

City of Princeton

Special Event Permit Application

Application fee \$25

Contact Information

Group / Organization: Princeton Lions Club.

Contact Person Pete Klasingartner Phone: _____

Address: _____

cell: _____ email: _____

Event Day on-site Contact Pete Klasingartner Phone: _____

Event Information

Type of Event: Live Circus New or Renewal (date of last event) NA

Event Name/Title: _____

Description of Event: Circus for City of Princeton & surrounding area to raise funds for Leibe Park.

Proposed Location: Fair grounds ***Estimated attendance: 300

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

Event Date and Times

Set Up Date and Time July 30, 2021 Actual Event Time: 4:00 + 7:00 Am.

Clean Up Date and Time July 30, 2021

Event Features

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

Will there be any inflatables? NO if yes, provide insurance certificates from rental provider

Will there be any entertainment? yes if yes, what type and time: Circus Perf. 4+7

Will sound amplification be used? Inside Tent if yes, hours and type: _____

Will a stage or tent be set up? yes if yes, dimensions: NOT SURE usually 200' x 40'

Will Merchandise be sold? NOT SURE if yes, provide a list to City Hall

Will Food be prepared or sold? Papercups + Pennies if yes, provide a list & the MN Health Licenses to City Hall

Will there be a Fireworks display? NO if yes, obtain permit from City Hall

License to be renewed July 1st

Services

Will the Event Use, close, or block any of the following:

City Streets or Right-of-ways: Y or N If yes, Streets NO

City Sidewalks or Trails: Y or N If yes, Location NO

Public Parking Lots or Spaces: Y or N If yes, location NO

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 NO

Will Alcohol be served? Y or N If so, who is serving it (include copy of their license) NO

Will portable restrooms be used? Y or N if yes, how many 12

Will extra trash receptacles be needed? Y or N if yes, how many are needed _____

Describe trash removal and cleanup after the event taken care of by Lions Club after event.

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 Lions members will be responsible for traffic + parking.

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 the lions club + friends will provide first aid.

Describe the emergency action plan if severe weather should arrive _____

How does the event benefit the residents and/or businesses in the City of Princeton? the proceeds are earmarked for Lions Park & Lions Projects.

List any other pertinent information (animals, etc) there will be the normal circus animals in cages + control by license.

Possible costs of items that may be requested:

Firefighters / EMT	\$11 per hour per person
Police – Special events – Reserve Officers	\$25 per hour per person
Police – Special events – Police Officer.....	\$52 per hour per person
Barricades.....	\$1 each per day
Generator.....	\$275 per day / 8hrs

TOTAL _____

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

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.

David Thompson
Signature

4-20-21
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	_____	_____
Public Works / Parks	_____	_____
Police Department	_____	_____
Fire Department	_____	_____
Application Fee	\$25	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 _____

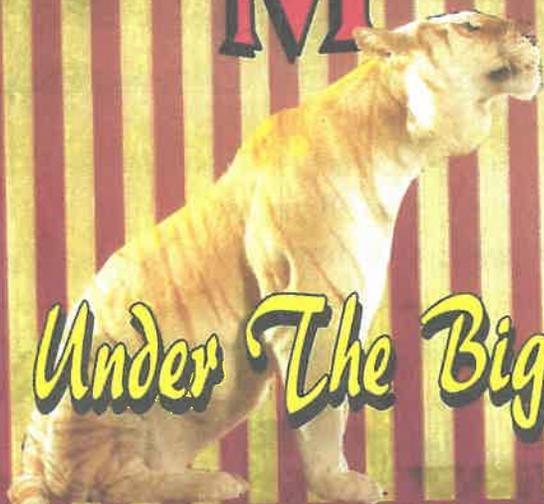
Application Fee _____ Damage Deposit _____ Council Date _____ Approve / Denial

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.

Not sure until site is
finalized with city will provide
them

CULPEPPER & MERRIWEATHER CIRCUS



Under The Big Top! Rain or Shine!



Culpepper & Merriweather Circus Sponsorship Agreement

The Circus Provides

- Two 1 1/2-hour traditional circus performances under a beautiful Big Top tent -- the way the Circus is meant to be seen! We also invite the public to come out and watch the tent raising each morning.
- Electricity, equipment and personnel necessary to erect the tent and put on the shows.
- \$1 million in liability insurance indemnifying the owner of the show grounds and your organization.
- 100 posters, 500 advance adult tickets and 500 advance child/senior tickets sent to your organization for no charge.
- A home office staff to assist you in making Circus Day an event to be remembered for years to come, and to represent your group professionally at all times.
- Our promise to leave the show grounds as clean as we found them.



Here is what the Circus asks of your organization:

- Suitable show grounds at least 300' x 300' in size. The lot has to be accessible for large vehicles.
- One potable running water source. A fire hydrant or regular garden hose faucet will work.
- Provide containers for trash and manure. The Circus produces about 4 cubic yards each day and we will bag the trash and load it and the manure into the containers for you.
- Any permits or licenses required by local ordinance.
- Two ticket takers for each show. Your neighbors will want to thank you for bringing the Circus to town, and your group needs to be there to get the credit!
- Contract signing fee of \$290.00. This fee is refundable based on the number of advance adult tickets you sell. See next page for details.

Division of Proceeds

After the deduction of local sales taxes, your organization will keep the following:

25% of Child/Senior tickets sold through telemarketing

These tickets are sold to businesses only and sent to you to distribute & collect money.

50% of Advance Adult tickets you sell after the first 100*

25% of all the Advance Child/Senior tickets you sell.

10% of sales through our toll-free information line.

This number, 1 (866) Big Top 6, allows the public to call for information and purchase tickets with a credit card.

10% of Box Office sales by the Circus on Show Day.

* If your organization sells 200 Advance Adult tickets the circus will refund the full signing fee of \$290.00 (If you do not sell 100 Advance Adult Tickets, your organization still keeps it's percentages from other ticket sales.)

Ticket Prices

	In Advance	On Circus Day
Adult	\$12.00	\$15.00
Child/Senior	\$7.00	\$8.00

* No charge for children under 2

Our Promise to you

- We will do everything we can to represent you and your organization professionally. We know how important it is for you to be proud of events with which your organization is associated.
- We will work with you to make Circus Day a success for everyone. If you make money, we make money.
- We will bring a great American tradition to your community. Grandparents, parents and children of all ages will be about to create and share memories of Circus Day for years to come.

For booking information, Please contact us at:

cmccircus@gmail.com

P.O. Box 813 • Hugo, OK 74743

(580)326-8833 • Fax (580)326-8866



www.gmccircus.com

OUR STORY

Culpepper & Merriweather Circus was founded in 1985 by three men who, quite frankly, did not realize what they could not do. Far from the glitz and glamour normally associated with show business, these three intrepid circus veterans alternated announcing, performing, and working the concession stand during each show. Not relying on ticket sales, our heroes passed the hat after each performance at camp grounds, festivals, and for any group of people that would stick around and watch.

By our second season, however, Culpepper & Merriweather Circus was awash in show biz glitz and glamour as the show hit the road with a tent, a pony, and a crew of six, including the first female performer in our show. In the 30 years since then, we have been able to add equipment, animals, and employees to become the show we are today. Our circus travels on six company owned trucks and we have 40 employees, including a home office staff located in Hugo, Oklahoma, a.k.a. Circus City, USA! Our season lasts about eight months each year covering 18 states with performances in a different town every day.

WHY WE NEED YOU

Gone are the days of passing the hat to whatever crowd shows up. Our annual operating budget requires that we bring in at least \$4,500 per day that we are on the road just to break even. To make Circus Day a success for us and a memorable event in the towns we visit, we work in partnership with local community and service organizations.

By sponsoring our circus, local groups can bring a time honored American tradition to their town and raise money to use for other projects. Our home office staff provides materials and assistance to each group so that everyone wins. With every ticket sold, there is more money to split between us, and the more tickets your organization sells in advance, the more money your group gets to keep. The details are explained inside this brochure.

OUR PROMISE TO YOU

We will do everything we can to represent you and your organization in a professional manner.

We know how important it is for you to be proud of events with which your organization is associated.

We will work with you to make Circus Day a success for everyone. If you make money, we make money.

We will bring a great American tradition to your community. Grandparents, parents, and children of all ages will be able to create and share memories of Circus Day for years to come.