

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, Princeton, MN 55371

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: Parade New or Renewal (date of last event) 11/26/22

Event Name/Title: Mini Dazzle Parade

Description of Event: Short parade from City Hall to the north mall to wrap up Small Business Saturday and kick-off Light Up Princeton.

Proposed Location: City Hall, down 1st St to north mall ***Estimated attendance: 1000

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

Event Date and Times

Set Up Date and Time 11/25/2023 5 pm Actual Event Time: 5:30 pm

Clean Up Date and Time 11/25/2023 6:00 pm

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? Yes if yes, hours and type: 5:45-6 pm small PA system

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 Small part of 1st st east side and 4th Ave & 1st S

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

Public Parking Lots or Spaces: Y or N If yes, location ~~North side of~~ north mall 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 Yes, 5-6 needed

Will Alcohol be served? Y or N If so, who is serving it (include copy of their license) No

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 No

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 Chief Frederick is a part of our committee and is aware of crowd control needs.

Will "No Parking Signs" be needed? Y or N If yes, how many Yes, along RR Drive and in front of Pizz

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 Police and Fire will be present

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? Promotes small business through Small Business Saturday and kicks off Light Up Princeton, which

List any other pertinent information (animals, etc) brings tourism to Princeton.

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.

Signature Kim Young

Date 8/17/23

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>Stacy Marnett</u>	<u>8-21-23</u>
Public Works / Parks	<u>Bob Gerold</u>	<u>8-21-23</u>
Police Department	<u>Todd supplied comments who have attached 8-18-23</u>	
Fire Department	<u>Ron approved at Dept. Head Meeting</u>	<u>8-21-23</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>Several</u> @ \$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 _____

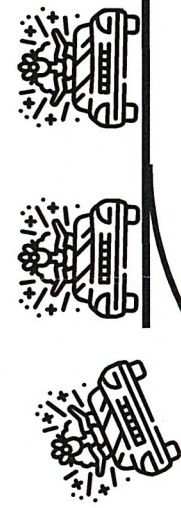
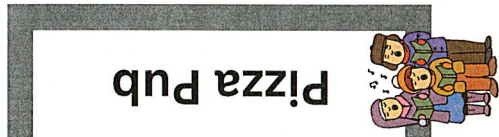
Application Fee \$50 Damage Deposit _____ Council Date _____ Approve / Denial
check # 9813

Site Plan:

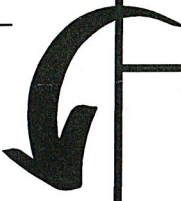
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Attached.

2018
2019
2020
2021
2022
2023
2024
2025
2026
2027
2028
2029
2030



4th Ave



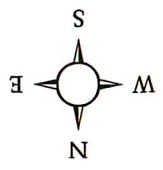
North Mall Parking Lot



Rum River Drive

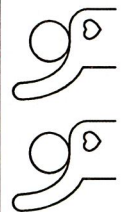


1st Street



 = volunteer

Parade



Light Up
rinceton Line-Up

City requirements for Mini Dazzle Parade event requested by the Chamber of Commerce and Tourism:

1. Public Works will drop off barricades to close off streets. Roads will be posted 24 hours before the event. Please contact Bob Gerold on coordinating barricades.
2. Shawna will contact the County Public Works to notify them of the closure of Rum River Drive for the event.
3. Please reach out to Pizza Pub to notify them you will be having this event and it may affect their parking streetside that night.
4. Your item will be heard at the City Council meeting on August 24th 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.

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

Stacy Marquardt
City of Princeton