

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 2nd and 4th Thursdays of the month, except for the first meeting in June and the 2nd 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: Pizza Pub

Contact Person Angela Rysdam Phone: 612-282-6755 H, W or C (Circle one) C

Address: 202 N. Rum River Dr. Princeton

email: angelarysdam@yahoo.com

Event Day on-site Contact Jess Macko Phone: 763.350.7030 C
daytime 763-220-5355 pub phone

Event Information (List all activities)
Event Name/Title: Customer appreciation / Anniversary Party

Date(s) of Event 9/9/23 Has this event been held before, and if so, when: No

Activities during the Event: bounce house, axe throwing, Beer/Liquor sampling, Live music

Proposed Location: Princeton Pizza Pub ***Estimated attendance: _____
** Large Events may be subject to a damage deposit of no more than \$500

Event Date and Times
Set Up Date and Time 8am 9/9/23 Actual Event Time: 11am - midnight 9/9/23

Clean Up Date and Time 9/9/23 - possibly AM of 9/10/23 Only bottom area rest done at 5 PM

Event Details

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

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 8am-6pm

Will there be any entertainment? Y N if yes, what type and time: DJ - all day/night

Will sound amplification be used? Y N if yes, hours and type: _____

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

until midnight

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

Which Streets, Sidewalks or Trail: street/sidewalk 2nd St North Adjacent to Bar

Will event require usage of any Public Parking Lots or Spaces: Y N 8am-6pm

Which lots/spaces: lot below pub & 2nd street north to 4th Ave North

Will Alcohol be served? Y N till midnight If so, who is serving it (include copy of their license) Pub License

Describe trash removal and cleanup after the event provided by us.

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 We will have fencing, staff patrolled safe area

Describe plans to provide first aid, if needed first Aid kits on hand

Describe the emergency action plan if severe weather should arrive all events to be brought inside

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? customer appreciation free entertainment (provided by us)

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 are set by MN State Statute 466.04, which states a maximum liability limit of \$1,500,000.)
- Permits / List of Solicitors, and Food Vendors with the necessary Department of Health Certificates

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: 12 X \$2 each per day \$24.00
Fencing Y N total: _____ X \$2 each row _____
 Generator: Y N days: 1 X \$280 per day \$280.00

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	<u>Tracy Maynard</u>	<u>8/3/23</u>
Public Works / Parks	<u>Bob Gerold</u>	<u>8-3-23</u>
Police Department	<u>[Signature]</u>	<u>8-3-23</u>
Fire Department	<u>[Signature]</u>	<u>8-3-23</u>

Site Plan X Certificate of Insurance _____ Vendor lists N/A Application Fee X

Damage Deposit N/A Council Date August 10th Approve / Denial

Alcohol Plan X

* Note to Council - motion to allow alcohol in park + event on 2nd st.

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

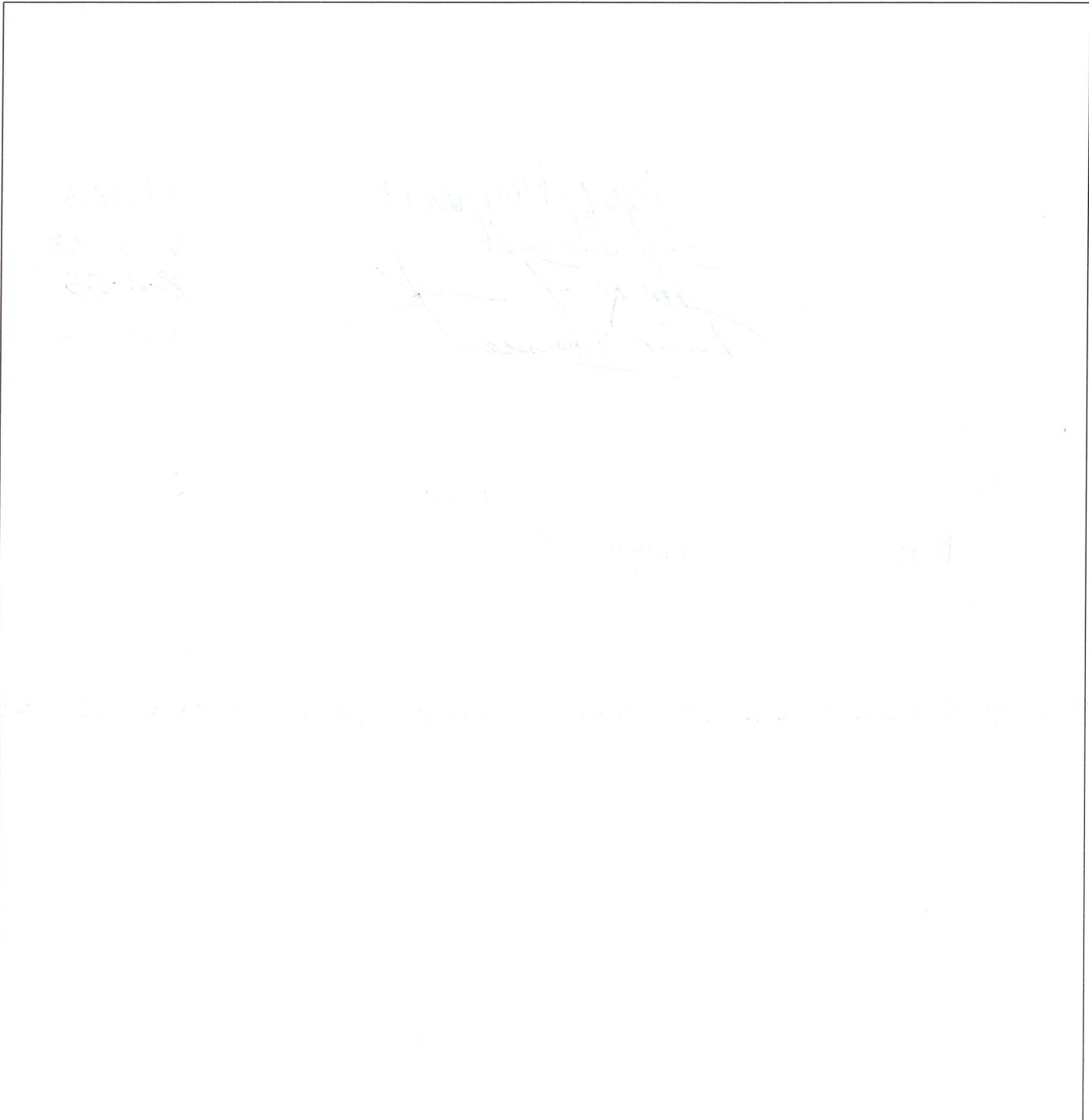
Jessica Mucko

Date

8/3/23

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.





Area with alcohol will be fenced
 Done at 5pm cleaned up by bpm on 2nd st n. Lower parking
 lot area will be done at midnight
 Orange highlight is fencing
 Date: 8/2/2028

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

City requirements for Pizza Pub event requested:

1. Area outside where alcohol is being served must be fenced in. The fenced in area must go to the doors of the establishment to be secure and only allow that one entrance/exit. There will need to be one additional emergency exit gated somewhere outside along the fence in each fenced in area. City Public Utilities has snow fencing that can be rented at \$2.00 a roll per day. The event establishment will have to provide the posts or barrels to hold it up and they cannot be driven into pavement or cement. Note: Neighbors On The Rum has actual fencing they rent if that is easier. Joe's number is 763-227-2012. Barricades for road closure will be \$2.00 each per day. Each area shown on the map that is barricaded requires two – four barricades. A barricade is not needed in the lower parking lot, you can just use your fencing. We calculated 12 barricades needed for this event. The generator rental is \$280 per day. Please contact Bob Gerold for any questions regarding fencing, barricades or the generator.
2. Areas outside where alcohol will be allowed within the fenced area must have someone posted to ID individuals entering that area. Some sort of wristband or similar must be worn to distinguish minors from adults.
3. Please, as a courtesy to the neighbors, reach out to Sherburne State Bank, Pizza Barn, Rum River Auto and the Library to let them know of your event and that you will be blocking one section of their access during your event.
4. Public Works will drop off barricades and fencing Friday afternoon for you to set in place. Roads will be posted 24 hours before the event which is Friday morning. Please contact Bob Gerold on coordinating generator drop off.
5. 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.
6. We will need a Certificate of Insurance by August 5th to deem your application complete.

Thank you for giving back to our community with this awesome event!

Stacy Marquardt
City of Princeton