



City Council Memorandum

To: Mayor Fasbender & City Council Members
From: Paige Marschall Bigler, Recreation Program Specialist
Date: May 20, 2024
Item: Rivertown Days - Special Event Designation & Temporary Liquor License

Council Action Requested:

Designate 2024 Rivertown Days as a Special Event coordinated by the Hastings Area Chamber of Commerce and Tourism Bureau from July 19th through July 21st 2024, and approve a three day on-sale liquor license as part of the Rivertown Days Community Celebration.

Background Information:

The Hastings Area Chamber of Commerce & Tourism Bureau has made a request to have July 19 – 21 designated as a special event. Management Staff have been working with the Rivertown Days Committee and are supportive of the event with the following conditions:

Traffic Management Conditions:

- Traffic Management Plan submitted by a third-party vendor for City Staff review – detour route and trailblazing implemented including delivery, setup and takedown.
- Traffic control vendor to provide metal fencing, similar to 2023. Fencing will run along Tyler St. from the Mississippi River up to 2nd Street. Additional fencing available to fill areas that are not blocked by a stage or entrance tent. An easily movable barricade near the small stage on Sibley St. to block foot traffic but allow EMT access if necessary. Barricades at ally behind Lock & Dam and one behind Hastings Social Tavern to deter alcohol beyond boundaries.
- Signage at both ends of 2nd St., mid-block 2nd-3rd on Sibley and Ramsey be similar in size/visibility used for last summer's downtown closures. 'Road Closed Ahead' signs at Vermillion/3rd, 4th/Sibley, 4th/Ramsey, and warning on Tyler both north and south of 2nd St. 'No Right Turn' sign on frontage road just prior to 2nd St. and 'No Right Turn' and 'No Left Turn' sign north and south of 2nd St. E. on Tyler Street.
- Event coordinators ensure there are way finding signs on Tyler St. and behind the Legion to identify entrances.
- Advance notification to traveling public required along 2nd St. on approaches to closure area (example: This road closed for event July 19th – 21st)
- Accessible parking spots to be identified and posted by RTD Committee.
- Police Department requests two golf carts for shuttling police reserves.

Temporary Liquor License Conditions:

- Access to and egress from the alcohol service areas must be always staffed with private security personnel 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.

- 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. Beer tent hours will be 5:00 p.m. – 11:00 p.m. on Friday, and 1:00 p.m. – 11:00 p.m. on Saturday. Last call at 10:30 p.m. on Friday and Saturday.
- Only alcoholic beverages allowed outside the bar/restaurant spaces from Chamber beer tent. List of beverages provided to Police Dept. prior to the event.
- Alcoholic beverages are not permitted to leave Rivertown Days boundaries.
- Security member positions in the alley behind Lock and Dam Eatery.
- Proof of insurance for the temporary liquor sales must be received by City staff in advance of the event.

General Conditions:

- Chamber to receive written approval to utilize private property.
- Chamber to receive letter of approval from DNR to close Jaycee Boat Launch
- Tent inspection by the Fire/EMS Department to address proper safety items in advance of the event.
- Stages taken down by event volunteers after event Saturday night to allow space for car show on Sunday.
- Public Works Department staff check electrical outlets at Jaycee Park prior to RTD weekend for craft fair and food vendors.
- Public works department to provide water access for food vendors and the carnival at Levee Park from hydrants. Public Works and RTD staff identify hydrants prior.
- Public Works to mow and mark off the grassy area past the boat launch in Jaycee Park for additional parking.
- Parks Department connect with Mosquito Control District to spray for mosquitos in Jaycee and Levee Park before RTD weekend.
- Parks Department to mow private property adjacent to Levee Park the Monday of Rivertown Days weekend, prior to carnival set up.
- Parks Department will provide delivery and pickup of picnic tables to Jaycee Park and Levee Park.
- Parks Department will lock Levee Park restrooms and post closure signage.
- Parks Department will coordinate Trash, Recycling & Organics carts and dumpsters delivery and distribution with Tennis Sanitation.
- Parks Department will check garbage/recycling for pickup throughout Jaycee Park and Levee Park in the morning and afternoon, July 19-21. Event volunteers to empty garages/recycling in the evenings.
- The downtown big belly bins will be saran wrapped shut with an out of service sign posted by Public Works Staff due to insufficient capacity to maintain regular emptying by maintenance.
- Any additional coordination with City Staff as requested to ensure a successful event.

Financial Impact:

Temporary on-sale liquor license fee of \$75.00. City resources are committed to this event as part of the annual budget and the City is listed as one of the event sponsors.

Advisory Commission Discussion:

N/A

Council Committee Discussion:

N/A

Attachments:

- Special Event Application and letter
- Traffic Management Plan
- Security Overview
- Event layout & Maps
- Temporary Liquor license application

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: Hastings Area Chamber of Commerce & Tourism Buear	+
Primary Phone Number: 651.437.6775	
Website Address: www.hastingsmn.org - Event: www.rivertowndaysmn.com	+

Event Organizer

Name and Title: Rivertown Days	+
Mailing Address: 200 2nd Street West, Suite 100, Hastings, MN 55033	
Primary Phone Number: 651.437.6775	+
Email Address: staff@hastingsmn.org or kristy@hastingsmn.org	
On-Site Contact: Kristy Barse	
Primary Phone Number: 952.217.6579	
Email Address: Kristy@hastingsmn.org	

General Event Information

Event Name: Rivertown Days	
Type of Event:	
<input type="checkbox"/> Race/Run/Walk	<input checked="" type="checkbox"/> Downtown Event
<input checked="" type="checkbox"/> Concert/Performance	<input checked="" type="checkbox"/> Fundraiser
<input checked="" type="checkbox"/> Other: Community wide festival	
Event Description in Detail: Community wide festival including a live music, an arts & crafts fair, food trucks, beer tents, carnival rides and events around town.	
Is this an annual event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is this a multi-day event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Event Start Date: 7/19/24	Event End Date: 7/21/24
Is the event open to the public or private? <input checked="" type="checkbox"/> Public <input type="checkbox"/> Private	

Is there an admission fee? <u> x </u> Yes <u> </u> No
What is the anticipated attendance? <u> 10,000 </u>
What was the previous year's attendance? <u> 8,000 - 10,000 </u>
Where will the event be located? <u> See attached </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> 2 days </u> Tear Down: <u> 1 day </u>	
Event Set-Up Date: <u> 07/19/2024 </u>	Event Set-Up Time: <u> 8:00 a.m. </u> to <u> 2:00 p.m. </u>
Event Start Date: <u> 07/19/2024 </u>	Event Start Time: <u> 5:00 p.m. </u>
Event End Date: <u> 07/21/2024 </u>	Event End Time: <u> 4:00 p.m. </u>
Event Tear Down Date: <u> 07/21/2024 </u>	Event Tear Down Time: <u> 4:00 </u> to <u> 6:00 p.m. </u>

Staging Details

The following items will be used at the event (please mark all that apply):	
<input checked="" type="checkbox"/> Amplified Sound / Music / Live Entertainment	<input checked="" type="checkbox"/> Tents/Canopies
<input checked="" type="checkbox"/> Stage(s)	
<input type="checkbox"/> Other _____	
<i>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.</i>	

Parking Details

Please describe Public Parking Arrangements for attendees, staff & volunteers. <i>(Please indicate location(s) on Site Plan / Map)</i>
<u> See attached description, map and traffic management plan. </u>

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: Schlomka's Portable Restrooms

Contact Phone Number & Email: office@twincitytoilets.com - 651-332-4200

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: (651) 459-1887 -

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Will the event generate food scraps back-of-house (e.g. non-public food-prep areas)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>..... If yes to all three organics criteria, the event is required to collect food scraps. </p> <p>Please contact the Solid Waste & Recycling Coordinator, Violet Penman, violet.penman@rosemountmn.gov or 612-268-9097 to discuss the following:</p>	
<p>What will vendors use for back-of-house food scraps collection? <i>Dakota County has collection resources available.</i></p> <p>We've connected with Violet and have a plan for organics collection.</p>	
<p>How are food scraps collected from vendors for delivery to an organics facility?</p>	

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: 2nd Street East - includes use of Levee Park parking lot
 From (cross street): Eddy Street, Sibley & 3rd and Ramsey & 3rd
 To (cross street): Tyler Street
 Type of Closure: Street Closure Sidewalk Closure
 Closure Start Date: 07/19/2024 Closure Start Time: 5 a.m.
 Closure End Date: 07/21/2024 Closure End Time: 5 p.m.
- (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:

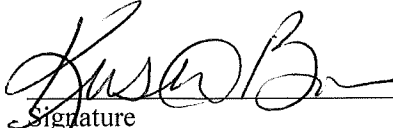
Rivertown Days _____ to be held on July 19th - 21st, 2024 _____
Event Name *Event Date(s)*

by Kristy Barse _____ of Hastings Area Chamber of Commerce & Tourism _____
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.

Kristine Barse _____
 Print Name


 Signature

President _____
 Title

5/1/2024 _____
 Date

Applicant Agreement

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

KB 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.

KB 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.

KB 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.

KB 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.

KB 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.


KB 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.

KB 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.

Kristine Barse

Print Name


Signature

President

Title

5/1/2024
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: Spiral Brewery - Jaycee Parke for Arts & Crafts Fair

- 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.

Special Event Application: Rivertown Days 2024

Attachment

General Event Information:

- Set up times & notes:
 - We are asking that 2nd Street close to through traffic from Eddy Street to Tyler Street at **5 a.m. Friday, July 19th, 2024** for event set up. This would include Sibley from the Levee Park parking lot to the ally north of 4th Street and Ramsey from the Levee Park parking lot to the back of the Post Office. Levee Park parking lot would also close to traffic.
 - Barricades and detour signs will be placed by Warning Lites at 5 a.m. (Traffic management plan enclosed)
 - Stages will begin set up by 7 a.m.
 - Fencing will begin set up by 8 a.m.
 - Food trucks arrive by 10 a.m. – scheduled electrical checks by 12 p.m.
 - Stipes Carnival will start setting rides in the privately owned land north of Hastings Family Service on Monday July 15th. Approval from Bob Abdo, private land owner has been obtained. We are asking for the use of the city owned land north of Art Space Apartments for Carnival parking from Monday, July 15th – Sunday, July 21st, 2024.
 - A permit for the closure of Jaycee Park boat launch has been approved for Saturday, July 20th & Sunday, July 21st. Signs will be posted at the entrance of Lock & Dam road the starting weekend of July 4th
 - Volunteers will begin marking booths for arts & crafts vendors on Thursday, July 18th. (Park will remain open to the public)
 - Food vendors will need to be set up for electrical inspection in Jaycee Park by 1 p.m. on Friday, July 19th.
 - Arts and crafts vendors will start setting up in Jaycee Park Friday, July 19th from 5 p.m. – 9 p.m.
- Event Times:
 - 2nd Street retailers would like to do a sidewalk sale while the event is being set up from 9 a.m. – 5 p.m..
 - Music, carnival & food trucks on 2nd street & Levee Park
 - Friday, July 19th 5:00 – 11:00 p.m. (Ticket required)
 - Saturday, July 20th 9:00 a.m. – 11:00 p.m. (Ticket required starting at 1 p.m.)
 - Sunday, July 21st 9 a.m. – 4 p.m. (Ticket NOT required)
 - Community Church Service at the Pavilion at 10 a.m.

- Carnival & food trucks from 11 a.m. – 4 p.m.
 - Hastings Signs competition at the Pavilion at 2:00 p.m.
 - Classic car show on 2nd Street – 11 a.m. – 4 p.m.
- Arts & Crafts Show in Jaycee Park (Ticket NOT required)
 - Saturday, July 20th 9 a.m. – 5 p.m.
- Sunday, July 21st 9 a.m. – 4 p.m.

- Tear down:
 - Stages will be torn down Saturday night. Street barricades will replace the two stages on 2nd Street to keep the street closed and allow for the classic car show on Sunday.
 - The remaining event areas (arts & crafts, carnival, food trucks) will be cleared out Sunday starting at 4:30 p.m.

- Admission:
 - Tickets are required for activities within the fenced in area on enclosed map (2nd street & Levee Park) for the following dates and times:
 - Friday, July 19th, 2024 - 5:00 p.m. – 11:00 p.m.
 - Saturday, July 20th, 2024 – 1:00 p.m. – 11:00 p.m.
 - Price:
 - Presale - \$25
 - Gate - \$20 each day
 - Kids 15 & under are free to attend
 - Additional Admission Notes:
 - There will be free family activities along with a sidewalk sale on 2nd St and in Levee Park from 9 a.m. – 1 p.m. Tickets will not be required at this time.
 - Activities on Sunday, including a classic car show, community church service, access to the carnival and a singing competition are free to attend. No tickets required.
 - The arts & crafts fair in Jaycee Park is free to attend.
 - Events around town may charge their own admission. Event organizers are asked to submit these details to the Chamber of Commerce so they can be posted on the Rivertown Days website. They are also asked to obtain necessary permits from the city.

- Tents:
 - All arts & crafts vendors will have 10x10 tents that are required to be secured. This list will be submitted to the city clerk in early June. We anticipate 100 vendors in Jaycee Park and 30 on 2nd Street for the side walk sale.
 - There will be a 3 beer tents, each 10x10.
 - There will be 10x10 tents at the entrances under the Hwy 61 bridge and at 2nd Street & Ramsey Street.
 - Four food vendors will have 10x10 tents.

- Traffic Management:
 - Please see enclosed traffic management plan created by Warning Lites. Staff of Warning Lites will deliver and pick up all detour, road closure signs & barricades. Please note the dates are from 2023, we will be using the same plan and have confirmed with Warning Lites.

- Trash & Recycling:
 - See enclosed trash plan. We are requesting the use of Parks department staff for this plan as in years past.
 - Violet Penman will be in touch with Cory Likes to order organic bins.

- Security:
 - The chamber has hired After The Badge (ATB) for security on Friday – Saturday night. See enclosed security overview.
 - Additional signage will be provided indicating where entrance and exits are per feedback from the Hastings Police Reserves.
 - An area of weakness for security is the carnival area. The Chamber asks that police reserves give special attention to patrolling this area. Guests must be pointed to an entrance to ensure they are IDed.

- Trolleys:
 - Free trolley rides will be offered to Rivertown Days guests on Saturday, July 20th from 9 a.m. – 11 p.m.. The trolley will pick guests up in Fleet Farm parking lot, make the first stop in Jaycee Park, a second stop in Depot Park and return to Fleet Farm. This will run as a continuous loop.

- Rivertown Days Sanctioned Events around town will need to submit for their own permits. A list of sanctioned event applications will be provided to the city prior to the event.

- Permit fees:
 - Arts & Crafts vendors are charged a \$15 city permit fee.
 - Concession stands that have not already paid for a yearlong permit are charged a \$25 city permit fee.

- Parks:
 - As in year's past, we ask that all park fees be waived for the event.
 - We are asking that Levee Park and Jaycee Park be sprayed for mosquitos the Thursday before the event.

- Public Works:
 - Food vendors will need access to fire hydrants in the downtown & levee park area along with Jaycee park. We are asking public works to help in providing access to designated fire hydrants for use of water during the event.

- The Rivertown Days fund has purchased additional accessible parking signs to be used in the public spaced in front of the ramp on 2nd Street West and on Lock & Damn Road in Jaycee Park. We are asking public works to place these signs for the event along with no parking signed under the Hwy 61 Bridge and Lock and Damn Road.



Hastings Area Chamber of Commerce:

Rivertown Days 2023

Friday, July 21-Sunday, July 23

- WL to deliver advance warning signage one week prior
- Deliver remainder in place by Friday
- Friday 5AM: WL to close roads & set barricades
- Sunday: Customer to takedown after event
- WL to pick up Monday

**THIS ROAD
CLOSED
FOR EVENT
7/21 5AM-
7/23 5PM**

**PERMIT
PARKING
ONLY**



- Equipment List**
- 2- Road Closed for Event Date / Time
 - 20- Type III Barricades
 - 5- Road Closed
 - 6- Road Closed to Thru Traffic
 - 1- Permit Parking Only
 - 1- Detour Right Enclosed
 - 1- Detour Left Enclosed
 - 2- Large Double Arrow
 - 2- Type II Trail Closed Barricades
 - 2- Road Closed Ahead
 - 2- Detour Ahead
 - 6- Detour Up / strut
 - 2- Detour Left / strut
 - 2- Detour Right / strut
 - 2- Ped/Bike Detour Up / strut
 - 3- Ped/Bike Detour Right / strut
 - 2- Ped/Bike Detour Left / strut
 - 2- Stop Signs / strut
 - 7- Parade Boards
 - 215- Pedestrian Barricades

RTD 2024 Security Overview

Friday, July 19th

- 14 security guards: 4:30 p.m. – 12:00 a.m.
 - 2 at Stage 61 gate entrance
 - 1 at Stage 61 for band entrance
 - 3 at Ramsey & 2nd
 - 2 roaming
 - 2 at the alley behind Lock & Dam and Graphic Design (1 on each end of the alley)
 - 2 on the Hastings Riverwalk
 - 2 behind the Sibley Stage
- 1 security guard overnight: 12 a.m. – 8 a.m.

Saturday, July 20th

- 14 security guards 12:30 p.m. – 12 a.m. .
 - 2 at Stage 61 Entrance
 - 1 at Stage 61 for band entrance
 - 3 at Ramsey & 2nd St
 - 2 behind the Sibley stage
 - 2 at the alley behind Lock & Dam and Graphic Design (1 on each end of the alley)
 - 2 roaming
 - 2 on Hastings Riverwalk



Rivertown Days 2024 Trash/Recycling plan:

From Tennis Sanitation -

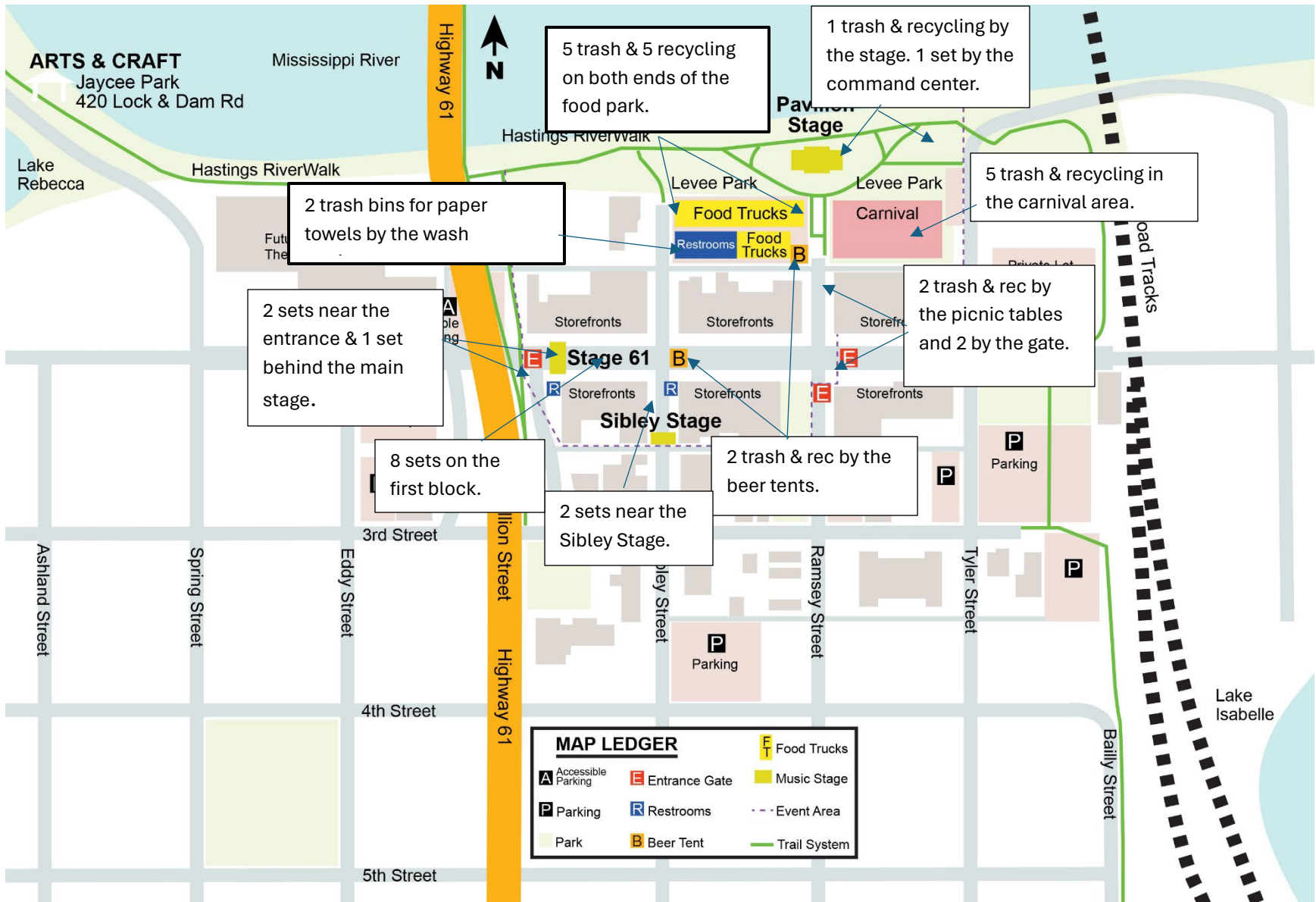
- 2 – 8 yard trash & 2 - 8 yard recycling dumpsters for Levee Park area. One set will go in the grass near the Hastings Riverwalk on Tyler Street, the other will go in the in-closed dumper area in the alley behind Hastings Beauty School.
- Overflow trash/recycling dumpsters kept at the parks department.
- There is no need for dumpsters in Jaycee Park.
- 45 trash bins and 45 recycling bins will spread out around Levee Park and 2nd Street event area.
- 10 will be stored for back up.
- 55 total for downtown area.
 - Map attached
- 10 trash and recycling bins in Jaycee Park for Arts & Crafts fair.

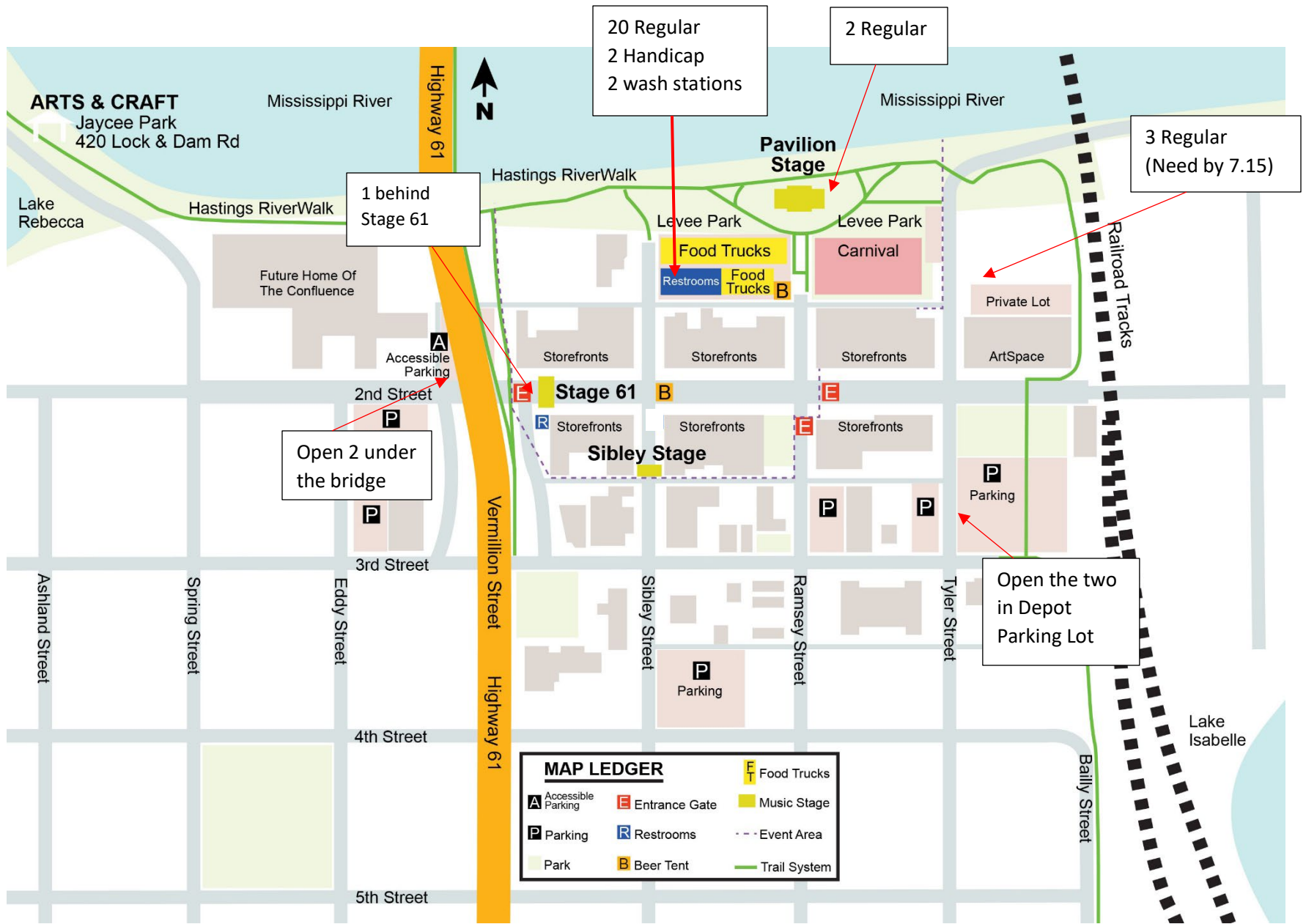
Order & delivery -

- Hastings parks department places order with Tennis Sanitation
- Dumpsters delivered mid week of RTD
- Bins delivered Friday (7.19) morning

Trash pick up schedule –

- Friday 7.19 –
 - 45 garbage & 45 recycling cans placed in downtown area (see map)
 - 10 of each reserved for backup if volunteers need to replace for cans until parks staff can empty.
 - 10 garbage & 10 recycling in Jaycee park.
 - Volunteers will be up overflow Friday night – city empties early Saturday morning.
- Saturday 7.20
 - City parks staff empty all trash & recycling bins including the city owned trash bins on 2nd street no later than 8 a.m.
 - City parks will empty trash & recycling from 6 a.m. – 6 p.m.
 - City parks staff empty garages in Jaycee Park (art & crafts) at 1 p.m.
 - Volunteers will clean up overflow at the end of the night.
- City parks staff empty garbage & recycling by 8 a.m. Sunday morning and prior to 2 p.m. in Jaycee Park & 2nd Street/Levee Park area.
- Take down volunteers empty garbage on 2nd Street & Levee park Sunday starting at 4 p.m. – place cans in Levee Park Parking lot.





Levee Park Parking Lot: 20 regular, 2 handicapped & 2 sinks

- Needed by 10 a.m. on 7.19 – the street closed at 5 a.m. 7.19, you can arrive anytime after that.
- These are in the south west corner of Levee Park parking lot, same as last year. (see attached map)
- Cleaning - Saturday 7.20 before 8 a.m. and at 1 p.m.
- Cleaning Sunday, 7.21 before 8 a.m.
- Please check sinks midday on Saturday

Hastings Riverwalk Path, near the Pavilion: 2 regular

- Cleaning Saturday 7.20 before 9 a.m. & Sunday 7.21 before 9 a.m. .

1 regular behind Stage 61

- The stage will arrive at 7:00 a.m. on Friday, July 19th, this can be placed anytime after 10 a.m..

The dirt lot behind Art Space – 3 regular

- Needed by Monday, 7.15

Can we open all the restrooms that are left downtown for car shows as well?



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-10

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

Name of organization Hastings Area Chamber of Commerce & Tourism Bureau		Date of organization March 18 1968	Tax exempt number 410940039
Organization Address (No PO Boxes) 200 Second Street West, Suite 100	City Hastings	State Minnesota	Zip Code 55033
Name of person making application Kristy Barse		Business phone 6514376775	Home phone 9522176579
Date(s) of event July 19 - 21st, 2024	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit		
Organization officer's name Tony Ciro	City Hastings	State Minnesota	Zip Code 55033
Organization officer's name Michelle Tjosland	City Hastings	State Minnesota	Zip Code 55033
Organization officer's name Josh Malaske	City Hastings	State Minnesota	Zip Code 55033

Location where permit will be used. If an outdoor area, describe.
Downtown Hastings on 2nd Street East from the Hwy 61 Bridge to Ramsey Street and Levee Park.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
West Bend Insurance Company - 1900 S 18th Ave, West Bend WI 55095
Amount - \$1,000,000

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 <input type="checkbox"/> Yes <input type="checkbox"/> 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