

# City of Princeton

## Special Event Permit Application

Application fee \$25

### Contact Information

Group / Organization: Trinity Lutheran Church

Contact Person Pastor Mike Pancoast Phone: 763-389-2671

Address: 111 6<sup>th</sup> Ave N, Princeton, 55371

cell: 763-333-4499\_email: [pastormike@trinity-princeton.org](mailto:pastormike@trinity-princeton.org) [office@trinity-princeton.org](mailto:office@trinity-princeton.org)

Event Day on-site Contact Pastor Mike Phone: 763-333-4499

### Event Information

Type of Event: Drive-In Xmas Eve Worship New or Renewal (date of last event) NEW

Event Name/Title: Parking Lot Service of Light

Description of Event: Over the course of two services, we would like to be able to have portions of our congregation gather in the parking lot on the south end of our building where we plan to set up an FM transmitter with a reach of maybe 1 square block (at most) to broadcast our Christmas Eve services.

Proposed Location: **Public parking lot located between 6<sup>th</sup> and 7<sup>th</sup> Avenues North, with overflow into the parking spaces on 6<sup>th</sup> Ave. North, immediately to the east of the parking lot. \*\*\*Estimated attendance: 20-50 cars**  
*\*\* Large Events may be subject to a damage deposit of no more than \$500*

### Event Date and Times

Set Up Date and Time 12-24 3pm Actual Event Time: 12-24 5 – 6:30pm

Clean Up Date and Time 12-24 6:30pm

### Event Features

Will an any signs / banners be put up? yes if yes, number and size: unsure yet, but smaller

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? stage if yes, dimensions: small, on church property

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 No

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

Public Parking Lots or Spaces: Y or N If yes, location **Yes, parking lot immediately south of church**

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 unknown, to prevent public parking

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 **We do not anticipate any need for trash removal or clean-up. If there is any—our worship bulletin, perhaps?—we will make sure that happens immediately**

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 **We will direct traffic to enter from the west. We will direct worshipers to parking spots and direct them to exit to the east. Worshipers will remain in their vehicles for the duration of the service.**

Will "No Parking Signs" be needed? Y or N If yes, how many? **Unknown—again, enough to prevent public parking in the lot for roughly 2/3 of the lot or so, immediately south of our building**

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 **We always have a basic first aid kit available immediately inside the building.**

Describe the emergency action plan if severe weather should arrive **The event would be canceled if there is any threat of severe weather.**

How does the event benefit the residents and/or businesses in the City of Princeton? **By providing a festive seasonal worship or observation opportunity for any who wish to attend.**

List any other pertinent information (animals, etc) **None**

**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

**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.

Pastor Mike Panacoast (sent via Email, Covid quarantine)12-15-20

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

CONGREGATION  
CHURCH

ENTRANCE

7TH  
AVE

N  
↓

THIS IS THE  
AREA WE WOULD  
LIKE TO RESERVE  
FROM ROUGHLY  
3pm TO 6:30 pm  
ON THURSDAY, DEC. 24

X MARKS  
THESE

O "STAGE"

TRINITY LUTHERAN

EXIT

6TH  
AVE



