



City of North Liberty

Special Event Permit Application

This booklet will help you complete the Special Event Permit Application and understand requirements for staging a special event. Please **fill out the application accurately and completely.**

The City of North Liberty takes pride in the quality and safety of the festivals, parades and other special events that are hosted each year in the City. The City of North Liberty must continue to assure that its residents and visitors are protected and, therefore, we ask for your cooperation in the process.

A Special Event Permit is required by any person or group desiring to use any city property or public right-of-way unless these areas are governed by another permit or application process. Applicants with a Conditional Use Permit should comply with the requirements of that document. Special Event Permits are also required for events held on private property that impact the public right-of-way and are open to the community and have amplified music.

The City Code section pertaining to temporary uses and special events is attached to this packet.

It is the policy of the City of North Liberty not to discriminate on the basis of race, sex, color, national origin, religion, age, disability, sexual orientation, familial status or gender identity.

Violations of the conditions of this permit can result in an immediate revocation of this event. The event can be ended immediately by the Police Department at the discretion of the Chief or designee.

Application Checklist

- Read the material in this booklet
- Complete the application
- Complete the indemnity agreement
- Complete the site and weather plans
- Submit the appropriate insurance requirements
- Submit the appropriate application fee and deposits

Application Fees

A permit fee in the amount of \$50 is required. If the event is cancelled due to weather or any other unforeseen reason, there will be no refund of the special event permit fee.

A bond or cash deposit of up to \$1,000, to be set by the City Administrator, shall be provided to the City to be used for reimbursement of costs for cleanup and repair of public property, police services, and any other damages to the City or its property resulting from the special event; however, the requirement for said bond or cash deposit shall be waived by the City Administrator for typical noncommercial "block parties" privately arranged by and for residents of a street or neighborhood and lasting less than six hours.

The completed paperwork should be submitted at least sixty (60) days prior to the date of your event.

If the application is submitted less than thirty (30) days prior to the event date, the permit fee will increase to \$100.

The application fee may be waived for non-profit organizations and neighborhood block parties at the discretion of the City Administrator.

General Permit Information

Neighborhood Impact

Prior to issuing a permit, the City of North Liberty may require the applicant to contact affected neighborhood businesses or residents for input on the impact the event will have. This could necessitate changes in the event plan to prevent a negative impact on the neighborhood. The applicant will be responsible for notifying affected neighbors of the event type, date and time of the event, and of any partial street closures or parking restrictions in the event area.

Permits and Licenses

The applicant and vendors should obtain and maintain during the term of this agreement all necessary permits and licenses for the event. In addition to the event permit, other types of permits or licenses may be required and are subject to inspection and restriction. Types of possible permits/licenses may include: fireworks permit, alcohol (liquor) license, and social and charitable gambling license.

Supervision

The applicant must provide sufficient, sober and competent personnel to plan, implement and supervise other personnel and activities in addition to providing personnel to take proper care of the security, grounds and facilities.

Weather Plan

The applicant must provide the City with a weather plan. An onsite contact person capable of making decisions related to postponing or canceling the event in case of severe weather is required to be at the event site. If the event is cancelled due to weather or any other unforeseen reason, there will be no refund of the special event permit fee. It is the responsibility of the event organizer to contact the appropriate media outlets if the event is cancelled.

Statutes and Ordinances

The applicant must agree to abide by all federal, state and municipal laws, rules and regulations. Failure to comply with the rules and regulations set forth in this agreement could result in the denial of the special event permit. Smoking is not allowed in any special event on City property. City approval of this permit does not waive permittee compliance with any other rule, statute or ordinance.

Perimeter Control

Perimeter control is required for the sale of alcoholic beverages during an event. The area where alcohol will be sold and consumed is permitted by the State and has specific boundaries. This area must be clearly defined from non-permitted areas.

The applicant is responsible for marking and maintaining the perimeter and must ensure that no alcoholic beverages be removed from the area by providing security. Alcohol is not

permitted on city streets, sidewalks or trails. Perimeter control must be done in a manner that does not damage the grounds if the event is on city property or public right-of-way.

Cleanup/Damage Deposit

The applicant is responsible for cleanup of the site. If the event is held on city property or public right-of-way, the applicant may be required to provide a damage deposit. This deposit, or portions thereof, may be retained to cover additional cleanup costs, damage to public right-of-way, or loss or damage to city equipment.

Damages exceeding the amount of the deposit will be billed directly to the event applicant. City staff will check the site after the event and if no damage is found, the damage deposit will be refunded.

Recycling and Waste Management

The applicant must provide waste and recycling receptacles to be in the immediate area where food and beverages are to be sold as well as through the event location. The applicant is responsible for the removal of all waste and recycling from the event area, including waste and recycling in existing City-owned receptacles in the area. Waste and recycling receptacles must be removed when full and at the end of the event. Other City-owned waste and recycling receptacles in the area, but not in the immediate vicinity of the food and beverage area, are not the responsibility of the applicant unless these waste and recycling receptacles are overflowing as a result of the event.

For events on City property, the use of aluminum cans and aluminum bottles shall be allowed as a beverage container option. Styrofoam cups and glass bottles are prohibited.

Applicants are encouraged to use recyclable and/or compostable products to the greatest extent possible.

Health Department

Food and beverage vendors are subject to inspection and restriction by the Johnson County Public Health Department. Every food and beverage vendor must be licensed by the County and be inspected prior to selling food or beverages. This includes beverage garden establishments. Wastewater disposal must be designated on the site plan and provided for food and beverage vendors. Operation without a license is prohibited.

Portable Toilets

The City of North Liberty requires portable toilets at events. The City will review all special event applications and site plans with the proposed number of portable toilets and may require additional units or periodic servicing. It is the responsibility of the event organizer and at the organizers expense to obtain the required portable toilets for the event.

Fire Code Requirements

The applicant is responsible for complying with all applicable fire codes. The use of fireworks or pyrotechnics must be approved by the Fire Marshall and a separate permit must be issued prior to the event. Contact the Fire Department at 319/626-5717 to complete an application. Any fire safety concerns or questions should be brought to the Fire Marshal's Office prior to the event. The Fire Marshal/Fire Department may make site inspections and add additional requirements for safety.

Temporary Traffic Control

It is the responsibility of the event organizer and at the organizers expense to obtain the required temporary traffic control devices for the event. The organizer should contact a traffic control company to obtain the correct type of devices required for the event.

Vehicles on City Property

No vehicles may be driven on non-roadway areas of City parks, except as authorized by the Special Event Permit.

Traffic/Parking Management

Traffic and parking should be utilized in an unobstructed and non-disruptive manner.

Street/building construction or planned construction at or near the proposed site during event dates must be noted on the site drawing. Plans for accommodating construction must be incorporated in the event plans.

Accessibility

Applicants should consider accessibility for persons with disabilities during the event

Event Signage

Applicants shall observe the following requirements for signage advertising an event:

- ❖ Include a sign plan with the application, showing locations for advertising signs, size of signs, design of signs, dates the signs will be posted, and materials.
- ❖ Signage is limited to the following:
 - No more than 20 double-sided signs per event.
 - No sign larger than 4 square feet.
 - No sign shall be displayed within City rights-of-way.
 - Signs shall not be displayed prior to 14 days before the event and shall be removed within 24 hours after the event concludes.
- ❖ At the time the application is approved, a sheet with 20 stickers will be issued to the applicant, and each sign shall have a sticker affixed. Any signs posted that do not have the sticker attached are subject to immediate removal by City staff. In addition, in cases of extreme violations as determined by the City Administrator, the event permit may be rescinded.
- ❖ No signage shall be posted within the City rights-of-way or on any other City property.

Special Events on Public Right of Way

The City of North Liberty has established a policy for special events on public right-of-way where a partial street closure is requested. The partial closing of a street has a definite impact on the adjacent property owners, businesses, residences and the general community due to the necessary changes in traffic circulation. These types of events also present a potential risk to the City of North Liberty.

As a result, the City of North Liberty has established the following policy to hold special events on public right-of-way that includes the following:

- Must be a community event versus an event by an individual or business that is merely trying to increase revenue from the event for their own interests
- Event is open to the public
- Event organizers may be asked to obtain signatures of approval from 75% of the business and property owners inside the event perimeter and within one block of the perimeter of the event to the event prior to issuance of a special event permit
- No more than a two-day street closure will be permitted
- Event organizers must meet all applicable local, state and federal requirements, including the requirements in the City's Special Event Permit Application
- Any outstanding issues from prior events by the applicant must be resolved

Note: Street closure requests for noncommercial "block parties" privately arranged by and for residents of a street or neighborhood and lasting less than six hours will be evaluated on a case by case basis.

Instructions for completing the Special Event Permit Application

- 1. Event Applicant.** Provide the name, address, phone number, email address, city, state, and zip code of the individual or organization that will be responsible for holding the event.
- 2. Event Description.** Check the appropriate box and describe your event. Certain events and booths may require additional permits. It is best to identify these early so all permits can be in place on the day of the event.
- 3. Event Location.** Identify the location where the event will take place. If the area has no specific borders, give a detailed description. Please note: Run/Walk events that utilize City streets require the City preapproved route will be used.
- 4. Event Date(s) and Time(s).** Specify the date(s) and time(s) that the event will be held. If the times will be different on the various dates, be sure to note the time differences.

Applications will be processed on a first-in-time basis and based on a full and complete submission of necessary information and documentation. This process will be followed in the event that a conflict would arise which would involve more than one group seeking an event during the same time and location. The City reserves the right to limit the number of permitted events on a day.

- 5. Set Up and Take Down Time(s).** List what date and time the setup will begin and what date and time you expect takedown to be completed. The setup of tables, chairs, portable toilets, beverage and food stands, entertainment equipment, fencing, waste and recycling receptacles and all other necessary equipment must not begin no earlier than the setup date(s)/time(s) as listed on the permit. Removal of all items and cleaning of the area must be completed no later than the take down date(s)/time(s) as listed on the permit. Applicant must provide security for items left on site.
- 6. Rain date.** Indicate an alternate date(s) in case of inclement weather or other reasons for cancellation. A weather plan for each event is required.
- 7. Parking and Traffic Plan.** A parking and traffic plan must be submitted as part of your site plan with your application. Indicate where you intend patrons and vendors to park, whether it is on City streets, municipal lots or private lot parking. If private parking lots are being used, written permission from the owner may be required as a part of the permit.
- 8. Size of Event.** Estimate the number of people you believe will attend the event. Base your estimate on factors such as past experience, similar past events and the amount of advertising. The estimate of crowd size may affect other aspects of the permit process, such as the use of certain locations due to occupancy loads and need for restrooms.

- 9. Event Contact Person(s).** Name and phone number of person(s) who can be contacted about the event and who are readily accessible for the duration of the event. This would also be the person contacted if details of the event change.
- 10. Emergency Weather Contact Person(s).** Name and phone number of person(s) who can be contacted in regards to inclement weather conditions and who are readily accessible and sober for the duration of the event. Please provide a cell phone number or some other method of contacting this person at all times during the event.
- 11. On-Site Contact Person.** Name and phone number of person(s) who will be sober and on-site during the entire event. Please provide a cell phone number or some other method of contacting this person at all times during the event. This person is needed in case an emergency arises related to the event.
- 12. Portable Toilets.** Indicate if portable toilets are needed and how many you intend to provide. Be sure to specify where the toilets will be located on the site plan. For multi-day events, arrange for the toilets to be serviced regularly; service may be required by the Health Department.
- 13. Types of Activities/Venues.** Describe the types of activities at the event. Certain activities and venues require additional permits or City permission.
 - a. Non-Food Vendors.** Include a list of the names and types of all vendors, concessionaires, and arcades/rides.
 - b. Food Vendors.** List each food vendor name that you expect will participate in your event. Ensure that each vendor has a permit and complies with all Health Services and Fire Marshall requirements.
 - c. Tents.** List all tents you intend to use. Indicate the size, type, and purpose of each tent. Specify their locations on the site plan and describe if they require stakes or can be erected by another method. Stakes longer than 12" being driven into the ground on City property are not allowed without advance permission from the City.
- 14. List of Equipment Needing Utilities.** Please list the equipment to be used and the utility each piece will require. Specify whether you intend to use City of North Liberty power and water or self-contained sources such as generators and bottled water. If City utilities are to be used, connection and payment arrangements must be made with the appropriate City department.
 - a. Electrical Source.** Indicate the location of the electrical source that will be used at the event area. Also, indicate on the site plan where the electrical source is located. A licensed electrician is required by the City for any electrical hook up. If applicable,

please indicate the name of the State of Iowa Master A Electrical Contractor and the permit number (if known).

- b. Water Source.** Indicate the location of the water source that will be used at the event area. Also, indicate on the site plan where the water source is located.

15. Alcoholic Beverages Served. If alcoholic beverages will be served, a state alcohol license must be obtained and displayed at the event. Application must be submitted on the Iowa Alcohol Beverage Division website at www.licensing@iowaabd.com at least thirty (30) days prior to the event. The event applicant is responsible for verifying that alcoholic beverages stay within the permitted area and that persons under 21 years of age are prevented from being served. Applicants are required to have an alcohol permit meeting with a specified police officer prior to issuance.

Alcoholic Beverage License Obtained/Name the license is (or will be) applied under. Indicate by checking yes or no whether the alcoholic beverage license has been obtained through the Iowa Alcohol Beverage Division (ABD) as well as indicating the name the license is (or will be) applied under.

16. Security Plans. Identify all public safety personnel (private security, police, EMS), which will be used, if any. Security Plans are required for events with alcohol service. The applicant is responsible for providing adequate security for the event as well as maintaining perimeter and site control. If a professional security company or law enforcement agency is used, please list the company name, contact person and phone number. The North Liberty Police and/or Fire Departments may require public safety personnel at the event (at the sponsor's expense) as a condition of the permit. Expenses incurred by the City as a result of calls for service to the event, above and beyond routine calls, will be billed to the event applicant.

- a. Have the Police been contacted about crowd or traffic control?** At least 30 days prior to the event, the applicant is responsible for contacting the Police Department at 319/626-5724 to discuss and arrange for Police assistance, if needed, for the event. Security provided by the Police Department will be at the applicant's cost. The applicant can provide outside security with the approval of the Police Department.

17. Site Plan. The event applicant must provide the City with a detailed layout of the event, which shows the locations of all stages, tents, power and water sources, rides, food vendors, retail vendors, alcohol sales, portable toilets, blocked streets, proposed parking, and Fire Lane. This site plan must be completed and returned with the Special Event Permit Application. Alcohol sales require a separate sketch, which must be completed and submitted with the Alcohol Permit application to the Iowa Alcoholic Beverages Division.

Please note: Certain vendors, such as food vendors, require hard surfaces on which to place their booths. Colored and decorative concrete must be protected from grease and other substance spillage so as not to stain or damage the surface.

18. Weather Plan. The event applicant must provide the City with a weather plan in the case of inclement weather. The emergency contact person should be capable of making decisions related to postponing or canceling the event in case of severe weather and have the means to make public announcements. The event applicant is to identify and list the shelter(s) available during the weather alert. Permission to use these sites as a shelter must be secured before the event. Keep in mind that it may take 15-30 minutes for the crowd to seek shelter. This weather plan must be completed and returned with the Special Event Permit Application

19. Indemnity Agreement.** The Indemnity Agreement must be signed and returned with the application. The event sponsor must indemnify and hold harmless the City of North Liberty, its agents, officers and employees from and against all claims for injury or damage to persons or property arising out of or caused by the use of City property. The event sponsor must sign and return the attached Indemnity Agreement before any permits will be issued.

***Not required for events held on private property.*

20. ADA Compliant. The event and parking areas need to be accessible for persons with disabilities. The site plan should provide adequate pathways for patrons using wheelchairs.

21. Certificate of Liability Insurance. The event applicant must procure and maintain in force during the event, a policy of liability insurance and, if required, Dram Shop Liability Insurance (alcoholic beverages served). **All insurance policies shall name the City of North Liberty as additional insured.**

22. Permit fee. A permit fee of \$50.00 is required when submitting the special event permit application. Completed paperwork should be submitted at least sixty (60) days prior to the date of the event. If an application is submitted within 30 days or closer to the event, the fee will double to \$100.00.

23. Damage Deposit. A bond or cash deposit of up to \$1,000.00, to be set by the City Administrator, shall be provided to the City to be used for reimbursement of costs for cleanup and repair of public property, police services, and any other damages to the City or its property resulting from the special event; however, the requirement for said bond or cash deposit shall be waived by the City Administrator for typical noncommercial "block parties" privately arranged by and for residents of a street or neighborhood and lasting less than six hours.

24. Temporary Food Establishment. Temporary food establishment permits are required for each vendor at an event where food and/or beverage are being served. These applications are available at the Johnson County Public Health Department.

Completed forms should be turned in to the Health Services Department. Please contact the Health Services Department at 319/356-6040 with questions.

Insurance Requirements

1. Applicant shall furnish a signed Certificate of Insurance to the City of North Liberty, Iowa for the coverage required in Exhibit I prior to effective date of permit. Each Certificate shall be prepared on the most current ACORD form approved by the Iowa Department of Insurance or an equivalent. Each certificate shall include a statement under Description of Operations as to why issued. (i.e. Project #_____)
2. All policies of insurance required hereunder shall be with a carrier authorized to do business in Iowa and all carriers shall have a rating of A or better in the current A.M. Best's Rating Guide.
3. Each Certificate shall be furnished to the City Clerk of the City of North Liberty.
4. Failure to provide minimum coverage shall not be deemed a waiver of these requirements by the City of North Liberty. Failure to obtain or maintain the required insurance shall be considered a material breach of this agreement.
5. All required endorsements to various policies shall be attached to Certificate of insurance.
6. Whenever a specific ISO form is listed, an equivalent form may be substituted subject to the provider identifying and listing in writing all deviations and exclusions that differ from the ISO form.
7. Provider shall be required to carry the minimum coverage/limits, or greater if required by law or other legal agreement, in Exhibit I. If provider's limits of liability are higher than the required minimum limits, then the provider's limits shall be this agreement's required limits.
8. Whenever an ISO form is referenced, the current edition of the form must be used.

Exhibit I

A) COMMERCIAL GENERAL LIABILITY

General Aggregate Limit	\$2,000,000
Products-Completed Operations Aggregate Limit	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage Limit (any one occurrence)	\$ 100,000
Medical Payments	\$ 5,000

1. Coverage shall be written on an occurrence, not claims made, form. The general liability coverage shall be written in accord with ISO form CG0001 or business owners form BO0002. All deviations from the standard ISO commercial general liability form CG 0001, or Business owners form BP 0002, shall be clearly identified.
2. Include endorsement indicating that coverage is primary and non-contributory.
3. Include additional insured endorsement for: The City of North Liberty, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions and/or authorities and their board members, employees and volunteers. Use ISO form CG 2026.
 - a. **Governmental Immunity** - The insurance company and the Provider expressly agree and state that the purchase of this policy of insurance by the Contractor will not waive any of the defenses of governmental immunity available to the City under Iowa Code Section 670.4 as it now exists and as it may be amended from time to time. The insurance company and the Provider further agree that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under Iowa Code Section 670.4 as it now exists and as it may be amended from time to time.

B) AUTOMOBILE LIABILITY

\$1,000,000 (Combined Single Limit; coverage needs to include all owned, non-owned, hired and leased vehicles)

C) LIQUOR LIABILITY

\$1,000,000 (only if alcoholic beverages served)

Special Events Permit Application

EVENT NAME _____

1. EVENT APPLICANT _____

ADDRESS _____ PHONE _____

CITY _____ STATE _____ ZIP CODE _____

EMAIL ADDRESS _____

2. EVENT DESCRIPTION: Check the appropriate box and describe your event.

Parade Festival Block Party Walk/Run Fund Raiser Other

Describe event: _____

3. EVENT LOCATION _____

4. EVENT DATE _____ EVENT START TIME _____ EVENT END TIME _____

5. SET UP DATE & TIME _____ TAKE DOWN DATE & TIME _____

6. RAIN DATE & TIME _____

7. PARKING AND TRAFFIC PLAN _____

8. PARTIAL STREET CLOSURE YES (ATTACH MAP) NO LOCATION(S) _____

9. SIZE OF EVENT (estimated number of people on-site at one time)

() 24 or less () 251 - 500 () 1501 - 2000 () 7501 - 10,000
() 25 - 100 () 501 - 1000 () 2001 - 5000 () 10,001 or more
() 101 - 250 () 1001 - 1500 () 5001 - 7500

10. EVENT CONTACT PERSON(S):

NAME _____ EMAIL _____

NAME _____ EMAIL _____

11. EMERGENCY WEATHER CONTACT PERSON(S):

NAME _____ PHONE _____

NAME _____ PHONE _____

12. ON-SITE CONTACT PERSON(S):

NAME _____ PHONE _____

NAME _____ PHONE _____

13. PORTABLE TOILETS NEEDED YES NO **NUMBER OF TOILETS** _____

LOCATION(S) OF TOILETS (Please indicate on site plan)

14. TYPES OF ACTIVITIES/VENUES

a. NON-FOOD VENDORS, CONCESSIONAIRES, RIDES

b. FOOD VENDORS

c. TENTS (size, type, and purpose of each tent. Please indicate on the site plan)

15. LIST OF EQUIPMENT NEEDING UTILITIES

a. ELECTRICAL SOURCE _____

Name of State of IA Master A Electrical Contractor: _____

Electrical Permit Number (if known): _____

b. WATER SOURCE _____

NOTE: ELECTRICAL SOURCE MUST MEET THE NEEDS OF THE EQUIPMENT TO BE USED.

16. ALCOHOLIC BEVERAGES SERVED

ALCOHOLIC BEVERAGE LICENSE OBTAINED? YES NO

NAME LICENSE IS (OR WILL BE) APPLIED UNDER _____

17. SECURITY PLANS INCLUDE SECURITY PROVIDER NAME AND CONTACT INFORMATION:

a. HAVE THE POLICE BEEN CONTACTED ABOUT CROWD OR TRAFFIC CONTROL?

YES NO

b. Name of Officer contacted: _____ Date: _____

18. SITE PLAN ATTACHED?

YES NO

19. WEATHER PLAN ATTACHED?

YES NO

20. INDEMNITY AGREEMENT SIGNED AND ATTACHED?*

YES NO

21. ADA COMPLIANT?

YES NO

22. INSURANCE CERTIFICATE ATTACHED?

YES NO

23. PERMIT FEE INCLUDED? (\$50.00)

YES NO

24. DAMAGE DEPOSIT INCLUDED (AMOUNT \$_____)

YES NO

* Not required for events held on private property.

I have read this Special Event Agreement and Permit Application booklet and have accurately and truthfully completed the application to the best of my knowledge. I agree that I will obtain any other permits necessary and will follow the guidelines and requirements set forth in the booklet.

Signature

Date

Indemnity Agreement

In consideration for the granting of permission by the City of North Liberty, Iowa to the undersigned for the use of the following described property:

For the following purpose only: _____

On the following date(s): _____

The undersigned agrees to defend, indemnify and hold harmless the City of North Liberty, its agents, officers and employees, from and against any and all claims for injury or damages to persons or property arising out of or caused by the use of such property.

The undersigned further agrees upon receipt of notice from the City of North Liberty to defend at its own expense the City of North Liberty, its agents, officers and employees from any action or proceeding against the City of North Liberty, its agents, officers or employees arising out of or caused by the use of such property. The undersigned agrees that a judgment obtained in any such action or proceeding shall be conclusive in any action by the City, its agents, officers or employees against the undersigned, when so notified as to the undersigned's cause of the injury or damage, as to the liability of the City, its agents, officers and employees to the plaintiff in the first named action, and as to the amount of the damage or injury. The City of North Liberty, its agents, officers and employees may maintain an action against the undersigned to recover the amount of the judgment together with all the expenses incurred by the City, its agents, officers and employees in the action.

I HAVE READ THIS INDEMNITY AGREEMENT, I UNDERSTAND THE EFFECT OF THIS INDEMNITY AGREEMENT, I AM AUTHORIZED TO SIGN THIS INDEMNITY AGREEMENT, AND I AM SIGNING THIS INDEMNITY AGREEMENT VOLUNTARILY.

Dated this ____ day of _____, 20____.

By: _____

Title: _____

Site Plan

If submitting a hardcopy of the application, please create the site plan using the instructions below and include with the application pages.

If submitting an online application, please create the site plan, save as a pdf and attach to the online application.

Instructions for creating the site plan:

Site Maps:

Site maps are recommended such as those obtained from www.maps.google.com and www.mapquest.com.

Please include a detailed layout of the event area and indicate the location of all of the following, (if applicable):

- Stages
- Tents
- Power and water sources
- Rides
- Food vendors
- Retail vendors
- Alcohol sales
- Portable toilets
- Temporary traffic control devices (barricades, cones, etc.)
- Proposed parking
- Fire vehicle and residential traffic access

Please note: Run/Walk (road races) events require the use of the City's preapproved route. The detailed map should include the location of other uses and activities during the event. This map should include the following:

- Start/Finish location
- Location of where safety personnel will be stationed during the event
- Location of temporary traffic control devices (if applicable)
- Any items on the above list that apply

Weather Plan

If submitting a hardcopy of the application; please complete and include this page with the application pages.

If submitting an online application; please complete this page, save as a pdf and attach to the online application.

1. How do you plan to track inclement weather?

Examples include:

- National Oceanic Atmospheric Administration (NOAA) weather radio or other weather monitoring device(s).
- Cell phone notification to on-site contact person(s).

2. Who is responsible for getting the word out to attendees regarding inclement weather conditions and how will they do it?

3. Where will your attendees seek shelter and has permission been granted for the space(s)?

4. Alternative rain date and/or contingent weather plan:
(Cancellation of event, rescheduling, rain delay, etc.)

5. Other related information:
