

City of Princeton

Special Event Permit Application

Application fee \$50

Contact Information

Group / Organization: Neighbors on the Run

Contact Person: Joe Holtz Phone: (763) 389-5800

Address: 509 5th Ave N Princeton

cell: (763) 227-2012 email: holtzrej@yahoo.com

Event Day on-site Contact: Laura Tidwell Phone: (763) 438-3986

Event Information

Type of Event: Beer Gardens New or Renewal (date of last event) _____

Event Name/Title: Rum River Festival

Description of Event: Run Beer Gardens, provide Food & Entertainment

Proposed Location: TBD ***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: 3 day Event Actual Event Time: ?

Clean Up Date and Time: ASAP

Event Features

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

Will there be any inflatables? yes if yes, provide insurance certificates from rental provider

Will there be any entertainment? yes if yes, what type and time: 6pm to 1AM

Will sound amplification be used? yes if yes, hours and type: all hours

Will a stage or tent be set up? yes if yes, dimensions: TBD

Will Merchandise be sold? yes 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? possibly 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 TBD

City Sidewalks or Trails: Y or N If yes, Location TBD

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 Rolling Trash Containers

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 Looking to have Military personnel there / MP'S or police Dept

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 TBD

Describe the emergency action plan if severe weather should arrive Move to Physical Address

How does the event benefit the residents and/or businesses in the City of Princeton? Community Gathering & Socializing

List any other pertinent information (animals, etc) _____

Possible costs of items that may be requested: These items can be negotiated at time of application for this event

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

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

All to be forwarded

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]
Signature

1-16-23
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	<i>Maey Manhardt</i>	<i>2-17-23</i>
Public Works / Parks		<i>2-17-23</i>
Police Department		<i>2-17-23</i>
Fire Department		<i>N/A</i>
Application Fee	\$25 <i>50.00</i>	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 _____

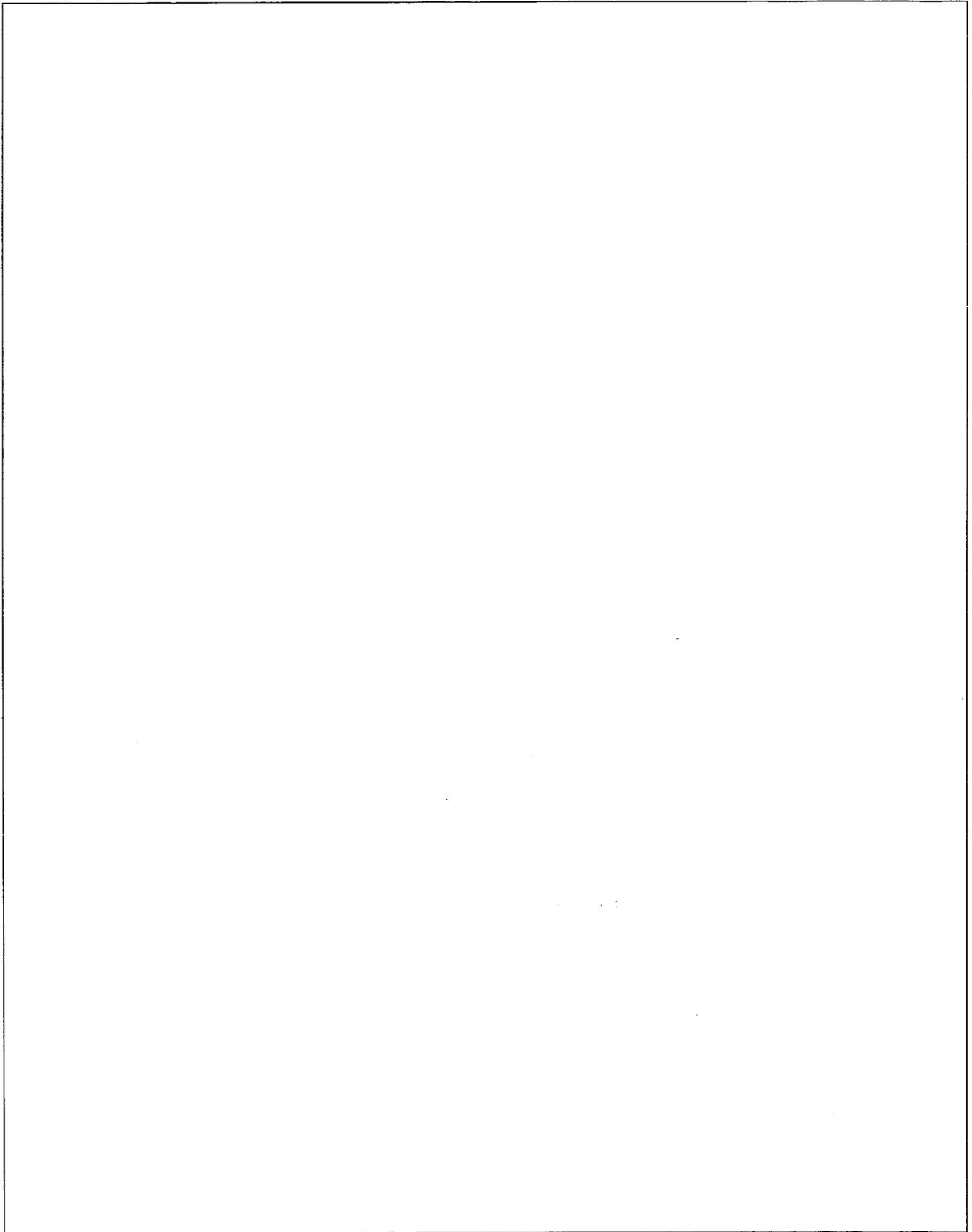
TOTAL FEES

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

Application Fee Damage Deposit _____ Council Date *3-23-23* 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.



Rum river festival 2023

In preparation for the festival: Thursday thru Saturday

Neighbors on the rum is planning the following activities:

- Thursday 6/8/2023 open 4pm to 10pm

Beer and liquor service

- Friday 6/9/2023 open 3pm to 1am

Activates to include: service of food liquor and beer. Dj from 7pm to 12am

- Saturday 6/10/2023 open 2pm to 12am

Activates to include: food beer and liquor sales.

Bean bag tournament starting at 6pm

Beer pong starting at 9pm

Band from 8pm to 12am

We have also put in a request to have the National Guard come and bring the rock wall and obstacle course for the children.

Neighbors on the rum will agree with all city ordinance and festival rules

We will have paid security throughout opening hours

ID checks

Fenced area (so no outside alcohol will be permitted in as well as no alcohol brought outside of our fenced area.

Clean up will be done throughout the day and evening to make environment stays sanitary. As well as having garbage and recycling posted throughout our area.

Thank you for your consideration,

Please let us know if you need any further information.

Neighbors on the rum