

City of Princeton

Special Event Permit Application

Application fee \$50

Contact Information
Group / Organization: Berry Law Offices / Princeton Block Party
Contact Person: William Berry Phone: (763) 389-0178
Address: 200 S Rum River Dr. Princeton, MN 55371
cell: (612) 876-8791 email: william@Berrylawoffices.com
Event Day on-site Contact: William Berry Phone: (612) 876-8791
Dennis Berry ("Scott") (612) 232-0643

Event Information
Type of Event: Princeton Block Party New or Renewal (date of last event) July 26th, 2019
Event Name/Title: Princeton Block Party
Description of Event: Block Party, Food trucks, tournaments, vendors, Beer Garden
Proposed Location: Downtown, Rum River Dr., 1st street ***Estimated attendance: 2,000
** Large Events may be subject to a damage deposit of no more than \$500

Event Date and Times
Set Up Date and Time: 7/28/23 12PM Actual Event Time: 7/28/23 4:00PM - 10:00PM
Clean Up Date and Time: 7/28/23 11:59 PM

Event Features
Will any signs / banners be put up? yes if yes, number and size: TBD
Will there be any inflatables? yes if yes, provide insurance certificates from rental provider
Will there be any entertainment? yes if yes, what type and time: Band, Pedal Tractor pull, Mini Golf tournament, Bean Bag tournament, Car Show, other misc
Will sound amplification be used? yes if yes, hours and type: TBD
Will a stage or tent be set up? yes if yes, dimensions: TBD
Will Merchandise be sold? yes if yes, provide a list to City Hall - Block Party T-shirts, Vendor Merch
Will Food be prepared or sold? yes if yes, provide a list & the MN Health Licenses to City Hall - Vendors will provide info
Will there be a Fireworks display? NO if yes, obtain permit from City Hall

Services

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

City Streets or Right-of-ways: Y or N If yes, Streets Rum River Dr. / First Street / 2nd Street North

City Sidewalks or Trails: Y or N If yes, Location _____

Public Parking Lots or Spaces: Y or N If yes, location North Mall Parking Lot (Partic 1)

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 Barricades needed for Rum River Dr., 1st St., 2nd St. N, North Mall Parking Lot

Will Alcohol be served? Y or N If so, who is serving it (include copy of their license) Pizza Pub

Will portable restrooms be used? Y or N if yes, how many 2

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

Describe trash removal and cleanup after the 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 Has not been issue at past events

Will "No Parking Signs" be needed? Y or N If yes, how many 24

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 In past both police & fire attended event

Describe the emergency action plan if severe weather should arrive Announcement By band + car show that weather is approaching.

How does the event benefit the residents and/or businesses in the City of Princeton? All Business are given chance to have booth/sponsor events, something for residents to enjoy

List any other pertinent information (animals, etc) 4-H animals

Possible costs of items that may be requested:

Firefighters / EMT	\$12 per hour per person
Police – Special events – Reserve Officers	\$25 per hour per person
Police – Special events – Police Officer.....	\$72.35 per hour per person
Barricades.....	\$2 each per day
Generator.....	\$280 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.

Signature

2/8/23

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 _____

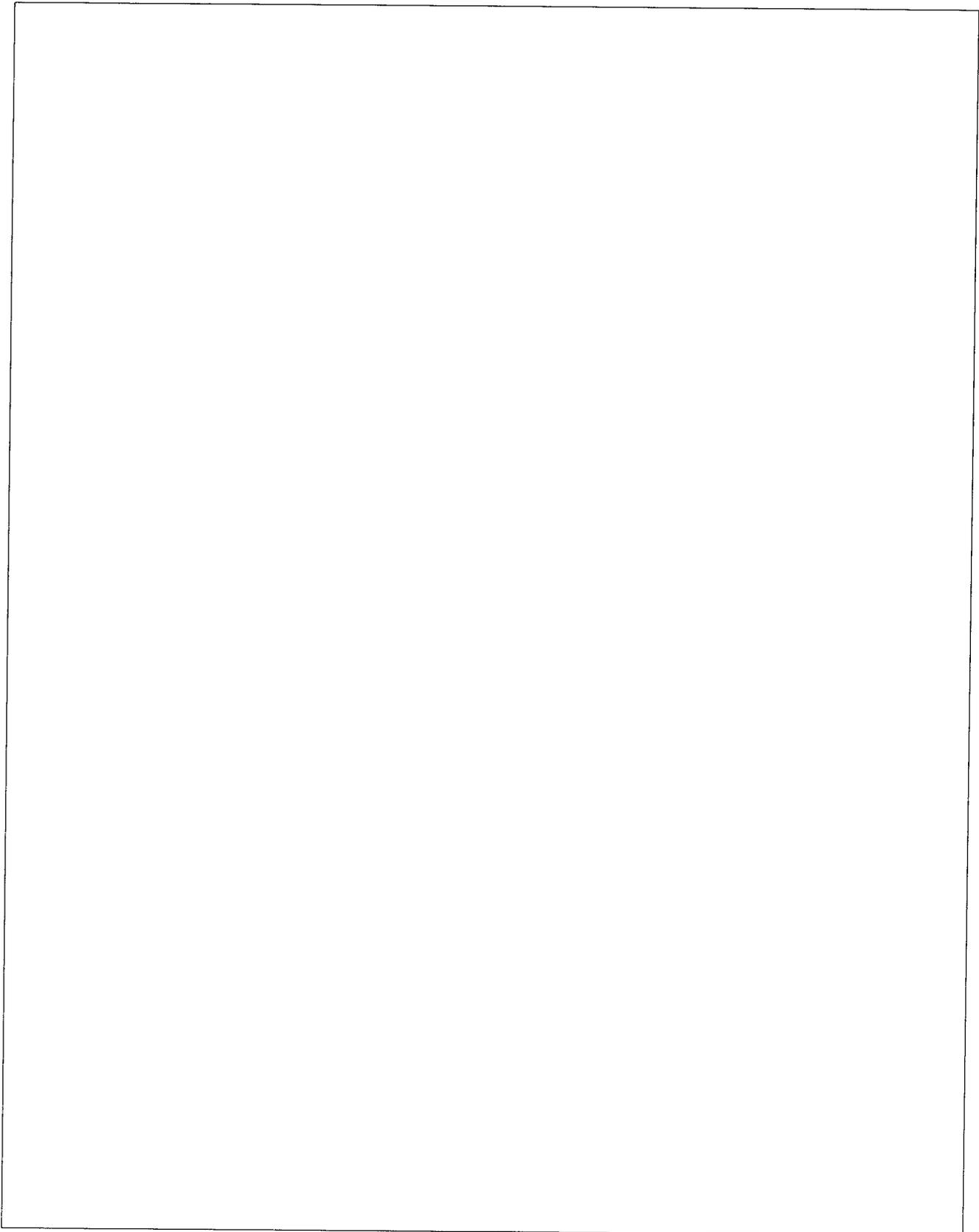
TOTAL FEES _____

Site Plan _____ Certificate of Insurance _____ Permits / vendor lists _____ Non-profit status _____

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

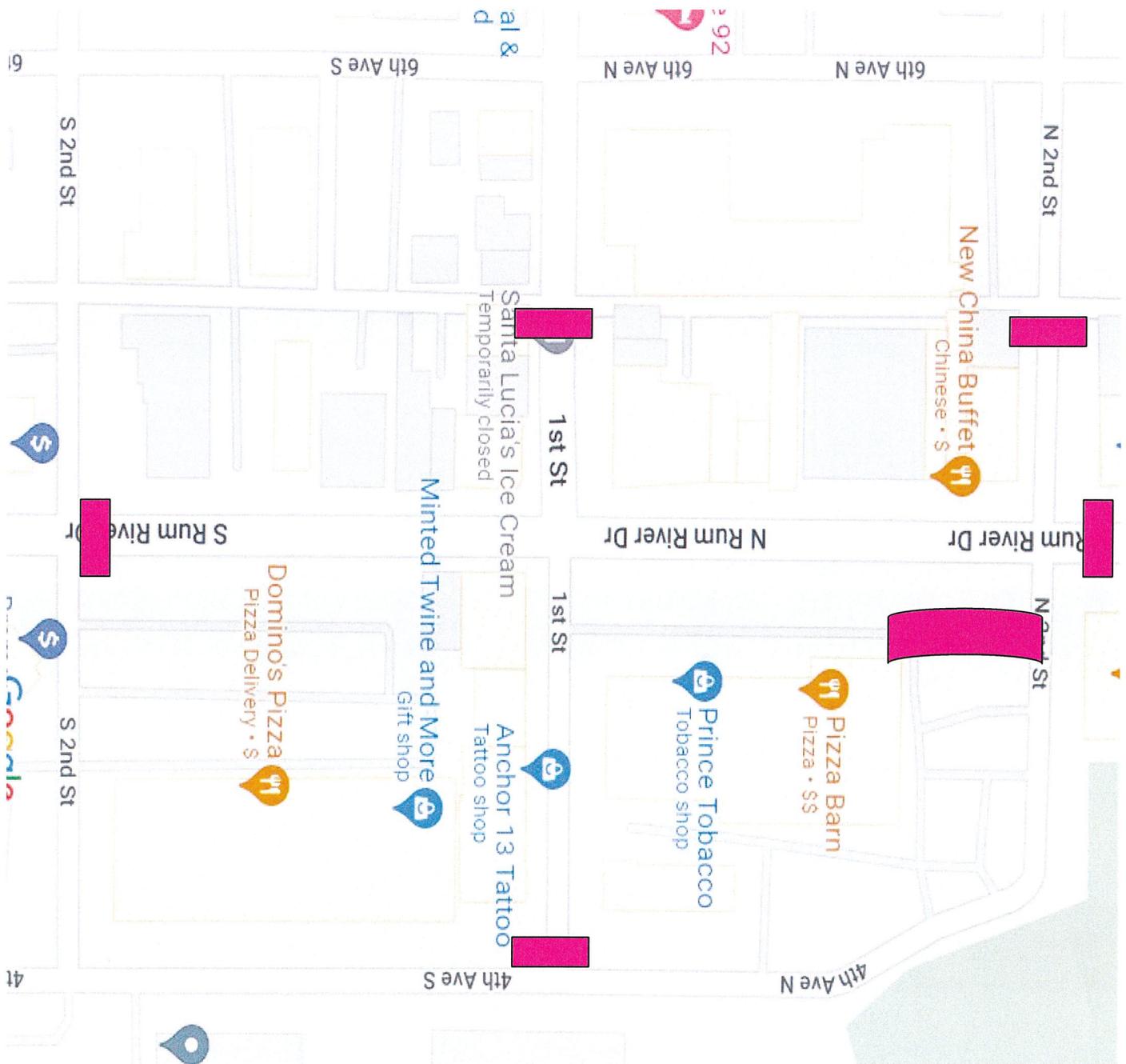
Site Plan:

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.





Closed



Princeton Block Party



BERRY LAW OFFICES

Marv's

True Value.

(Permission to Shut down road – Friday July 28th 12pm-11:59pm)

Printed Name	Signature	Business Name	Date
Jason Lupkes	Jason Lupkes	The Zen Healing Center	1-25-23
Drew Dietz	Drew Dietz	Napa	1-25-23
Yvonne Miller	Jessica Miller	Pizza Pub	1-25-23
Teddie Smith	Jessica Smith	Teddie Antiques + Treasures	1-25-23
Shantel Petry	Shantel Petry	Hierlingers Shoes	1-25-23
Kristi Freye	Kristi Freye	Cook's Floor Covering	1-25-23
Ronald Huebsch	Ronald F. Huebsch	Dr. Ronald F. Huebsch, Optometrist	1-25-23
Jenni Schuster	Jenni Schuster	Northern Nutrition	1-25-23
Tyler Roddy	Tyler Roddy	Riverside Chiropractic	1-25-23
Isabel SARGENT	Jenni Sargent	AMFAM	1-25-23
Jody Stoy	Jody Stoy	Pizza Barn	1-25-23
John Schwartz	John Schwartz	STAY 4 PIZZA LLC	1-25-23
Kim Young	Kim Young	Princeton Area Chamber of Tourism	1-25-23
David Haugen	David Haugen	Princeton Ins. Agency	2-1-2023
Thomas Trulson	Thomas Trulson	Princeton Book & Bible	2-1-2023

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