

City of Princeton

Special Event Permit Application

Application fee \$50

Contact Information

Group / Organization: Small Business Casual

Contact Person Andrea Gerrard Phone: 763-482-9357

Address: 702 10th St North Princeton MN 55371

cell: _____ email: andrea@smallbusinesscasual.com

Event Day on-site Contact Andrea Gerrard Phone: 763-482-9357

Event Information

Type of Event: Community Out reach New or Renewal (date of last event) 10/29/2022

Event Name/Title: Princeton Trunk or Treat

Description of Event: This event is for families to go trick or treating and meet local businesses. This event was started by Beyond Sport then Pizza Barn and we took it over in 2021

Proposed Location: Princeton Mall Parking Lot ***Estimated attendance: 50 - 1,000 kids

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

Event Date and Times

Set Up Date and Time 10/28/2023 Noon Actual Event Time: 1pm - 4pm

Clean Up Date and Time 10/28/2023 after 4 pm

Event Features

Will an 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? Maybe if yes, what type and time: 1pm - 4pm

Will sound amplification be used? Maybe if yes, hours and type: 1pm -4pm

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? Maybe Food Trucks 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 Princeton 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 3-4

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 We will walk the parking lot and 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 _____

The trunks will set up in a square and then. Families will also be visiting stores that are open in the mall

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 We will have a first aid kit on hand

Describe the emergency action plan if severe weather should arrive We will be watching the weather the whole day.

How does the event benefit the residents and/or businesses in the City of Princeton? Introducing New businesses

This events is for everyone. Parents can bring their kids to get candy and businesses have to say hello.

List any other pertinent information (animals, etc) There will be businesses in the Princeton Mall hosting an vendor Fair, and other activies.

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.

Andrea Gerrard
Signature

09/19/2023
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 <u>3-4</u> @ <u>\$2</u> 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 9-28-23 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.

