



Temporary Special Event Permit Application

This application must be submitted no later than four (4) weeks prior to the event. An application fee of \$50 is due at the time the application is submitted. The application fee may be waived for non-profit organizations at the discretion of the City Administrator. City staff will review the application and the City Administrator may approve the permit subject to conditions determined to be appropriate to the specific event.

An applicant may be required to submit a cash deposit of up to \$1,000 pursuant to North Liberty Ordinances 171.03(2)(E) and 171.03(3)(E). If no law enforcement or other costs are incurred by the City as a result of the event, the deposit will be refunded.

The City encourages all applicants to review the City ordinances relating to amplified music (Chapter 53) and alcohol service (Chapter 45), which are available on the City's website or upon request from City Hall.

Event Name: _____

Organization Name: _____

Applicant Name: _____ Date of Birth: _____

Address: _____

Contact Person(s) During the Event: _____

Telephone: _____ Email: _____

Date(s) of Event: _____ Start Time: _____ End Time: _____

_____ Start Time: _____ End Time: _____

_____ Start Time: _____ End Time: _____

Location of Event: _____ Number of Guests: _____

Will there be amplified music or other noise? Yes No If yes, please specify: _____

Will alcohol be served or sold? Yes No If yes, please specify: _____

Provide verification of liquor license if applicable.

Will food or beverages be served or sold? Yes No If yes, please specify: _____

Provide verification of permits or licenses if applicable.

Is the closing of any street, sidewalk, trail, or other public property requested? Yes No

If yes, please specify: _____

How and when will area residents be notified of the event? _____



Will liability insurance coverage be obtained for the event? Yes No

Will any signage be used for the event? Yes No If yes, signage must be approved separately by the Zoning Official.

Please list the names and addresses of any additional event sponsors:

Description of Event: Please be specific; include details about the purpose of the event, expected attendance, the event schedule, provisions for cleanup, public notice, advertising, media coverage, etc.

Attach a map showing the event layout; indicate the locations of attractions, music, parking, and alcohol and food service and sales; show any requested use or closure of streets, sidewalks, trails, and other public property.

Describe in detail the security for the event:

Safety/Weather considerations:

Identify who at the event(s) will be responsible for monitoring for severe weather by what means they plan to do so.



Identify all triggers which will suspend your event or cancel/postpone the event. (Examples: winds of greater than 60 mph, lightning within 5 miles of the venue, or the issuance by NWS of a Severe Thunderstorm Warning or Tornado Warning in the area your event is occurring)

How will participants be notified to seek shelter or evacuate the area? What method of public notification will be used at the venue and who will make the announcement?

Identify the location for shelter for those on site. Or, will the attendees be notified to evacuate the area and seek shelter?

Identify timing triggers for weather events. (Examples: Upon notification that severe weather will be affecting the event in the next 20 minutes, participants will be notified to seek shelter and the event will be suspended until the storm threat is passed.)

If the number of attendees is expected to exceed 3,000 people for more than 4 hours, what emergency medical services or first aid services will be available onsite for the duration of the event?

Applicant Signature: _____ Date: _____

NOISE VIOLATIONS, ALCOHOL VIOLATIONS AND OTHER ISSUES CAN RESULT IN LAW ENFORCEMENT ENDING AN EVENT EVEN WHEN A TEMPORARY SPECIAL EVENT PERMIT HAS BEEN ISSUED.



Temporary Special Event Permit

TO BE COMPLETED BY CITY STAFF AND ISSUED TO THE APPLICANT

Event Name: _____
 Organization Name: _____
 Applicant Name: _____ Date of Birth: _____
 Contact Person(s) During the Event: _____
 Telephone: _____ Telephone: _____
 Date(s) of Event: _____ Start Time: _____ End Time: _____
 _____ Start Time: _____ End Time: _____
 _____ Start Time: _____ End Time: _____
 Location of Event: _____

The Temporary Special Event Permit Application submitted for the above event has been APPROVED as follows:

ALCOHOL SALES AND SERVICE:

- Alcohol service has been approved.
- Alcohol sales have been approved.

FOOD SALES AND SERVICE:

- Food service has been approved.
- Food sales have been approved.

NOISE:

- Amplified music has been approved.
- Other noise (_____) has been approved.

USE AND CLOSURE OF STREETS, TRAILS, AND PUBLIC PROPERTY:

- Use of the following public property has been approved: _____

- Closure of the following public property has been approved: _____

OTHER CONDITIONS:

- The following additional conditions shall apply to this Permit:

Signature

Date

	Funds Received
Application Fee	_____ (date)
Security Deposit	_____ (date)

The event organizer must be able to present this permit at all times during the event.