



City Council Memorandum

To: Mayor Fasbender & City Councilmembers
From: Paige Marschall Bigler, Recreation Program Specialist
Date: September 16, 2019
Item: Special Event Request – Awaken the Dawn, Prayer Gathering

Council Action Requested: Consider the request from Awaken the Dawn for a Special Event Designation October 17 through October 19, 2019, for a prayer gathering.

Background Information:

Awaken the Dawn is requesting use of Jaycee Park to host a prayer gathering. The event will include one 20x20 tent, rotating facilitators and music in the tent for 50 hours.

Designating this event as a Special Event will allow for the organizers to utilize Jaycee Park, outside the designated park hours.

The 2019 event will be the

Conditions to be included in the proposed Special Event Designation:

- A portion of Jaycee Park as identified on the application, is reserved for Awaken the Dawn from 8:00 a.m. October 17, - 10:00 p.m. October 19th, 2019.
- Amplified music will be played within a reasonable volume with respect for residents and park users.
- 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.

- Park Rental – Taxable: \$42.85

Advisory Commission Discussion:

None

Council Committee Discussion:

None

Attachments:

- Special Event Permit Application



SPECIAL EVENT PERMIT APPLICATION

General Event Information

Event Name: <u>Tent America ^{Hastings} / Awaken the Dawn</u>			
Name of Event Coordinator: <u>Debbie Law</u>		Home Phone: () ()	
Name of Organization/Business Hosting Event: <u>Awaken the Dawn</u>		Work Phone: () ()	
Mailing Address: <u>403 Whispering Lane Hastings MN 55033</u>		Cell Phone: <u>612 413 1202</u>	
		E-mail:	
On Site Contact Name: <u>Debbie Law</u>		Website: <u>awaken-thedawn.org</u>	
On Site Contact Cell Phone: () ()			
Type of Event (mark all that apply): <input type="checkbox"/> Downtown Event <input checked="" type="checkbox"/> Race/Run/Walk <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Fundraiser			
Other: <u>Prayer gathering</u>			
Date(s) Requested:			
Date	Day of Week	Time	Total Hours
<u>Oct 17</u>	<u>Thursday</u>	<u>8:00 am/pm to 8:00 am/pm</u>	<u>24h</u>
<u>Oct 18</u>	<u>Friday</u>	<u>8:00 am/pm to 8:00 am/pm</u>	<u>84h</u>
<u>Oct 19</u>	<u>Sat.</u>	<u>8:00 am/pm to 10:00 am/pm</u>	<u>2 hr.</u>
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	
Has this event been held in another City? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, when was it held and where? <u>ST PAUL, MN, Sept 2018, State Capital</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>No proceeds will be generated</u>			
Anticipated Attendance: Total <u>50</u> Per Day <u>25</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>one 20' x 20'</u>	

Event Location Information

Location of the event (including the starting line, finish line and staging/disbanding areas):

Lock & Dam Road / Lake Rebecca Access drive

20x20 tent

Mississippi River

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

Jaycee Park

Number of vehicles expected at the event:

25 - 50

Describe where participants will park:

Designated Parking areas at the Park.

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.

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

Lock & Dam Rd.

 Trails/Sidewalks

Jaycee Park access side walks

 County Roads State Road Other Right of WayHave you received approval for the use of any County or State right-of-way? Yes No Not applicableDoes 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:

15 - 20

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

If yes, please summarize:

we would fold up the tents cleanup and go home

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):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):

Event Signage and Sound Information

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

Please include a map detailing where all signs ADVERTISING the event will be placed. yes

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

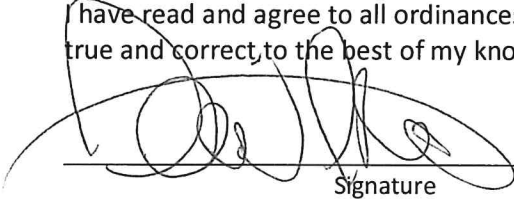
If yes, please describe where in the event area the equipment will be used and what time the equipment will be used:

only in the tent, throughout the entire event

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.

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

9.6.19
Date

Please return completed form to Paige Marschall-Bigler at pmarschall@hastingsmn.gov or mail in to Parks Department 920 10th St W, Hastings MN 55033. Call 651-480-6182 with any questions.

OFFICE USE ONLY

Date application submitted: _____

Date application approved by CC: _____

Required resources:

- Police Reservists: _____
- Equipment: _____
- City staff: _____

Insurance information received: _____

Licenses/permits obtained: _____