



## Special Event Application & Permit Fees

**All fees must be in the form of cash, check, money order or credit card**

An application is not considered complete unless all applicable questions have been answered and all attachments included are in accordance with city ordinances. Priority for purposes of resolving scheduling conflicts between competing applications shall be determined by the date of city receipt of a complete application package. Submission of a Special Event Application does not guarantee event approval.

**All Park Deposits paid shall be forfeited and not refunded if Applicant does not return Special Event Area to its normal condition following use.**

### Nonrefundable Administrative Processing Fee

Special Event Permit Application	\$50 per event
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### Special Event Permit Fees

Tent, Canopies, or Temporary Membrane Structure	\$30/per structure
Carnival, Circus, Fair, or Festival Permit	\$200 (when required by Fire Department)
Other Place of Assembly	\$200 per structure

### Temporary Food Permit (Administered by Collin County)

[https://www.collincountytx.gov/development\\_services/Pages/food\\_service\\_forms.aspx](https://www.collincountytx.gov/development_services/Pages/food_service_forms.aspx)

Applicants for special events involving service of food must also fully comply with all state, county, and local regulations. Suitable proof of compliance must be provided with all special event applications. Please consult

<https://www.dshs.state.tx.us/foodestablishments/permitting.aspx> (“Temporary Retail Food Establishments”) for more information.

### **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

### **Public Works**

Traffic Control	Setup/takedown/operation during business hours: no charge
Traffic Control	Setup/takedown/operation outside normal business hours, \$120/hr.

\$120/hour includes 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 Public Works personnel per intersection, and roving supervisors.

### **Police protection and traffic direction services**

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 costs for police personnel provided by the Princeton Police Department shall be paid at the rate set by the police chief. There is a four-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.

### **Fire and Emergency Medical Services (EMS)**

The rate of pay for Fire and or EMS personnel standby are calculated based on the application and evaluation of the event demands by the fire chief. There is a 4-hour minimum for Fire/EMS requests.