



City Council Memorandum

To: Mayor Fasbender & City Councilmembers
From: Paige Marschall Bigler, Recreation Program Specialist
Date: October 2, 2023
Item: Special Event Request –DBA Community Halloween

Council Action Requested: Consider the request from Hastings Downtown Business Association for a Special Event Designation on Sunday, October 20, 2023 for the DBA Community Halloween.

Background Information:

The Downtown Business Association is requesting closure of three blocks on 2nd street, between Vermillion St. to Tyler St. on Sunday, October 29, 2023, for their 5th Annual Halloween Event. The event will start at 2:00 p.m. and end at 5:00 p.m. Event Organizers anticipate attendance of 250 people. Family friendly entertainment and activities will be coordinated on each block, including a DJ, candy give-a-ways, storefront window displays, and a food collection for Hastings Family Service. The map of the event is included for City Council review.

The 2023 event will be the 5th 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, 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 DBA Halloween event between the designated hours of 2:00 p.m. – 5:00 p.m. on Sunday, October 29, 2023.
- 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 Noon the day of the event. Hastings Police Department may have to assist if there are cars left after Noon within the event parameters.
- The City will strive to provide Police Reservists.

- Event organizers must ensure safety measures for any open fires they may have at the event.
- Parks Staff will ensure Oliver's Grove Park electrical outlets are on and working for DBA to plug in decorations.
- Public Works staff will ensure street lights are on throughout 2nd Street so small inflatables and decorations can be plugged into the outlets on light poles by event organizers.
- 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 have the footprint cleaned up by 7:00 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



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	Total Hours
		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 NA

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 _____

 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:

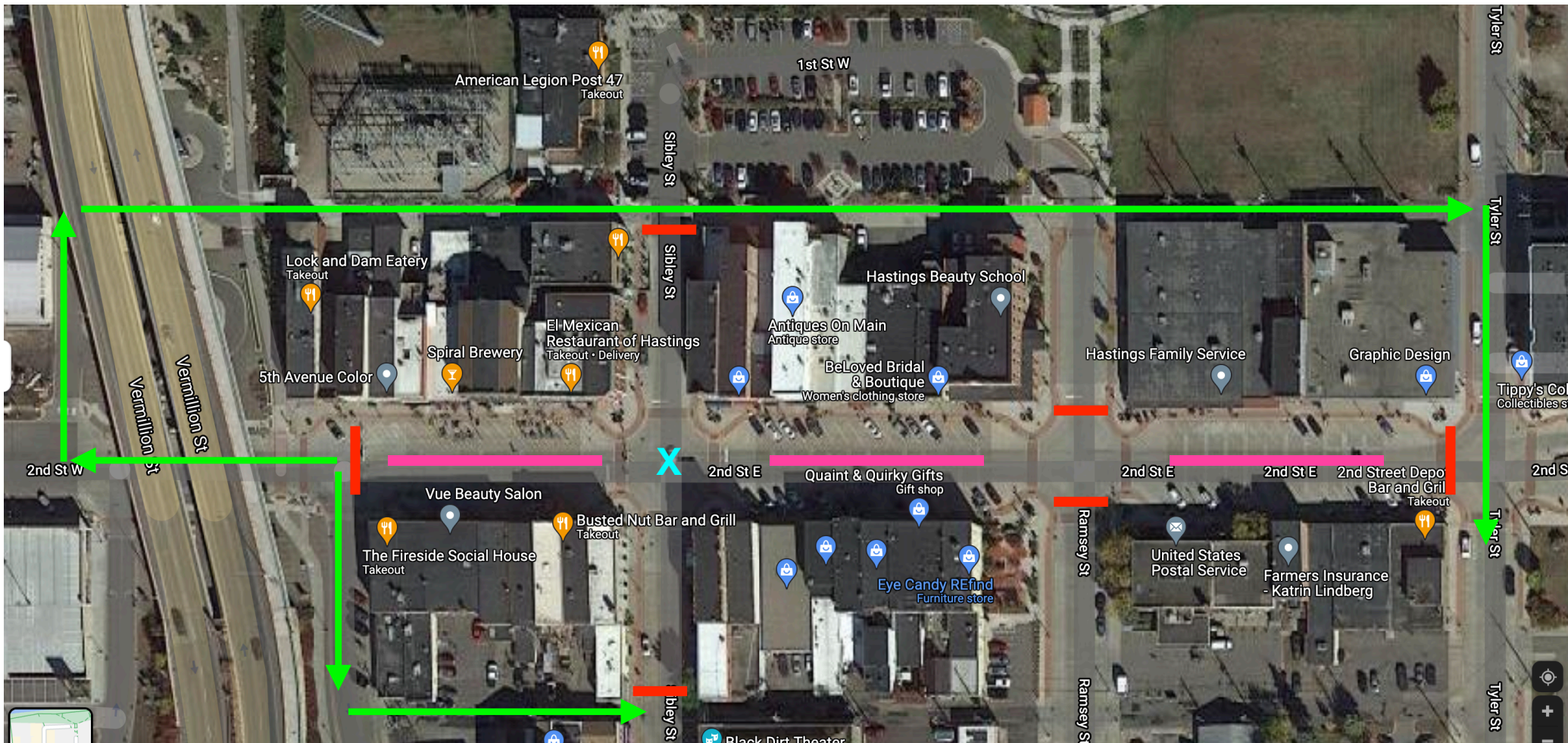
- Police Reservists: _____

- Equipment: _____

- City staff: _____

Insurance information received: _____

Licenses/permits obtained: _____



Key

Road blocks/barricades



Suggested detour routes



DJ station



Various activities

