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

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*