

City of Princeton

Special Event Permit Application

Application fee \$50

Contact Information

Group / Organization: GREATER LIFE PRINCETON

Contact Person REV. MICHAEL BROOKS Phone: 763.898.2597

Address: 33716 NACRE ST NW - PRINCETON, MN 55371

cell: 763.898.2597 email: northcountrycare ranch@hotmail.com

Event Day on-site Contact REV. MICHAEL BROOKS Phone: 763.898.2597

Event Information

Type of Event: Community Fun Day (New) or Renewal (date of last event) _____

Event Name/Title: Princeton Friends & Family Day

Description of Event: Bounce house, A few games, music, food,

Proposed Location: 1/2 Parking lot outside of 110 Rum River Drive Princeton, Mn 55371 ***Estimated attendance: 50 to 100
Large Events may be subject to a damage deposit of no more than \$500

Event Date and Times

Set Up Date and Time 9/16/23 4 to 6pm Actual Event Time: 4 to 6pm

Clean Up Date and Time 6pm to 7pm

Event Features

Will an any signs / banners be put up? _____ if yes, number and size: _____

Will there be any inflatables? Yes - 1 bounce house if yes, provide insurance certificates - Will Bungari from rental provider

Will there be any entertainment? Yes if yes, what type and time: Music will provide 4:30 - 5:30pm

Will sound amplification be used? Yes if yes, hours and type: 4:30 to 5:30 pm

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? _____ 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 Parking Lot in front of Greater Life

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.

Princeton to 1st street. Approval by Riverside Plaza already given.

Will the event need barricades? Y or N If so, how many are needed 8

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 bathroom onsite for use (a) church

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

Describe trash removal and cleanup after the event Remove trash and place in dumpster (Riverside Plaza)

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 ^{NO} Closed Parking lot with participants in enclosed area.

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

Will the event need EMS / Fire Department? ^{NO} If yes, contact the Princeton Fire Dept at 763-389-2410

Describe plans to provide first aid, if needed First aid kit onsite, call 911 if needed.

Describe the emergency action plan if severe weather should arrive Enter church, go into inside rooms, or send participants home.

How does the event benefit the residents and/or businesses in the City of Princeton? Blessing to Community, Unity and Fun.

List any other pertinent information (animals, etc) _____

Possible costs of items that may be requested:

Firefighters / EMT\$15 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.....yes - 8\$2 each per day

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

TOTAL 16.00

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.

Michael J. Brooks
Signature

08.03.2023
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	<u>Harry Magrini</u>	<u>8/3/23</u>
Public Works / Parks	<u>Bob Swick</u>	<u>8-3-23</u>
Police Department	<u>John W. ...</u>	<u>8-3-23</u>
Fire Department	<u>Rome ...</u>	<u>08/03/23</u>
Application Fee	<u>\$25 \$50.00</u>	Total <u>\$50.00</u>
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 <u>8</u> @ <u>\$2 each day</u>	Total <u>\$16.00</u>
Generator (per day)	days: _____ @ \$275 per day	Total _____

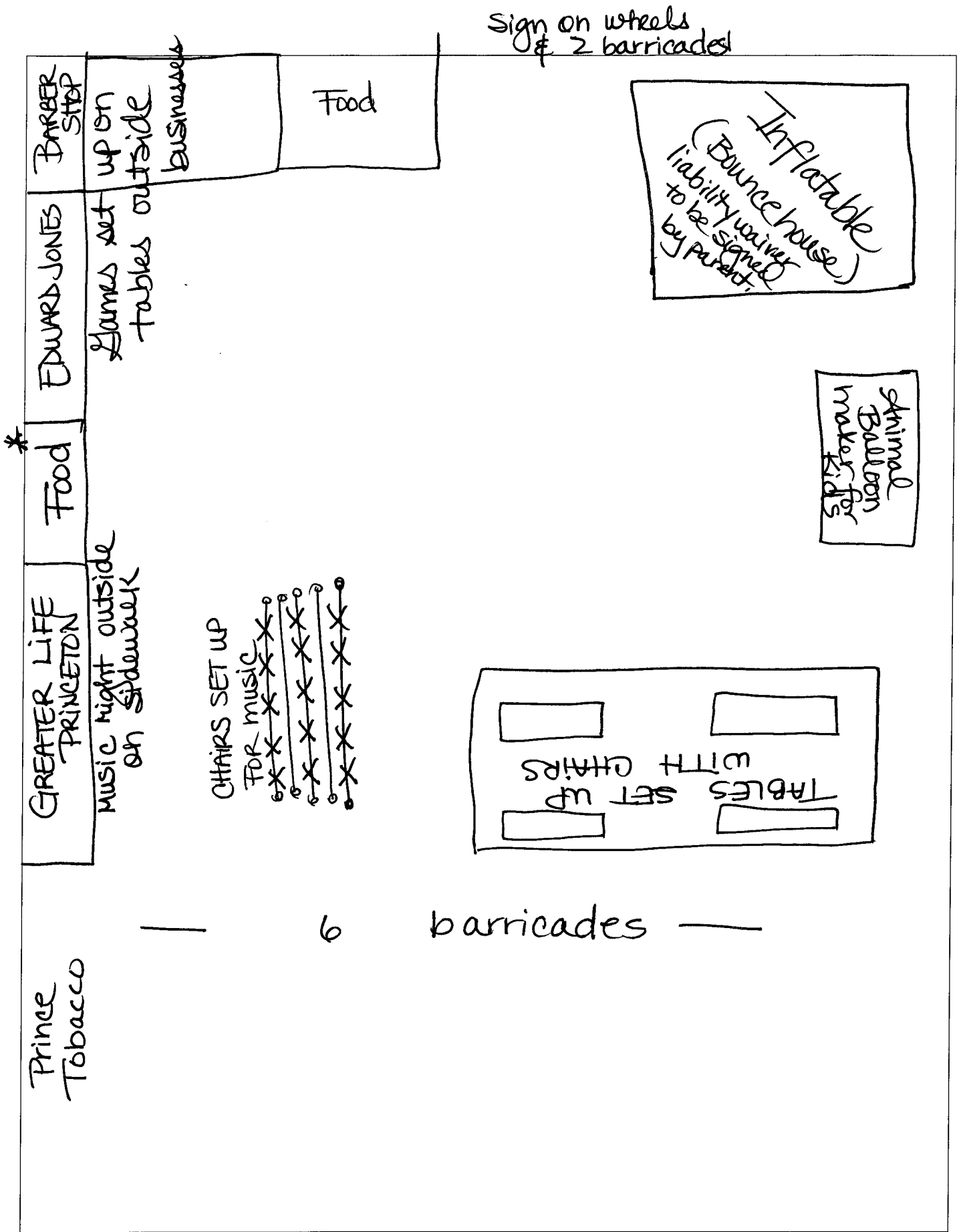
* OLD form + pricing was submitted

TOTAL FEES

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

Application Fee \$50 Damage Deposit N/A Council Date 8-10-23 Approve / Denial
Check + 4000

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.



City requirements for Greater Life Princeton event requested:

1. Barricades for parking lot closure will be \$2.00 each per day. Please contact Bob Gerold at 763-234-0212 for any questions regarding barricades.
2. Please, as a courtesy to the neighbors, reach out to the Barber Shop, Edward Jones and the Tobacco Shop to let them know of your event and that you will be blocking one section of their parking lot during your event.
3. Public Works will drop off barricades for you to set in place as shown on your site plan. Parking lot will be posted 24 hours before the event which is Friday at noon.
4. Your item will be heard at the City Council meeting on August 10th at 7:00 pm. Please be present or have a representative at the meeting to answer any questions the Council may have regarding your event.
5. We will need a Certificate of Insurance by August 5th to deem your application complete.

Thank you for giving back to our community!

Stacy Marquardt
City of Princeton