



*City Council Memorandum*

**To: Mayor Fasbender & City Councilmembers**  
**From: Paige Marshall Bigler, Recreation Program Specialist**  
**Date: August 21, 2023**  
**Item: Special Event Designation – Date Addition**

**Council Action Requested:**

Designate October 8, 2023 as an additional Historic Hastings Car Show date.

**Background Information:**

The Downtown Business Association (DBA) planned the 2023 Car Show events. The event dates included the 3<sup>rd</sup> Sunday of each month: May 21, June 18, July 16, August 20 and September 17 from 11:00 a.m. to 4:00 p.m. The DBA is asking for an additional date to be added: Sunday, October 8, 2023.

**Conditions**

- Street closure of the area barricaded in red (reference map) from 9:00 a.m. – 5:00 p.m. for event. Sibley St. should stay open until 9:30 a.m. to allow for public parking and Legion access. This would be consistent with 2021 & 2022 Car Shows.
- Event Organizers will post ‘No Parking’ signs 24-hrs. prior to the event. Hastings Police will tag/tow any cars in restricted area starting at 9:00 a.m. This is consistent with other special events.
- Area to block-off include: 2<sup>nd</sup> Street from Tyler Street to the cross street near The Lock and Dam Eatery. Ramsey Street from Oliver’s Grove Park to the Levee Park Entrance. Sibley Street from Level Up Games area to the Alley by the previous ‘Onion Grille’ restaurant.
- Barricade at 3<sup>rd</sup> Street and blocking the East Frontage Road. Barricade can open as the show ends for exiting traffic.
- Volunteers will direct cars to appropriate open parking spaces on 2<sup>nd</sup>, filling from end to end then filling the center of 2<sup>nd</sup> between Sibley and Tyler. When full, volunteers will place street barricades, blocking the entrance.
- Volunteers will direct cars North on Tyler St. and shown other public parking areas nearby.
- Hastings Police Department will continue to provide Reservists and Police Officers for the Car Show events.
- The Hastings Parks Department will provide 5 picnic tables under the HWY 61 bridge south of 2<sup>nd</sup> St. next to the artwork area and 3 picnic tables on the Levee Park sidewalk area near the public restrooms; allowing for proper handicap access.

- Event Organizers will coordinate for a food truck and tent under the bridge (where picnic tables are placed) and on 2<sup>nd</sup> street under the bridge. The truck window will face west so guests line up on the sidewalk and not the street.
- DBA to provide additional trash and recycling receptacles for attendees.
- DBA to provide portable bathrooms for attendees.
- Levee Park restrooms will be cleaned and stocked Sunday mornings by Parks Department Staff. Restrooms are on an automated timer unlocked 7:00 a.m. – 10:00 p.m. daily, unless an issue arises.
- No vehicles newer than 1985 allowed in designed event area.
- No animals (unless certified service animals) allowed in designed event area.

**Financial Impact:**

The DBA has been independent in the organization of these events, there are some City resources used including Police Reservists and a full-time Police Officer to assist.

**Advisory Commission Discussion:**

n/a

**Council Committee Discussion:**

n/a

**Attachments:**

- 2023 Car Show Packet



*City Council Memorandum*

**To: Mayor Fasbender & City Councilmembers**  
**From: Paige Marshall Bigler, Recreation Program Specialist**  
**Date: April 3, 2023**  
**Item: Special Event Designation**

**Council Action Requested:**

Designate the Historic Hastings Car Shows as Special Events with the following conditions recommended by City staff.

**Background Information:**

The Downtown Business Association (DBA) is planning for the 2023 Car Show events. The event dates will be the 3<sup>rd</sup> Sunday of each month: May 21, June 18, July 16, August 20 and September 17 from 11:00 a.m. to 4:00 p.m. The event has the same footprint as last year.

**Conditions**

- Street closure of the area barricaded in red (reference map) from 9:00 a.m. – 5:00 p.m. for event. Sibley St. should stay open until 9:30 a.m. to allow for public parking and Legion access. This would be consistent with 2021 & 2022 Car Shows.
- Event Organizers will post ‘No Parking’ signs 24-hrs. prior to the event. Hastings Police will tag/tow any cars in restricted area starting at 9:00 a.m. This is consistent with other special events.
- Area to block-off include: 2<sup>nd</sup> Street from Tyler Street to the cross street near The Lock and Dam Eatery. Ramsey Street from Oliver’s Grove Park to the Levee Park Entrance. Sibley Street from Level Up Games area to the Alley by the previous ‘Onion Grille’ restaurant.
- Barricade at 3<sup>rd</sup> Street and blocking the East Frontage Road. Barricade can open as the show ends for exiting traffic.
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- Volunteers will direct cars North on Tyler St. and shown other public parking areas nearby.
- Hastings Police Department will continue to provide Reservists and Police Officers for the Car Show events.
- The Hastings Parks Department will provide 5 picnic tables under the HWY 61 bridge south of 2<sup>nd</sup> St. next to the artwork area and 3 picnic tables on the Levee Park sidewalk area near the public restrooms; allowing for proper handicap access.

- Event Organizers will coordinate for a food truck and tent under the bridge (where picnic tables are placed) and on 2<sup>nd</sup> street under the bridge. The truck window will face west so guests line up on the sidewalk and not the street.
- DBA to provide additional trash and recycling receptacles for attendees.
- DBA to provide portable bathrooms for attendees.
- Levee Park restrooms will be cleaned and stocked Sunday mornings by Parks Department Staff. Restrooms are on an automated timer unlocked 7:00 a.m. – 10:00 p.m. daily, unless an issue arises.
- No extra dates be added to this request; only dates specified.
- No vehicles newer than 1985 allowed in designed event area.
- No animals (unless certified service animals) allowed in designed event area.

**Financial Impact:**

The DBA has been independent in the organization of these events, there are some City resources used including Police Reservists and a full-time Police Officer to assist.

**Advisory Commission Discussion:**

n/a

**Council Committee Discussion:**

n/a

**Attachments:**

- 2023 Car Show Special Event Application
- 2023 Car Show Map & Route



## SPECIAL EVENT PERMIT APPLICATION

**ADHERE TO COVID-19 GUIDELINES.** The User represents & confirms that all requirements of the City and State of Minnesota related to COVID-19, including, but not limited to, Governor’s Executive Order & State Agency Guidance, have been included in the User’s COVID-19 Preparedness Plan which will be implemented and enforced while using any Facility in accordance this Agreement. User is responsible for monitoring & updating their COVID-19 Preparedness Plan should the requirements of the City or State of Minnesota be altered, updated, or otherwise changed.

General Event Information			
Event Name:			
Name of Event Coordinator:		Home Phone: (    )	
		Work Phone: (    )	
Name of Organization /Business Hosting Event:		Cell Phone: ( 651 )	
		E-mail:	
Mailing Address:		Website:	
On Site Contact Name:		On Site Contact Cell Phone: ( 651 )	
Type of Event (mark all that apply): Downtown Event    Race/Run/Walk    Concert/Performance    Fundraiser			
Other:			
Date(s) Requested:			
Date	Day of Week	Time	
		am/pm to am/pm	
		am/pm to am/pm	
		am/pm to am/pm	
Is this event: <input checked="" type="checkbox"/> Open to the public    Private		Will this be an annual event?    Yes <input checked="" type="checkbox"/> No	
Has this event been held in another City?    Yes    No			
If yes, when was it held and where? _____			
Will an admission fee be charged?    Yes    No		Will donations be accepted?    Yes    No	
What will proceeds from the event be used for?			
Anticipated Attendance:    Total    Per Day			
Will there be a tent(s) at the event?    Yes    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.

Recycling and Trash are required for collection at all events with waste. Recycling and Trash must follow the Best Management Practices including: paired and labeled containers. Questions? Please contact our City Recycling Coordinator 651-480-6182

Will your event generate waste? If yes, we recommend contacting a Hauler for bins and waste pick-up.  
 Yes            No            from food trucks; they are required to haul away themselves

**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: \_\_\_\_\_

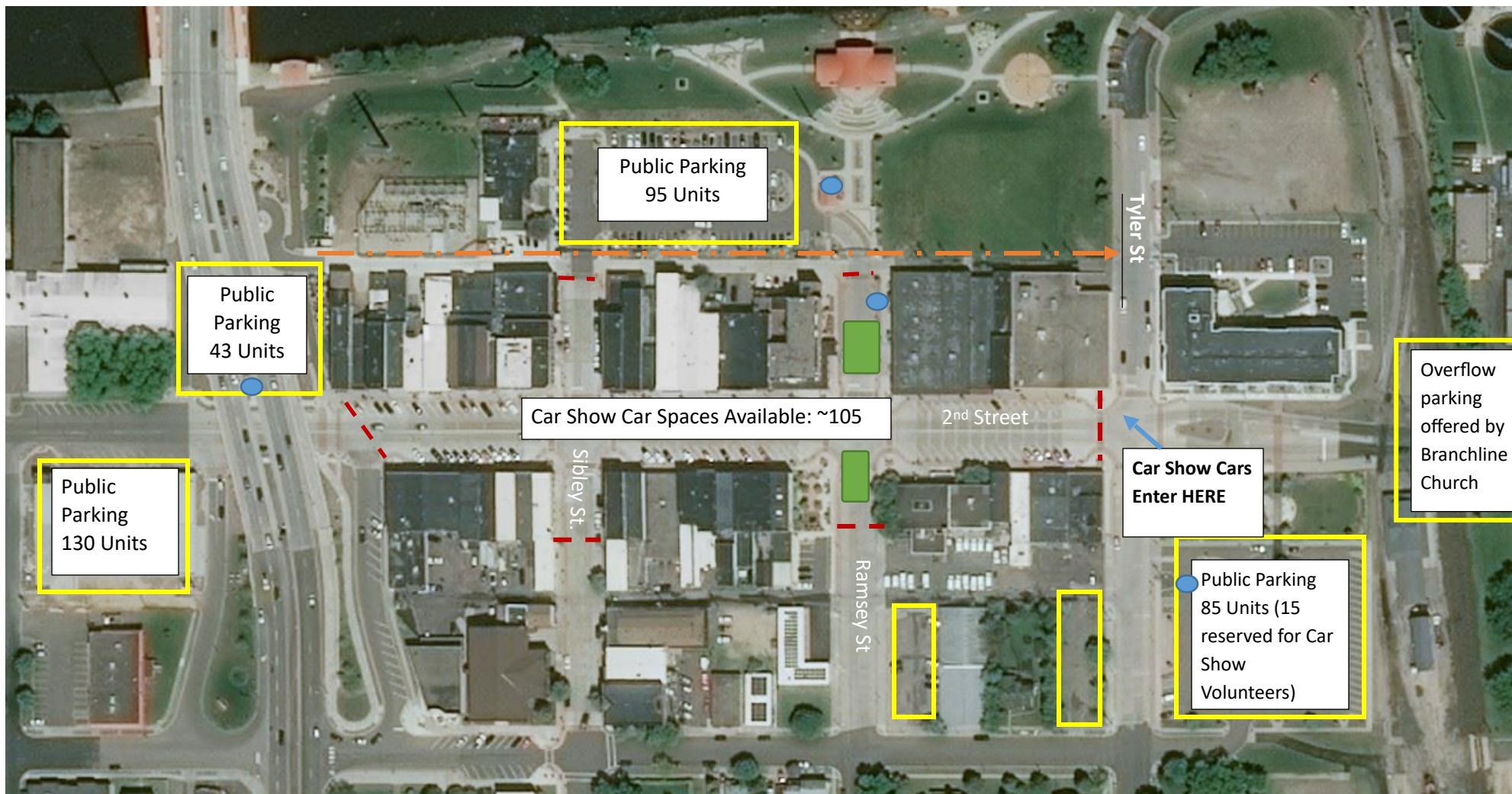
- Equipment: \_\_\_\_\_

- City staff: \_\_\_\_\_

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

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





**Street Barricades**

**Public Parking**  
*All Public Parking lots have accessible parking spaces reserved.*

**Food Trucks**

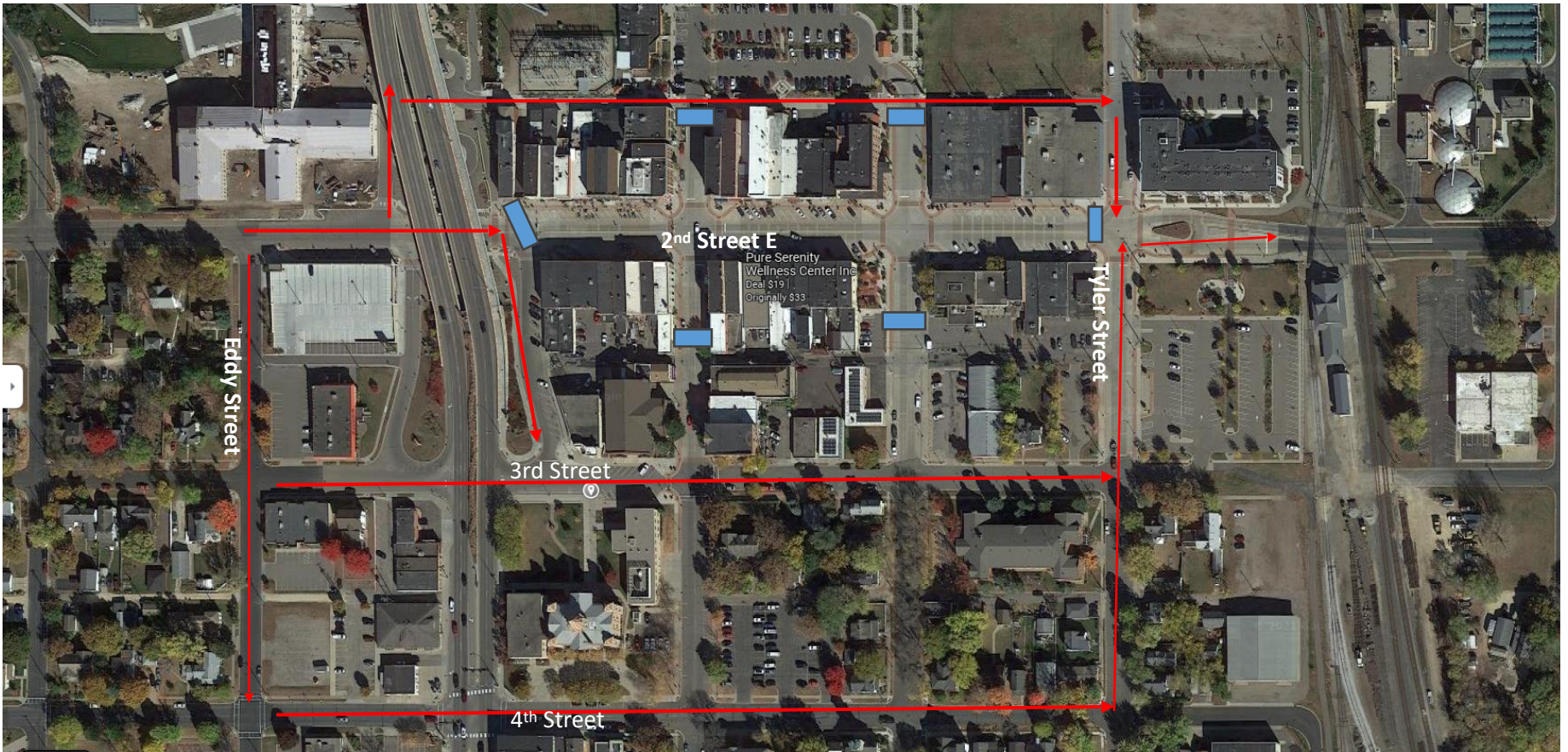
**Restrooms**

**One way traffic**

If you would like to display your car at the Historic Hastings Car Show, please follow the guidelines below:

- Spaces are available on a first come, first serve basis.
- Please enter the event area on Tyler & 2<sup>nd</sup>
- Gates open at 10:00 a.m.
- Classic cars from 1985 and older.





Street Barricades



Route options