



City Council Memorandum

To: Mayor Fasbender & City Councilmembers
From: Paige Marschall Bigler, Recreation Program Specialist
Date: December 5, 2022
Item: Special Event Request – Holiday Train

Council Action Requested: Designate Sunday, December 11th as a Special Event for the Holiday train hosted by the Canadian Pacific Railroad.

Background Information:

Hastings Family Service, on behalf of Canadian Pacific Railroad, submitted the Special event Application for the Holiday Train event. The Holiday Train will stop on 2nd St. tracks near the Train Depot. The goal of the event is to raise donations for Hastings Family Service Food shelf. City staff are supportive of the 2022 event with the following conditions:

The areas identified on the attached map shall be for the use of the Holiday Train event beginning at 8:00 p.m. Sunday, December 11th 2022.

- City Staff will provide type II barricades, caution tape, and city vehicles if feasible to close the area of use for safety during the Holiday Train stop.
 - Barricades East & West on 2nd Street Railroad tracks, set 20 feet back
 - Caution tape on North and West side of tracks
 - City vehicle barricades and reserve officer West and East on 2nd Street between Tyler and Lea St.
- The Hastings Police Department will provide support for traffic management; availability of reservists is not guaranteed.
- The Parks and Recreation Department will provide four portable bathrooms near Depot Park
- City garbage and recycling downtown will be emptied before and after the event by City staff.
- Any other reasonable conditions as determined by staff during event.

Financial Impact:

- None

Advisory Commission Discussion:

- None

Council Committee Discussion:

- None

Attachments:

- Special Event Application
- Event Map



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: ()		
Type of Event (mark all that apply): <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:

VIII-02

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 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: _____

Tyler Street

Lea Street

Artspace

MCES Wastewater Treatment Plant

HC Viewing Area Inside Barricades on W side of tracks

Barricades on 2nd Street at RR tracks set 20 feet back

P

City vehicle Barricades if feasible

P

City vehicle Barricades if feasible

2nd Street

Portable Toilets Area

Depot Park

Path for pre-arrival pedestrian use

CP Depot

Branchline Church

CP Rail Holiday Train

Logistics Map
Train Stops on 12/11/2022

- P Police Squad Car/Reserve Officer
- - - - - Police Caution Tape
- — — — — Barricade & Hard Closure

