



SPECIAL EVENTS APPLICATION

This application must be submitted for special events held on City property or requiring City services at least 60 days prior to the date of the event. An approved certificate of liability insurance must be received 30 days prior to the event date. This application is available via the Internet at www.cedar-rapids.org.

Return the completed application to:

**Office of the City Clerk, 3851 River Ridge Drive NE, Cedar Rapids, Iowa 52402
Phone: (319) 286-5060 Fax: (319) 286-5130**

All event applications are subject to approval by the City Manager or designee. The Special Event Permit approving an event will state conditions which must be met for the event to be held, including an insurance requirement. Refer to the Contacts list on page 6 if you have questions regarding the status of your application.

1. Name of event: _____
2. Day and date of event: _____ New event _____ Returning event _____
3. Location where event will be held: _____
4. Description of event: _____
5. Name of sponsor or hosting organization (include address and phone number): _____

6. Name(s) of local contact person(s): _____
Mailing address: _____
Daytime phone #: _____ Evening phone #: _____ Mobile phone #: _____
Email: _____ Fax #: _____
7. What is the actual beginning and ending time of the event? _____
Start of set-up time? _____ End of tear-down time? _____
8. What type of audience is the event planned for? _____
9. How many participants do you anticipate? _____ spectators? _____ adult volunteers? _____
10. Are there fees for the participants or spectators? _____ Will fees be collected on-site? _____

ROUTE/MAP

11. A detailed map of the event site must be included with the application. Draw the map on page 5 or attach a map to this application. Describe here the proposed route for parades, runs, walks, etc.:

STREET CLOSURES (requires City Council approval by resolution)

12. Are you requesting that any public streets be closed for the event? _____
If yes, identify the streets and blocks and indicate times the closure is requested: _____

TRAFFIC CONTROL/BARRICADES

A traffic control contractor may be required for events which require barricades or traffic control signage.

13. Please list your traffic control contractor, if applicable: _____

VEHICLE LOADING/UNLOADING

14. Are you requesting that vehicles be permitted to load/unload in non-metered areas? _____

If yes, please indicate the location and times loading and unloading would occur: _____

PARKING METER HOODS

Reserved Parking hoods are intended only for loading and unloading of equipment and/or supplies to the event, not parking for volunteers, sponsors, or set-up crews. For rate information and to make arrangements for meter hooding, contact Bill Meeks, Traffic Engineering (286-5156).

No Parking hoods are intended for event safety and no vehicles will be permitted to park at the meter while it is hooded. Metered parking and parking restrictions will be enforced as posted.

15. Are you requesting parking meters hoods for the event? _____

If yes, please list the meter numbers and purpose for each type of hooding.

“Reserved Parking” meter numbers: _____; purpose: _____

“No Parking” meter numbers: _____; purpose: _____

OFF DUTY POLICE OFFICERS

Off duty police officers are required for street closures as determined by the Police Department. Additional officers may be required for events with alcohol sales or large crowds. For more information regarding specific requirements, contact Sgt. Mark Andries, Cedar Rapids Police Department (286-5438).

16. Do you anticipate hiring off duty police officers for your event? _____

ANIMALS

Any exhibition or similar undertaking in which animals are required to participate in performances for the amusement or entertainment of an audience is subject to obtaining an Animal Display Permit (Ord. 23.26). Contact Animal Control, 286-5993, to obtain an Animal Display Permit. Are animals included in your event? _____

PARK PAVILIONS

Park pavilions must be reserved by calling the Recreation Department (286-5731).

17. Please name the pavilion (include hours) you have reserved for this event, if any: _____

SOUND SYSTEMS

18. Request to use amplified sound on public property– the following is requested: _____ Amplified sound/speaker system

_____ Live music _____ Recorded music _____ Public address system

CLEAN UP AND TRASH REMOVAL

Clean up of the event area immediately following the event, including trash removal, is the responsibility of the applicant.

19. Please name the contractor or organization, including phone number, responsible for:

Clean up of the event site: _____

Removal of trash from the event site: _____

CITY UTILITIES

Limited water and electrical power are available at some public parks (a nominal fee is charged for electricity and will be payable upon approval of the permit). Park maps identify their locations. Additional generator power or water supply is the responsibility of the applicant.

20. Will the event require the following on public property?

_____ Electrical power - Describe use: _____

_____ Water - Describe use: _____

VEHICLES ON PARK GROUNDS

Vehicles, including catering vehicles, are not allowed to drive or park randomly on the turf of public park grounds due to extensive underground irrigation systems that sustain damage when vehicles drive across control boxes and heads.

21. Are you requesting that vehicles be permitted to drive or park on public park grounds? _____
 If yes, please indicate the type(s) of the vehicles and the locations and times they would be driven: _____

RESTROOMS

22. Will additional restroom facilities be brought to the event site? _____ If yes, how many? _____

TENTS/CANOPIES/STAGES

The use of tents requires a permit to be issued by the Cedar Rapids Fire Department (286-5200). Tents are generally defined as temporary structures in excess of 200 square feet and having two or more sidewalls or drops.

The use of ground stakes for tents and canopies must be approved in advance. Contact Bill Meeks (286-5156) regarding underground utility locating questions. Contact Daniel Gibbins (286-5760) to have park irrigation systems marked. Stakes are prohibited near the marked lines, as they will penetrate the sprinkler’s PVC lines. Tent ropes and guy lines shall not be tied or anchored to trees, monuments, bridge railings, parking meters, or light poles.

23. Please indicate if any of the following will be utilized at the event:
 _____ Tent (size: _____x_____) _____ Canopy (size: _____x_____)
 _____ Stages _____ Bleachers* _____ Band Wagon*

*Band wagon available for rent from Parks Dept, 286-5760; bleachers available for rent from Recreation Dept, 286-5731

FIREWORKS

An additional application must be completed with the Fire Prevention Bureau (286-5246) at the Cedar Rapids Fire Department a minimum of 30 days prior to the event for fireworks or pyrotechnics. Forms are available from the Fire Prevention Bureau.

24. Are you requesting approval to discharge fireworks at the event? _____

FOOD

Food vendors must contact Linn County Public Health (892-6000) in advance of their event for required permits and guidelines. The event organizer shall obtain copies of submitted temporary food service applications from food vendors prior to the event.

25. Will food be served at the event? _____
 If yes, is the food: _____ Provided free _____ Available for purchase
 _____ Cooked or prepared on-site _____ Being cooked at an open fire
 If yes, is the event: _____ For-profit _____ Non-profit

Please list the types of food you are serving: _____

26. Are you requesting approval to offer other items for sale at the event? _____

EVENT CONTRACTOR

27. Please name your event contractor, if applicable: _____

ALCOHOL

The sale of alcohol requires that an additional application be completed with the City Clerk’s office (286-5060). This process must be completed at least 30 days prior to the event. If you are serving alcohol in a public park, contact the Recreation Department (286-5731) for requirements on beer containers larger than one quart.

28. Are you requesting that alcohol be served at the event? _____

Additions and/or revisions to this application may need to be submitted in writing. By signing this event application the petitioner agrees and understands that this application is not permission to violate any laws, ordinances or statues. The Police Department has the authority, in the interest of public welfare, safety or order to terminate the event without notice.

Applicant's Signature (required)	Date
Applicant's Printed Name and Title/Organization (if applicable)	Telephone Number

A MAP OF THE EVENT SITE MUST BE SUBMITTED WITH THIS APPLICATION

Continue to page 5 to complete (or attach) a map and page 6 for insurance requirements

CONTACTS AT THE CITY OF CEDAR RAPIDS

Please contact any of the following individuals regarding your event.

Council Resolutions, Event Committee, General Information, Maps

Wanda Miller, City Clerk's Office (wandam@cedar-rapids.org)286-5060

Fireworks

Captain Vance McKinnon, Fire Prevention Bureau (v.mckinnon@cedar-rapids.org)286-5862

Food

Environmental Sanitarian, Linn County Public Health (heidi.peck@linncounty.org)892-6000

Insurance Certificates

Wanda Miller, City Clerk's Office (wandam@cedar-rapids.org)286-5060

Liquor Licenses

Wanda Miller, City Clerk's Office (wandam@cedar-rapids.org)286-5060

Parking/Parkades

Michael Radke, Republic Parking Systems Operations Manager (mradke@republicparking.com)365-7275

Parks

Daniel Gibbins, Cedar Rapids Parks Department (d.gibbins@cedar-rapids.org)286-5768

Police (street closures, traffic control, public safety, off duty officers)

Lt. Chuck Mincks, Cedar Rapids Police Department (c.mincks@cedar-rapids.org)286-5347

Lt. Tom Jonker, Cedar Rapids Police Department (t.jonker@cedar-rapids.org)286-5338

Recreation

Angie Turner, Cedar Rapids Recreation Department (angietu@cedar-rapids.org)286-5731

Tents/Propane grills

Captain Vance McKinnon, Fire Prevention Bureau (v.mckinnon@cedar-rapids.org)286-5862

Traffic Engineering (street closures, barricades, meter hooding)

Bill Meeks, Traffic Engineering Department (b.meeks@cedar-rapids.org)286-5156

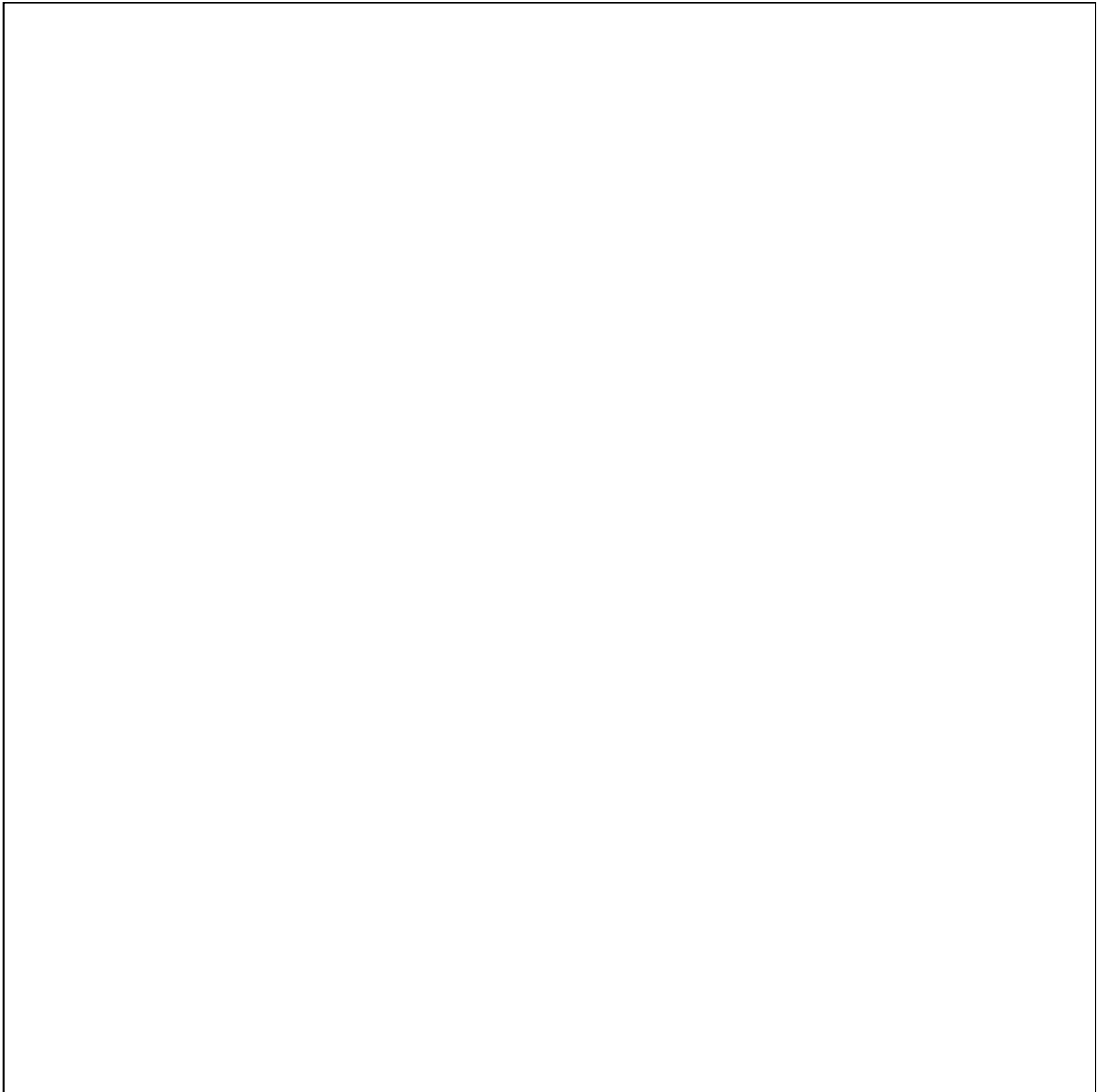
MAP OF THE EVENT SITE

A detailed map of the event site **MUST** be drawn here or attached to this application.

(Maps are available for most parks, downtown, and various other locations. Call Wanda Miller, 286-5060 for more information.)

The following must be identified and labeled: (Do not use color to identify these references, as it will not photocopy.)

- | | | |
|--|--|--|
| 1. The site of the event (label streets, etc.) | 4. First aid facilities + | 7. Alcohol serving/consuming areas |
| 2. Routes for races, parades, etc. →→ | 5. Restroom facilities (incl. portable) R | 8. Barricades (if known) |
| 3. Fencing (if known) X—X—X | 6. Canopies, tents, stages | 9. Off duty police officers (if known) |



SPECIAL EVENTS INSURANCE REQUIREMENTS

In order for an insurance certificate for a special event to be approved by the City it must meet the following City requirements:

The City categorizes events held on City property into three groups based on the perceived level of risk. Insurance requirements vary by risk level. The factors used to determine risk are:

- Number of expected participants and attendees
- Nature of the event's activities
- Type of City property or other resources involved

Low Risk

- Events with little or no impact on the public
- Events in City parks or on public property without alcohol
- Church picnics in parks exceeding shelter occupancy and using other park areas
Minimum Liability limit **\$1,000,000**
City **not** required to be named as Additional Insured

Medium Risk

- Fundraising Walks and/or Runs without street closures
- Sports contests in City parks (Softball or Volleyball Tournaments)
Minimum Liability limit **\$1,000,000**
City must be named as additional insured

High Risk

- Fireworks displays
- Parades
- Events requiring street closures
- Events that expect large crowds on public property
- Large event taking place for more than one day
- Large events that include alcohol on public property
Minimum Liability limit **\$2,000,000**
City must be named as additional insured

CERTIFICATE OF INSURANCE REQUIREMENTS

- The Name of the event must be listed in the Description area. For Medium and High Risk events, the Description area of the certificate should state: **The City of Cedar Rapids, its officers and employees** are named as additional insureds.
- The minimum coverage required is **General Liability Insurance** with limits of at least:
\$1,000,000 per occurrence for Low and Medium Risk events
\$2,000,000 per occurrence for High Risk events
This must be **occurrence form** liability coverage.
- The following address must appear in the Certificate Holder section:
City of Cedar Rapids
City Clerk's Office
3851 River Ridge Drive NE
Cedar Rapids IA 52402
- Certificates may be sent by e-mail, fax (319-286-5130), mail or delivery.

Should you have any questions regarding the classification of your event please contact a member of the event committee listed on the special event application or Wanda Miller at 319-286-5060.