

# City of Princeton

## Special Event Permit Application

Application fee \$50

Rum River Festival June 6-9, 2024

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 2<sup>nd</sup> and 4<sup>th</sup> 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 Parade

Date(s) of Event June 6, 2024 Has this event been held before, and if so, when: Yes, June 8, 2023

Activities during the Event: A parade, approximately 1-mile long that includes 80-100 units and 3-4 food trucks along the route.

Proposed Location: Rum River Drive, 1st Street, 8th Ave \*\*\*Estimated attendance: 5000

\* 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, 2024 9 am Actual Event Time: 6 pm

Clean Up Date and Time June 6, immediately following parade

Check # 9894

**Event Details**

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

Locations: \_\_\_\_\_

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: Parade itself

Will sound amplification be used?  Y N if yes, hours and type: Units in parade

Will a stage or tent be set up?  Y N if yes, dimensions: 1 tent - 10x10 near District Office

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

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: Rum River Drive to 1st Street to 8th Ave.

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? 4

How many trash receptacles will be provided by the event organizer? 6

Describe trash removal and cleanup after the event The chamber will rent trash receptacles from Vanderpoel disposal and will be placed and picked up by chamber volunteers.

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 Police Chief is a member of the Rum River Festival committee and is aware of the plans.

Describe plans to provide first aid Many emergency vehicles will be present at the parade.

Describe the emergency action plan if severe weather should arrive We will watch weather radar closely and will work with the police department to make a decision. It will be communicated via social me

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 is an annual community event enjoyed by all who attend.

**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

3/5/24  
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.

Please see included map.

Note: We will be using Kitzman Creations and J. Callohan Photography for drone footage of the event.

**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>Steph Maggall</i>	<i>3-20-24</i>
Public Works / Parks	<i>Bob Gerold</i>	<i>3-20-24</i>
Police Department	<i>Tom F-K</i>	<i>3-20-24</i>
Fire Department	<i>J. Vaccaro</i>	<i>3-25-24</i>

Site Plan \_\_\_\_\_

Certificate of Insurance \_\_\_\_\_

Vendor lists \_\_\_\_\_

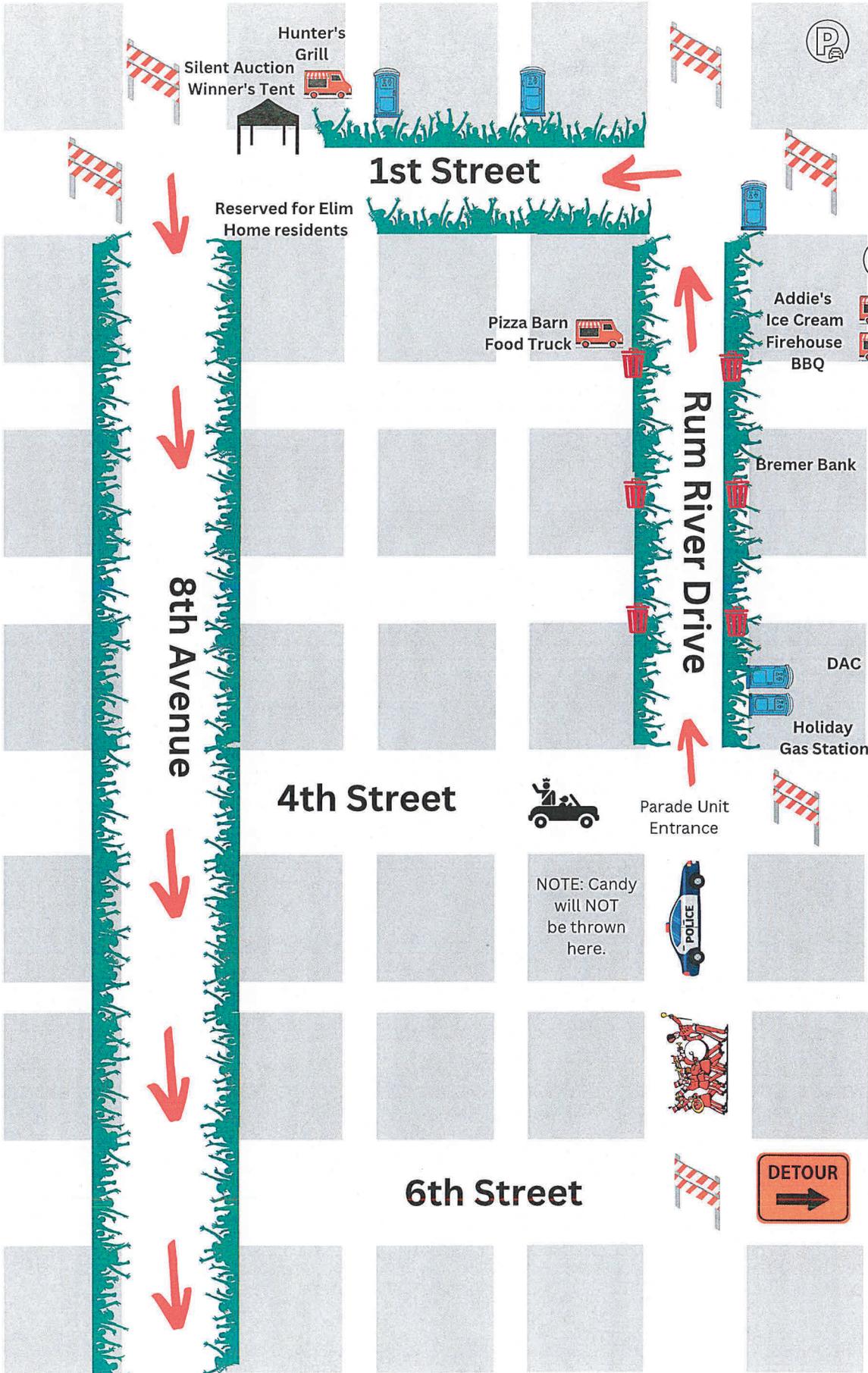
Application Fee \_\_\_\_\_

Damage Deposit \_\_\_\_\_

Alcohol Plan \_\_\_\_\_

Council Date \_\_\_\_\_

Approval / Denial



Hunter's Grill  
 Silent Auction  
 Winner's Tent

1st Street

Reserved for Elim Home residents

Pizza Barn  
 Food Truck

Addie's Ice Cream  
 Firehouse BBQ

Rum River Drive

Bremer Bank

8th Avenue

DAC  
 Holiday Gas Station

4th Street



Parade Unit Entrance

NOTE: Candy will NOT be thrown here.



Trash cans

Parade

Food trucks

Parking

Portable Restroom

6th Street



To Princeton High School

POST  
CONSPICUOUSLY

MINNESOTA DEPARTMENT OF HEALTH  
625 Robert Street North, P.O. Box 64975  
Environmental Health Division  
St Paul, Minnesota 55164-0975  
(651) 201-4500

NOT TRANSFERABLE  
AS TO PERSON  
OR PLACE

LICENSE NO. FBL-25374-32783

FOR THE OPERATION OF:

Fee Paid: \$290.00  
268

License Categories: Base Fee - FBL, Hospitality Fee, Seasonal Temporary Food Stand

LICENSE PERIOD: January 1, 2024 THRU December 31, 2024

ISSUED TO:

Firehouse BBQ  
12412 296th Avenue  
Princeton, Minnesota 55371

ESTABLISHMENT NAME:

Firehouse BBQ Seasonal Temp. Food Stand  
12412 296th Avenue  
Princeton, Minnesota 55371

License Type(s): Seasonal Temporary Stand  
County: Seasonal Temporary Stand



POST  
CONSPICUOUSLY

MINNESOTA DEPARTMENT of HEALTH  
625 Robert Street North, P.O. Box 64975  
Environmental Health Division  
St. Paul, Minnesota 55164-0975  
(651) 201-4500

NOT TRANSFERABLE  
AS TO PERSON  
OR PLACE

Fee Paid: \$290.00

284

LICENSE NO. FBL-40577-58488 FOR THE OPERATION OF:  
License Categories: Base Fee - FBL, Hospitality Fee, Mobile Food Unit

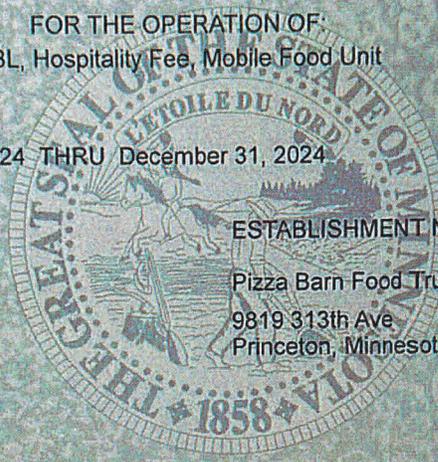
LICENSE PERIOD: January 1, 2024 THRU December 31, 2024

ISSUED TO:

Stay 4 Pizza LLC  
9819 313th Ave  
Princeton, Minnesota 55371

ESTABLISHMENT NAME:

Pizza Barn Food Truck  
9819 313th Ave  
Princeton, Minnesota 55371



License Type(s): Mobile Food Unit  
County: Mobile Unit

POST  
CONSPICUOUSLY

MINNESOTA DEPARTMENT OF HEALTH  
625 Robert Street North, P.O. Box 64975  
Environmental Health Division  
St. Paul, Minnesota 55164-0975  
(651) 201-4500

NOT TRANSFERABLE  
AS TO PERSON  
OR PLACE

LICENSE NO. FBL-41044-45924 FOR THE OPERATION OF:

Fee Paid: \$290.00  
526

License Categories: Base Fee - FBL, Hospitality Fee, Mobile Food Unit

LICENSE PERIOD: March 1, 2024 THRU December 31, 2024

ISSUED TO:

Lynn Anderson LLC  
17508 State Hwy 18  
Finlayson, Minnesota 55735

ESTABLISHMENT NAME:

Hunter's Grill Mobile  
17508 State Highway 18  
Finlayson, Minnesota 55735

License Type(s): Mobile Food Unit  
County: Mobile Unit