

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: Powerful Zen Massage & Blue Ribbon Events MD
Contact Person Stephanie Powers Phone: 763-350-1256 H, W or C
(Circle one)
Address: 10627 Helst que NW Zimmerman, MD 55398
Email: Stephanie@Hotmg.1.com
Event Day On-site Contact Send us about Phone: 763-350-1256

Event Information (List all activities)
Event Name/Title: Craft fair Vendor Event
Date(s) of Event Jun 7th & 8th Has this event been held before, and if so, when: Yes Last Run River Res
Activities during the Event: Craft fair & food trucks
Proposed Location: Princeton Mall Parking 107 ***Estimated attendance: 500-5,000?
**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 7th & 8th 8am Actual Event Time: 10-5pm
Clean Up Date and Time Same day
check # 1016

Event Details

Will any signs / banners be put up? Y N if yes, number and size: 2 banners

Locations: on fence of parking lot

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: _____

Will sound amplification be used? Y N if yes, hours and type: _____

Will a stage or tent be set up? Y N if yes, dimensions: 10 x 10

Will merchandise be sold? Y N if yes, provide a vendor list to City Hall

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: City doing for big doct

Will the event require usage of any Public Parking Lots or Spaces: Y N

Which lots/spaces: Mall Parking lot

How many portable restrooms will be provided by the event organizer? 0

How many trash receptacles will be provided by the event organizer? 0

Describe trash removal and cleanup after the event each vendor will be responsible for their own

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 City doing

Describe plans to provide first aid I am a EMT & know how to call 911

Describe the emergency action plan if severe weather should arrive _____

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? Bringing small businesses in i unique items

Hold Harmless Agreement

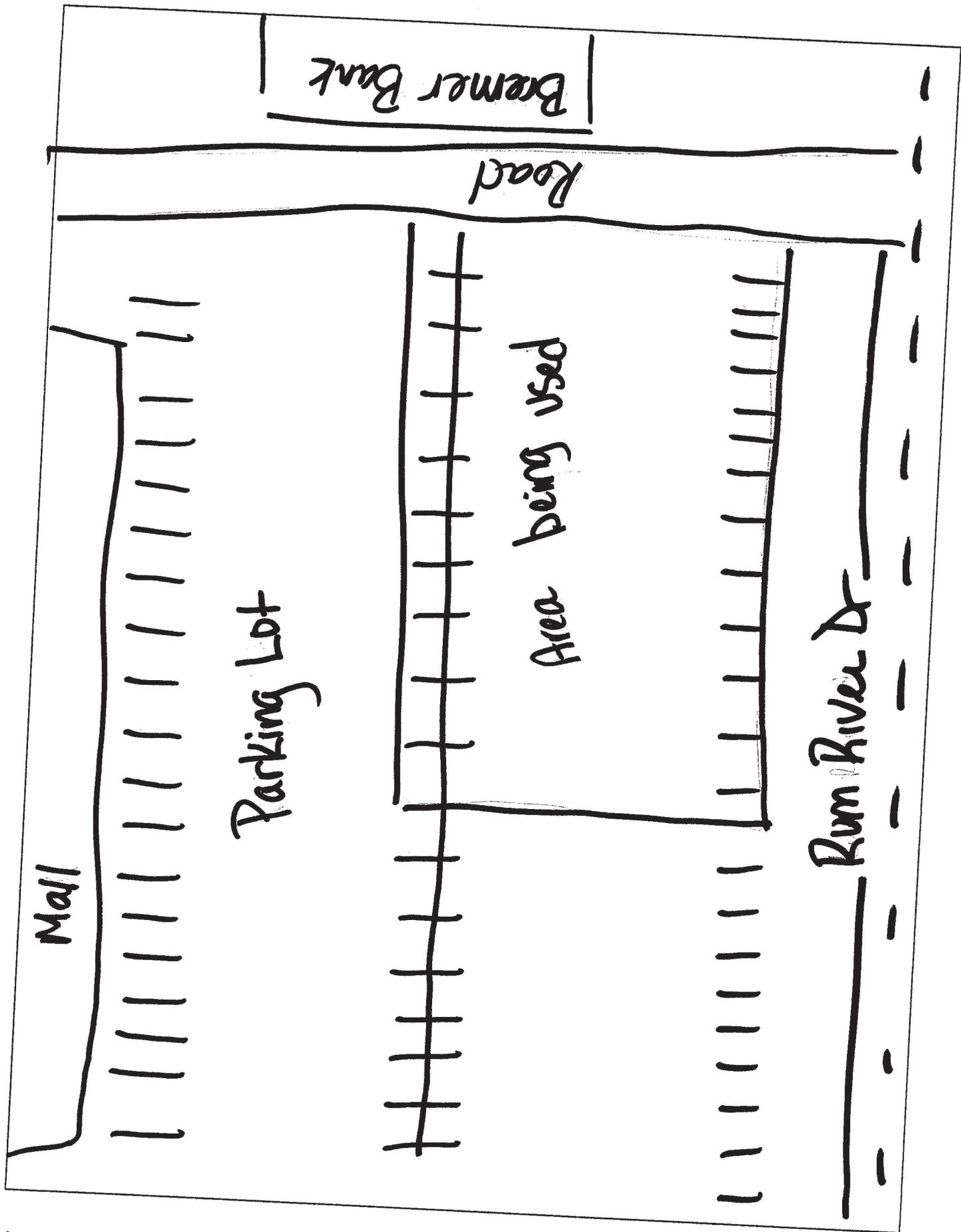
The sponsor(s) of this event hereby agrees to indemnify and hold harmless the City of Princeton, its officers, agents, employees, and members from all claims, suits, or actions of whatsoever nature resulting or arising from this activity. As the sponsor or authorized representative, I certify that the 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]
Signature

3-4-24
Date

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.



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 _____

Department	Approval Signature	Date
City Hall	<i>Harvey Mayhew</i>	<i>3-20-24</i>
Public Works / Parks	<i>Bob Gerold</i>	<i>3-20-24</i>
Police Department	<i>Travis Fink</i>	<i>3-20-24</i>
Fire Department	<i>[Signature]</i>	<i>3-25-24</i>

- Site Plan _____
- Certificate of Insurance _____
- Vendor lists _____
- Application Fee _____
- Damage Deposit _____
- Alcohol Plan _____

Council Date _____ Approval / Denial