



Public Event Permit Application

This application must be submitted and approved for certain public events held in or on City owned, occupied, or controlled areas and/or facilities, including but not limited to City streets, right-of-ways, recreational trails, parks, and plazas. The purpose of the Public Event Permit Process is to ensure compliance with federal, state, and local laws and regulations; to prevent substantial and unnecessary interference with traffic or publicly managed infrastructure projects; to ensure that fire, police, and ambulance services are not impeded; to prevent unreasonable interference with or detraction from the general public enjoyment of the property; to prevent unreasonable interference with the promotion of public health, safety, welfare, and recreation; to avoid conflicts in the scheduling of public events; and to prevent unusual or extraordinary expense to the City.

- Applications are due at least **45** days prior to the commencement of the public event. This application form is available on the City's website (www.allemaniowa.org) or may be obtained at the City Hall. Return completed Applications by email to cityofalleman@huxcomm.net or deliver or mail to:

City of Alleman
1400 NE 6th St.
Alleman, IA 50007

- All applications are subject to approval by the City Clerk. If approved, a Public Event Permit shall be issued which shall be in the possession of the applicant at all times during the Public Event and shall be subject to inspection by City staff. Other permits and/or licenses may be required in addition to the Public Event Permit, depending upon the nature of the public event. City staff is available to provide assistance with such other permits and/or licenses. Contact the Alleman City at 515-685-3666 for assistance.
- Approval of an application for a Public Event Permit is subject to the factors set forth in Alleman's Code of Ordinances Chapter 135. If an application is denied, the Applicant may appeal such denial to the Alleman City Council by filing a written appeal with the City Clerk at the address listed above within 10 days of such denial.
- Applications are considered on a first come, first served basis. Use of public spaces by City, State, and Federal officials and for events sponsored by such officials, are given priority.
- There is no fee for submitting a Public Event Permit Application. Other permit fees, rental fees, deposits, and other charges may apply.
- Public Event Permit Applicants and sponsoring organizations or groups shall be responsible for the cost of repair or replacement of damaged or destroyed City property related to or arising out of the public event, depending upon the circumstances.
- Applicant is required to provide proof that notice of the proposed event was sent to all affected neighboring property owners and known tenants, including listing agents.
- Applicants of special events are required to furnish a Certificate of Insurance on a fully paid comprehensive public liability and property damage insurance policy from a licensed broker, protecting the City of Alleman, Iowa, its elected and appointed officials, employees, agents, and volunteers (collectively, the "City") from any and all claims which may result from or in connection to the special event. The City of Alleman, Iowa, its elected and appointed officials, employees, agents, and volunteers (collectively, the "City") must be named as "Additional Insureds" on the certificate. Proof of general liability insurance in the amount of at least \$500,000 per occurrence/ \$1M aggregate and \$500,000 for property damage. A certificate of insurance naming the City of Alleman as a "Certificate Holder" shall be delivered to the City Clerk's Office at least ten (10) days prior to the special event. The certificate should be valid for the event dates.
- **Advertising your event prior to receiving a signed Special Event Permit is not allowed.**

Applicant/Organization Information

Applicant Name: _____ Sponsor/Organization Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Type of Organization:

____ Governmental entity _____ Iowa non-profit (Ch. 504, 504A Iowa Code)

____ Other not for profit _____ Education institution

____ Other (Explain: _____)

Event Information

Name of Event: _____ Location of Event: _____

Date:

Event Date(s): _____ Setup: _____ Until: _____

Rain Date: _____ Start of Event: _____

End of event: _____

Tear Down: _____ Until: _____

Type of Event: (Check all that apply)

____ Athletic Event _____ Concert _____ Parade _____ Walk/Run

____ Bicycle Ride _____ Exhibit _____ Fundraiser _____ Private Event

____ Block Party _____ Fair/Festival _____ Public Assembly _____ Other: _____

Estimated Attendance: _____

Admission or registration fee: \$ _____

Event Activities

Number of amusement devices (e.g. Inflatables, climbing wall, bungee jump, trampoline, pools, spas, waterslides) _____

Describe: _____

****Vendor must have state permit and State approved inspection of devices. Insurance as specified by the City is required.****

Street/Right-of-Way closures/obstructions? Y or N Describe: _____

Will closure affect parking? Y or N

If yes, plans to supplement and/or direct attendees to alternative parking:

****Insurance as specified by the City is required. Show closures/obstructions on site plan.****

Alcoholic beverages sold? Y or N Provided at no cost? Y or N

Types of alcoholic beverages: _____

****Liability insurance as specified by the City is required if alcoholic beverages are sold. Wine/beer permit or liquor license required if sold. Dram shop insurance as specified by the City is required if sold.****

Food sold? Y or N General description of food: _____

****Contact Iowa Department of Inspections and Appeals for food license information: www.dia.iowa.gov
All food vendors will need a Mobile Food Unit Vendor Permit in addition to a State issued food license.
Please contact the City of Alleman for a list of licensed vendors or an application.****

Stage or platform used? Y or N Dimensions (W x L x H) above grade) _____

****Insurance as specified by the City is required.****

Fireworks or pyrotechnics used? Y or N

Name of Operator: _____

Address of Operator: _____

Phone Number of Operator: _____

****Insurance as specified by the City is required. State License required.****

Amplified sound? Y or N

Parade? Y or N Type and number of vehicles: _____

Type and number of animals: _____

Number of marchers: _____

City Park area or facility? Y or N

Describe: _____

Event Services

Sanitation:

Number of portable toilets: _____

Garbage collection/ cleanup plans: _____

Temporary signage/banners? Y or N

Describe (include locations and dimensions): _____

****Signage/Banners may be placed along roadways to guide people to your event, but in no way may be affixed to trees or park signs. Signs are to be removed immediately following event. Failure to do so will result in maintenance fees and/or fines according to littering ordinances.****

Disabled access provided? Y or N

****Events open to the public must be accessible by the disabled.****

Do you have a security plan? Y or N

Do you have an inclement weather/evacuation plan? Y or N

Portable seating? Y or N Describe: _____

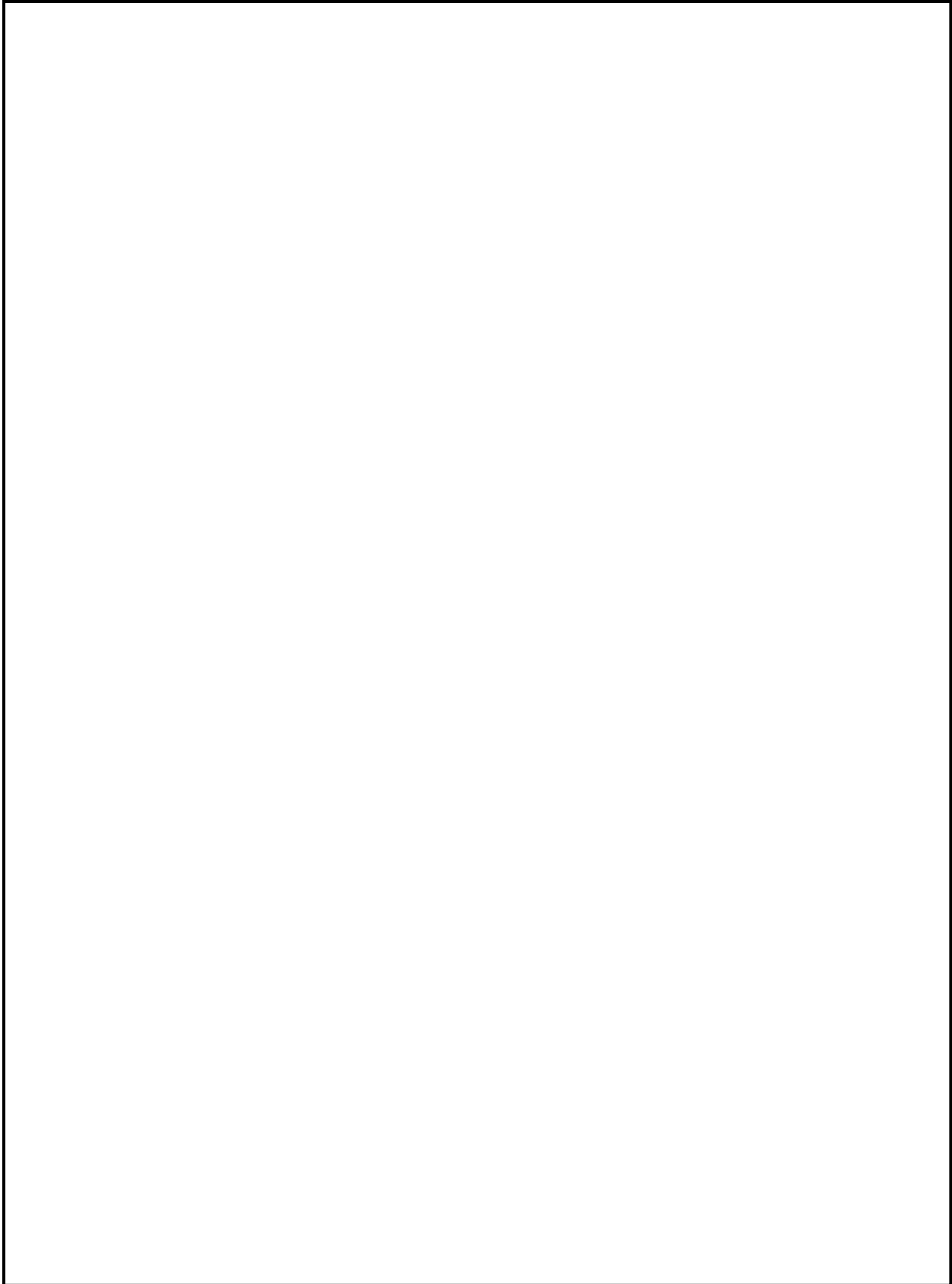
Tent/Canopy? Y or N Size? (W x L x H) _____

Required Services

Traffic Control
Contact Polk County Sheriff's Office
515-286-3333

Parking Signs/Barricades
Iowa Plains Signing, Inc.
515-685-3536

Site Plan:



Include: route, street closures/obstructions, stage location, temporary seating locations, tent/canopy location, restrooms, power and water sources, ingress/egress routes, fencing, barricades, parking, first aid, severe weather shelter. If a parade or march, include assembly area, route, and termination point.

**CERTIFICATION OF APPLICANT
AND
INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

The undersigned hereby certifies that the statements contained in this application are true and correct, to the best of the undersigned’s knowledge, and that false statements may be grounds for denial of this application. The undersigned acknowledges that all activities during the public event shall at all times comply with City ordinances, permit requirements, and state and federal law. The undersigned further acknowledges that the undersigned and the sponsoring organization or group that the undersigned represents will be responsible for any and all damages arising as a result of this event.

The undersigned, or the sponsoring organization or group that the undersigned represents, have met or will meet during the entire public event, all requirements established by the City for the Public events. Further, the undersigned understands that if all requirements are not met, or in the sole discretion of the City, the health, safety, welfare, comfort, or convenience of the public would be at risk, the Public Event Permit may be canceled by the City at any time, including at the start of or during the public event. If the public event is sponsored by an organization or group, the undersigned hereby certifies that the undersigned has the legal authority to represent the organization or group. It is further understood that the City has the authority to grant or deny permission for this public event.

Indemnification, Hold Harmless: In consideration for and on condition that this application is approved authorizing the use of City owned, occupied or controlled areas and/or facilities for the public event, the undersigned and the sponsoring organization or group that the undersigned represents, to the fullest extent permitted by law, agree to defend, pay on behalf of, indemnify, and hold harmless the City of Alleman, Iowa, its elected and appointed officials, employees, agents, and volunteers (collectively, the “City”), against any and all claims, demands, suits or loss, including any and all outlay and expense connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City by reason of personal injury, including bodily injury or death, and property damages, including loss or use thereof, which arises out of or is in any way connected or associated with the public event. It is the intention of the undersigned and the intention of the sponsoring organization or group that the City shall not be liable or in any way responsible for the injury, damage, liability, loss, or expense for injuries to or the death of any person or persons, or damage to or loss of property alleged or claimed to have been caused by, or to have arisen out of, or in connection with or to the public event, except for and to the extent caused by the fault of the City.

Print Name of Applicant

Signature of Applicant

Date

Name of Sponsoring Organization or Group