

# City of Princeton

## Special Event Permit Application

Application fee \$50

### Contact Information

Group / Organization: PHS - Cross Country

Contact Person Tom Ostreet Phone: 763-389-6912

Address: \_\_\_\_\_

cell: 763-260-3240 email: tom.ostreet@isd477.org

Event Day on-site Contact Tom Ostreet Phone: 763-260-3240

### Event Information

Type of Event: Cross Country Meet New or Renewal (date of last event) 10/10/23

Event Name/Title: Tiger Invitational

Description of Event: Large cross country meet held at Princeton golf course → parking implications on city streets.

Proposed Location: Princeton Golf Course \*\*Estimated attendance: 2000

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

### Event Date and Times

Set Up Date and Time 10/8/24 @ 8:00 Am Actual Event Time: team arrive around

Clean Up Date and Time 10/8/24 by dark 2:00, 1<sup>st</sup> race is at 3:15pm

### Event Features

Will an any signs / banners be put up? NO if yes, number and size: \_\_\_\_\_

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

Will there be any entertainment? NO if yes, what type and time: \_\_\_\_\_

Will sound amplification be used? Yes if yes, hours and type: 2-6:30 pm small PA system

Will a stage or tent be set up? NO if yes, dimensions: \_\_\_\_\_

Will Merchandise be sold? — if yes, provide a list to City Hall

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

Will there be a Fireworks display? — 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 intersection of 4<sup>th</sup> Ave S. and Golf Course Road

City Sidewalks or Trails: Y or  N If yes, Location \_\_\_\_\_

Public Parking Lots or Spaces: Y or  N If yes, location \_\_\_\_\_

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 2

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

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

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

Describe trash removal and cleanup after the event We will have trash bins and will use Golf Courses dumpster

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 We will have parking attendants for busses and handicapped.

Will "No Parking Signs" be needed?  Y or  N If yes, how many along 4<sup>th</sup> Ave S. as needed

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 Athletic trainer on site

Describe the emergency action plan if severe weather should arrive Teams would go to busses or event would be canceled or postponed.

How does the event benefit the residents and/or businesses in the City of Princeton? \_\_\_\_\_

2000 + people coming to our town

List any other pertinent information (animals, etc) \_\_\_\_\_

**Possible costs of items that may be requested:**

Firefighters / EMT .....\$15 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.

*Tom Stroob*

9/6/24

Signature

Date

**To be completed by City Hall**

**Fees may be waived by at the discretion of the City Council**

<u>Department</u>	<u>Approval Signature</u>	<u>Date</u>
City Hall	_____	_____
Public Works / Parks	_____	_____
Police Department	_____	_____
Fire Department	_____	_____
Application Fee	\$50	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



Imagery ©2024 Airbus, CNES / Airbus, Maxar Technologies, Map data ©2024 50 ft

Site check-in / parking attendants.

- Golf Course parking lot reserved for handicapped parking and golf course's restaurant patrons
- All other parking will be on city streets



# Princeton's Tiger Cross Country Invitational

## Tuesday, October 8th , 2024

Time: 3:15 p.m.

Teams attending: Agape Christi Academy, Annandale, Becker, Big Lake, Cambridge-Isanti, Chisago Lakes, Delano, Foley, Forest Lake, Greenway High School, Milaca, Monticello, Mora, North Branch, Northwest Nighthawks, Pine City, *Princeton*, Rockford, Sauk Rapids-Rice, Staples-Motley, St. Cloud Apollo, St. Cloud Tech, St. Francis, STMA - Middle School, Zimmerman

Location: Princeton Golf Course  
310 Golf Course Road, Princeton, MN 55371

Directions: Take Hwy 169 to Rum River Dr (South Exit), Right on S 6<sup>th</sup> St, Left on 4<sup>th</sup> Ave S.

Parking: **Buses:** Will drop off athletes at the intersection of Golf Club road and 4<sup>th</sup> Ave S. Then the buses will be directed by parking attendants to proceed to an off-site parking area.

**Spectators:** The golf course lot will be reserved for handicapped parking and the golf course's restaurant patrons only. Therefore spectators will need to park along city streets. Please let your parents know that, with a meet of this size, parking will be problematic so they can adjust their arrival times.

Entries: Limit of 7 runners in the varsity races, all other races are unlimited entries.

### \*\*\* IMPORTANT - ATHLETE ENTRIES\*\*\*

*The meet is being timed by Gopher State Events (gsetiming.com). bob@gsetiming.com will be emailing you with entry instructions. Contact him or Tom Ostroot if you have questions or haven't received entry instructions the week of the meet.*

Awards: Middle school race: Medals 1-10 for both boys & girls \*awarded in the chute  
JV race: Medals 1-10 for both boys & girls \*awarded in the chute  
Varsity: Medals 1- 15 for both boys & girls  
Team Awards: Team plaque for first place varsity teams

Site discretion: Frisbees, Footballs, etc. really don't have a place at a Cross Country meet. For the safety of all the athletes please leave these at home.

Concessions: Basic concessions will be available or the restaurant will have their full kitchen open.

Race Order:	3:15	Middle school Girls	3200 meters
	3:40	Middle school Boys	3200 meters
	4:00	Varsity Girls	5000 meters
	4:30	Varsity Boys	5000 meters
	5:00	JV Girls	5000 meters
	5:30	JV Boys	5000 meters
	6:10	Varsity awards Ceremony	

Questions? Contact Tom Ostroot: [tom.ostroot@isd477.org](mailto:tom.ostroot@isd477.org) 763-389-6912 (school) 763-260-3240 (cell)