

# City of Princeton

## Special Event Permit Application

Application fee \$50

### Contact Information

Group / Organization: Princeton Area Chamber of Commerce & Tourism

Contact Person Kim Young Phone: 763-389-1764

Address: 507 1st Street, PO Box 563

cell: 651-238-4104 email: kim.young@princetonmnchamber.org

Event Day on-site Contact Kim Young Phone: 651-238-4104

### Event Information

Type of Event: Cornhole Tournament New or Renewal (date of last event) New

Event Name/Title: VFW Day Cornhole Tournament

Description of Event: We will be hosting a Cornhole Tournament on 2nd Street outside the VFW.

The VFW will provide the alcohol inside their bar and the Pizza Barn will provide food.

Proposed Location: VFW, 133 N Rum River Drive \*\*\*Estimated attendance: 2-300

*\*\* Large Events may be subject to a damage deposit of no more than \$500*

### Event Date and Times

Set Up Date and Time Sat., Sept. 30, 9 am Actual Event Time: 11:00 am

Clean Up Date and Time Sept. 30, 5 pm

### Event Features

Will any signs / banners be put up? Yes if yes, number and size: 2 sandwich boards on sidewalk

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? Yes 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 Yes, the 2nd Street block on side of VFW

City Sidewalks or Trails: Y or N If yes, Location No

Public Parking Lots or Spaces: Y or N If yes, location No

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 Yes, 4

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

Will portable restrooms be used? Y or N if yes, how many No

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

Describe trash removal and cleanup after the event We will contact a trash removal service.

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 It will be a small crowd and the inside of the VFW will be used.

Will "No Parking Signs" be needed? **Y** or N If yes, how many 1 block of No Parking on Sept. 29

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 911

Describe the emergency action plan if severe weather should arrive We will post on Facebook of VFW, the chamber and the Pizza Barn and post signs at the VFW.

How does the event benefit the residents and/or businesses in the City of Princeton? This tournament is a collaboration between 3 businesses and brings a fun event to Princeton.

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.....	\$2 each per day
Generator.....	\$280 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**

Digitally signed by Kim Young  
Date: 2023.07.10 13:58:06 -05'00'

**07/10/2023**

Signature

Date

**To be completed by City Hall**

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

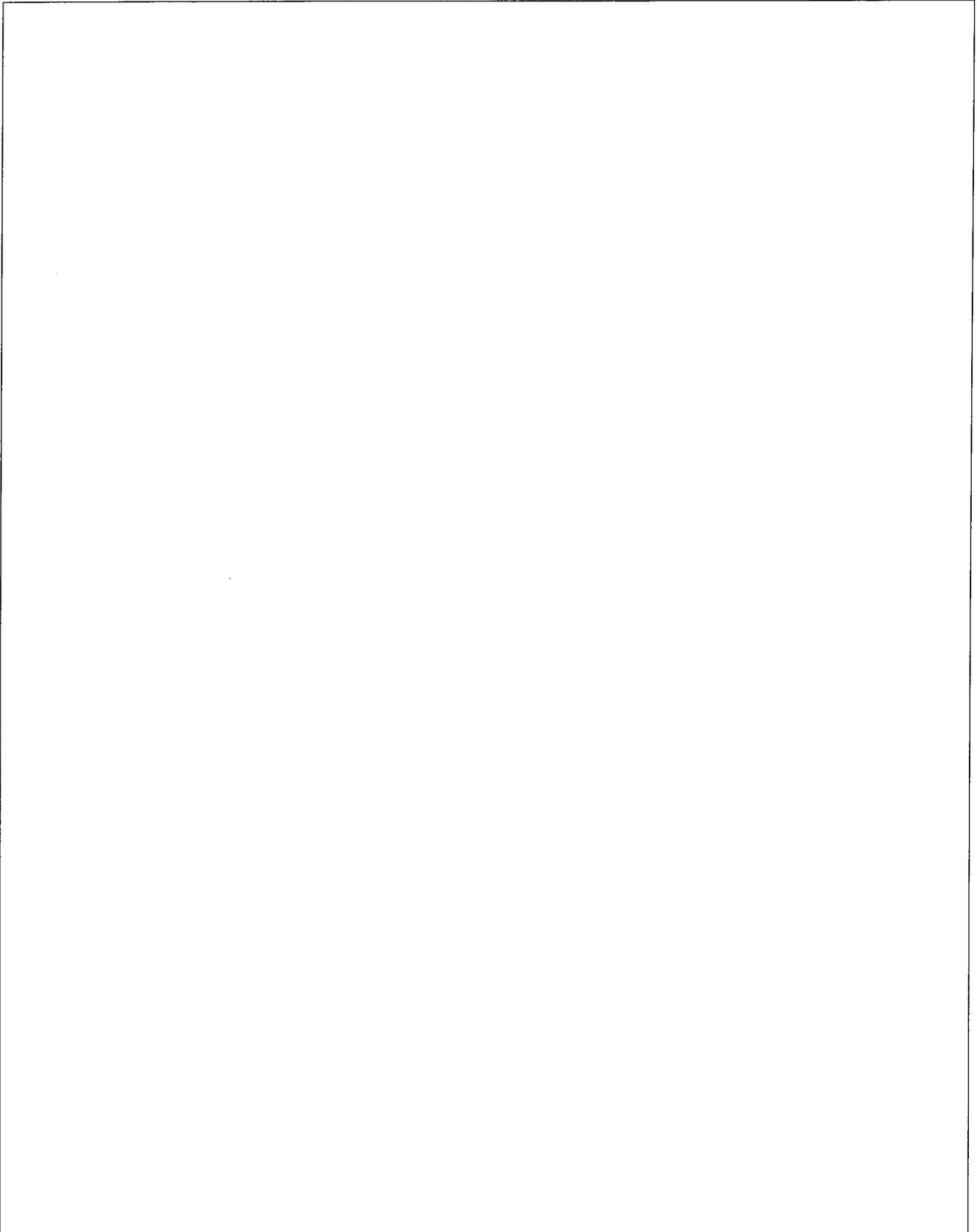
Department	Approval Signature	Date
City Hall	<i>Mary Mangano</i>	<u>8/3/23</u>
Public Works / Parks	<i>Bob Lewis</i>	<u>8/3/23</u>
Police Department	<i>John F. [SEE NOTES]</i>	<u>7-24-23</u>
Fire Department	<i>Rome [Signature]</i>	<u>07/24/23</u>
Application Fee	\$50	Total _____
Firefighters/ EMT	Qty 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 <u>8</u> @ \$2 each/day	Total <u>\$16.00</u>
Fencing	Qty Requested _____ @ \$2 per roll / day	Total _____
Generator (per day)	days: _____ @ \$275 per day	Total _____

**TOTAL FEES**

Site Plan X Certificate of Insurance \_\_\_\_\_ Permits / vendor lists X Non-profit status \_\_\_\_\_  
 Application Fee \$50.00 Damage Deposit N/A Council Date Aug. 10th 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.





City requirements for Cornhole/VFW event requested:

1. Area outside where alcohol is being served must be fenced in. The fenced in area must be on both the north and south side of event and north side of 2<sup>nd</sup> Street going east and west. The sidewalk must remain open and cannot be blocked. There will need to be one entrance/exist gate and one additional gate that is for emergency use only. 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. We calculated 8 barricades needed for this event. Please contact Bob Gerold at 763-234-0212 for any questions regarding fencing and barricades.
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 if minors are allowed. No alcohol outside of fenced area.
3. Please, as a courtesy to the neighbors, reach out to adjacent businesses to let them know of your event and that you will be blocking a section of their access during your event.
4. Public Works will drop off barricades and fencing 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 barricade and fencing.
5. Your item will be heard at the City Council meeting on August 10<sup>th</sup> 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 5<sup>th</sup> to deem your application complete.

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

Stacy Marquardt  
City of Princeton