



City Council Memorandum

To: Mayor Fasbender & City Council Members

From: Paige Marschall Bigler, Recreation Program Specialist

Date: June 5, 2023

Item: Special Event Designation – Hastings Golf Club, 4th of July Parade & Fireworks

Council Action Requested: Designate the 4th of July Parade and Fireworks coordinated by Hastings Golf Club/Hastings Public house on Tuesday, July 4th as a Special Event.

Background Information: Hastings Golf Club and Hastings Public House request to hold a 4th of July Parade starting 6:30 at p.m. on 15th Street from west of General Sieben to Westview Drive and fireworks at 10:00 p.m. at Hastings Golf Club. This is a free event and open to the public. Hastings Golf Club expects 2,000 attendees for the event. City Staff are supportive of the event with the following conditions:

- Event organizer will obtain a Fireworks permit application and submit to the Fire Marshal prior to the event.
- Event organizers will coordinate temporary traffic control and post appropriate signage on parade route.
- Traffic management plan submitted and reviewed by City Staff.
- Third party traffic control vendor will be utilized for delivery, setup and takedown along parade route.
- Way finding signs will be utilized for any detours that are needed due to parade.
- Homes affected by parade routes will be contacted prior to event to make aware of road closures.
- Event organizers will have ample volunteers on hand for parade staging and at all intersections that are closed to assist with issues/ingress and egress of emergency vehicles if needed.
- 15th Street should remain open west of General Sieben Drive.
- The crossroads on parade route will be opened as soon as end of parade passes.
- Police reserves may be able to assist with traffic control, based on availability.
- Event organizers to confirm staging area at SEAS Church, making sure there is minimal impact to General Sieben Drive.

Advisory Commission Discussion:

n/a

Council Committee Discussion:

n/a

Attachments:

- Hastings Golf Club - Special Event Permit Application
- Hastings Golf Club – Parade Route/Traffic Management Plan



Parade time - 7pm
60 VIII-05
Fireworks - 10pm
20 min

SPECIAL EVENT PERMIT APPLICATION

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

General Event Information				
Event Name: 4th of July Celebration				
Name of Event Coordinator: Nicole Sindelar		Home Phone: () NA		
Name of Organization / Business Hosting Event: HGIC/HPT		Work Phone: (651) 379-2016		
Mailing Address: 2015 Westview Dr Hastings MN 55033		Cell Phone: (612) 227-9822		
On Site Contact Name: Nicole Sindelar		E-mail: nicole@hastingsgolfclub.com		
On Site Contact Cell Phone: (651) 227-9822		Website: hastingsgolfclub.com		
Type of Event (mark all that apply): 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"/> PARADE & Fireworks				
Date(s) Requested:				
Date	Day of Week	Time		Total Hours
7-4-23	Tuesday	am/pm to	am/pm	5pm - 11pm
		am/pm to	am/pm	
		am/pm to	am/pm	
Is this event: <input checked="" type="checkbox"/> Open to the public <input type="checkbox"/> Private		Will this be an annual event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Has this event been held in another City? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		If yes, when was it held and where? _____		
Will an admission fee be charged? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Will donations be accepted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
What will proceeds from the event be used for? COSTS				
Anticipated Attendance: Total 2000 Per Day				
Will there be a tent(s) at the event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If yes, how many and how big?		

Event Location Information	
Location of the event (including the starting line, finish line and staging/disbanding areas): Parade starting at General Sieben 3 rd 15 th - please see attached (1)	
List of any City parks/facilities to be used for the event: NA	
Number of vehicles expected at the event: 60 + parking on residential streets	
Describe where participants will park: Residential Streets	

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

Yes No *yes*

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 *15th St from West of Gen. Sichen to Westview → South until H&L parking lot*

Trails/Sidewalks *Spectators may stand on 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 Attached*

(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: *30*

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

If yes, please summarize: *Family/Friends - if not I'll pay staff
3 help from chamber*

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: *Easy Access for EMS to volunteers at every blockade*

Will alcohol be served or sold at the event? No Yes (a temporary beer or liquor license is required) *not @ Parade*

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

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

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

Event Signage and Sound Information

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

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

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

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

Speakers on HGCL Premise for Fireworks & live Music

Insurance Information

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

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


Signature

5/11/22
Date

Please return completed form to Paige Marschall-Bigler at pmarschall@hastingsmn.gov or mail in to Parks Department 920 10th St W, Hastings MN 55033. Call 651-480-6182 with any questions.

OFFICE USE ONLY

Date application submitted: _____

Date application approved by CC: _____

Required resources:

- Police Reservists: _____

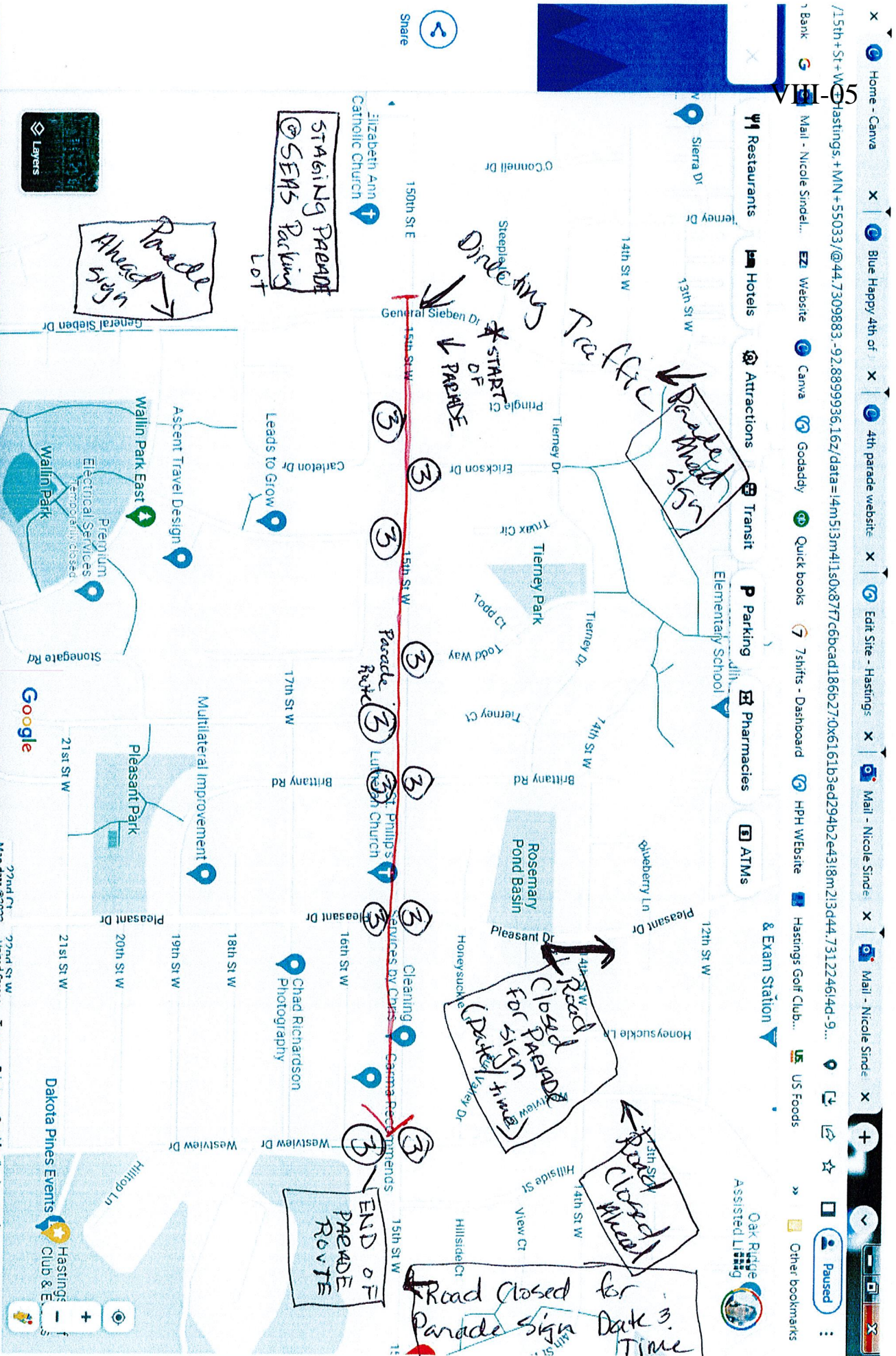
- Equipment: _____

- City staff: _____

Insurance information received: _____

Licenses/permits obtained: _____

VII-05



STAGING AREA
SENS Parking
LOT

Parade
Ahead
Sign

Directing Traffic

Parade
Ahead
Sign

Road closed for
Parade Sign (Date 3. Time)

Road closed for
Parade Sign (Date 3. Time)

Road closed for
Parade Sign Date 3.
Time

END OF
PARADE
ROUTE

15th St W
14th St W
13th St W
12th St W
11th St W
10th St W
9th St W
8th St W
7th St W
6th St W
5th St W
4th St W
3rd St W
2nd St W
1st St W