

City of Princeton

Special Event Permit Application

Application fee \$50

1. If the application is incomplete, unclear or does not include a site map, it will be returned. Associated events are encouraged to be part of the same application.
2. Applications must be received at least 30 days prior to a Council Meeting. The Council typically meets on the 2nd and 4th Thursdays of the month, except June and November, please contact staff for meeting dates those months.
3. City Staff reserves the right to request a meeting with the applicant prior to the Council Meeting to clarify the application or review conditions that may be part of the approve permit.
4. The Applicant will be required to attend the Council Meeting to discuss their event and answer any questions the Council may have.
5. City Staff may require the applicant to notify property owners or acquire signatures of the owners and/or tenants of those properties that may be affected by the event.
6. The review and approval process of special event permits shall be as follows:
 - a. A **completed application** is submitted to the City Clerk or Community Development Planner.
 - b. The application will be distributed via email to all affected department heads for review.
 - c. The application will be reviewed and signed off by Department Heads at a Department Head Meeting (occurs each Monday at 1pm. It is here where the applicant may be asked to attend to answer questions or discuss any possible conditions).
 - d. The application will then be placed on the next City Council meeting agenda as new business. The applicant shall be in attendance to discuss the request and answer any questions.

Contact Information

Group / Organization: Princeton Area Chamber of Commerce & Tourism

Contact Person Kim Young Phone: 763-389-1764

H, W or C
(Circle one)

Address: 507 1st Street, PO Box 563, Princeton, MN 55371

Email: kim.young@princetonmnchamber.org

Event Day On-site Contact Kim Young Phone: (c) 651-238-4104

Event Information (List all activities)

Event Name/Title: The World's Largest Rubber Duck

Date(s) of Event June 7-9, 2024 Has this event been held before, and if so, when: No

Activities during the Event: We expect people from all over the state to come and visit The Big Duck which stands over 6 stories high. There will be a vendor market in the south mall as well as sc

Proposed Location: 202 S Rum River Drive, Princeton ***Estimated attendance: 7000

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

Event Date(s) and Time (s)

Set Up Date and Time June 6, time TBD Actual Event Time: June 7-8, 10am-6 pm, June 9, 11 am-6 pm

Clean Up Date and Time June 9, 6 pm

Event Details

Will any signs / banners be put up? Y N if yes, number and size: 2 10 ft and 8 ft
Locations: 10 ft at 202 S Rum River Drive, 8 ft on 2nd Street near the event

Will there be any inflatables? Y N if yes, provide insurance certificate from rental provider

Is a generator being requested? Y N if yes, hours being requested _____

Will there be any entertainment? Y N if yes, what type and time: Unicycle & Dance shows, June 7 at 5 pm, June 8, 3, 4 6

Will sound amplification be used? Y N if yes, hours and type: During listed shows above

Will a stage or tent be set up? Y N if yes, dimensions: _____

Will merchandise be sold? Y N if yes, provide a vendor list to City Hall See Blue Ribbon Events application

Will there be food vendors/trucks? Y N if yes, provide a list & the MN Health Licenses to City Hall

Will there be a fireworks display? Y N if yes, obtain permit from City Hall

Will Alcohol be served? Y N If yes, who is serving it (include copy of their license) _____

Will any Streets, Sidewalks or Trails be closed or blocked during the event : Y N
Which Streets, Sidewalks or Trail: Half of 2nd Street S up to 4th Ave next to Bremer Bank

Will the event require usage of any Public Parking Lots or Spaces: Y N
Which lots/spaces: The part of 2nd Street S that will be closed

How many portable restrooms will be provided by the event organizer? 3

How many trash receptacles will be provided by the event organizer? 1

Describe trash removal and cleanup after the event Trash receptacles will be taken away by Vanderpoel Disposal.

Will the event need traffic control? Y N Barricades? Y N No parking signs? Y N

Describe crowd control procedure to ensure safety of participants and spectators The Princeton Police Dept is aware of the event to help provide additional safety & security.

Describe plans to provide first aid _____

Describe the emergency action plan if severe weather should arrive The Big Duck has a team of people who accompany it and inflate and deflate. They determine when it needs to be taken down and it v

Will the event need a Police Officer Present? Y N EMS / Fire Department? Y N

How does the event benefit the residents and/or businesses in the City of Princeton? We expect the Big Duck to bring large crowds and a significant economic impact to our community.

Hold Harmless Agreement

The sponsor(s) of this event hereby agrees to indemnify 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 Kim Young

Date 3/6/24

Site Plan:

Show location of events, including street names. Also include any tables, stages, tents, fencing, portable restrooms, vendor booths, food vendor/trucks, 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.

See attached map for World's Largest Duck.

Blue Ribbon Events has submitted a separate Event application for the Vendor Market in the South Mall. The entertainment (unicyclist and dance group) will perform in the north part of the south mall parking lot.

Unicyclist: June 7, 5 pm

Dance Group: June 8, 2:30 pm

Unicyclist: June 8, 3 pm

The Farmer's Market will be in that same space on Saturday, June 8th from 8 am - 1 pm.

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, food vendor/trucks, trash containers, barricades, closed streets, sidewalks or trails, 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 are set by MN State Statute 466.04, which states a maximum liability limit of \$1,500,000.)
- Permits / List of Solicitors, and Food Vendors with the necessary Department of Health Licenses

To be completed by City Hall

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

Date Submitted _____ Complete? Y N Initials: _____

Date Returned _____

Date Reviewed at Dept Head Mtg _____ Date at Council Meeting _____

Approved: Y N Date _____

Event Requests / Requirements:

Damage Deposit: Y N Total: _____

Barricades: Y N Total: _____ X \$2 each per day _____

Generator: Y N days: _____ X \$300 per day _____

Police Officer(s): Y N Qty: _____ Reserve Officer - \$35 person / Hour
Qty: _____ Police Officer - \$82.35 person / Hour

EMT / Fire: Y N Qty: _____ \$30 Person / Hour

TOTAL FEES _____

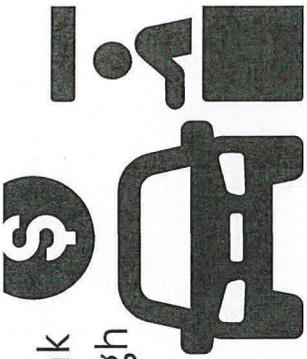
<u>Department</u>	<u>Approval Signature</u>	<u>Date</u>
City Hall	<u><i>Agg Nantz</i></u>	<u>3-20-24</u>
Public Works / Parks	<u><i>Bob Gerold</i></u>	<u>3-20-24</u>
Police Department	<u><i>Tom W F-X</i></u>	<u>3-20-24</u>
Fire Department	<u><i>J. Vasari</i></u>	<u>3-25-24</u>
Site Plan _____		
Certificate of Insurance _____		
Vendor lists _____		
Application Fee _____		
Damage Deposit _____		
Alcohol Plan _____		
Council Date _____	Approval / Denial	

4th Avenue - Right turn only

School district Building

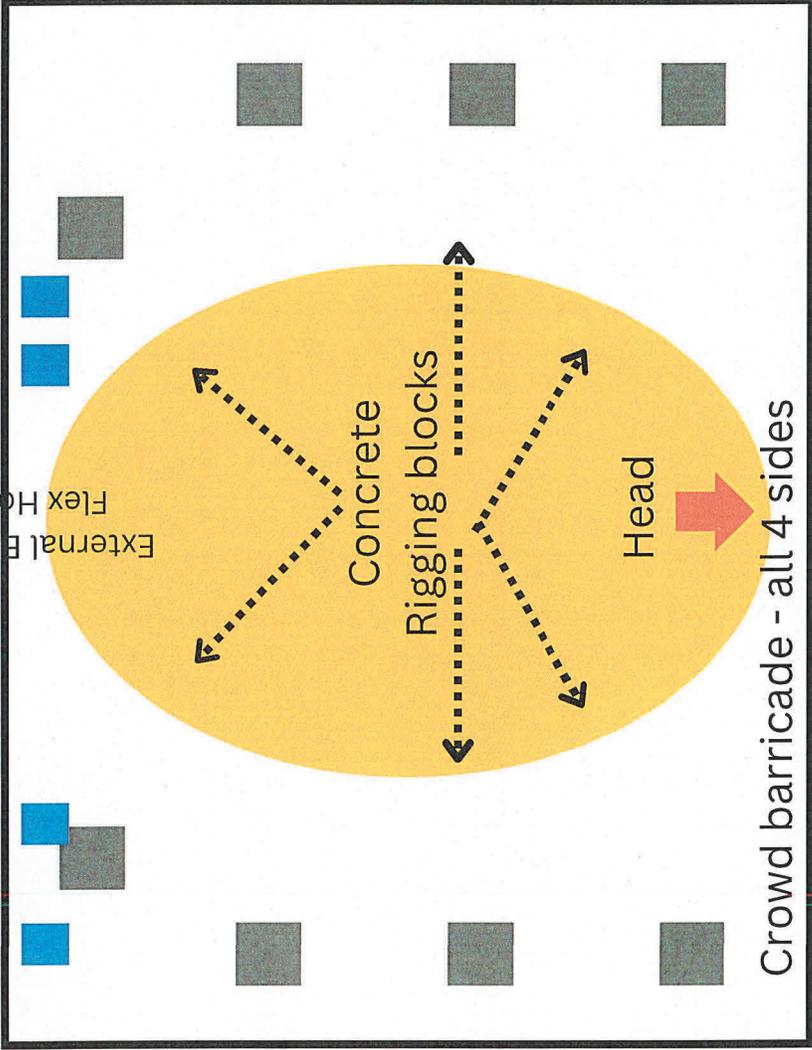
Bremer Bank
drive through

Drive through exit



Duck staging trailer

External Blower
Flex Hose



Baby Duck
Duck Sales



Drive through exit - left turn only onto
2nd St S

■ = 4-separate 110V
15 AMP Electric Outlets

80'