



City Council Memorandum

To: Mayor Fasbender & City Council Members
From: Paige Marschall Bigler, Recreation Program Specialist
Date: April 1, 2024
Item: Rivertown LIVE – Special Event Designation & Temporary Liquor License

Council Action Requested: Designate Rivertown Live as a Special Event coordinated by the Hastings Rotary Club on Saturday, September 14th from 4:00 p.m. – 11:00 p.m. and approve a one day on-sale liquor license as part of the Rivertown Live concert.

Background Information:

The Rivertown Live concert has been a successful annual event and the Hastings Area Rotary Club has made a request for this year's event on Saturday, September 14th to be designated as a special event; including set-up at Levee Park beginning Wednesday, September 11th at 7:00 a.m. and take down completed by Sunday, September 15th. The event is a fundraising concert with three bands performing at the Rotary Pavilion stage and main stage backing up to Tyler St. within private property. Activities include music, vendors and alcoholic beverage sales. The anticipated attendance is 2,000 people. Management staff have been working with the Rivertown Live Committee and are supportive of the 2024 event. City Staff are supportive based on the following conditions:

Alcoholic Beverage Sale Conditions:

- Access to and egress from the alcohol service areas must be staffed with private security personnel at all times during service hours. Security personnel need not be uniformed but must wear something that identifies them as SECURITY. Security personnel may be employees of the event's liquor license or volunteer staff.
- Server training required for beer tent volunteers.
- Security personnel are expected to immediately report to the Hastings Police Department any traffic safety issues, disorderly conduct, or criminal behavior that may affect the safety of the event staff, attendees, or surrounding community.
- Identification checks must be made to ensure with the Minnesota alcohol consumption possession statutes. Last call at 10:15 p.m. as identified by event organizers.
- Wristbands will be used to verify compliance with age requirements.
- Patrons will not be allowed to bring in their own alcoholic beverages. Bags will be checked at admission gates by event volunteers.
- Alcoholic beverages are not permitted to leave Rivertown Live event boundaries.
- Rotary Club to provide an Insurance Certificate naming the City as an additional insured.

General Conditions:

- All items identified by the Rotary to be completed as indicated within their Site Plan.
- Neighborhood notification will be provided by the Rotary. This distribution will include the date and times of the event/closures and will be done a week prior to the event.

- The City and Rotary will exchange contact information for any necessary communication on the day of the event itself. Rotary will be asked to provide a primary contact person(s) who will be able to make decisions regarding the event and logistics.
- Event organizers must comply with the conditions outlined by the Police Chief (or designee) with respect to private security and City Police assistance for the event. These costs will be borne by the Rotary as in previous years.
- Written confirmation for use of land to house main stage and alcoholic beverage area provided by Rotary representative, from private property owner.
- Medical service will be provided by Allina. Event organizers are to facilitate coordination between Allina and City Fire/EMS staff in advance of the event. This should occur and conditions be confirmed in writing a minimum of 1 week in advance of the event. City Fire/EMS staff will not be providing EMS service on site.
- In lieu of payment of fees for the Rotary's exclusive use of Levee Park, the parking lot, and Sibley Street north of the alley by the American Legion club, the City is listed as a sponsor of the event.
- Any other reasonable conditions as determined by staff.

Facility Conditions:

- All garbage generated on site will be disposed of by the Rotary's contracted hauler, including City waste containers that are currently provided in the special event area.
- City restroom facilities closed for event which will alleviate the need for volunteers to restock & clean throughout the event. Bathrooms closed signage posted by Parks Staff morning of event.
- No Smoking signage posted by volunteers throughout the footprint of the event.
- Any tents or other items which would need to be secured must be done through use of weights (not stakes) and coordinated with our P&R Department liaison.
- Water access can be provided via City hydrant with a meter. Coordination of water access between event organizers and City staff will occur the day before or the morning of the event. Those costs will be borne by the Hastings Rotary Club.

Traffic Management Conditions:

- Traffic Management Plan provided by a traffic control vendor, which shows all devices to be used and locations of devices, submitted by Rotary representative for City staff to review.
- The City parking lot and the public spaces in front of the American Legion on Sibley Street, and Levee Park will be reserved for exclusive use of the event organizers beginning at 9:00 a.m. Saturday, September 14th through 9:00 a.m. Sunday, September 15th.
- The alley behind Hastings Family Service needs to be barricaded at each end preventing foot traffic and those attempting to sit in the alley. The alleyway must have the ability to be accessed by emergency vehicles.
- Permanently assigned security staff to cover the far east perimeter around musicians' busses.
- Permanently assigned security staff to cover the west perimeter by the legion and walking path along the water.
- A designated area for onsite ticket sales so the entry line does not extend into 2nd St.
- At the end of the event open all of Ramsey St. between the restroom facility and 2nd St.
- Do not open the fence on Tyler St. after the concert to avoid issue with crowd dispersal, stage teardown and bands leaving.

Financial Impact:

The Rotary has requested complete waiver of any fees related to reserving Levee Park, the City's parking lot, and Sibley Street north of the alley by the American Legion Club. If that is acceptable to the City Council, City staff recommends that the City of Hastings be listed as a primary sponsor of the event. This would include the City's name and logo on advertisements for the event. This coordination would be done with the City's Communications staff.

Fees are associated with this annual event, which will be charged back to the Hastings Area Rotary Club, in alignment with the City's adopted fee schedule.

Advisory Commission Discussion:**Council Committee Discussion:****Attachments:**

- Special Event Permit Application
- Letter to City Council & Event Overview
- Map of Event Layout
- Traffic Management Plan
- Security Plan
- Temporary on-sale liquor license Application

Special Event Permit Application

Parks & Recreation Department
920 10th Street West
Hastings, MN 55033
651-480-6175



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A Special Event Permit is required for events who wish to exclusively use City Property and/or require City services to ensure safety and coordination. A Special Event is defined as any race, concert, community celebration, fundraiser, dance, car show, large assembly, or other Special Event on City property that has received City Council approval. Please see our Special Event Policy for additional information at www.hastingsmn.gov

APPLICATION CHECKLIST:

Application must be submitted at least sixty (60) days prior to the event.

It is our goal to provide event organizers guidance in planning safe and successful events.

- Special Event Permit Application
- Site Map of Proposed Areas of Impact
 - Run/Walk Routes, Parade Routes, Downtown Event, Concert/Performance Staging, etc.
- Certificate of Insurance
 - Please see section regarding insurance on page 8.

APPLICATION PROCESS:

- Submit the completed application packet to the Parks & Recreation Department.
- Allow 14 business days after application has been received for review.
- If additional information is required, the applicant will be contacted by City Staff.
- Once initial review is complete, all supporting documents must be submitted by event organizer.
- Once all queries are concluded, the application must go before City Council for final approval.
- Throughout the City Staff review process, the Event Coordinator will work with the Deputy City Clerk for additional required licensing in conjunction with the event.

CONTACT INFORMATION:

Paige Marschall Bigler, Recreation Programming Specialist

pmarschall@hastingsmn.gov

651-480-6182

- Special Event Application
- Park Rentals

Emily King, Deputy City Clerk

eking@hastingsmn.gov

651-480-2343

- Additional Licensing
 - Mobile Food Units, Temporary Liquor Licensing, Temporary Gambling Licensing, Temporary Vendors

Organization Information (if applicable)

Organization:
Primary Phone Number:
Website Address:

Event Organizer

Name and Title:
Mailing Address:
Primary Phone Number:
Email Address:
On-Site Contact:
Primary Phone Number:
Email Address:

General Event Information

Event Name:
Type of Event: <input type="checkbox"/> Race/Run/Walk <input type="checkbox"/> Downtown Event <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Fundraiser <input type="checkbox"/> Other: _____
Event Description in Detail: _____ _____ _____ _____
Is this an annual event? _____ Yes _____ No
Is this a multi-day event? _____ Yes _____ No
Event Start Date: _____ Event End Date: _____
Is the event open to the public or private? <input type="checkbox"/> Public <input type="checkbox"/> Private

Is there an admission fee? _____ Yes _____ No
What is the anticipated attendance?
What was the previous year's attendance?
Where will the event be located? _____ _____
A Park Rental Permit is required for events located within a City Park. Contact the City of Hastings Parks and Recreation Department for park facility availability information: 651-480-6175.

Event Set-Up and Tear Down

How many days will your organization require to: Set-Up: _____ Tear Down: _____	
Event Set-Up Date: _____	Event Set-Up Time: _____ to _____
Event Start Date: _____	Event Start Time: _____
Event End Date: _____	Event End Time: _____
Event Tear Down Date: _____	Event Tear Down Time: _____ to _____

Staging Details

The following items will be used at the event (please mark all that apply):

Amplified Sound / Music / Live Entertainment
 Tents/Canopies
 Stage(s)

Other _____

If any of the above items will be used, please indicate their location on your attached Site Plan / Map. Use of the above items may require the Event Organizer to meet ADA Regulations.

Parking Details

Please describe Public Parking Arrangements for attendees, staff & volunteers. *(Please indicate location(s) on Site Plan / Map)*

Portable Restrooms

Event Organizers are responsible for the event cleaning of existing on-site portable restrooms as well as the rental and fees associated of any additional portable restrooms and/or hand-washing stations with a vendor of their choice to support their event. Use of these items may require the Event Organizers to meet ADA Regulations. *(Please indicate location(s) of portable restrooms on Site Plan / Map)*

Company Name:

Contact Phone Number & Email:

Waste Removal

Event Organizers are responsible for arranging the removal of all waste related to the event and related fees. This includes but is not limited to, emptying of trash bins and removal of waste from the event site. Event organizers must work with a vendor to support their event. *(Please indicate location(s) of waste removal bins on Site Plan / Map)*

- All paper and cardboard, cartons, glass bottles and jars, metal cans, and plastics labeled #1, #2 and #5 must be properly sorted and recycled.
- Each trash container must have a recycling container within 10 feet. The City of Hastings has portable recycling and trash containers that can be checked out for free of charge. Please email violet.penman@rosemountmn.gov for more information.
- Applicant must educate all event staff, volunteers, event vendors, and housekeeping/custodial contractors using the enclosed [Recycle Right Guide](#).

Company Name:

Contact Phone Number & Email:

Organics

1. Will the event have at least 300 attendees?	_____ Yes _____ No
2. Will the event generate at least 1 ton (8 cubic yards) of trash per location (e.g. each sporting tournament location)?	_____ Yes _____ No
3. Will the event generate food scraps back-of-house (e.g. non-public food-prep areas)?	_____ Yes _____ No

If yes to all three organics criteria, the event is required to collect food scraps.

Please contact the Solid Waste & Recycling Coordinator, Violet Penman, violet.penman@rosemountmn.gov or 612-268-9097 to discuss the following:

What will vendors use for back-of-house food scraps collection? *Dakota County has collection resources available.*

How are food scraps collected from vendors for delivery to an organics facility?

Fire Department Services

Event Organizers are responsible for coordinating event safety and emergency coverage with the Hastings Fire Department. The Fire Department will determine if and how many fire resources will be required at an event. All Fire Department costs associated with the event are at the responsibility of the event organizer.

- Event will include tents and/or canopies:
- Tents and Canopies over 200 square feet
 - Other _____
- Event will host the use of:
- Fireworks/Pyrotechnics (*a firework display permit is required*)
 - Other _____

Police Department Services

Event Organizers are responsible for coordinating event security and emergency coverage with the Hastings Police Department. The Police Department will determine if and how many police resources will be required at any event. All Police Department costs associated with the event are at the responsibility of the event organizer.

- Event will require traffic control:
- Event ingress/egress
 - Street Closures
 - Other _____

Notice of Temporary Street Closure

The City of Hastings requires that all affected residents/businesses both on adjacent to a proposed street closure be notified of such a street closure. A notification letter may be required to be sent to businesses and residents in the affected event areas.

Site Plan / Map Instructions

All site plans/maps must be submitted along with the application.

- Site plans/maps must include a directional sign showing North, South, East, and West.
- Site plans/maps must also include a key showing the use of symbols for people, vehicles, tent(s)/canopies, stage(s), platform(s), barricades, Mobile Food Unit and Vendor staging, Portable Restrooms, Waste Collection, etc.
- Site plan/map should also show any proposed signage.

Street Closures

Please keep in mind that streets/sidewalks must be closed from intersection to intersection; street cannot be closed mid-block. Event Organizer is responsible for posting Temporary 'No Parking' signs according to requirements.

Please list the streets/sidewalks, from intersection to intersection; you are requesting to close for your event. Your Site Plan/Map must show all streets and closures. Street closures are subject to review and approval by the Hastings Police and Public Works Departments.

Space is provided for four (4) entries. If you need more space, please attach an additional sheet of paper with the requested information.

(1) Street Name: _____

From (cross street): _____

To (cross street): _____

Type of Closure: Street Closure Sidewalk Closure

Closure Start Date: _____ Closure Start Time: _____

Closure End Date: _____ Closure End Time: _____

(2) Street Name: _____

From (cross street): _____

To (cross street): _____

Type of Closure: Street Closure Sidewalk Closure

Closure Start Date: _____ Closure Start Time: _____

Closure End Date: _____ Closure End Time: _____

(3) Street Name: _____

From (cross street): _____

To (cross street): _____

Type of Closure: Street Closure Sidewalk Closure

Closure Start Date: _____ Closure Start Time: _____

Closure End Date: _____ Closure End Time: _____

(4) Street Name: _____

From (cross street): _____

To (cross street): _____

Type of Closure: Street Closure Sidewalk Closure

Closure Start Date: _____ Closure Start Time: _____

Closure End Date: _____ Closure End Time: _____

Barricade Equipment

Does the Host Organization have its own barricade equipment? Yes No

If not, please indicate how the Host Organization will meet all required barricade requirements.

The companies listed below are barricade providers and not recommendations of the City

Host Organization will rent barricade equipment from a private company from the list below.
(In alphabetical order)

Host Organization will set-up and tear down barricade equipment.

Private company will set-up and tear down barricade equipment.

Geyer Signal	Safety Signs of MN	Warning Lites
https://www.constructionequipment.com/company/geyer-signal-st-cloud-inc	https://www.safetysigns-mn.com/	https://www.warninglitesmn.com/
Phone: 320-253-9005	Phone: 952-469-6700	Phone: 612-521-4200
4205 Roosevelt Road St. Cloud, MN 56301	19784 Kenrick Avenue Lakeville, MN 55044	4700 Lyndale Avenue North Minneapolis, MN 55430

Miscellaneous

_____ The event organizer(s) will be applying to serve intoxicating liquor.

- Please complete the supplemental form on page 9.

_____ The event organizer(s) will be applying for a temporary gambling permit.

_____ This event will have vendors selling goods, wares, products, merchandise, etc.

_____ This event plans to have a petting zoo, pony rides, etc.

- Please indicate the location on the Site Map. It will also be required that the event provides a portable hand-washing station.

Indemnification Agreement

Host Organization and/or Event Organizer agree, in consideration of the granting of this application and Special Event Permit for:

_____ to be held on _____
Event Name *Event Date(s)*

by _____ of _____
Event Organizer/Primary Applicant *Host Organization*

Host Organization and/or Event Organizer(s) hereby agrees to defend, indemnify and hold harmless the City of Hastings ("City"), and the City's employees, officers, managers, agents, council members, and volunteers from and against any and all losses, damages, claims for damage, liability, lawsuits, judgement expense and cost(s) however caused, resulting from, arising out of, or in any way related to the Applicant's event as herein described, from any injury of death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including, but not limited to, attorney fees, costs and expert fees) arising out of or attributed to the issuance of Applicant's Special Event Permit regardless of where the injury, death, or damage may occur, unless injury, death, or damage is caused by the sole negligence of willful misconduct of the City. Nothing in this Agreement is to be construed as a waiver by the City of any immunities, defenses, or other limitations on liability to which the City is entitled to by law, including, but not limited to, the maximum monetary limits on liability established by Minnesota Statutes, Chapter 466.

Host Organization and/or Event Organizer(s), at their sole cost and expense, agrees that it will maintain in full force and effect, for the duration of the event and term of this Agreement, liability insurance with a minimum per occurrence liability limit of \$2,000,000. The City must be named as an additional insured on the insurance policy, and the policy must contain a stipulation that the Applicant's insurer will provide ten (10) days' prior written notice to the City of a cancellation of the required insurance policy. The insurance shall be carried by a solvent and responsible insurance company that is licensed to do business in the State of Minnesota. A certificate of insurance, signed by the authorized representative of the insurance company, evidencing compliance with the required liability insurance amount must be provided to the City by the Applicant prior to the event. The City reserves the right to modify the insurance requirements at its sole discretion based on the nature and scope of the Applicant's proposed event.

 Print Name

 Title

 Signature

 Date

Applicant Agreement

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Please read each statement. Initialing next to each statement indicates your understanding and agreement of the statement.

_____ Host Organization and/or Event Organizer(s) agrees upon request to provide a Liability Insurance Certificate providing evidence of general liability insurance coverage in a minimum of \$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.

_____ Host Organization and/or Event Organizer(s) agrees, upon request, to submit a Security Plan setting forth the proposed security measures to be taken to protect the health, safety, and welfare of the participants, spectators, bystanders, and passerby. This plan will be reviewed by the Hastings Police Department who may require alterations to the plan. Security measures may include but are not limited to the hiring of Hastings Police Officers at the expense of the Event Organizer.

_____ Host Organization and/or Event Organizer(s) agrees, upon request, to provide a copy of their Determination Letter, as issued by the Internal Revenue Service of the United States, if the application is made on behalf of any organization representing itself as a tax-exempt, non-profit and/or charitable organization.

_____ Host Organization and/or Event Organizer(s) agrees to notify all residents and businesses that will be affected by street/sidewalk closures and/or amplified sound.

_____ Host Organization and/or Event Organizer(s) agree to supply 'No Parking' signs, barricades, cones, and/or warning signs and to situate them in such a position that the street closure may be maintained in a safe and orderly manner.

_____ Host Organization and/or Event Organizer(s) agree to work with City Staff to ensure appropriate licensure is completed for the event including: Park Rental(s), Mobile Food Units, Vendors, Intoxicating Liquor, Temporary Gambling, etc.

_____ Host Organization and/or Event Organizer(s) agree that any false statement or material misrepresentation made in support of this application and permit is cause for denial of issuance of a Special Event Permit. Applicant also agrees that failure to adhere to the policies and procedures established by the City of Hastings or any conditions or restrictions imposed upon the permit by the City of Hastings, is cause for revocation of the Special Event Permit.

By signing below, Host Organization and/or Event Organizer indicate understanding and agreement to the above statements.

Print Name

Title

Signature

Date

PLEASE COMPLETE IF INTOXICATING LIQUOR WILL BE SERVED AT THE EVENT

Intoxicating Liquor (please check one)

- An establishment within the City of Hastings holding an active Caterer’s Permit will be providing and serving liquor.
- The establishment must provide a current copy of their certificate of insurance including sales off premises. The City of Hastings must be listed as additional insured.
 - Please note if an establishment plans to serve liquor under their caterer’s permit, they must also serve food at the event.

Establishment / Permit Holder: _____

- A Temporary Intoxicating Liquor License will be requested.
- Only issued to charitable, religious, or nonprofit organizations in existence for at least three (3) years.
 - Application must be submitted at least 60 – days prior to the event.
 - Must be approved by City Council.
 - Liquor Liability insurance is required. Additional information listed below.

Special Event Liquor License Requirements

1. **Area.** Alcohol may be served by the Applicant within the Premises, at a location designated on the site map attached to the application. Liquor shall be confined to a specified area and the applicant must provide delineation and signage stating “No Alcohol Beyond This Point” between the specified area and the additional event space to discourage taking alcohol outside of the specified area.
2. **Compliance Inspection.** The applicant acknowledges that as a liquor license holder for the event, it is subject to Hastings City Code §111.13, subd. B, subd. 6, which authorizes that all premises from which intoxicating liquor is offered at on-salt, are subject to inspection for alcohol compliance by any peace officers or health officers.
3. **Identification Bracelets.** The applicant shall provide at no charge liquor identification bracelets in the area as required by City Staff. The applicant will permit no one to consume liquor unless they are wearing an identification bracelet, and will be responsible for the issuance of bracelets. The bracelets will be issued only to those who are legally entitled to consume intoxicating liquor.
4. **Insurance.** The City requires any function selling / serving intoxicating liquor through a temporary liquor license must provide Liquor Liability insurance for the day(s) of the event in the form and amounts as required by M.S. §340A. Proof of insurance must include the use of the facility or any parking lot used for alcohol service. The certificate must list the City of Hastings as an additional insured.
5. **Law Enforcement Officer.** The Police Department will determine if and how many police resources will be required at any event. All Police Department costs associated with the event are at the responsibility of the event organizer.
6. **Exclusions.** Glass beverage containers are not allowed within City Parks.



3/3/2024

Mayor Fasbender and City Council Members:

The Hastings Area Rotary Club is requesting Council approval to hold our 8th annual evening concert in Levee Park on Saturday, September 14, 2024.

Our fundraising concert event would run from 4:00 PM to 11:00 PM. In addition to live music, our event will include food vendors and alcoholic beverage sales. We would utilize Levee Park and the adjacent downtown parking lot using the same layout as last year. (see the enclosed site layout and event plan).

This year's concert will feature performances by three bands. A regional band will play two sets at the Rotary Pavilion stage, alternating with two national acts performing on a main stage backing up to Tyler Street.

As part of our request for use of the park and the parking lot, the Rotary Club is again asking the City to waive the rental fee for the Rotary Pavilion and surrounding park area, as the City has done for our five previous concert fundraisers.

The Hastings Rotary Club is committed to continuing to grow this event and attract visitors to enjoy our community's downtown area and beautiful riverfront amenities. All monies raised from this concert will be used to further the Rotary's mission of service to the community.

Sincerely,

A handwritten signature in blue ink that reads "Tom Montgomery". The signature is fluid and cursive, with the first name "Tom" written in a smaller, more compact style than the last name "Montgomery".

Tom Montgomery,
2024 Rivertown LIVE! Co-Chair
Hastings Area Rotary Club

About Our Organization



For over 35 years, **Hastings Area Rotary Club** members have supported community charitable organizations, funded community projects, and volunteered for community service events. The Rotary Club provides annual financial support to

Hastings Family Service, United Way's literacy program, and scholarships for Hastings High School seniors.

In addition to envisioning, planning, and fundraising for the construction of the Rotary Pavilion, the Rotary club has funded:

- conversion of the railroad bridge over the Vermillion River gorge to a pedestrian and bike crossing
- installation of decorative bike trail signage
- purchase of the viewing scope for the Mississippi River observation platform
- re-decking of the Carpenter Nature Center ravine overlook

Rotary member's community service efforts include supporting and staffing over 70 annual **Hastings Rotary Fishing** events - taking seniors on outings on the Mississippi and St. Croix rivers. Our Rotary club has also started a **Cycling Without Age** chapter – providing seniors an opportunity to experience our City's trail system from the seat of a tricycle. Other Rotary community service efforts have included our annual cleanup of Vermillion Falls Park; tree planting at the High School athletic fields; and play structure assembly at the Lewis House.

2024 Rivertown Live Concert Plan

Saturday, September 14th

Concert: *Saturday, 9/14 from 4:00 PM to 11:00 PM*

- **Main Stage** –Two national acts performing on the main stage to be installed at the east end of the park, backing up to Tyler Street
- **Rotary Pavilion Stage** - A regional act performing two sets on the Rotary Pavilion stage, alternating with the main stage national acts
- **Activities** - Sponsor tents, Premium Ticket seating, Food Trucks, Beer sales, sponsor displays
- **Schedule** – Gates open at 4:00 PM; Concert finished before 11:00 PM

Location: *see attached concert layout and traffic plan*

- Levee Park
- Ramsey St. from 2nd St. north to alley
- Sibley St. adjacent to Downtown Parking Lot
- Levee Park Alley between Tyler and Sibley St.
- Downtown Parking Lot adjacent to Levee Park
- Gravel Parking Lot east of Tyler Street

Set Up Requirements:

- **Tuesday (9/10)** – Post advance notice of parking restrictions (Hastings Public Works):
 - **Downtown Parking Lot** - lot closing from 9:00 AM Saturday 9/14 to 11:00 AM Sunday 9/15.
 - **North end of Sibley St.** (Legion parking) – no parking from 9:00 AM Saturday 9/14 to 11:00 PM Saturday 9/14.
 - **Ramsey St.** from 2nd St. north to alley - no parking from 9:00 AM Saturday 9/14 to 9:00 AM Sunday 9/15.
 - **Tyler St** from 2nd St. north to river – no parking from 8:00 AM Thursday 9/12 to 9:00 AM Sunday 9/15.
 - **Tyler St. Gravel Parking Lot** - lot closing from 9:00 AM Thursday 9/12 to 9:00 AM Sunday 9/15.
- **Thursday (9/12)**
 - Close off on-street parking on Tyler Street at 8:00 AM
 - **Beginning at 8:00 AM**, setup main stage and Pavilion stage

- **Friday (9/13)**
 - Post advance notice of Ramsey St. road closure and Levee Park trail closure
 - **Beginning at 8:00 AM**, set up seating, and start fencing in Levee Park.
 - Bring in port-o-potties and additional trash receptacles

- **Saturday (9/14)**
 - Close off downtown parking lot and north end of Sibley Street at 9:00 AM Saturday September 14th.
 - Close Ramsey St. at 9:00 AM
 - Close Levee Park trail at 9:00 AM
 - Finish installing seating and the fencing around the perimeter as shown on the attached concert layout.
 - Setup Beer Garden and Food Vendors
 - Complete stage and sound setup
 - Install Sponsor, Volunteer, and Medical/Security Tents
 - Install required signage

After Event Clean-up

- **Saturday night:**
 - Empty trash receptacles into contracted Tennis dumpsters
 - Pick up trash and litter in park
 - Open up riverfront trail and street closures
- **Sunday** – all cleanup to be completed by noon.
 - Take down event fencing
 - Additional clean-up as needed
 - Vendor to remove port-o-potties
 - Vendor to remove dumpster
 - Vendor to disassemble and remove stage
 - Chairs removed
- **Monday**
 - Vendors to pick up traffic signage, port-o-potties, and fencing

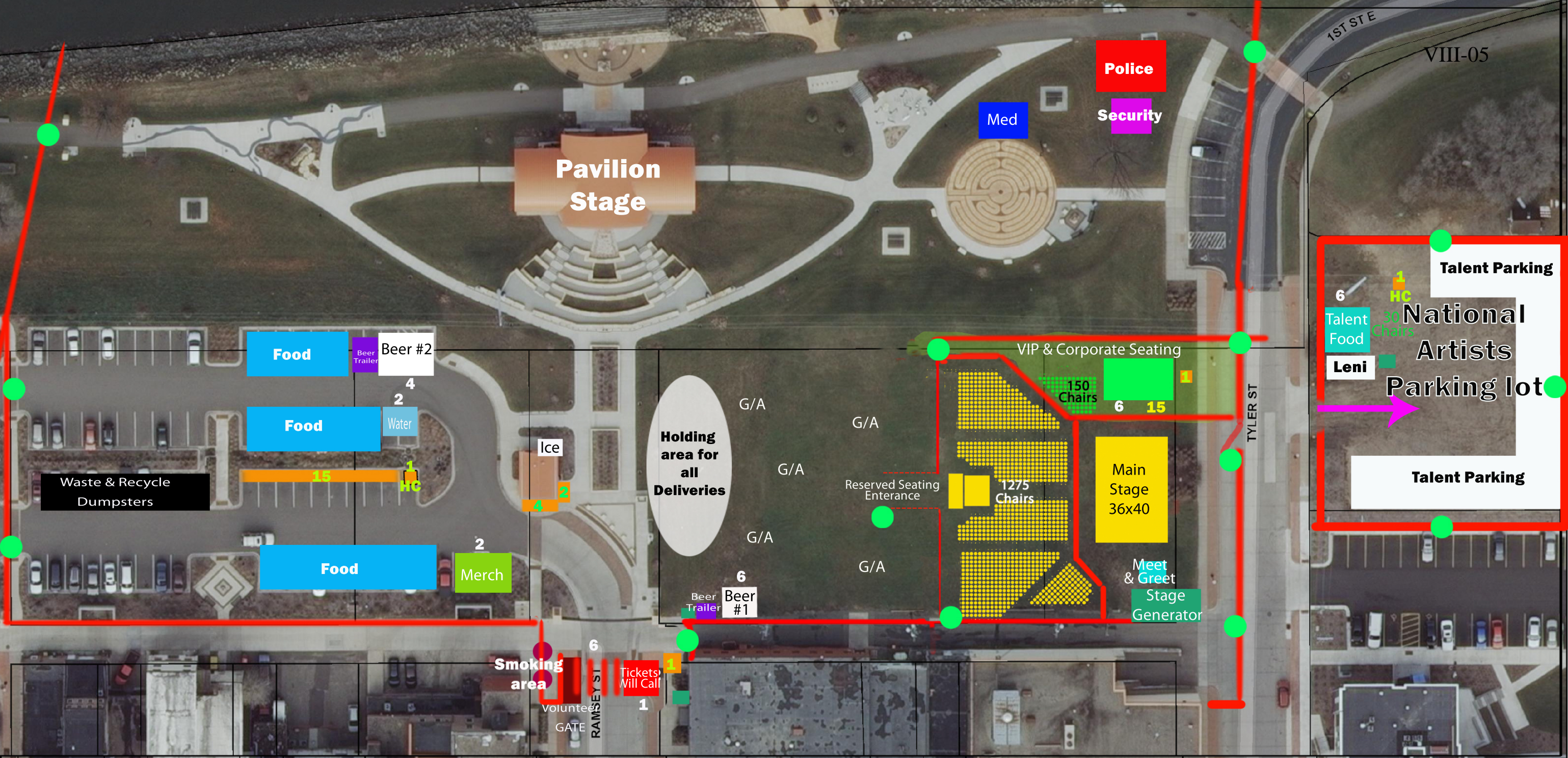
Other Event Details:

- **Alcohol Sales and Vendors**
 - Patrons will not be allowed to bring their own alcohol to event – no coolers allowed, and bags will be checked at the admission gates.

- Alcoholic beverages will not be permitted to leave the park.
- Canned beer and hard cider/seltzer will be sold – limit two cans per purchase.
- “Last Call” – no alcohol sold after 10:15 PM
- ID’s to be checked to ensure compliance with alcohol consumption laws. Wrist bands will be used to verify compliance with age requirements.
- Coordinate with Police Department on overserving prevention.
- Proof of insurance for temporary liquor sales will be provided to City staff.

- **Event Security**
 - Coordinated with Hastings Police Department.
 - Rotary will contract with ATB Security for 20 additional security personnel

- **Traffic Control**
 - Will utilize the 2023 approved traffic management plan



RTL 2023 Layout

updated 3/24/23

- 36 - 8' Tables
- 15 - High top Tables
- Generators
- Fencing
- Emergency EXIT
- Port-a-let
- Ash Tray Bucket of sand



-City to provide equipment for Tyler St
 -8 J Barrier supplied by city

- EQUIPMENT LIST**
- 1- Type III Barricades
 - 1- Road Closed
 - 2- Type II Barricades
 - 2- Trail Closed
 - 1- Road Closed Ahead
 - 2- Trail Detour Left / strut
 - 2- Trail Detour Right / strut
 - 2- Trail Detour Up / strut
 - 370- Pedestrian Barricades 7ft (2600+ linear ft)

Hastings Rotary Club: Rivertown Live 2023
 Saturday, September 9

- WL to deliver ped barricades by Thurs 9/7
- Remainder in place by Friday
- Customer/police to setup and takedown
- Pickup after weekend





Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555

VIII-05

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization	Date of organization	Tax exempt number
Hastings Area Rotary Club	5/1/1986	41-1599616

Organization Address (No PO Boxes)	City	State	Zip Code
1070 Wyncrest Ct.	Woodbury	Minnesota	55129

Name of person making application	Business phone	Home phone
Tom Montgomery		651-895-2030

Date(s) of event	Type of organization	<input type="checkbox"/> Microdistillery	<input type="checkbox"/> Small Brewer
9/14/2024	<input type="checkbox"/> Club	<input checked="" type="checkbox"/> Charitable	<input type="checkbox"/> Religious
	<input type="checkbox"/> Other non-profit		

Organization officer's name	City	State	Zip Code
Craig Beissel	Hastings	Minnesota	55033

Organization officer's name	City	State	Zip Code
		Minnesota	

Organization officer's name	City	State	Zip Code
		Minnesota	

Location where permit will be used. If an outdoor area, describe.
Levee Park, Hastings, MN

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
Hohensteins, Inc.; 651-735-4978, 2330 Ventura Drive, Woodbury, MN 55125

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Rotary International Insurance

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license

Date Approved

Fee Amount

Permit Date

Event in conjunction with a community festival Yes No

City or County E-mail Address

Current population of city

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US