

PRINCETON TOWNSHIP
10039 – 55th Street PRINCETON, MN 55371
(763) 389-4431 FAX: (763) 634-9107
Email: Doug Dahl, Clerk-Treasurer: ptownship@gmail.com

SPECIAL EVENT APPLICATION - \$50.00 FEE

A "Special Event" is defined as a gathering on public or private property, assembled with a common purpose for a period of one hour or longer. Special events do not include events that are not open to the public and held on private property. (Township Ordinance 300:245)

Written application for Special Events must be made at least 30 days in advance of the event's proposed date.

Date of Event: _____ Location of Event: _____

1. Provide accurate fire plan showing:
 - a. Buildings or temporary construction, tents, fencing.
 - b. All parking.
 - c. Number of parking stalls.
 - d. Dimensions of outside area to be used.
 - e. Height and type of fencing used to enclose outside area.
 - f. Zoning of adjacent properties.
 - g. Distance to adjacent dwellings.
 - h. Number of security people: Names, age, experience.
 - i. Show location of exterior lighting.

2. Hours of outside activities: _____

3. Purpose of event: _____

4. Number of people expected to attend: _____

5. Alcohol present: _____ Temporary Liquor License requested: _____

6. Type and number of restrooms: _____

7. Number of hours: _____ after event when site will be cleared and cleaned up and signs removed.

8. Responsible person: name, address, phone number:

9. Insurance (including proof of adequate commercial liability insurance.)

10. All adjoining properties within 350' be notified of event and hours.

11. Any past violations of existing CUP? _____

12. Any temp directional signage needed? _____

NAME OF APPLICANT: _____ Phone #: _____

Address: _____ City/ State: _____ Zip: _____

STAFF MEETING DATE: _____ TOWN BOARD MEETING DATE: _____

APPROVE / DENY _____
Chairman Clerk