

# City of Princeton

## Special Event Permit Application

Application fee \$50

1. If the application is incomplete, unclear or does not include a site map, it will be returned.
2. Applications must be received at least 30 days prior to a Council Meeting. The Council meets on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month, except for the first meeting in June and the 2<sup>nd</sup> meeting in November when they meet on the Tuesday prior.
3. City Staff reserves the right to request a meeting with the applicant prior to the Council Meeting to clarify the application or reviewing conditions.
4. The Applicant will be required to attend the Council Meeting to discuss their event and answer any questions there may be.
5. City Staff may require the applicant to notify property owners or acquire signatures of the owners and/or leasee's of those properties that may be affected by the event.
6. The review and approval process of special event permits shall be as follows:
  - a. A **completed application** is submitted to the City Clerk or Community Development Planner.
  - b. The application will be distributed via email to all affected department heads for review.
  - c. The application will be reviewed and signed off by Department Heads at a Department Head Meeting (occurs each Monday at 1pm. It is here where the applicant may be asked to attend to answer questions or discuss any possible conditions).
  - d. The application will then be placed on the next City Council meeting agenda as new business. The applicant shall be in attendance to discuss the request and answer any questions.

### Contact Information

Group / Organization: \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone: \_\_\_\_\_ H, W or C  
(Circle one)

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

email: \_\_\_\_\_

Event Day on-site Contact \_\_\_\_\_ Phone: \_\_\_\_\_

### Event Information (List all activities)

Event Name/Title: \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Has this event been held before, and if so, when: \_\_\_\_\_

Activities during the 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 Details**

Will an any signs / banners be put up?    Y    N    if yes, number and size: \_\_\_\_\_

Will there be any inflatables?            Y    N    if yes, provide insurance certificate from rental provider

Is a Generator being requested?        Y    N    if yes, hours being requested \_\_\_\_\_

Will there be any entertainment?        Y    N    if yes, what type and time: \_\_\_\_\_

Will sound amplification be used?        Y    N    if yes, hours and type: \_\_\_\_\_

Will a stage or tent be set up?            Y    N    if yes, dimensions: \_\_\_\_\_

Will Merchandise be sold?                Y    N    if yes, provide a vendor list to City Hall

Will there be Food vendors?                Y    N    if yes, provide a list & the MN Health Licenses to City Hall

Will there be a Fireworks display?        Y    N    if yes, obtain permit from City Hall

Will any Streets, Sidewalks or Trails be closed or blocked during the event :    Y    N

Which Streets, Sidewalks or Trail: \_\_\_\_\_

Will event require usage of any Public Parking Lots or Spaces:    Y    N

Which lots/spaces: \_\_\_\_\_

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

Describe trash removal and cleanup after the event \_\_\_\_\_  
\_\_\_\_\_

Will the event need traffic control?    Y    N    Barricades?    Y    N    No parking signs?    Y    N

Describe crowd control procedure to ensure safety of participants and spectators \_\_\_\_\_  
\_\_\_\_\_

Describe plans to provide first aid, if needed \_\_\_\_\_

Describe the emergency action plan if severe weather should arrive \_\_\_\_\_  
\_\_\_\_\_

Will the event need a Police Officer Present?    Y    N    EMS / Fire Department?    Y    N

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

**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

**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

**Site Plan:**

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