



## 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 19 2025

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).* 175

*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?*

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*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

Date

1-25-25

# 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 19 2025

Date(s) of Event

Eric Kuehl

(507) 621-2759

Contact Person

Phone Number

## EQUIPMENT INFORMATION.

St. James Salutators Railroad Museum Park

June 19 2025

1pm

Equipment Drop-Off Location

Date

Time

St. James Saluators Railroad Museum Park

June 20 2025

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: \_\_\_\_\_

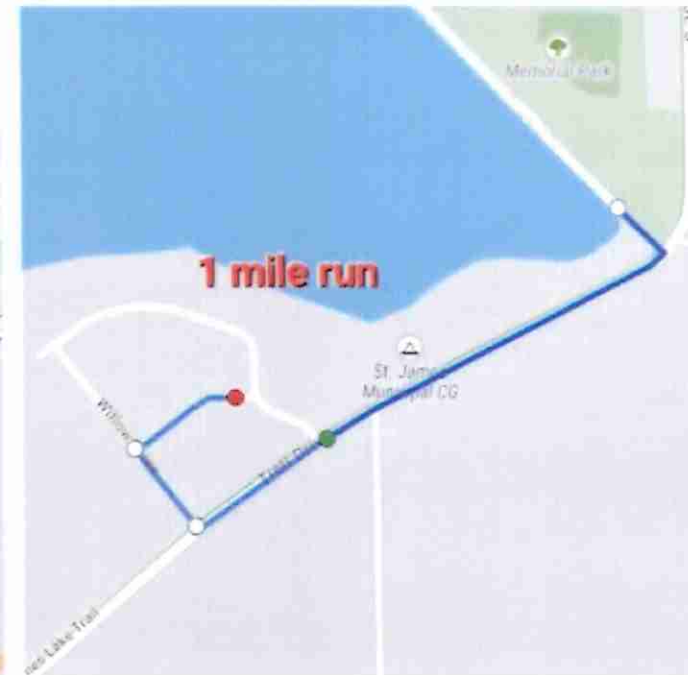
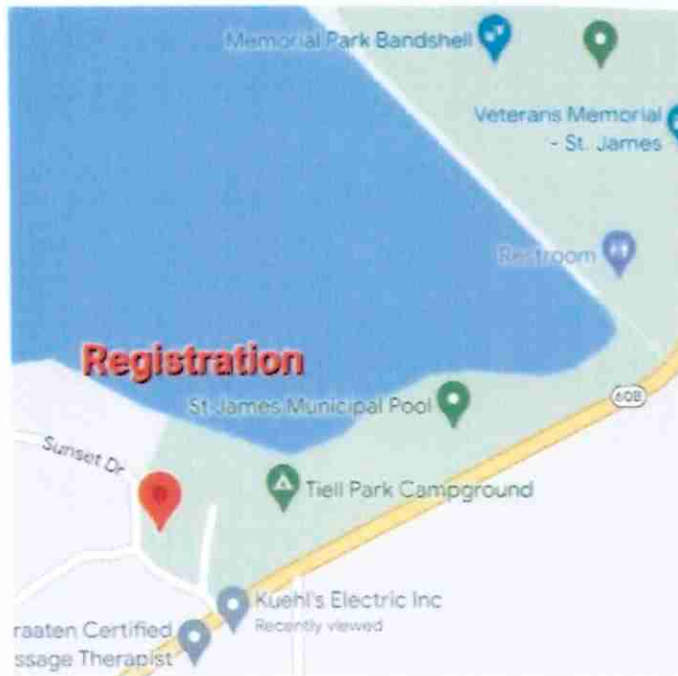
By: \_\_\_\_\_



NO Parking

Road Closure







# ST. JAMES RAIL RUN/WALK

JUNE 19, 2025



Welcome to the 41st Annual St. James, MN Rail Run. There are options for all ages and abilities. Race registration and courses begin in the St. James Salutators Railroad Museum Park.

- All participants receive: runner bib, bottled water and a healthy snack.
- Race T-shirt: Early Bird registration guarantees shirt & size on race day.
  - Registrations received after May 20 will not receive shirts on race day.
- \$5 Discount per participant, for groups of 5 or more, registered together.
- Race day registration & packet pick up: 5:30-6:30 pm.



Awards will be given to all Kid's Fun Run participants.

Medals are awarded to top 3 finishers in each category:

1 Mile Run - Men/Women: 12 & under, 13-15, 16-18, 19-24, 25-29, 30-39, 40-49 & 50+

4 Mile Run - Men/Women: 15 & under, 16-18, 19-29, 30-39, 40-49, 50-59, 60+

## RUN FOR THOSE THAT CAN'T

Not everyone has the ability to participate in the Rail Run. Sign up to run for someone you know or we would be happy to provide you with a name of someone to run for. Please see the display to add a name of your loved one.

## KID'S 1/2 MILE FUN RUN

Race begins at 6:30 pm  
Kids 12 & under  
Early Bird Registration with a shirt: \$15  
Race only, no shirt: \$5  
Awards will be given directly after the race.

## 4 MILE WALK

Walk begins at 7:15 pm  
Course follows the bike trail around the lake  
Early Bird: \$20  
After May 20: \$25



## 1 MILE RUN

Race begins at 7:00 pm  
Early Bird: \$20  
After May 20: \$25

## 4 MILE RUN

Race begins at 7:45 pm  
Course follows the bike Trail around the lake  
Early Bird: \$20  
After May 20: \$25

Register online to speed up race day check in

507-375-3333  
RAILRUNSTJ@GMAIL.COM

RUNSIGNUP.COM/RACE/MN/SAINTJAMES/  
STJAMESRAILRUN



## SPECIAL EVENT PERMIT APPLICATION

City of St. James  
1205 6<sup>th</sup> Avenue South | PO Box 70  
St. James, MN 56081  
(507) 375-3241

<https://www.ci.stjames.mn.us>

**PERMIT FEE: \$50.00**

If you are planning an event that requires a "Special Event Permit", please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses. **Applications must be submitted at least 30-days prior to the event to be considered. Once the application is approved by City Council, no changes can be made to the event.**

### **ITEMS TO ACCOMPANY THE APPLICATION.**

#### ***Required with ALL applications:***

- ☒ Complete application form
- ☐ Refundable Cash Cleanup Deposit Fee - \$100.00
- ☐ Proof of Insurance or Certificate of Insurance
- ☐ Site Map – [www.google.com/maps](http://www.google.com/maps)
- ☐ Approval Letter from the Property Owner; if on private property
- ☐ Proof of written notification to property owners within 350-feet of the special event; 10-days prior to event

#### ***Check all that apply:***

- ☐ Alcohol will be served and/or sold at event:
  - ☐ License (may take up to 60-days to process)
  - ☐ Fees apply, amounts vary by license type
- ☐ Vendors will be present (food and/or merchandise):
  - ☐ Vendor List
- ☒ Event will occur on City Property:
  - ☐ Release and Indemnification Agreement

*Supplemental information may be required by City Staff. Additional forms can be found on the City of St. James website or requested at St. James City Hall. Please note that additional required permits or licenses may take additional time to process.*



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## OFFICE USE ONLY.

If there are any concerns or comments regarding the applications, those will be attached to the application.

### POLICE CHIEF

Date Review: 2/10/2025

Signature: Brendly R. Nitzel

☐ Approved ☐ Denied ☐ N/A

### STREETS/PARK SUPERINTENDENT

Date Review: 2/9/25

Signature: Chad Drake

☒ Approved ☐ Denied ☐ N/A

### LIGHT SUPERINTENDENT

Date Review: \_\_\_\_\_

Signature: \_\_\_\_\_

☐ Approved ☐ Denied ☒ N/A

### FIRE CHIEF

Date Review: \_\_\_\_\_

Signature: \_\_\_\_\_

☐ Approved ☐ Denied ☐ N/A

### AMBULANCE DIRECTOR

Date Review: 2/9/25

Signature: Andy Zuma

☒ Approved ☐ Denied ☐ N/A

Ambulance on scene  
as able to staff

### CITY CLERK/TREASURER

Date Review: \_\_\_\_\_

Signature: \_\_\_\_\_

☐ Approved ☐ Denied ☒ N/A

### COMMUNITY OUTREACH/MARKETING DIRECTOR

Date Review: \_\_\_\_\_

Signature: \_\_\_\_\_

☐ Approved ☐ Denied ☐ N/A

### CITY MANAGER

Date Review: 2/10/25

Signature: Amanda Hill

☒ Approved ☐ Denied ☐ N/A

### CITY COUNCIL

Date of Council Meeting: \_\_\_\_\_

☐ Approved ☐ Denied