

# Outdoor Entertainment License Application



License Fee: \$25.00 per day

- Outdoor Amplified Music allowed until 12:00 a.m. with approval.
  - o *The Hastings Police Department will respond to any complaint calls of loud music.*
  - o *The City of Hastings reserves the right to order changes in volume of music, number and direction of speakers as deemed necessary.*
- May include street closure request(s).
- Please allow up to ten (10) business days for approval.

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## APPLICATION CHECKLIST:

To prevent delay, please ensure the following information is submitted.  
Incomplete applications are not accepted and will be returned immediately.

- ☐ Outdoor Entertainment License Application
- ☐ Application Fee
  - Checks should be made payable to the City of Hastings. Credit card and cash are also accepted. *All credit/debit card payments will be assessed a 3.7% convenience fee.*
- ☐ Tennesen Warning
- ☐ Street Closure Request(s) Form
- ☐ Sketch Including:
  - Event Area, Tent Placement(s), Number and Location of Speakers, Fencing/Barriers, and Ingress/Egress.
- ☐ Current Copy of a Certificate of Insurance
  - The City of Hastings must be listed as additional insured.
  - If serving liquor, the outdoor space used for the event must be included to the description.

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## APPLICATION PROCESS:

- ☐ Return the complete application packet and the required fee(s) to the Deputy City Clerk.
- ☐ Once all required documents have been received, the application will be reviewed. Please allow ten (10) business days after all materials have been received for review.
- ☐ If additional information is required, the applicant will be contacted by the Deputy City Clerk.
- ☐ Applications that do not include serving intoxicating liquor may be issued administratively.
- ☐ Applications that include serving intoxicating liquor will require City Council approval.
- ☐ The Fire Department must inspect tent setup. The Hastings Fire Marshal will contact you prior to your event to inspect.

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## Business/Organization Information

Name:
Address:
City/State/Zip Code:
Phone Number:
Email Address:

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**Contact Person Information**

Name:
Address:
City/State/Zip Code:
Phone Number:
Email Address:

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**Event Information**

Proposed Date:
Proposed Start Time:
Proposed End Time:
Event Description in Detail:
Approximate Number of Attendees:
Will alcoholic beverages be served at this event? _____ Yes _____ No

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**Staging Details**

<p>The following items will be used at the event (please mark all that apply):</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Amplified Sound / Music / Live Entertainment</li><li><input type="checkbox"/> Tents / Canopies</li><li><input type="checkbox"/> Stage(s)</li><li><input type="checkbox"/> Other _____</li></ul> <p><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 additional ADA Regulations.</i></p>
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**Parking Details**

Please describe Public Parking Arrangements for attendees, staff & volunteers. <i>(Please indicate location(s) on Site Plan / Map)</i>
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## **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 \_\_\_\_\_

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## **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 the responsibility of the event organizer.

Event will require traffic control:

- ☐ Event ingress/egress (*liquor license amendment requested*)
- ☐ Street Closures
- ☐ Other \_\_\_\_\_

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## **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.

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## **Minnesota Government Data Practices Act - Tennesen Warning**

The purpose and intended use of the requested data is to verify the applicant meets all state statute and city code provisions and, if the license or permit is approved, to verify that all required data remains current.

The following data collected, created, or maintained is classified under the Minnesota Government Data Practices Act as Private data until license approval when the data becomes Public: (Minn. Stat. § 13.41, Subd. 4).

1. Data submitted by applicants (other than names and designated addresses).
2. Orders for hearings and findings of fact.
3. Conclusions of law and specification of the final disciplinary action contained in the record of the disciplinary action.
4. Entire record concerning the disciplinary proceeding.
5. License numbers and license status.

The following data collected, created, or maintained is classified as Private: (Minn. Stat. §13.41, Subd. 2).

1. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to the disclosure.
2. The nature or content of unsubstantiated complaints when the information is not maintained in anticipation of legal action.

3. Inactive investigative data relating to violations of statutes or rules.
4. The record of any disciplinary proceeding except as limited by Minn. Stat. §13.41, Subd. 4.

Under law, private data may be shared with licensing and inspection employees, approval authorities, insurance providers, law enforcement employees, and/or contracted inspection officials as required by court order; this may include City officials who have a bona fide need to review it. The City of Hastings may make any data classified as private or confidential accessible to an appropriate person or agency if the licensing agency determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

(please initial)

\_\_\_\_\_ I have read and understand the above information regarding my rights as a subject of government data.

## 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 two (2) entries. If you need more space, please attach an additional sheet of paper with the requested information.

(1) 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: \_\_\_\_\_

(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: \_\_\_\_\_

## Notice of Temporary Street Closure

The City of Hastings requires that all affected residents/businesses both on and adjacent to a proposed street closure be notified of such street closure. A notification letter may be required to be sent to businesses and residents in the affected event areas.

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## City of Hastings Outdoor Entertainment License Provisions

1. Applications must be submitted on forms provided by the City of Hastings at least ten (10) working days in advance of scheduled event.
2. Affected neighbors must be notified in writing of the event when application is made to the City for the scheduled event.
3. Barricades must be used and must be placed at the ends of the street(s) to be blocked off.  
\*The City of Hastings does not provide traffic barricades as a service. You will need to acquire your own official traffic control devices via a vendor.

\*Vendors renting traffic control devices:

*(In alphabetical order)*

Geyer Signal <a href="https://www.constructionequipment.com/company/geyer-signal-st-cloud-inc">https://www.constructionequipment.com/company/geyer-signal-st-cloud-inc</a> Phone: 320-253-9005 4205 Roosevelt Rd. St. Cloud, MN 56301	Safety Signs of MN <a href="https://www.safetysigns-mn.com/">https://www.safetysigns-mn.com/</a> Phone: 952-469-6700 19784 Kenrick Ave Lakeville, MN 55044	Warning Lites <a href="https://www.warninglitesmn.com/">https://www.warninglitesmn.com/</a> Phone: 612-521-4200 4700 Lyndale Ave N Minneapolis, MN 55430
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4. Emergency vehicles must have access to the street(s) at all times.
5. Barricades are to be removed immediately after the event concludes.
6. The participants are responsible for cleaning up the street after the event.
7. All paper and cardboard, cartons, glass bottles and jars, metal cans, and plastics labeled #1, #2 and #5 must be properly sorted and placed in recycling containers.
8. Each trash container must have a recycling container within 10 feet. The City of Hastings provides properly labeled portable recycling and trash containers that can be checked out free of charge if your event requires additional waste containers to avoid overflow. Please contact Solid Waste & Recycling Coordinator at [violet.penman@rosemountmn.gov](mailto:violet.penman@rosemountmn.gov) to reserve containers. Any additional disposal costs are the responsibility of the applicant.
9. It is the Applicant's responsibility to educate all event staff, volunteers, event vendors, and housekeeping/custodial contractors on what and how to recycle using the enclosed [Recycle Right Guide](#).
10. Participants shall be aware of fellow neighbors and considerate of noise levels.
11. The Hastings Police Department has the authority to end the event.
12. No license will be issued to any applicant that has previously had an event terminated by police action.
13. The applicant agrees to indemnify and hold harmless: the City of Hastings, Minnesota, it's agents and employees from any and all claims, demands, actions, or cause of action of whatever nature of character arising out of or by reason of the conduct of the event in any respect, including but not limited to costs, attorney's fees, expenses, etc. incurred in connection with the defense or settlement of any claims for injuries or damage resulting from or connected with the outdoor event.

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The data you furnish on this application will be used by the City of Hastings in the issuance of your license. Disclosure of this information is voluntary. You are not legally required to provide this data; however, if you fail to do so, the City of Hastings may be unable to process this application. Disclosure of your Minnesota Business Tax ID Number and Social Security Number is required by Minnesota Statutes 270C.72, and your Minnesota Tax ID Number and/or Social Security Number may be requested by and released to the Minnesota Commissioner of Revenue. After submission, all information contained in this application except your Social Security Number will be public information pursuant to Minnesota Statutes, Chapter 13.

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Applicant Signature

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Date