

# Outdoor Music – Tent – Street Closure License Application



**Fees:**

Event Fee      \$25.00 per day

*\*Music until 10 p.m. – No Permit Required*

*\*Music until 12:00 a.m. – Permit Required*

*\*Music after 12:00 a.m. – Not allowed*

*\*The Hastings Police Department will respond to any complaint calls of loud music.*

*\*The City of Hastings reserves the right to order changes in volume of music, number and direction of speakers as deemed necessary.*

## Business/Organization Information

Name:	
Address:	
City/State/Zip:	
Phone:	Cell Phone:
Email Address:	

## Event Description

Proposed Dates:
Proposed Start Time:
Proposed End Time:
Event Description:
Approximate Number of Attendees:
Tent Size and Location ( <i>Tent stakes are not allowed to secure tents in a public street or right of way</i> ):
Proposed Street Closures:
Describe any fencing/barriers:
Have Nearby Residents been notified of the event: Yes _____ No _____ <i>If yes, please describe.</i>
Will Liquor be Served: Yes _____ No _____ <i>A liquor license amendment will be required if the licensee proposes to serve alcohol outside the currently licensed building or immediately contiguous patio. Proof of Insurance of the temporary liquor sales must be provided and fees paid in advance of the event.</i>
Additional Security: Yes _____ No _____ <i>If yes, please describe.</i>

### Contact Person Information

Name:	
Address:	
City/State/Zip:	
Phone:	Cell Phone:
Email Address:	

### Additional Required Document:

- Sketch detailing: event area, tent placement, number and location of speakers and fencing/barriers to ensure liquor will be contained in the space.
- Certificate of Insurance to include the area where liquor is proposed to be served.

The City Council is the approving authority for your request; please allow ample time to process requests. City Council meets the first and third Mondays of the month. You will be notified whether the Council has approved or denied your request.

All fees must be paid at time of application.

The Fire Department must inspect the tent setup, our Fire Marshal will contact you prior to your event to inspect.

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 Toll-free: 877-990-9005 4205 Roosevelt Rd. St. Cloud, MN 56301	Safety Signs of MN <a href="https://www.safetysigns-mn.com/">https://www.safetysigns-mn.com/</a> 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 Toll-free: 800-766-5483 4700 Lyndale Ave N Minneapolis, MN 55430
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### Data Practices Notice

Every city in Minnesota must comply with the Minnesota Government Data Practices Act (MGDPA), which, in conjunction with other state and federal laws, classifies all government data. Government data are classified in different categories depending on whether they are accessible by the public.

Government data means all data collected, created, received, maintained or disseminated by the City regardless of its physical form, storage media or conditions of use. There is a presumption that government data are public and are accessible by the public for inspection and copying unless there is a federal law, state statute or temporary classification of data that provides differently.

The data supplied in this application will be used to assess the qualifications for a license. This data is not legally required but the City will not be able to grant the license without it. If a license is granted, the data will constitute a public record. The data is needed to distinguish this application from others, to identify this application in city license files, to verify the identity of the applicant, to contact the applicant if additional information is required and to determine if the applicant meets all ordinance requirements.

*I hereby certify that all statements made in this application are true and complete and understand that any misstatements or omissions of material facts may result in disqualification or denial of the license. I agree to abide by the provisions of this application and all applicable City polices and ordinances.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### Application Checklist

	Application.
	Application fee. Check should be made payable to the City of Hastings. Credit card and cash is also accepted.
	Tennessee Warning
	Sketch detailing: event area, tent placement, number and location of speakers and fencing/barriers.
	Current Copy of Certificate of Insurance

Return the completed application packet and the required fees to the Deputy City Clerk. Once all required documents have been received and the fees have been paid, the application will be reviewed. Please allow 10 business days after all materials have been received for review.

Submit Application and Fees to:

Emily King  
Deputy City Clerk  
101 4<sup>th</sup> Street East  
Hastings, MN 55033  
[eking@hastingsmn.gov](mailto:eking@hastingsmn.gov)  
651-480-2343

**TENNESSEN WARNING**

When the City of Hastings (“City”) collects private/confidential data from an individual about that individual, the City is required under Minn. Statute § 13.04, subd. 2, to provide a Tennessee warning Notice. The purpose of this Notice is to enable individuals to make an informed decision about whether to give data about themselves to the City.

**Classification of Data Provided**

Under Minnesota Statute § 13.41, subd. 2, regulating licensing data obtained by a public entity, names and the designated contact address and telephone number are public data and available upon request. All other information provided on your application prior to licensure approval is classified by law as private data and is accessible to you, but not to the public. Upon license approval, all information provided on your application is public data, EXCEPT for: date of birth, social security, non-designated or secondary contact address and telephone number, financial data, state and federal tax ID’s, or data classified under Minnesota Statute § 13.02, subd. 12, as private or subd. 13 as protected nonpublic. Public data is available to any person upon written request to the City.

**Purpose and Intended Use**

The data requested on each application will be used in determining whether you meet the City's qualifications and requirements for the license you are applying for. If a background check is required, the data from your application will also be used by the City and the Hastings Police Department as required by Hastings City Code § 33.01.

Failure to provide any of the requested information could result in the delay or possible denial of your initial or renewal application. All data collected and stored may be shared upon court order or with other government entities as authorized by law.

**I certify that I have read the above questions and that the answers are true and correct to the best of my knowledge.**

\_\_\_\_\_  
Applicant Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Business Name