



City Council Memorandum

To: Mayor Fasbender & City Council Members
From: Paige Marschall Bigler, Recreation Program Specialist
Date: September 5, 2023
Item: Special Event Designation – Mainstreet Market

Council Action Requested: Designate the Mainstreet Market coordinated by the Downtown Business Association (DBA) on Saturday, September 30th 9:00 a.m. – 5:00 p.m. as a Special Event.

Background Information: DBA is requesting to hold a Mainstreet Market on 2nd Street East, Oliver's Grove Park and Oliver's Grove Parking Lot on Saturday, September 30, 2023 from 9:00 a.m. – 5:00 p.m. This is a free event and open to the public. DBA expects 500 attendees. Activities include: vendors, games and a DJ. City Staff are supportive of the event with the following conditions:

- Event staff must properly sign all parking lots and streets utilized:
 - 'No Parking' signage posted 24 hours in advance on 2nd Street East at 201, 202, 212, 213 and 216 addresses. 2nd Street East road will remain open.
 - 'No Parking' sign posted 24 hours in advance on Ramsey Street next to Oliver's Grove Park for Schoolhouse Scoop truck.
 - 'No Parking' signage posted 72 hours in advance within Oliver's Grove Parking lot for seasonal makers.
- Event organizers are responsible for the placement and removal of signage.
- Tent or additional "structures" used will need to be anchored with weights.
- Event organizer to provide a Certificate of Insurance, listing the City of Hastings as additionally insured.
- All vendors must obtain proper permits or licenses from the Deputy City Clerk. Vendors must submit their applications at least 10 business days in advance of the event.
- All event supplies and equipment will be removed by event organizers directly following the end of the event.
- 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 to ensure a successful event.

Financial Impact:

This event, although requesting designation as a Special Event, will also be subject to a Park Rental Fee a form submission in accordance with the City's fee schedule for exclusive use of areas.

- Oliver's Grove Park Rental – \$40.00 (tax exempt)

Advisory Commission Discussion:

n/a

Council Committee Discussion:

n/a

Attachments:

- DBA Mainstreet Market - Special Event Permit Application
- DBA Mainstreet Market – Map



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: XXXXXXXXXXXX Mainstreet Market		Home Phone: ()	
Name of Event Coordinator: Jill Ragan Scully		Work Phone: ()	
Name of Organization /Business Hosting Event: Downtown Business Association Retail Committee		Cell Phone: (612) 834-7110	
Mailing Address: P.O. Box 541 Hastings, MN 55033		E-mail: hastingsdba@gmail.com	
On Site Contact Name: Jill Ragan Scully		Website: hastingsdba.com	
On Site Contact Cell Phone: (612) 834-7110		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		Other: <input checked="" type="checkbox"/>	
Date(s) Requested:			
Date	Day of Week	Time	Total Hours
9/30/2023	Saturday	9 am/pm to 5 am/pm	8 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? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		If yes, when was it held and where? <input checked="" type="checkbox"/>	
Will an admission fee be charged? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Will donations be accepted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What will proceeds from the event be used for?			
Anticipated Attendance: Total 500 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? approx 6 - 10x10's	

Event Location Information
Location of the event (including the starting line, finish line and staging/disbanding areas): 201, 202, 212, 213, 216 Second Street East, Olivers Grove park and Olivers Grove parking lot.
List of any City parks/facilities to be used for the event: Olivers Grove parking lot from 9am-5pm for seasonal markets, Olivers Grove will be used for games, live music in front of 201 Second St. East (Edward Jones)
Number of vehicles expected at the event: 250
Describe where participants will park: public parking ramp, street parking, lots near 2nd St.

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

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 Sidewalk in front of 201 Second St E. (not blocking sidewalk right of way)

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: 6-8

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

If yes, please summarize: we have more than enough volunteers to cover if someone does not show up.

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): Makers market in Olmsted Grove parking lot. We will place the parking signs for the event the day before with hours of event. List of approved vendors will be submitted as soon as possible.

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): Schoolhouse Scoop Truck (see map for location)

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:

DJ will bring a trailer with his equipment (see map)

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.

Quinn Pagan Scully
Signature

8/14/23
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: _____



N VIII-03

Schoolhouse Scoop Truck
maker's market (Oliver's Grove + parking lot)

DJ will park on street in parking spot

Mainstreet Market 9/30