



PUBLIC EVENT PERMIT APPLICATION

This application must be submitted and approved for certain events held in or on City-owned, occupied, or controlled areas and /or facilities, including but not limited to City streets, right-of-way, recreational trails, and parks. 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 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 60 days prior to the commencement of the public event. This application form is available on the City's website (www.gowrie.org) or may be obtained at City Hall. Return completed applications by email to gowclerk@wccta.net or deliver or mail to:

Attention:

Public Event Permit

City of Gowrie

P.O. Box 168

Gowrie, IA 50543

- All applications are subject to approval by the City or Police Department. If approved, a Public Event Permit shall be issued, which shall always be in the possession of the applicant 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 can assist with such other permits or licenses.
- 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 a \$20.00 fee for submitting a Public Event Permit Application. Other permit fees, rental fees, 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.
- Insurance may be required if amusement devices are used; public right-of-way is closed or obstructed; required admission or registration fees are charged or accepted; alcoholic beverages are sold; a raised stage or platform is used; or if the City Council determines that due to the nature of the event, the insurance shall be required.

APPLICANT/ORGANIZATION INFORMATION

APPLICANT INFORMATION	ORGANIZATION INFORMATION (IF DIFFERENT)
Name _____	Name _____
Mailing Address _____	Mailing Address _____
Phone Number _____	Phone Number _____
E-Mail Address _____	E-Mail Address _____

EVENT INFORMATION

Event Name: _____	Location: _____
Date: _____	Set-Up: _____ Until: _____
Rain Date: _____	Start: _____
	End: _____
	Tear-Down: _____ Until: _____

TYPE OF EVENT (CHECK ALL THAT APPLY)

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Athletic Event | <input type="checkbox"/> Concert | <input type="checkbox"/> Parade | <input type="checkbox"/> Walk/Run |
| <input type="checkbox"/> Bicycle Ride | <input type="checkbox"/> Exhibit | <input type="checkbox"/> Fireworks Display | <input type="checkbox"/> Private Event |
| <input type="checkbox"/> Block Party | <input type="checkbox"/> Fair/Festival | <input type="checkbox"/> Public Assembly | held in public space |
| <input type="checkbox"/> Other (Explain): _____ | | | |

_____ Estimated Attendance
 \$ _____ Admission or Registration Fee

*** If admission or registration fee is required or accepted, or if donations are required, insurance as specified by the City is required ***

EVENT ACTIVITIES

Y N **Amusement Devices** # _____ Type: _____
 E.G.: Inflatables*, climbing wall*, bungee jump*, trampoline*, pools**, spas**, waterslides**
Vendor must have state permit, state approved inspection of devices. Insurance as specified by the City is required

Y N **Alcoholic Beverages at event?** Y N Sold to attendees?
 Y N Provided at no cost **or** Brought by attendees?
 Alcohol Types: _____
**Liability insurance as specified by the City is required if alcoholic beverages are being sold.
 Wine/Beer permit or Liquor License required if sold. Dram Shop insurance as specified by the City is required if sold**

Y N **Food being sold at event?** Y N **Food Truck vendor(s) selling at event?**
 Food Vendors: _____
All food vendors will need a Mobile Merchant license. It is the Event Permit holder's responsibility to verify current license(s) with the City before the event.

Y N **Food being provided (potluck/catered) at no cost at event?**
 Caterer(s) _____

<input type="checkbox"/> Y <input type="checkbox"/> N	Stage or Platform used at event?	Dimensions: _____ <i>*Building permit may be required. Insurance as specified by the City is required*</i>
<input type="checkbox"/> Y <input type="checkbox"/> N	Fireworks/Pyrotechnics at event?	Type: _____ Operator Name: _____ Operator Address: _____ Operator Phone #: _____ <i>*Insurance as specified by the City is required. State license is required*</i>
<input type="checkbox"/> Y <input type="checkbox"/> N	Amplified sound used at event?	Type: _____ <i>*Noise Variance permit may be required for approval by Public Safety*</i>
<input type="checkbox"/> Y <input type="checkbox"/> N	Parade as part of event?	Vehicles Type: _____ Animals Type: _____

CITY SERVICES

<input type="checkbox"/> Y <input type="checkbox"/> N	Parking & Traffic Control services for event? Please indicate further below:	
<input type="checkbox"/> Y <input type="checkbox"/> N	Barricades/Fencing/Street/ Closure(s) – <u>barricade/fencing fees may be applicable</u>	
<input type="checkbox"/> Y <input type="checkbox"/> N	Will closure affect parking? If yes, describe plans for alternate parking:	
<input type="checkbox"/> Y <input type="checkbox"/> N	Traffic Control	<input type="checkbox"/> Y <input type="checkbox"/> N Parking Signs <small>(May be subject to additional fees)</small>

<input type="checkbox"/> Y <input type="checkbox"/> N	Water Services (other than public restrooms) <u>PLEASE CONTACT GOWRIE MUNICIPAL UTILITIES</u>	
<input type="checkbox"/> Y <input type="checkbox"/> N	Electricity Services (other than available outlets at event-related shelters)	
<i>*Only State of Iowa Master A Electrical Contractors may make connections to City service – electrical permit may be required*</i>		

Must be removed at the end of the event

<input type="checkbox"/> Y <input type="checkbox"/> N	Temporary Signage/Banners at event? Describe, including dimensions:	
<input type="checkbox"/> Y <input type="checkbox"/> N	Tent/Canopy at event?	Dimensions: _____
<input type="checkbox"/> Y <input type="checkbox"/> N	Park Usage	Park Name: _____
	Park Facilities Utilized: _____	
<input type="checkbox"/> Y <input type="checkbox"/> N	Park Shelter Rental	Park Name: _____

OTHER EVENT SERVICES

Y N **Recreational Trail use?**

Location: _____

Y N **Do you have a security plan?**

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

Y N **Disabled access provided?** Events open to the public must be accessible by the disabled

Y N **Do you have a sanitation plan?** # _____ Portable Toilets

Garbage collection/clean-up plan: _____

EVENT DESCRIPTION

Please tell us anything else you would like us to know regarding your event:

Empty text area for event description.

EVENT SITE PLAN

Please draw below (or attach to application) a diagram of your event

INCLUDE: street closure(s)/obstruction(s), food/beverage service locations, stage location, seating location(s), tent/canopy location(s), restroom location(s), **additional** power/water sources, any fencing/barricade(s), and/or supplemental parking; additionally, please include first aid area and severe weather shelter point

RUN/WALK: also include run start point, route, and end point

PARADE also include assembly area(s), start point, route, and end 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 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 or Police at any time, including at the start of or during the public

hereby certifies that the undersigned has the legal authority to represent the organization or group. It is further understood that the City and/or the police Department 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 Gowrie, 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 _____ Date _____

Signature of Applicant _____

Name of Sponsoring Organization/Group



CITY OF GOWRIE

P.O. Box 168
Gowrie, IA 50543
515-352-3999

CITY SERVICES AND RELATED COST FOR EVENTS

PUBLIC WORKS

(CONTACT GOWRIE MUNICIPAL UTILITIES AT 1102 Main Street PHONE: 515-352-3065)

EVENT NEEDS	RENTAL COST
Barricades	\$20.00/ set
Fencing (100' - 200')	\$35.00 + \$80.00 charge for delivery and setup
Fencing (200' -500')	\$50.00 + \$80.00 charge for delivery and setup
Electrical panel	\$100.00 includes delivery and setup

GOWRIE POLICE DEPARTMENT	FEE
Officer # of officers will be determined by the Police Department based on event type	\$50.00 /hour per officer