

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: _____

APPLICANT INFORMATION.

St. James Chamber of Commerce Rail Road Days Rail Run

Sponsoring Entity (if applicable)

Eric Kuehl

Contact Person

400 12th Street South

St. James

MN

56081

Address

City

State

Zip Code

Railrunstj@gmail.com

(507) 621-2759

Email Address (Primary Notification)

Phone Number

Secondary Contact Person

Address

City

State

Zip Code

Email Address (Primary Notification)

Phone Number

EVENT INFORMATION.

Rail Road Days Rail Run

Event Name

June 25 2026

4-9pm

Date(s) of Event

Hours of Event

Type of Event

Open to the Public

Private

Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available).

There is a kids 1/2 mile run ages 12 and under

4 mile walk, 1 and 4 mile run all ages

See attached

Proposed Location of the Event. (Be specific, site map also required).
St James Salvators Railroad Museum Park and walking path around the lake
see attached

Estimated Number of Attendees (includes staff, participants, and spectators). 250

Parking Plan & Impact. (Describe in detail).
Parking area at the Roundhouse Model Railroad Club and campground area

Tents, Equipment, Bounce House, Amusement Rides, Stage, Bleachers, Etc.

Type: Tents for shade of workers and a blowup finish line Size: _____

Location: _____

Are Fire Prevention or EMS services needed on-site? YES NO *If yes, cost may be associated.*

Are Police services needed on-site? YES NO *If yes, how many hours?* _____

Are you requesting any street closures? If yes, please identify which streets and illustrate on required Site Map.
Yes see attached

Restrooms (Portable). Name or entity providing these services; and the number of facilities to be provided. When restroom facilities are not provided on-site or are limited; the applicant will need to obtain and provide additional restroom facilities. *If yes, please illustrate on required Site Map.*

Name of Service: Portable restrooms and campground restroom Quantity: _____

Refuse Service. Name or entity providing these services; and the number of trash cans and/or dumpsters to be provided. When refuse containers are not provided on-site or are limited; the applicant will need to obtain and provide additional refuse services. The city does not offer day-of service to empty trash cans, nor can refuse be placed in city-owned dumpster. *If yes, please illustrate on required Site Map.*

Name of Service: Portable trashcans provided by private citizens Quantity: _____

Security Plans. Name or entity providing these services. (A police officer is required if alcohol is being served or at the discretion of the Police Chief).

Police will be asked to help with the lead of the race as in years past

Clean-Up Plans. (Describe in detail).

Area will be cleaned up and all garbage will be disposed of by volunteers

Live Entertainment. (Describe in detail).

NONE

Will any other public addressing system or sound amplification be used? YES NO

If yes, please describe.

Portable speaker system

Will any additional electrical services be needed? YES NO If yes, cost may be associated.

If yes, please describe.

NONE

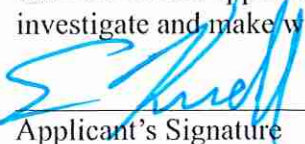
If the event will be held on public property, please provide the following information:

- Will tickets be sold for the event? YES NO
- Is a donation of any kind required? YES NO
- What is the purpose of the money that is collected?

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE.

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of St. James to investigate and make whatever inquiries necessary to verify the information provided.


Applicant's Signature

3-31-26
Date

SPECIAL EVENT EQUIPMENT REQUEST FORM

City equipment can only be requested for special events open to the public.

Submittal Date: January 27th

EVENT INFORMATION.

Rail Road Days Rail Run

Event Name

June 25 2026

Date(s) of Event

Eric Kuehl

(507) 621-2759

Contact Person

Phone Number

EQUIPMENT INFORMATION.

St. James Salutors Railroad Museum Park

June 25 2026

1pm

Equipment Drop-Off Location

Date

Time

St. James Saluators Railroad Museum Park

June 26 2026

8 am

Equipment Pick-Up Location

Date

Time

Please identify the number of each item requested. The City of St. James Street/Parks Department will determine the availability of equipment for each event and reserves the right to deny requests. *The replacement of any broken or missing equipment will be invoiced to the event organizers.*

Barricades: 6

Construction Cones: 20

Road Closed Signs: 3

Garbage Cans: _____

No Parking Signs: 15

Picnic Tables: _____

Internal Use ONLY: Street/Park Department

Date Delivered: _____

Time: _____

By: _____

Date Checked In: _____

Time: _____

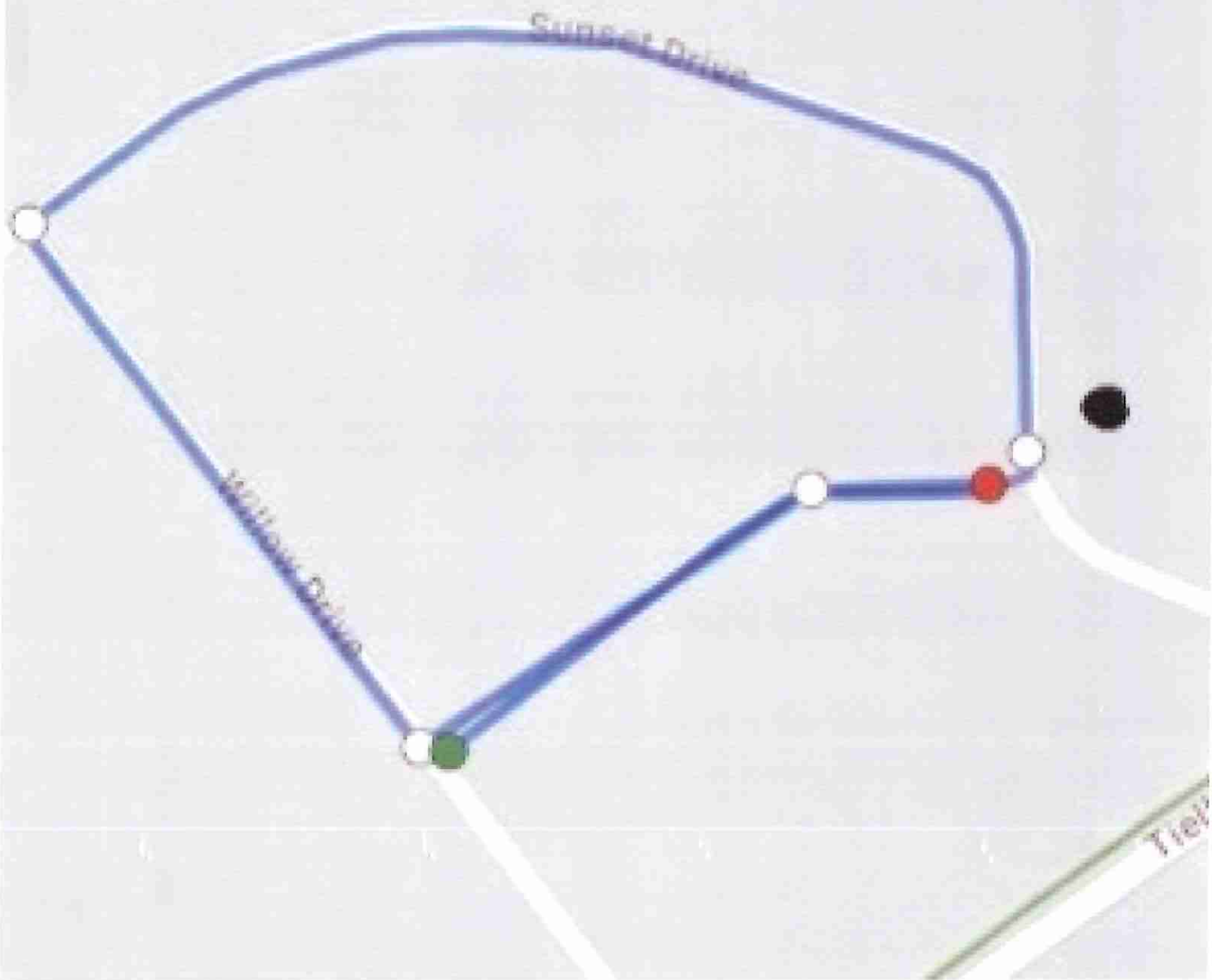
By: _____



NO Parking

Road Closure

Kids 1/2 mile fun run



4 mile walk and run

