event Information**  
Type of Event: Rum River Festival New or Renewal (date of last event) 6/10/21  
Event Name/Title: Parade / Street Fair  
Description of Event: \_\_\_\_\_  
Proposed Location: Downtown Princeton \*\*\*Estimated attendance: 10,000 -  
\*\* Large Events may be subject to a damage deposit of no more than \$500  
**Event Date and Times**  
Set Up Date and Time: June 9, 9 am Actual Event Time: Street Fair: 4:00 pm  
Parade: 6:00 pm  
Clean Up Date and Time: June 9, 9 pm

**Event Features**  
Will any signs / banners be put up? No if yes, number and size: \_\_\_\_\_  
Will there be any inflatables? No if yes, provide insurance certificates from rental provider  
Will there be any entertainment? Yes if yes, what type and time: Parade  
Will sound amplification be used? Yes if yes, hours and type: Parade units  
Will a stage or tent be set up? Yes if yes, dimensions: Flatbed for judges stand  
Will Merchandise be sold? Yes if yes, provide a list to City Hall  
Will Food be prepared or sold? Yes if yes, provide a list & the MN Health Licenses to City Hall -Go Savvy Social will provide  
Will there be a Fireworks display? No if yes, obtain permit from City Hall

**Services**

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

City Streets or Right-of-ways:  Y or  N If yes, Streets Rum River Dr., 1st St., 8th Ave. S.

City Sidewalks or Trails:  Y or  N If yes, Location 1st St. at District Office

Public Parking Lots or Spaces:  Y or  N If yes, location North mall (half of parking lot)

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 Todd?

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 9-Absolute Portable Restrooms

Will extra trash receptacles be needed?  Y or  N if yes, how many are needed 10

Describe trash removal and cleanup after the event 10 garbage cans will be delivered and picked up by Vanderpoel Disposal

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 The Police Chief is part of our committee & aware of the plans.

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

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 \_\_\_\_\_

Describe the emergency action plan if severe weather should arrive We will closely watch the weather & radar & announce cancellation or post ponement via social media.

How does the event benefit the residents and/or businesses in the City of Princeton? The Rum River Festival is an event partnership of the Chamber & City.

List any other pertinent information (animals, etc) \_\_\_\_\_

**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.

Kim Young  
Signature

3/14/22  
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**

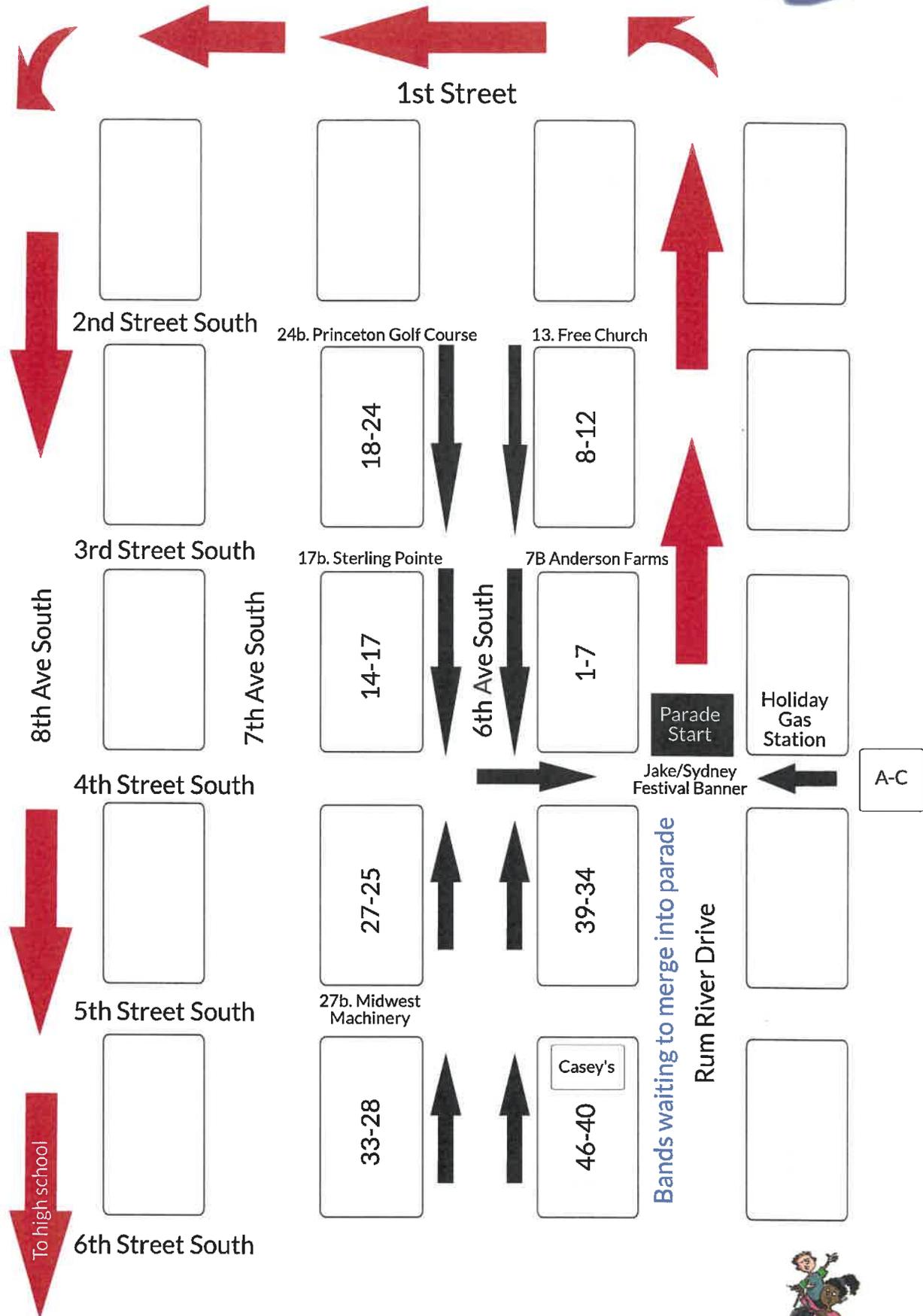
Site Plan \_\_\_\_\_ Certificate of Insurance \_\_\_\_\_ Permits / vendor lists \_\_\_\_\_ Non-profit status \_\_\_\_\_

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.

Draft of last year's map is enclosed.  
It will be updated to a new format  
in the next month.



 =Parade Route

 =Line-up Route



