

# City of Princeton

## Special Event Permit Application

Application fee \$50

### Contact Information

Group / Organization: \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

cell: \_\_\_\_\_ email: \_\_\_\_\_

Event Day on-site Contact \_\_\_\_\_ Phone: \_\_\_\_\_

### Event Information

Type of Event: \_\_\_\_\_ New or Renewal (date of last event) \_\_\_\_\_

Event Name/Title: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Proposed Location: \_\_\_\_\_ \*\*\*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 \_\_\_\_\_ Actual Event Time: \_\_\_\_\_

Clean Up Date and Time \_\_\_\_\_

### Event Features

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

Will there be any inflatables? Yes, arch at start 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 Small Section of 1st Street, Public Works provides cones

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 2

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 Call Emergency Services

Describe the emergency action plan if severe weather should arrive We have emails of participants and will post on Facebook as well.

How does the event benefit the residents and/or businesses in the City of Princeton? The 5k is part of the Rum River Festival

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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**To be completed by City Hall**

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

<u>Department</u>	<u>Approval Signature</u>	<u>Date</u>
City Hall	_____	_____
Public Works / Parks	_____	_____
Police Department	_____	_____
Fire Department	_____	_____
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 _____ @ \$1 each/day	Total _____
Generator (per day)	days: _____ @ \$275 per day	Total _____

**TOTAL FEES**

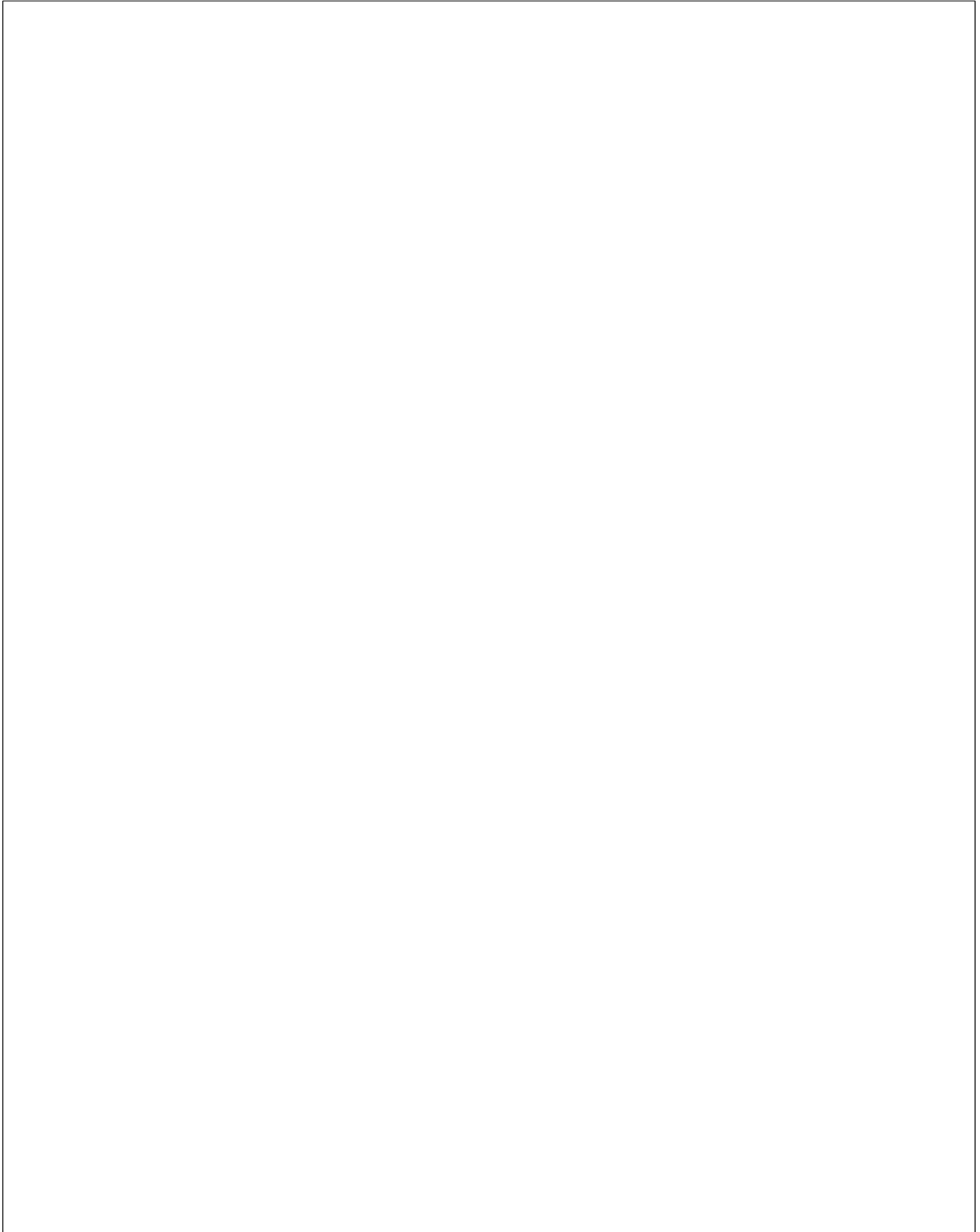
\_\_\_\_\_

Site Plan \_\_\_\_\_ Certificate of Insurance \_\_\_\_\_ Permits / vendor lists \_\_\_\_\_ Non-profit status \_\_\_\_\_

Application Fee \_\_\_\_\_ Damage Deposit \_\_\_\_\_ Council Date \_\_\_\_\_ Approve / Denial

**Site Plan:**

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.

A large, empty rectangular box with a thin black border, intended for drawing a site plan. The box is currently blank.