



## City Council Memorandum

**To:** Mayor Fasbender & City Councilmembers  
**From:** Paige Marschall Bigler, Recreation Program Specialist  
**Date:** June 17, 2019  
**Item:** Special Event Request – BTYR, Starlifter Band Performance

**Council Action Requested:** Consider the request from Beyond The Yellow Ribbon for a Special Event Designation on Wednesday, August 28<sup>th</sup>, 2019, for a performance by the United States Airforce Starlifter Band.

**Background Information:**

Beyond the Yellow Ribbon organization is requesting use of the Rotary Pavilion in Levee Park to host the USAF Starlifters Band for a free performance open to the public. The event will have food trucks in Levee Park, requiring a Special Event Designation as referenced in the Special Event Policy. The event will include live music at the Pavilion and food trucks within Levee Park. The event organizer is no longer requesting street or lot closures.

Designating this event as a Special Event will allow for the organizers to include food vendors in Levee Park.

Conditions to be included in the proposed Special Event Designation:

- The Rotary Pavilion in Levee Park is reserved for exclusive use of Beyond the Yellow Ribbon and USAF Star lifter band during the designated hours of 5:00 p.m. – 9:00 p.m. with a performance time of 7:30 – 9:00 p.m. on Wednesday, August 28<sup>th</sup>, 2019, with consideration of Storytime in the Park 6:00 p.m. – 6:45 p.m.
- The Starlifter band will set up in the back half of the pavilion, allowing for Storytime in the Park activities to continue.
- The City restroom facilities will remain open during the event and will be serviced by Parks & Recreation staff Wednesday morning.
- The City garbage and Recycling receptacles will be serviced Wednesday morning and available for use.
- All vendors must obtain City of Hastings vendor license prior to event, the cost of licensure is the responsibility of the vendor or event organizer, and licenses must be obtained through the Deputy City Clerk at Hastings City Hall.
- Any decorations cannot leave marks or residue on the Pavilion or surrounding area. Event organizers must receive approval from the parks department prior to set-up.
- Event organizers agree the site will be left in at least the condition it was pre-event.
- Any other reasonable conditions as determined by staff.

**Financial Impact:**

This event, although requesting designation as a Special Event, will also be subject to Park Rental Fees in accordance with the City's fee schedule. Fees charged are for exclusive use of areas.

- Rotary Pavilion Rental – Tax Exempt: \$80.00

**Advisory Commission Discussion:**

None

**Council Committee Discussion:**

None

**Attachments:**

- Special Event Permit Application



**SPECIAL EVENT PERMIT APPLICATION**

General Event Information			
Event Name: <u>USAF Band - Star Line</u>			
Name of Event Coordinator: <u>Dean W. Monkoson / Beyond the Yellow Ribbon</u>		Home Phone: <u>(651) 438-2202</u>	Work Phone: <u>( )</u>
Name of Organization/Business Hosting Event: <u>BTJR <sup>Ribbon</sup></u> <u>City of Hastings <del>Government</del></u>		Cell Phone: <u>( )</u>	E-mail: <u>deanwvvet@aol.com</u>
Mailing Address: <u>436 Tiffany Drive</u> <u>Hastings MN 55033</u>		Website: <u>Facebook</u> <u>Beyond the Yellow Ribbon -</u> <u>Hastings</u>	
On Site Contact Name: <u>Dean W. Monkoson</u>		On Site Contact Cell Phone: <u>( )</u> <u>None</u>	
Type of Event (mark all that apply): <input type="checkbox"/> Downtown Event <input type="checkbox"/> Race/Run/Walk <input checked="" type="checkbox"/> Concert/Performance <input type="checkbox"/> Fundraiser <input type="checkbox"/> Other:			
Date(s) Requested:			
Date	Day of Week	Time	Total Hours
<u>28 Aug</u>	<u>Wednesday</u>	<u>5 am/pm to 9 am/pm</u>	<u>4</u>
		am/pm to am/pm	
		am/pm to am/pm	
Is this event: <input checked="" type="checkbox"/> Open to the public <input type="checkbox"/> Private		Will this be an annual event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>on demand</u>	
Has this event been held in another City? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>Hastings MN</u>		<input type="checkbox"/> No <u>State Fair</u>	
If yes, when was it held and where? <u>Hastings MN State Fair Grounds</u>			
Will an admission fee be charged? <input type="checkbox"/> Yes \$ <input checked="" type="checkbox"/> No		Will donations be accepted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What will proceeds from the event be used for? <u>Service support + honor military veterans, families, Military Brat</u>			
Anticipated Attendance: Total <u>250</u> Per Day <u>one day only</u>			
Will there be a tent(s) at the event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		If yes, how many and how big? <u>up to three, vendors</u>	

Event Location Information
Location of the event (including the starting line, finish line and staging/disbanding areas): <u>Rotary Pavilion &amp; Lake Park</u>

List of any City parks/facilities to be used for the event:

Levee Park Rotary Pavilion

Number of vehicles expected at the event: 50-75

Describe where participants will park:

Public parking lots in downtown Hastings.

If the event will take place on private property, has approval been obtained from the property owner(s)?

Yes  No

Please include a site plan for the event location that show the location of the starting line, finishing line, staging areas, tents, vendors, parking areas, sound amplification equipment and any other areas that will be setup as part of the event.

Please describe how you will contain waste and recycling at your event including after the event has ended. To assist you in these efforts, please contact our City Recycling Coordinator 651-480-6182

Garbage and Recycling Containers within Levee Park are sufficient for the scale of this event.

#### Event Route Information

Does the event propose to require the use of any public right of way (crossing or traveling within)?  Yes  No

List all public right of way that will be used during the event:

City Streets \_\_\_\_\_

Trails/Sidewalks \_\_\_\_\_

County Roads \_\_\_\_\_

State Road \_\_\_\_\_

Other Right of Way \_\_\_\_\_

Have you received approval for the use of any County or State right-of-way?  Yes  No  Not applicable

Does the route require the closing or partial closing of any streets, intersections or crossings?  Yes  No

If yes, please describe: \_\_\_\_\_

(The City of Hastings reserves the right to require street closings)

Please include a detailed map showing the proposed route. The route map must show what roadways, trails and sidewalks will be used and the direction the participants will travel. All street names must be clearly labeled.

#### Event Safety Information

Number of volunteers assisting with the event: BTYR Volunteers - 2-3

Do you have a contingency plan if volunteers don't show up?  Yes  No

If yes, please summarize: BTYR volunteers will be at the event.

Is the promoter aware of any problems that may arise during the event?  Yes  No

If yes, please summarize: \_\_\_\_\_

Have arrangements been made for emergency medical services?  Yes  No

If yes, please summarize: \_\_\_\_\_

Will alcohol be served or sold at the event?  No  Yes (a temporary beer or liquor license is required)

Will there be a raffle or other regulated gambling activity at the event?  No  Yes (a temporary gambling permit is required)

Will the event include the sale of any products or services?  No  Yes (please provide a list of your approved event vendors):

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Will the event include the sale of any food or beverages?  No  Yes (health department permits are required, please provide a list of your approved food vendors): Hastings Topcorn Schoolhouse Spring  
Mini donuts All previously approved - D&A - Cruise In

**Event Signage and Sound Information**

Please include a route map detailing where all DIRECTIONAL signage will be placed for the event. see location info

Please include a map detailing where all signs ADVERTISING the event will be placed. see location info

Will any sound amplification equipment be used at the event?  Yes  No

If yes, please describe where in the event area the equipment will be used and what time the equipment will be used:  
Ampl. & mic

**Insurance Information**

Insurance coverage shall be maintained for the duration of the event with a minimum \$1,000,000 combined single limit and a minimum \$2,000,000 aggregate limit. If food or non-alcoholic beverages are sold or provided at the event the insurance policy shall also include an endorsement for product liability in an amount not less than \$1,000,000. Proof of insurance coverage must be provided at least 5 days prior to the event. USAF - US GOVT

I have read and agree to all ordinances and rules associated with this special event permit. I certify that the answers are true and correct to the best of my knowledge.

[Signature]  
 Signature

5/28/19  
 Date

Please return completed form to Paige Marschall-Bigler at [pmarschall@hastingsmn.gov](mailto:pmarschall@hastingsmn.gov) or mail in to Parks Department 920 10<sup>th</sup> St W, Hastings MN 55033. Call 651-480-6182 with any questions.

**OFFICE USE ONLY**

Date application submitted: 5/28/19

Date application approved by CC: \_\_\_\_\_

Required resources:

- Police Reservists: \_\_\_\_\_
- Equipment: \_\_\_\_\_
- City staff: \_\_\_\_\_

Insurance information received: \_\_\_\_\_

Licenses/permits obtained: \_\_\_\_\_