



City Council Memorandum

To: Mayor Fasbender & City Council Members
From: Paige Marschall Bigler, Recreation Program Specialist
Date: June 5, 2023
Item: Special Event Request Designation & Temporary Liquor License – Rivertown Live

Council Action Requested: Designate Rivertown Live as a Special Event coordinated by the Hastings Rotary Club on Saturday, September 9th 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 9th to be designated as a special event; including set-up at Levee Park beginning Thursday, September 7th at 8:00a.m. and take down completed by Sunday, September 10th. 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 premium ticket tent and sponsor tents, food trucks, and beer/cider/seltzer sales. The anticipated attendance is 2,500 people. Management staff have been working with the Rivertown Live Committee and are supportive of the 2023 event.

City Staff are supportive based on the following conditions:

- All items identified by the Rotary to be completed as indicated within their Site Plan.
- 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.
- Written confirmation for use of land to house main stage and beer garden area provided by Rotary representative, from private property owner.
- Rotary Club to provide an Insurance Certificate naming the City as an additional insured.
- 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 9th through 9:00 a.m. Sunday, September 10th.
- 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.
- 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.
- 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.

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

Conditions based off previous years:

- Server training required for beer tent volunteers.
- 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.
- The alley behind Hastings Family Service needs to be barricaded at each end preventing foot traffic and those attempting to sit in the alley. They 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.
- The entrance on Ramsey St. needs to be improved to streamline ingress and egress. Last year a bottleneck was created when individuals purchased tickets at the door. A separate table should be created for onsite 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. Last year a single line column was utilized for everyone to leave creating a bottle neck.
- Do not open the fence on Tyler St. after the concert. This created an issue with crowd dispersal, stage teardown and bands leaving immediately.

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

**CITY OF HASTINGS
DAKOTA COUNTY, MINNESOTA
RESOLUTION NO. 06 - -23**

**RESOLUTION APPROVING THE APPLICATION BY
HASTINGS AREA ROTARY CLUB FOR A
TEMPORARY ONE-DAY ON-SALE LIQUOR LICENSE**

WHEREAS, Hastings Area Rotary Club, submitted a one-day temporary on-sale liquor license application to serve liquor at the Rivertown Live event on September 9, 2023; and;

WHEREAS, the Minnesota Alcohol Enforcement Division requires a resolution be passed to approve the request; and;

WHEREAS, an application for a temporary on-sale liquor license has been presented; and;

WHEREAS, Hastings Area Rotary Club has paid the City's license fee.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hastings that the temporary on-sale liquor license for Hastings Area Rotary Club is approved.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF HASTINGS, MINNESOTA
THIS 5TH DAY OF JUNE, 2023.**

ATTEST:

Kelly Murtaugh, City Clerk

Mary D. Fasbender, Mayor



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:			
Name of Event Coordinator:		Home Phone: ()	
		Work Phone: ()	
Name of Organization /Business Hosting Event:		Cell Phone: ()	
		E-mail:	
Mailing Address:		Website:	
On Site Contact Name:		On Site Contact Cell Phone: ()	
Type of Event (mark all that apply): Downtown Event Race/Run/Walk Concert/Performance Fundraiser			
Other: _____			
Date(s) Requested:			
Date	Day of Week	Time	Total Hours
		am/pm to am/pm	
		am/pm to am/pm	
		am/pm to am/pm	
Is this event: <input checked="" type="checkbox"/> Open to the public Private		Will this be an annual event? Yes <input checked="" type="checkbox"/> No	
Has this event been held in another City? Yes No			
If yes, when was it held and where? _____			
Will an admission fee be charged? Yes No		Will donations be accepted? Yes No	
What will proceeds from the event be used for?			
Anticipated Attendance: Total Per Day			
Will there be a tent(s) at the event? Yes 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):
List of any City parks/facilities to be used for the event:
Number of vehicles expected at the event:
Describe where participants will park:

If the event will take place on private property, has approval been obtained from the property owner(s)?
 Yes No

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 _____
- 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: _____

(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:

Do you have a contingency plan if volunteers don't show up? Yes No
 If yes, please summarize: _____

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: _____

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):

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:

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

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: _____



4/19/2023

Mayor Fasbender and City Council Members:

The Hastings Area Rotary Club is requesting Council approval to hold our 7th annual evening concert in Levee Park on Saturday, September 9, 2023.

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 of the \$300 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.

Tom Montgomery,
2023Rivertown 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, the Lewis House shelter, 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.

2023 Rivertown Live Concert Plan

Saturday, September 9th

Concert: *Saturday, 9/9, 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 (9/5)** – Post advance notice of parking restrictions (Hastings Public Works):
 - **Downtown Parking Lot** - lot closing from 9:00 AM Saturday 9/9 to 11:00 AM Sunday 9/10.
 - **North end of Sibley St.** (Legion parking) – no parking from 9:00 AM Saturday to 11:00 PM Saturday
 - **Tyler St** from 2nd St. north to river – no parking from 8:00 AM Thursday 9/7 to 9:00 AM Sunday 9/10.
 - **Ramsey St.** from 2nd St. north to alley - no parking from 9:00 AM Saturday 9/9 to 9:00 AM Sunday 9/10.
 - **Tyler St. Gravel Parking Lot** - lot closing from 9:00 AM Thursday 9/7 to 9:00 AM Sunday 9/10.
- **Thursday (9/7)**
 - Close off on-street parking on Tyler Street at 8:00 AM
 - **Beginning at 8:00 AM**, setup main stage and Pavilion stage

- **Friday (9/8)**
 - 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 (9/9)**
 - Close off downtown parking lot and north end of Sibley Street at 9:00 AM Saturday September 10th.
 - 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 early evening
 - 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**
 - Vendor to pick up traffic signage, port-o-potties, and fencing

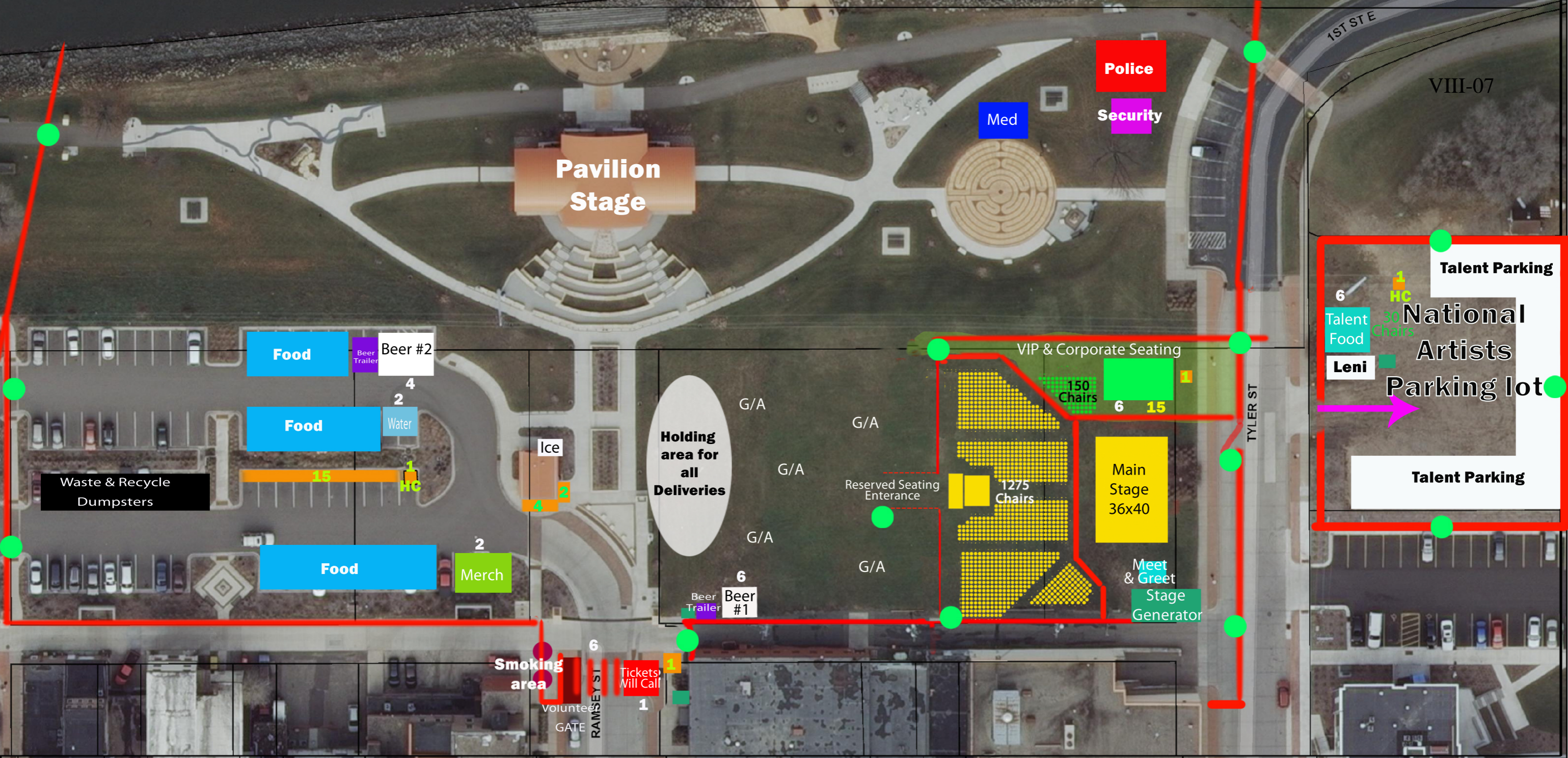
Other Event Details:

- **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 2021 approved traffic management plan



RTL 2023 Layout

updated 3/24/23

36 - 8' Tables
15 - High top Tables

Generators
Port-a-let

Fencing
Ash Tray Bucket of sand

Emergency EXIT



1) 06/04/2021	David Ostergaard			
2) 06/07/2021 revision	David Ostergaard			
3) 08/03/2021 revision	David Ostergaard			
NO	DATE	DWN	CKD	REVISIONS



Disclaimer - This is a proposed traffic control device layout. It has not been prepared by a Professional Engineer and must be approved and accepted by the Road Authority. Safety Signs LLC does not assume any legal liability.

City of Hastings
Rotary Concert



Hastings, MN

SHEET NO. 1 OF 1 SHEETS