



## ***City Council Memorandum***

**To:** Mayor Fasbender & City Council Members  
**From:** Paige Marschall Bigler, Recreation Program Specialist  
**Date:** March 16, 2020  
**Item:** Special Event Designation

**Council Action Requested:** Designate the Annual YMCA Glo-Run as a Special Event with the following conditions.

**Background Information:** The Hastings Area YMCA is requesting to hold a 1 mile and 4 mile race in the City of Hastings on Thursday, July 16, 2020. This event will act as a fundraiser for the Hastings Area YMCA Annual Giving Program. The event has the same footprint as previous years. City Staff are supportive of the event with the following conditions:

- Event organizers are responsible for providing and properly posting No Parking signage and Route signage for both the 1 mile and 4 mile race.
- The City Police Department will provide a police presence to assist with traffic management indicated on the corresponding map. Event volunteers will provide additional traffic management.
- Event Organizer will contact Dakota County for West 2<sup>nd</sup> Street/Nininger Road for traffic control requests to create a coned pedestrian lane from Lock and Dam Road to Pleasant on the north side of Nininger on the roadway, which may require a separate permit or authorization from the County. City Staff will provide event organizer with the Dakota County contact.
- Only chalk may be used for any directional markings on pavement including trails. Signs on lath are allowed and encouraged.
- No unauthorized vehicles on any City trails
- All event supplies and equipment will be removed by event organizers within 24 hours after the event.

**Financial Impact:**

N/A

**Advisory Commission Discussion:**

N/A

**Council Committee Discussion:**

None

**Attachments:**

- 2020 Glow Run Permit Application
- Maps illustrating run routes



## SPECIAL EVENT PERMIT APPLICATION

General Event Information			
Event Name:			
Name of Event Coordinator:		Home Phone: (    )	
		Work Phone: (    )	
Name of Organization/Business Hosting Event:		Cell Phone: (    )	
		E-mail:	
Mailing Address:		Website:	
On Site Contact Name:		On Site Contact Cell Phone: (    )	
<b>Type of Event (mark all that apply):</b> <input 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:			
Date	Day of Week	Time	Total Hours
		am/pm to    am/pm	
		am/pm to    am/pm	
		am/pm to    am/pm	
Is this event: <input type="checkbox"/> Open to the public <input type="checkbox"/> Private		Will this be an annual event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has this event been held in another City? <input type="checkbox"/> Yes _____ <input type="checkbox"/> No			
If yes, when was it held and where? _____			
Will an admission fee be charged? <input type="checkbox"/> Yes \$ _____ <input type="checkbox"/> No		Will donations be accepted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What will proceeds from the event be used for?			
Anticipated Attendance:    Total _____ Per Day _____			
Will there be a tent(s) at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, how many and how big? _____	

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

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

Number of vehicles expected at the event:

Describe where participants will 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 \_\_\_\_\_

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:

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

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

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.

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: \_\_\_\_\_

**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

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: \_\_\_\_\_

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



Required resources:

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

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

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

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-  NO PARKING
-  TRAFFIC CONTROL



# 4 Mile Glow Run -

8:30pm start time

## Signage for the course:

- At every turn off there will be directional signage and a volunteer directing traffic
- At every mile marker there will be mileage signage
- in any neighborhoods (up 2nd street) there will be signage on the street noting no parking on the street that evening



# 1 Mile Family Run

- 7:45pm Start time

### Signage for the course:

- At every turn off there will be directional signage and a volunteer directing traffic
- in any neighborhoods there will be signage on the community mailboxes that notifies residents of the race
- 7 days prior to the race

### START / FINISH

Hastings YMCA, 85 Pleasant Drive. Both start and finish will use Pleasant Drive

85 Pleasant Drive

