



City Council Memorandum

To: Mayor Fasbender & City Council Members
From: Paige Marschall Bigler, Recreation Program Specialist
Date: May 6, 2024
Item: Special Event Designation – IDEA Pride Parade & Event

Council Action Requested: Designate the Pride Parade and activities coordinated by IDEA on Saturday, June 8th and approve a one day on-sale liquor license as part of the event.

Background Information: IDEA is requesting to hold a Pride Parade starting at Kennedy Elementary and finishing at Levee Park, on Saturday, June 8, 2024 from 11:30 a.m. – 9:00 p.m. This is a free event and open to the public. IDEA expects 1,000 attendees. Activities include: vendors, games, live music and other family friendly activities. 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 Tyler Street, from 10th Street to 2nd Street East
 - 'No Parking' signage posted 24 hours in advance on Lock and Dam Road
 - 'No Parking' signage posted 72 hours in advance for parking off Tyler St. near riverfront
 - Could sign these 9 spots as Handicap
 - 'No Parking' signage posted 72 hours in advance within east side of Levee Parking lot
 - The parking lot north of Art Space could be signed as 'vendor parking'
- Event organizers are responsible for the placement and removal of barricades along the parade route.
- Volunteers must be identified as event staff/volunteer for attendee questions on-site.
- Portable bathrooms are required to be contracted by event organizer. Levee Park bathrooms will be closed for the event to alleviate overuse and the need for a volunteer to restock and clean. Parks staff will sign restrooms as closed.
- Event organizers are required to work with a waste hauler for trash and recycling containers on-site. Containers must follow best management practices: paired trash with recycling and labeled.
- Tent or additional “structures” used within the park will need to be anchored with weights.
- Event organizer must receive written permission from ISD 200/Kennedy Elementary to stage parade in their parking lot
- Event organizer must receive written permission from land owner for use of lot near Levee Park
- 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.
- Vendors must be positioned at least 10 ft. off the south side of the Mississippi River Trail for safety
- No unauthorized vehicles on City trails or sidewalks.
- Alcohol consumption area must be cordoned off in some fashion.

- Access to and egress from the alcohol service area must be staffed with 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 volunteers of the event.
- Security personnel are expected to immediately report to the Hastings Police Department any safety issues, disorderly conduct, or 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.
- Wristbands required to verify compliance with age requirements.
- Event Organizers are required to hire security to be onsite for the full event timeframe.
- Hastings Police Department Officers (2) will be assigned to this event from 10:00 AM – 2:00 PM. Event organizers will be responsible for payment of staff time. These rates are charged according to City Ordinance 34.04 (a) which lists a rate of two times the hourly rate paid to the staff person who is performing services.
- Proof of insurance for the temporary liquor sales must be received by the Deputy City Clerk prior to the event.
- Hastings Police staff will connect with event volunteers one week prior to the event date.
- 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 in accordance with the City's fee schedule for exclusive use of areas.

- Levee Park Rental – Tax Exempt: \$310.00

Advisory Commission Discussion:

n/a

Council Committee Discussion:

n/a

Attachments:

- IDEA Pride Parade - Special Event Permit Application
- IDEA Pride Parade – Map

Special Event Permit Application

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



VIII-10

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: IDEA
Primary Phone Number: 651-808-0126
Website Address: ideaorganization.org

Event Organizer

Name and Title: IDEA Hastings/Marta Tierney/Executive Director
Mailing Address: PO Box 794 Hastings MN 55033
Primary Phone Number: 651-808-0126
Email Address: admin@ideaorganization.org
On-Site Contact: Marta Tierney
Primary Phone Number: 651-808-0126
Email Address: admin@ideaorganization.org

General Event Information

Event Name: Pride Festival
Type of Event: <input type="checkbox"/> Race/Run/Walk <input type="checkbox"/> Downtown Event <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Fundraiser <input checked="" type="checkbox"/> Other: <u>Pride Festival</u>
Event Description in Detail: <u>Annual Pride Festival will kick off with our parade going down 10th st ending at the Levee Park. At Levee park the Event will have live music, food, vendors, and entertainment. Event is family friendly. Security will be on scene.</u>
Is this an annual event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is this a multi-day event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Event Start Date: <u>6/8/24</u> Event End Date: <u>6/8/24</u>
Is the event open to the public or private? <input checked="" type="checkbox"/> Public <input type="checkbox"/> Private

Is there an admission fee? _____ Yes <input checked="" type="checkbox"/> No
What is the anticipated attendance? 1,000
What was the previous year's attendance? 800-1500
Where will the event be located? <u>Levee Park. See map attached. Park Permit was already acquired.</u> _____
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: <u>same day</u> Tear Down: <u>same day</u>	
Event Set-Up Date: <u>06/08/2024</u>	Event Set-Up Time: <u>6am</u> to <u>11am</u>
Event Start Date: <u>06/08/2024</u>	Event Start Time: <u>11:30</u> AM
Event End Date: <u>06/08/2024</u>	Event End Time: <u>8</u> PM
Event Tear Down Date: <u>06/08/2024</u>	Event Tear Down Time: <u>8pm</u> to <u>9:30</u>

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 Bounce house, dancers, games and food trucks

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)*

Public parking will be used for attendees. Staff and volunteers will use parking to the right of the Levee.

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: **Biffs Porta Potty**

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: **Tennis Sanitation**

Contact Phone Number & Email:

Organics

1. Will the event have at least 300 attendees?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Will the event generate at least 1 ton (8 cubic yards) of trash per location (e.g. each sporting tournament location)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Will the event generate food scraps back-of-house (e.g. non-public food-prep areas)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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?
Food trucks will be in attendance however they dispose of their organics themselves

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 vendors will have canopies set up
-
- 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 temp side road closures for the parade route. will work with local law
-

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: See map used in 2023 which was approved by PD & PWD.

From (cross street): We plan to use that same route with any edits/suggestions

To (cross street): issued by PD and PWD

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:


Pride Festival to be held on 06/8/24
Event Name *Event Date(s)*

by Marta Tierney of IDEA
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.

Marta Tierney
 Print Name


 Signature

Executive Director
 Title

3/20/24
 Date

Applicant Agreement

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

MT 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.

MT 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.

MT 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.

MT 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.

MT 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.

MT 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.

MT 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.

Marta Tierney
Print Name


Signature

Executive Director
Title

06/8/24
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.

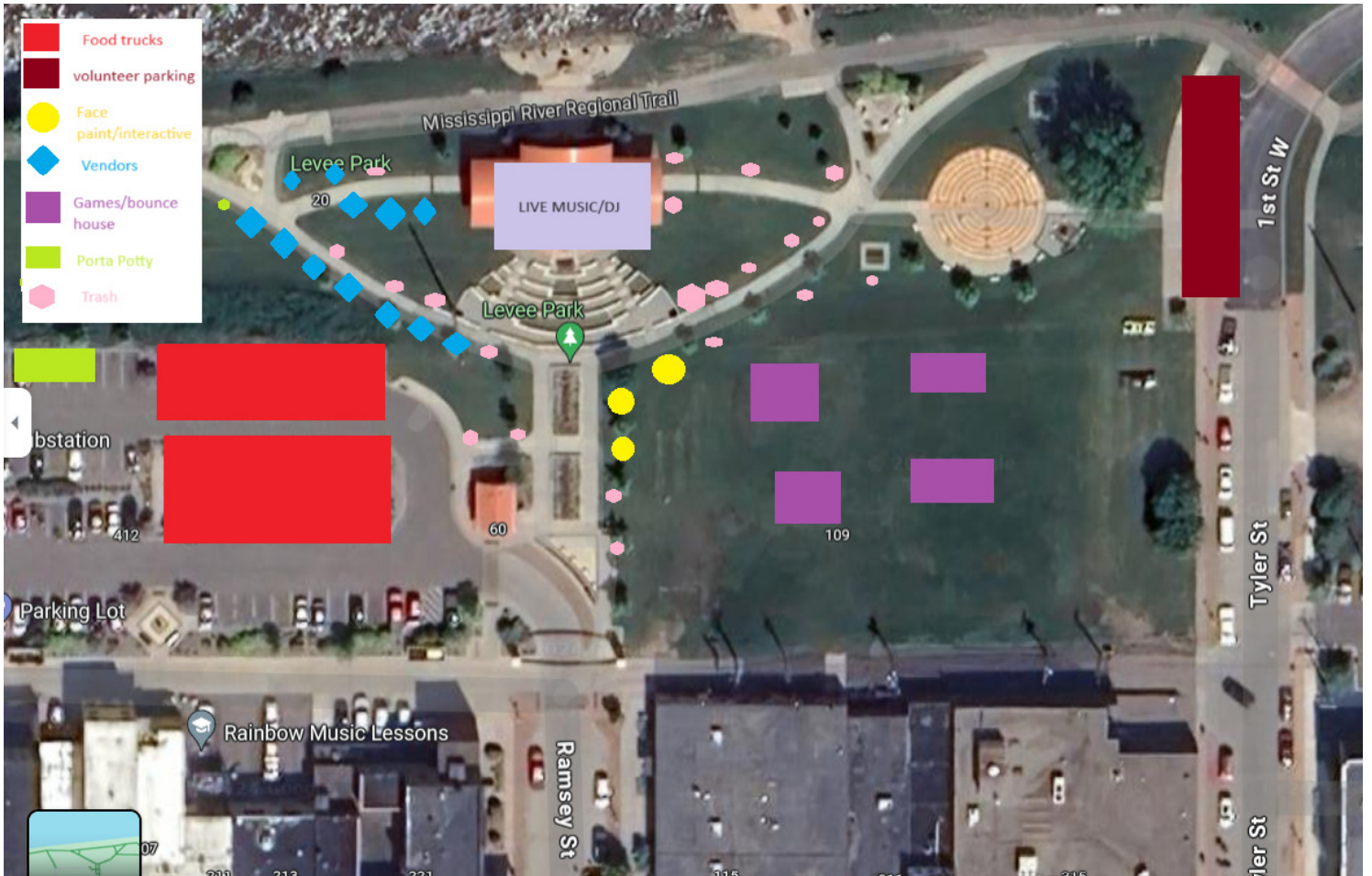
Establishment / Permit Holder: _____

- 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.

Event Map



Parade Route



Parade will start on 10th St E going down to 2nd St E. Road will be Temp. blocked as the parade goes by. IDEA will work with HPD to coordinate a smooth closer/open. Barricades will be also placed as the parade goes by. Volunteers will be on hand to redirect traffic and move the barricade off the road as soon as the parade passes the street. On 2nd St E once parade is done volunteers will help direct the vehicles. Walkers will continue to the Pavillion for the welcome ceremony.