

# City of Princeton

## Special Event Permit Application

Application fee \$50

**Contact Information**  
Group / Organization: Princeton Public Schools  
Contact Person: Stef Middendorf Phone: 763-389-6197  
Address: 706 1st Street Princeton, MN 55371  
cell: \_\_\_\_\_ email: stefanie.middendorf@j.scl47.org  
Event Day on-site Contact: Stefanie Middendorf Phone: 763-234-1737

**Event Information**  
Type of Event: Free Early Childhood Event  New or Renewal (date of last event) Attached  
Event Name/Title: \_\_\_\_\_  
Description of Event: \_\_\_\_\_  
Proposed Location: Mark Park \*\*\*Estimated attendance: 20 - 50  
*\*\* Large Events may be subject to a damage deposit of no more than \$500*  
**Event Date and Times**  
Set Up Date and Time: June 29th 8:00AM Actual Event Time: 10:AM  
Clean Up Date and Time: 12:30 PM -12:00PM

**Event Features**  
Will an 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? No if yes, what type and time: \_\_\_\_\_  
Will sound amplification be used? No if yes, hours and type: \_\_\_\_\_  
Will a stage or tent be set up? No if yes, dimensions: \_\_\_\_\_  
Will Merchandise be sold? No if yes, provide a list to City Hall  
Will Food be prepared or sold? No if yes, provide a list & the MN Health Licenses to City Hall  
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 \_\_\_\_\_

City Sidewalks or Trails: Y or  N If yes, Location \_\_\_\_\_

Public Parking Lots or Spaces: Y or  N If yes, location \_\_\_\_\_

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 \_\_\_\_\_

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 \_\_\_\_\_

\_\_\_\_\_

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 \_\_\_\_\_

\_\_\_\_\_

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 \_\_\_\_\_

Describe the emergency action plan if severe weather should arrive \_\_\_\_\_

\_\_\_\_\_

How does the event benefit the residents and/or businesses in the City of Princeton? \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

**Possible costs of items that may be requested:**

Firefighters / EMT .....\$12 per hour per person

Police – Special events – Reserve Officers .....\$25 per hour per person

Police – Special events – Police Officer.....\$72.35 per hour per person

Barricades.....\$2 each per day

Generator.....\$280 per day / 8hrs

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

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## Princeton Community Education

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### Early Childhood Party and Play in the Park

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➤ Early Childhood Family Education (ECFE) – 📅 Summer 2022

Are you looking for a fun activity to do with your child this summer? Please join us for a FREE event at Mark Park for families and children. The early childhood advisory council is planning some fun activities to promote fun with peers and families from bubbles, chalk and more. Please feel free to bring a fun toy to show and tell with others.

Registration not required.

Water Table Play based on Weather

June 2022

Su M Tu W Th F Sa

1 2 3 4

5 6 7 8 9 10 11

Su M Tu W Th F Sa  
12 13 14 15 16 17 18  
19 20 21 22 23 24 25  
26 27 28 29 30

Map/Locations

Locations

~~622-628~~  
~~Mark Park~~

~~405 11th Ave S~~

~~Mark Park~~  
~~Princeton, MN 55371~~

~~Wednesday, Jun 29~~

10:00 AM - 12:00 PM

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Su

M

Tu

W

Th

F

Sa

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Price: \$ 0 00

[Enroll Now](#)

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Courses Similar to This One:

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Princeton Community Education

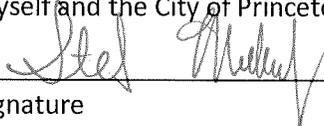
**Attachments required**

(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

5/15/22  
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:**

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