

City of Princeton

Special Event Permit Application

Application fee \$50

Contact Information

Group / Organization: _____

Contact Person _____ Phone: _____

Address: _____

cell: _____ email: _____

Event Day on-site Contact _____ Phone: _____

Event Information

Type of Event: _____ New or Renewal (date of last event) _____

Event Name/Title: _____

Description of Event: _____

Proposed Location: _____ ***Estimated attendance: _____

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

Event Date and Times

Set Up Date and Time _____ Actual Event Time: _____

Clean Up Date and Time _____

Event Features

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

Will there be any inflatables? _____ if yes, provide insurance certificates from rental provider

Will there be any entertainment? _____ if yes, what type and time: _____

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

Will a stage or tent be set up? _____ 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 _____

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) _____

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 _____

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 _____

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 _____

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? _____

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.

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	\$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 _____

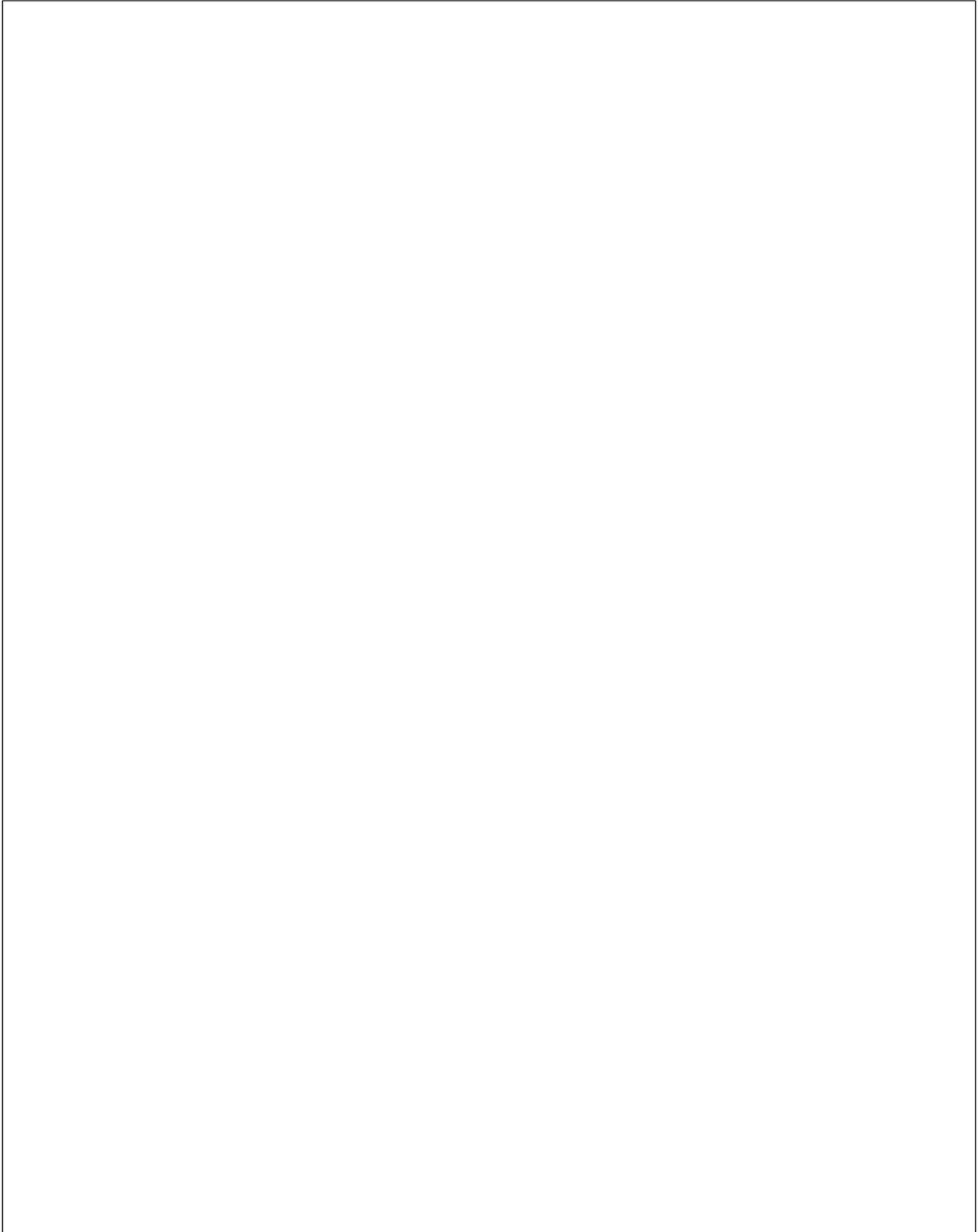
TOTAL FEES

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.

A large, empty rectangular box with a thin black border, intended for drawing a site plan. The box is currently blank.