

Fee Schedule for Special Event

The base number of Officers EMS/Fire Personnel and Inspectors Required for the event

Additional personnel may be required for an event as determined by the fire or police department during the processing of the application, or as may be needed due to changed circumstances between the application date and the event date.

FIRE

# of participants/attendees/spectators	Minimum # of FD personel & Apparatus
0-250	1 Inspector (based on event type)
251-3,000	2 EMS/Fire Personnel + 1 inspector; UTV
3,001-5,000	2EMS + 2 Fire Personnel + 1 Inspector; UTV
5,001-10,000	4EMS + 2 Fire Personnel + 1 Inspector/Fire Marshal; UTV
Over 10,000	4 EMS + 3 Fire Personnel + 1 Command + 1 Inspector/Fire Marshal

FIRE Department/Emergency Medical Services (EMS) Fees

There is a 4-hour minimum for EMS requests

Inspector	\$30.00 per hour
Fire Marshal	\$50.00 per hour
EMS or Fire Personnel (non-Command)	\$30.00 per hour
FD Command	\$40.00 per hour
Apparatus Fee	\$65.00 per hour per apperatus

POLICE

# of participants/attendees/spectators	Minimum # of PD personel & Apparatus
0-75	0
76-200	Consult with PD to determine if LEO required
201-1,500	2
1,500-3,000	4
3,001-5,000	6
Over 5,000	6 plus 1 for every 1,000

Police Fees

Princeton Police Department will have final say on the number of security personnel needed for the event and the manner in which they are deployed. The cost for the personnel provided by the Princeton Police Department shall be paid at the rate set by the police chief. There is a three-hour minimum applicable to each Princeton officer utilized. Peace officers who are not employed by the City of Princeton may only be utilized with written approval from the police chief, and are prohibited from conducting traffic control for any special event without such approval. Contact the city staff for more details.

Nonrefundable Administrative Processing Fees

Special Event Permit Application	\$50.00
Place of Assembly ("POA) Operational Permit Application Fee when required by Fire Code	\$200.00

Special Event Permit Fees

Tent, Canopies, or Temporary Membrane Structure POA Operational Permit	\$30/per 400 sq. footage of tent, canopy, or temporary membrane
Carnival, Circus, Fair, or Festival POA Operational Permit	\$200
Other Place of Assembly Operational Permit	\$200 per structure
Special Event Vendor Permit	\$25 per vendor, \$15 per nonprofit vendor, to be collected with vendor forms by event organizer for any event with 5+ vendors

Park User Fees

Deposit (required for reservation of use of park facilities; not required when no city property outside of public right-of-way is to be used)	\$50 per facility (refundable if appropriate cleanup accomplished after event)
Usage Fee	\$25/per 4 hours
Electricity Fee	\$35 minimum; subject to limited availability and additional charges may apply depending on # of connections needed and total circuit loads. Contact staff for more information regarding the fee for individual proposed uses

Public Works

Traffic Control	Setup/takedown/operation during business hours No Charge
Traffic control	Setup/takedown/operation outside normal business hours, \$120/per hour

\$12/hour includes two Public Works personnel to secure the intersections for 1 hour. Includes mobilization and demobilization, all barricades, and required equipment. For safety and security, this includes 2 PW personnel per intersection and roving supervisors.

Trash Disposal & Sanitation

First two additional drum cans or roll-away trash bins	No charge
Additional drum cans or roll-away bins	Rates set by city solid waste franchisee
Dumpsters	Rates set by city solid waste franchisee
Portable toilets (1 unisex unit per ___ person over the first ___)	Contact city staff for details