

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: 651-238-4104

Event Information (List all activities)

Event Name/Title: Rum River Festival 5K

Date(s) of Event June 8, 2024 Has this event been held before, and if so, when: Yes, annually

Activities during the Event: A family friendly 5K run.

Proposed Location: Starting at 100 4th Ave S, Princeton ***Estimated attendance: 100

** 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 8, 6:30 am Actual Event Time: 8:00 am

Clean Up Date and Time June 8, 12 pm

Event Details

Will any signs / banners be put up? Y N if yes, number and size: 4-5 24"x36" yard signs

Locations: These will be placed along 4th Ave to indicate a 5K run is in progress

Will there be any inflatables? Finish line arch 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: _____

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: A small section of 1st Street in front of Northern Nutrition for check-in.

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

Which lots/spaces: _____

How many portable restrooms will be provided by the event organizer? 1

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

Describe trash removal and cleanup after the event None needed. Northern Nutrition is the check in location and has trash inside their establishment.

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 Princeton PD typically send an officer to drive the route during the run to ensure safety of participants.

Describe plans to provide first aid A first aid kit will be onsite, provided by the chamber.

Describe the emergency action plan if severe weather should arrive If severe weather is a good possibility, the event would be cancelled before runners are on the course.

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? The Rum River Festival 5K is a family friendly annual event that is part of the overall festival.

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.

Kim Young
Signature

3/6/24
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.

The route is a simple out and back, starting at the Princeton library and going south down 4th Avenue. A "turnaround" sign is placed at the 1.5 mile mark to head back to the finish line back north up 4th Avenue.

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: _____

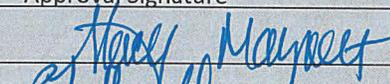
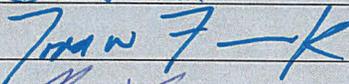
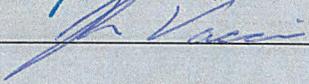
Barricades: Y N Total: _____ X \$2 each per day _____

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		3-20-24
Public Works / Parks		3-20-24
Police Department		3-20-24
Fire Department		3-25-24

Site Plan _____

Certificate of Insurance _____

Vendor lists _____

Application Fee _____

Damage Deposit _____

Alcohol Plan _____

Council Date _____

Approval / Denial