

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:
