

City of Princeton

use of City Generator
Aug 15th

July 9th

Special Event Permit Application

Application fee \$25

Contact Information
 Group / Organization: Knight of Columbus # 8571 P+Z
 Contact Person Rick Schwartz Phone: 763-482-7182
 Address: PO Box 1005
 cell: See Above email: rschwartz323@gmail.com
 Event Day on-site Contact Same Phone: Same

Event Information
 Type of Event: KC Charity New or Renewal (date of last event) 8-17-19
 Event Name/Title: Car Show Rib + Chicken Comp. Swap
 Description of Event: See Above
 Proposed Location: _____ ***Estimated attendance: 1000
 ** Large Events may be subject to a damage deposit of no more than \$500
Event Date and Times
 Set Up Date and Time 6:00 AM Actual Event Time: 8: PM
 Clean Up Date and Time Same Aug 16th

Event Features
 Will an any signs / banners be put up? y if yes, number and size: Fence Line
 Will there be any inflatables? N if yes, provide insurance certificates from rental provider
 Will there be any entertainment? y if yes, what type and time: DJ
 Will sound amplification be used? y if yes, hours and type: 11:00 - 6:00
 Will a stage or tent be set up? y if yes, dimensions: 20 x 20
 Will Merchandise be sold? N if yes, provide a list to City Hall We Are Not in City Limits
 Will Food be prepared or sold? y if yes, provide a list & the MN Health Licenses to City Hall
 Will there be a Fireworks display? N if yes, obtain permit from City Hall copy we have

Services

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

City Streets or Right-of-ways: Y or N If yes, Streets _____

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 _____

Will Alcohol be served? Y or N If so, who is serving it (include copy of their license) Not city

Will portable restrooms be used? Y or N if yes, how many 1 - Handi Cap @ Reg @ Wash Station

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

Describe trash removal and cleanup after the event Ace Dumpsters

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 ^{Judges} 763-389-4879

Describe crowd control procedure to ensure safety of participants and spectators Open Space

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 Judges!

Describe plans to provide first aid, if needed Several EpiPens

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? Not city

List any other pertinent information (animals, etc) KC Fund Raiser for Local Charities

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.

Signature_____
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.

