



City Council Memorandum

To: Mayor Fasbender & City Councilmembers
From: Paige Marschall Bigler, Recreation Program Specialist
Date: September 16, 2019
Item: Special Event Request –Downtown Hastings Creepy Candy Crawl

Council Action Requested: Consider the request from Hastings Downtown Business Association for a Special Event Designation on Thursday, October 31st, 2019 for the Downtown Hastings Creepy Candy Crawl.

Background Information:

The Downtown Business Association is requesting closure of three blocks on 2nd street, between Vermillion St. to Tyler St. from 3:00 p.m. – 9:00 p.m. on Thursday, October 31st 2019, for their 2nd Annual Candy Crawl. The event will start at 4:00 p.m. and end at 8:00 p.m. Event Organizers anticipate attendance of 1,200 people. Family friendly entertainment and activities will be coordinated on each block, including a DJ, candy give-a-ways, storefront window displays, free popcorn and ice cream, and a food collection for Hastings Family Service. The map of the event is included for City Council review.

The 2019 event will be the 2nd event hosted in Downtown Hastings. City Staff have reviewed the request and are supportive with the following conditions.

Designating this event as a Special Event, will allow for street closures, activities in the street, and exclusive use of the identified areas on the attached map. This event meets the criteria to qualify as a Council-designated Special Event.

Recommended conditions to be included in the proposed Special Event Designation:

- The areas identified on the attached map shall be for the use of Downtown Hastings Creepy Candy Crawl event between the designated hours of 3:00 p.m. – 9:00 p.m. on Thursday, October 31st, 2019.
- City Staff and Event organizers will set up a meeting to walk-through prior to the event. Organizers will provide main contact information for our staff and reservists to have to troubleshoot during the event.
- Event Organizers will provide adequate street closure equipment, provided by the Downtown Business Association.
- The event organizers are required to post 'No Parking' signs 24-hours in advance, with the expectation that downtown parking on the three requested blocks is cleared by 3:00 p.m. the day of the event. Hastings Police Department may have to assist if there are cars left after 3:00 p.m. within the event parameters.

- The City will strive to provide between 2 and 4 Police Reservists.
- 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 from the City Clerk at Hastings City Hall.
- Event organizers will coordinate garbage and recycling with a hauler. Each garbage container must be paired with a recycling container. All garbage generated from the event will be hauled off site by hauler or event organizers.
- Event Organizers will provide portable bathrooms for attendees and coordinate with a vendor.
- City Staff will unlock the four Event Power Pedestals at Oliver's Grove Park, Sibley/2nd St., under the west side of the bridge & near Hastings Family Service for organizers to access.
- City Staff will program the street lights to be dimmed 5:00 – 6:00 p.m.
- Any tent or additional "structures" used will need to be anchored with weights for safety.
- Event organizers will have the footprint cleaned up by 9:00 p.m. with barricades removed and the street accessible by the public.
- Event organizers agree the site will be left in at least the condition it was pre-event.
- Insurance certificate provided by event organizers, listing the City of Hastings as additionally insured.
- Any other reasonable conditions as determined by staff.

Financial Impact:

None

Advisory Commission Discussion:

None

Council Committee Discussion:

None

Attachments:

- Special Event Application
- Event Map
- Insurance Certificate (provided 2 weeks prior to event)



SPECIAL EVENT PERMIT APPLICATION

General Event Information			
Event Name: Downtown Hastings Creepy Candy Crawl			
Name of Event Coordinator: Tatia Nelson/ Nate Kranz		Home Phone: ()	
		Work Phone: (651) 438-6887	
Name of Organization/Business Hosting Event: Hastings Downtown DBA		Cell Phone: (651) 335-9466	
Mailing Address: P.O. Box 541 Hastings, MN 55033		E-mail: hastingsdba@gmail.com	
		Website: www.hastingsdba.com	
On Site Contact Name: Tatia / Nate		On Site Contact Cell Phone: (651) 335-9466	
Type of Event (mark all that apply): <input checked="" type="checkbox"/> Downtown Event <input type="checkbox"/> Race/Run/Walk <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Fundraiser <input type="checkbox"/> Other:			
Date(s) Requested: Thursday Oct 31 2019			
Date	Day of Week	Time	Total Hours
October 31st	Thursday	3pm am/pm to 9pm am/pm	6 hours
		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	
Has this event been held in another City? <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No			
If yes, when was it held and where? _____			
Will an admission fee be charged? <input type="checkbox"/> Yes \$ _____ <input checked="" type="checkbox"/> No		Will donations be accepted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What will proceeds from the event be used for? Hastings Family Service			
Anticipated Attendance: Total <u>1,200</u> Per Day _____			
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>10X10 - 5</u>	

Event Location Information
Location of the event (including the starting line, finish line and staging/disbanding areas):
<p>2nd Street between Vermillion and Tyler. Including access to 2nd Street from Ramsey and Tyler. Sibley Street blocked from 3rd Street East to Alley next to Onion. The Idea is a "safe zone". We want to encourage the perimeter feeling creating a safe trick or treating area with a rotation effect. The idea is to let kids move "door to door" while parents can feel comfort knowing they will NOT have to worry about moving vehicles / other dangers.</p> <p>The Blocks along 2nd Street E between Vermillion and Tyler allow for the including of almost all of the "downtown businesses" and will cater to the needs and size of the grand event we wish to put on and build for the community.</p>

List of any City parks/facilities to be used for the event: We would discuss opportunities with city to utilize Olivers Grove

Number of vehicles expected at the event: 200-500

Describe where participants will park: Participants will park on the several side streets near downtown area as well as parking ramp.

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 Within the parameter of 2nd Street East between Vermillion & Tyler as well as Sibley between Alley by Onion Grille and 3rd Street East

Trails/Sidewalks Within the parameter of 2nd Street East between Vermillion & Tyler as well as Sibley between Alley by Onion Grille and 3rd Street East

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: We would prefer to close 2nd Street between Vermillion & Tyler Street. We have all the Businesses in favor from the Bridge to ArtSpace.

(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: _____

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

If yes, please summarize: We have many volunteers confirmed.

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: I will be contacting the Fire and Police with event details.

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.

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

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: Yes _____

D.J. , Sound and Lights

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.

Tatia Nelson

Signature

9-4-2019

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: _____

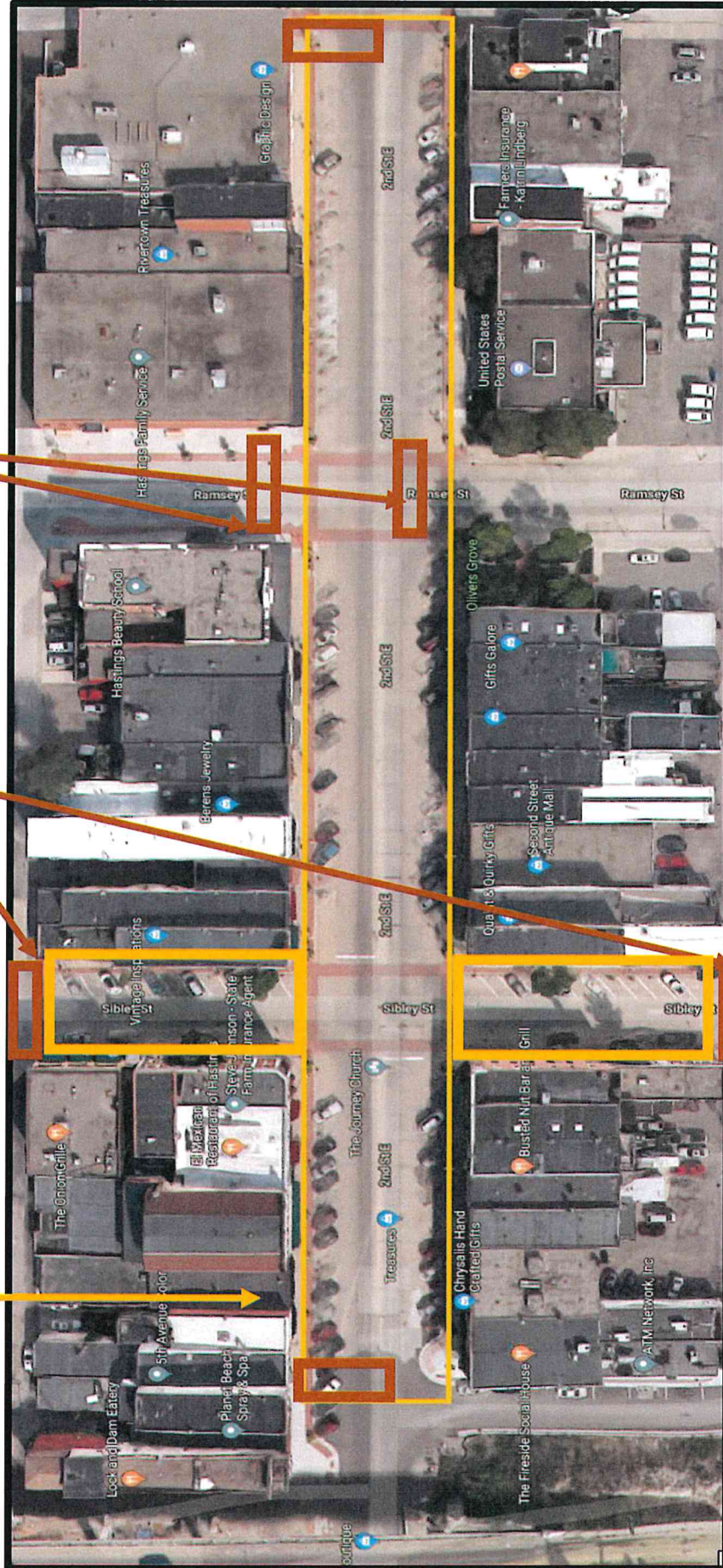
Insurance information received: _____

Licenses/permits obtained: _____

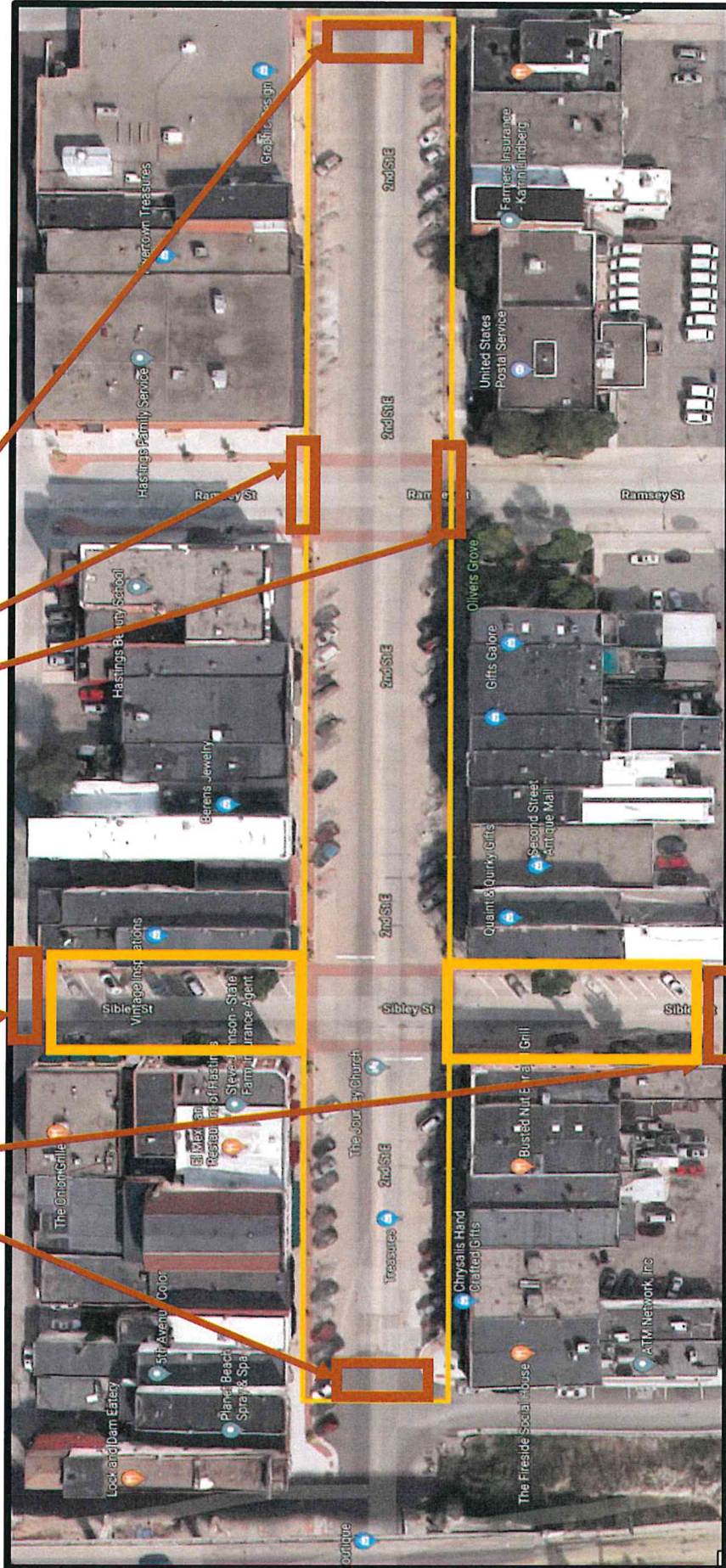
Closing thru traffic access to 2nd Street, starting from 3rd to Tyler. Allowing traffic on 3rd and Tyler.

Closing access to 2nd Street on both sides of Sibley St

Closing access to 2nd Street on both sides of Ramsey St



Event Signage will be included at each closed off street



Additional Event Advertising will be placed within the Downtown Private Business Store fronts , in addition flyers will be posted at Cub Foods, Coborne's, and additional businesses around town. However not posted on any public blocks.