

The Shakopee Diversity Alliance (SDA) is excited to present the Fifth Annual International Festival, Friday, June 23rd, 2017 at Huber Park from 4 PM – 9 PM.

The SDA is a 501c3 organization consisting of volunteers from our community dedicated to celebrating the ethnic diversity of our City. The volunteer sub-committee of SDA that is running the festival has been hard at work finalizing details for this year's events. **The committee is asking the City of Shakopee for assistance with this event and is asking for the following:**

Access:

- The City will grant the committee full access to the park.

Police:

- Shakopee PD will provide the regular patrol, (extra patrols are thought to be unnecessary)
- No alcohol will be sold at this event.
- No pedestrian or traffic control is anticipated.

Parking:

- Parking behind the buildings North of First Ave/101 and West of Fillmore St. will be regulated during the festival. Event staff parking only, along with a loading zone will be allowed on the North side of the parking lot (signs, cones will be posted). Residents/business parking will be allowed on the South side of the parking lot. The committee will manage signs and notices.
- Bluff Ave between Main St. and the emergency gate, will be used for over-flow parking. The City will open the emergency gate by 1 PM June 23rd, and close and lock it again any time after 11 PM June 23rd.
- We are asking that the City mark the area between Fillmore and Main St.'s with parking slots, as they have in the past, with chalk or paint.

Public Works:

- 20 extra garbage bins will be placed by the support building by 10 AM June 23rd.
- 8 extra picnic tables will be placed in the park between the stage and support building, by 10 AM June 23th.
- Garbage containers will be placed in one area of the parking lot, by committee volunteers, following the event for pick-up by city.
- 20 orange pylons (cones) will be placed by the support building by 10 AM June 23rd

Permits and fees:

- The City will waive any City licensing fees for food vendors and peddlers associated with this event, including display/sales vendors.

- The City grants the committee the right to charge for “spaces” within the park.
- All insurance waivers will be provided to the city by the committee as needed.

Park:

- No tent permits will be necessary, as no tent bigger than 10 x 10 will be used.
- No staking of tents etc. will be allowed
- No portable toilets will be used
- No alcohol will be sold at this event
- The committee will be under the control of local PD for any emergency action plan needed for weather or other emergency situation.
- The committee will provide volunteers to clean the park immediately after the event Friday June 23rd.
- The grass area of the park will be used for vendors
- The area around the picnic shelter will be used for food vendors
 - Food vendors will be in place by 3 PM
 - The City must have any obstacles or concerns properly marked.
- Some electrical may be used, but it is not anticipated.
- Some entertainers may be given parking permits.
- The Park & Rec. Dept. will provide a Park Site Host for the event.
- Extra supplies for the bathroom will be provided by the City if it is needed.
- The committee will keep its vendors setback 6’ back from any park trails.
- The Committee requests that the Park & Rec. Dept. report damages or vandalism, above and beyond wear and tear, to the committee within two weeks of the conclusion of the event.

Committee responsibilities:

- Provide enough volunteers to safely and effectively implement the SDA International Festival
- Provide the City with the proper insurance certificates as requested by the City Clerk no later than June 1.
- The committee recognizes that if any additional clean-up is needed with the park, public works will charge the committee for additional fees.
- The committee understands that vehicle traffic use on the park trails should be kept to a minimum.