



## ***City Council Memorandum***

**To:** Mayor Fasbender & City Council Members  
**From:** Paige Marschall Bigler, Recreation Program Specialist  
**Date:** May 1, 2023  
**Item:** Special Event Designation – IDEA Pride Parade & Event

**Council Action Requested:** Designate the Pride Parade and activities coordinated by IDEA on Saturday, June 3<sup>rd</sup> 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 3, 2023 from 11:00 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 10<sup>th</sup> Street to 2<sup>nd</sup> 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: \$300.00

**Advisory Commission Discussion:**

n/a

**Council Committee Discussion:**

n/a

**Attachments:**

- IDEA Pride Parade - Special Event Permit Application
- IDEA Pride Parade – Route
- IDEA Pride Parade – Activity Layout
- IDEA - Temporary liquor license



## SPECIAL EVENT PERMIT APPLICATION

**ADHERE TO COVID-19 GUIDELINES.** The User represents & confirms that all requirements of the City and State of Minnesota related to COVID-19, including, but not limited to, Governor’s Executive Order & State Agency Guidance, have been included in the User’s COVID-19 Preparedness Plan which will be implemented and enforced while using any Facility in accordance this Agreement. User is responsible for monitoring & updating their COVID-19 Preparedness Plan should the requirements of the City or State of Minnesota be altered, updated, or otherwise changed.

General Event Information			
<b>Event Name:</b> Pride Festival			
<b>Name of Event Coordinator:</b> Marta Tierney		<b>Home Phone:</b> (    )	
		<b>Work Phone:</b> (    )	
<b>Name of Organization /Business Hosting Event:</b> IDEA		<b>Cell Phone:</b> (651 ) 808-0126	
		<b>E-mail:</b> admin@ideaorganization.org	
<b>Mailing Address:</b> PO Box 794 Hastings MN 55033		<b>Website:</b> www.ideaorganization.org	
<b>On Site Contact Name:</b> Marta Tierney		<b>On Site Contact Cell Phone:</b> (651 ) 651-808-0126	
<b>Type of Event (mark all that apply):</b> Downtown Event <input type="checkbox"/> Race/Run/Walk <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Fundraiser <input type="checkbox"/>			
Other: <input checked="" type="checkbox"/> Festival			
<b>Date(s) Requested:</b> June 3			
<b>Date</b>	<b>Day of Week</b>	<b>Time</b>	<b>Total Hours</b>
June 3rd	Saturday	10 am/pm to 10pm am/pm	12 hours
		am/pm to am/pm	
		am/pm to am/pm	
<b>Is this event:</b> <input checked="" type="checkbox"/> Open to the public <input type="checkbox"/> Private		<b>Will this be an annual event?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Has this event been held in another City?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
<b>If yes, when was it held and where?</b> _____			
<b>Will an admission fee be charged?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		<b>Will donations be accepted?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>What will proceeds from the event be used for?</b> IDEA			
<b>Anticipated Attendance:</b> Total 1000 Per Day			
<b>Will there be a tent(s) at the event?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>If yes, how many and how big?</b> 4 tents about 12x14	

Event Location Information
<b>Location of the event (including the starting line, finish line and staging/disbanding areas):</b>
The parade will start the event off which will start on Tyler St. It will then head down towards Downtown Hastings. The Festival will be at Levee park using The Pavillion Stage and area outline in the map. Event will end at 9pm and clean up will be done by 11pm.
<b>List of any City parks/facilities to be used for the event:</b>
The Pavillion, Riverwalk, Levee Park. and parade route. See map attached.
<b>Number of vehicles expected at the event:</b> TBA
<b>Describe where participants will park:</b> Public parking areas such as the public lot on 4th st. Maps will be available online, on our flyers and day of event

If the event will take place on private property, has approval been obtained from the property owner(s)?

Yes  No Part of event will be using private property. Owner aware and consented.

Please include a site plan for the event location that show the location of the starting line, finishing line, staging areas, tents, vendors, parking areas, sound amplification equipment and any other areas that will be setup as part of the event.

Recycling and Trash are required for collection at all events with waste. Recycling and Trash must follow the Best Management Practices including: paired and labeled containers. Questions? Please contact our City Recycling Coordinator 651-480-6182

Will your event generate waste? If yes, we recommend contacting a Hauler for bins and waste pick-up.

Yes  No

### Event Route Information

Does the event propose to require the use of any public right of way (crossing or traveling within)?  Yes  No

List all public right of way that will be used during the event:

City Streets Intersection of Tyler will be temp. closed as the parade is passing through

Trails/Sidewalks \_\_\_\_\_

County Roads \_\_\_\_\_

State Road \_\_\_\_\_

Other Right of Way \_\_\_\_\_

Have you received approval for the use of any County or State right-of-way?  Yes  No Not applicable

Does the route require the closing or partial closing of any streets, intersections or crossings?  Yes  No

If yes, please describe: See map

(The City of Hastings reserves the right to require street closings)

Please include a detailed map showing the proposed route. The route map must show what roadways, trails and sidewalks will be used and the direction the participants will travel. All street names must be clearly labeled.

### Event Safety Information

Number of volunteers assisting with the event: at least 20

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

If yes, please summarize: we will have marshalls, volunteers, and hired security

Is the promoter aware of any problems that may arise during the event?  Yes  No

If yes, please summarize: \_\_\_\_\_

Have arrangements been made for emergency medical services?  Yes  No

If yes, please summarize: Medical tent will be on site

Will alcohol be served or sold at the event?  No  Yes (a temporary beer or liquor license is required)

Will there be a raffle or other regulated gambling activity at the event?  No  Yes (a temporary gambling permit is required)

Will the event include the sale of any products or services?  No  Yes (please provide a list of your approved event vendors):

Vendor permits will be sent/approved by Emily as in years prior

Will the event include the sale of any food or beverages?  No  Yes (health department permits are required, please provide a list of your approved food vendors): Food trucks will be on site

**Event Signage and Sound Information**

Please include a route map detailing where all DIRECTIONAL signage will be placed for the event.

Please include a map detailing where all signs ADVERTISING the event will be placed.

Will any sound amplification equipment be used at the event?  Yes  No

If yes, please describe where in the event area the equipment will be used and what time the equipment will be used:

Mic and speakers will be used at the Pavillion.

**Insurance Information**

Insurance coverage shall be maintained for the duration of the event with a minimum \$1,000,000 combined single limit and a minimum \$2,000,000 aggregate limit. If food or non-alcoholic beverages are sold or provided at the event the insurance policy shall also include an endorsement for product liability in an amount not less than \$1,000,000. Proof of insurance coverage must be provided at least 5 days prior to the event.

I have read and agree to all ordinances and rules associated with this special event permit. I certify that the answers are true and correct to the best of my knowledge.

*Marta Tierney*  
Signature

3/2023

Date

Please return completed form to Paige Marschall-Bigler at [pmarschall@hastingsmn.gov](mailto:pmarschall@hastingsmn.gov) or mail in to Parks Department 920 10<sup>th</sup> St W, Hastings MN 55033. Call 651-480-6182 with any questions.

**OFFICE USE ONLY**

Date application submitted: \_\_\_\_\_

Date application approved by CC: \_\_\_\_\_

Required resources:

- Police Reservists: \_\_\_\_\_

- Equipment: \_\_\_\_\_

- City staff: \_\_\_\_\_

Insurance information received: \_\_\_\_\_

Licenses/permits obtained: \_\_\_\_\_

IDEA is excited to be hosting the 3rd Annual PRIDE Festival in Hastings on June 3rd from 11AM to 05 PM. The event will kick off with a Parade starting on Tyler and 10th St E (see map) heading down to Downtown Hastings. The parade is open to the public to walk or watch. No Parking signs for vehicles will be posted along route 24 hours before the event. No parking signs in downtown parking lot by the levee will be posted 72 hours in advance. After the parade a welcome Celebration will follow in Downtown Hastings. Entertainers, Music, and much more will be at the Pavillion. Private property will allow us to host activities, games, and events. The local businesses will offered a partnership in the festival. The event will be split up to quadrants with board members leading each quadrant and volunteers helping. Security will be hired for the event and have two HPD officers. Trash bins and portal bathrooms will be on site for the event. Officers will be at the event from 10am to 3pm. IDEA and staff will clean up area after the event.

## Parade Route



Parade will start on 10<sup>th</sup> St E going down to 2<sup>nd</sup> 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 2<sup>nd</sup> St E once parade is done volunteers will help direct the vehicles. Walkers will continue to the Pavillion for the welcome ceremony.

