

City of Princeton

Special Event Permit Application

Application fee \$25

Contact Information
Group / Organization: American Cancer Society Mille Lacs Co Relay for Life
Contact Person: Char Kramersmeier Phone: 763 639 2220 ^{763 389 2062}
Address: 1105 18th ST N Princeton, MN 55371
cell: _____ email: charswebeg.com
Event Day on-site Contact: Florence Dehn or Char Kramersmeier Phone: 763-370-3997
763-639-2220

Event Information
Type of Event: Drive Through Event New or Renewal (date of last event) 8/29/2020
Event Name/Title: Mille Lacs Co Relay for Life
Description of Event: Vehicles drive through fairgrounds entering at South entrance exiting on east side, Luminaria bags will be lit with LED lights on Mille Lacs Co Fairgrounds display, stay in vehicles.
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: 8/28/2020 Actual Event Time: 8:00 - 9:30 pm
Clean Up Date and Time: 8/30/2020

Event Features
Will any signs / banners be put up? _____ 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? 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 _____

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 _____

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 Committee will do clean up.

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 None

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 None

Describe the emergency action plan if severe weather should arrive Cancel event

How does the event benefit the residents and/or businesses in the City of Princeton? Information and services offered by the American Cancer Society are

List any other pertinent information (animals, etc) available for all residents.

Possible costs of items that may be requested:

Firefighters / EMT\$11 per hour per person

Police – Special events – Reserve Officers\$25 per hour per person

Police – Special events – Police Officer.....\$52 per hour per person

Barricades.....\$1 each per day

Generator.....\$275 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 *American Cancer ID 13-1788491*

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.

Charlotte A. Kramersmeier

8/19/2020

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	_____	_____
Public Works / Parks	_____	_____
Police Department	_____	_____
Fire Department	_____	_____
Application Fee	\$25	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



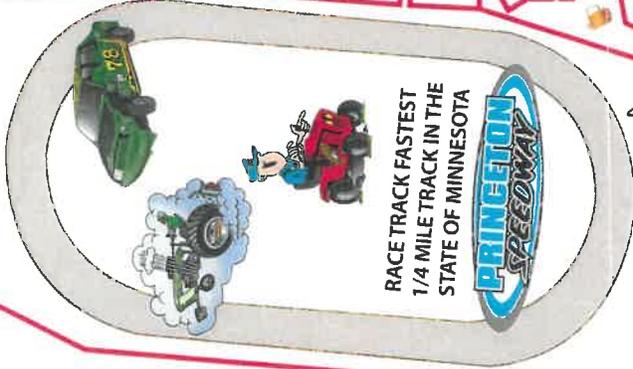
www.millelacscountyfair.com

Follow Us On:



#MilleLacsCountyFair

American
Carnival Co
Sole Lacs
Millelacs for
Relay Life
August 29, 2000
8-9:50 PM



RACE TRACK FASTEST
1/4 MILE TRACK IN THE
STATE OF MINNESOTA

Team
Vehicles decorated
Luminaria bags



14 CARNIVAL

SOUTH
PARKING
LOTS

SOUTH GATE

PIT GATE

VENDORS

MAIN GATE

3 PAVILION

EAST PARKING

13

2

1

4

5

16

7

8

9

11

10

12

15

garden
bot

844.20
Streaming LN

"The Oz Brothers", "The Slew Foot Family Band", "Trisha and the Toonies", AND "Arts Garden Art for All" hands-on art projects are made possible by the voters of Minnesota through a grant from the East Central Regional Arts Council thanks to legislative appropriations from the Arts and Cultural Heritage Fund.



SWISS
STAND

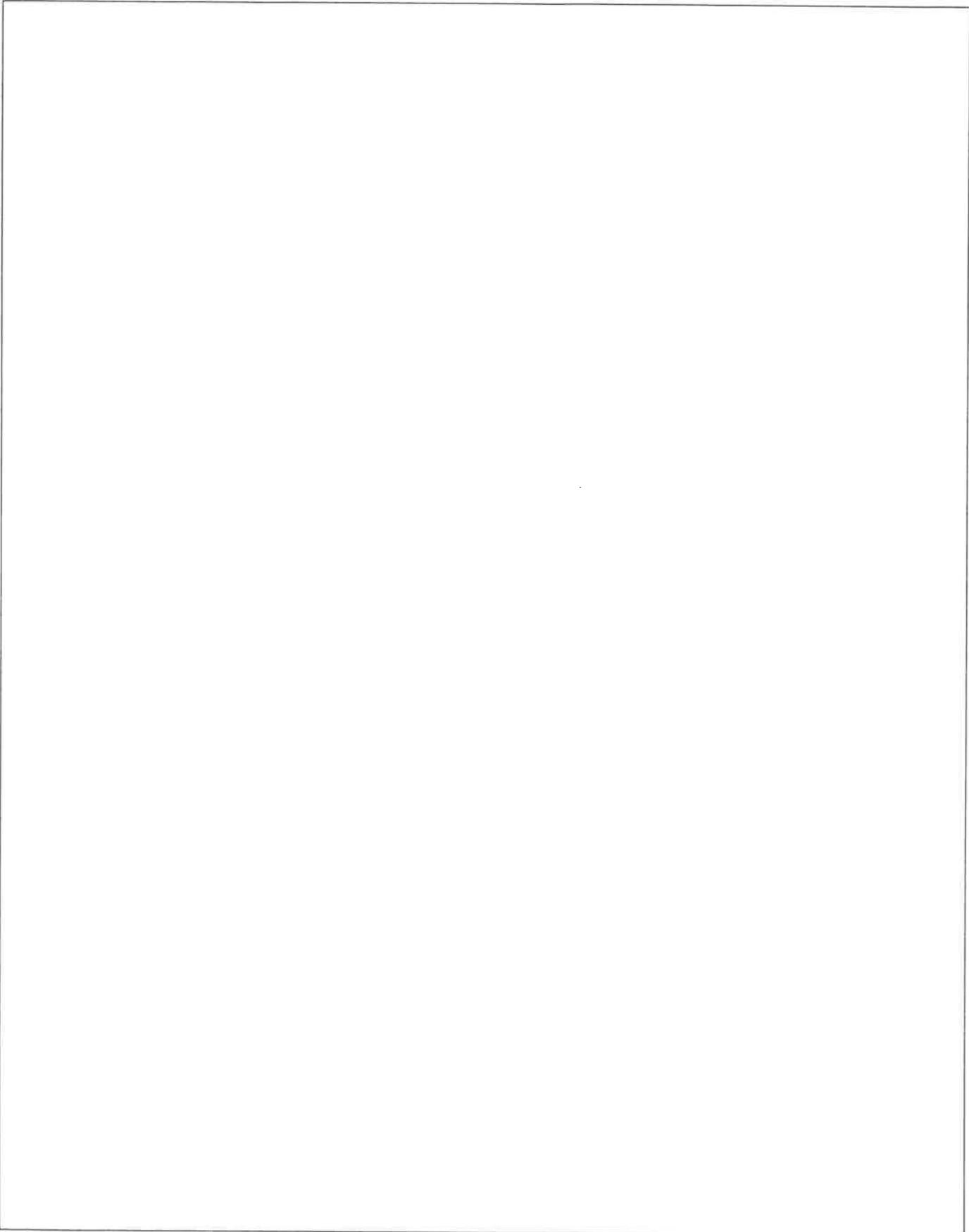
bank

don't
got

France

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, providing space for the user to sketch the layout of the event, including tables, stages, tents, and other structures as mentioned in the instructions above.

From: Kim Orn kim.orn@cancer.org
Subject: RE: Relay
Date: Aug 14, 2020 at 1:29:36 PM
To: Char charsweb@q.com

I did I apologize I was off yesterday and been involved with several meetings today..

Yes I have blank PROUD Sponsors sign for you.
YES I have banners and Survivors banners for you.

The LED lights with are with someone in St cloud - I need to connect with them to get them - we can them around and save shipping costs!

So it might be Tuesday before I can get to Princeton - Monday the day for me to connect and get the LED lights.

Work for you??

THANKS!

Kim Orn
Senior Community Development Manager
(320) 204.3252 | m: 320.493.9669 | f: (320) 252.1222

American Cancer Society, Inc. | North Region
1139 Franklin Ave Suite #5
Sauk Rapids, MN 56379
<https://www.cancer.org> | [1.800.227.2345](tel:18002272345)

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-----Original Message-----
From: Char <charsweb@q.com>
Sent: Friday, August 14, 2020 1:11 PM