



SPECIAL EVENT 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 (including additional documentation if required) must be received 30 days prior to the event date. This application is available at the City's website www.cedar-rapids.org.

RETURN the completed application to: City Manager's Office - 101 First Street SE - Cedar Rapids, IA 52401 Phone: 319.286.5080
Email: citymanager@cedar-rapids.org or FAX: 319.286.5144

If your event entails multiple venues/activities, please use separate sheet for detailed information. All event applications are subject to approval by the City Manager or his designee or the Cedar Rapids City Council if a resolution is required. The Special Events Permit/Resolution approving an event will state conditions which must be met for the event to be held, including insurance requirement. Refer to the contacts list on Page 4 for questions. All events must also submit a Severe Weather Contingency Plan for Special Events for approval.

Name of event:

Day & date of event: New event Returning event Returning event with changes

Location where event will be held

Description of event (list all event activities)

Name of Sponsor/hosting organization (include address/phone number)

Name and mailing address of local contact person(s)

Daytime phone # Mobile phone # Fax #

Email: Website:

What is the beginning date and time of the event activities? What is the ending date and time of the event activities?

Beginning setup date and time End of tear-down time and date.

What type of audience is the event planned for?

How many participants do you anticipate? Spectators? Adult volunteers?

Are there fees for the participants or spectators? Will fees be collected on site

ROUTE/MAP

List the detailed route for parades, runs, walks, etc. including staging areas

STREET CLOSURES or TEMPORARY NO PARKING REQUEST (may require City Council approval by resolution)

List detailed closures/parking request you are requesting for your event.

TRAFFIC CONTROL/BARRICADES If your event includes street closures, you **MUST** hire an insured traffic control contractor to provide the traffic control plan, barricades and traffic control signage. The City of Cedar Rapids does **NOT** provide traffic control signs for events.

Please list your traffic control contractor.

Contact 319.286.5080 for the names of contractors for special event signage.

VEHICLE LOADING/UNLOADING

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

If yes, indicate the location and times loading and unloading would occur.

PARKING METER HOODS

*Reserved parking meter 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 Park Cedar Rapids @ 319.365.7275.

*No parking meters 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.

Are you requesting parking meter hoods for the event?

If yes, please list meter # and purpose for each hooding

PARKING You are required to provide adequate parking for your event. If the event site does not have adequate parking, provide an event parking plan with your application. Contact Traffic Engineering, Park Cedar Rapids or the Parks Department (as applicable) if you need to make arrangements for off-site parking.

OFF DUTY POLICE OFFICERS

Off duty police officers are required for street closures as determined by the Police Department. You may be required to hire off-duty police officers if your event includes street closures, alcohol sales or large crowds. Contact Sgt. Mark Andries, Cedar Rapids Police Department @ 319.286.5438 to discuss requirements for your event 30 days prior to the event date.

Street closure requested

Alcohol at event

Large crowds expected

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 @ 319.286.5993 to obtain an Animal Display Permit or download from www.cedar-rapids.org.

Are animals included in your event?

PARK PAVILIONS Park pavilions must be reserved by calling the Ambroz Recreation Center @ 319.286.5731.

Please name the pavilion (including hours) you have reserved for this event.

SOUND SYSTEMS Please check if you will be using the following sound systems. Please note that there is no amplified sound allowed after 10 PM. Click [here](#) for the city noise ordinance (Chapter 56.02).

Amplified sound/speaker

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.

Please name the contractor or organization, including phone #, responsible for clean up of the event site:

Please name the contractor or organization, including phone #, responsible for 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). Additional generator power or water supply is the responsibility of the applicant.

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.

Are you requesting that vehicles be permitted to drive or park on public park grounds?

If yes, please indicate the type(s) of vehicles and locations.

RESTROOMS

Will additional restroom facilities be brought to the event site?

If yes, how many

TENTS/CANOPIES/STAGES

The use of tents requires a permit from the Cedar Rapids Fire Department @ 319.286.5166. 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 Mary Oehler (319.286.5878) regarding underground utility locating questions. Contact Parks and Recreation @ 319.286.5750 for staking requests for city parks due to the presence of irrigation systems or mature trees. Greene Square Park staking requests must be received five business days before an event for an onsite meeting. Tent ropes and guy lines shall not be tied or anchored to trees, monuments, bridge railings, parking meters or light poles.

Please indicate if any of the following will be utilized at the event: *Bandwagon available for rent from Parks Dept. 319.286.5760.

Tent Size

Canopy Size

Stages

Bandwagon*

FIREWORKS

An additional application must be completed with the Fire Marshal's Office @ 319.286.5861 a minimum of 60 days prior to the event for fireworks or pyrotechnics.

Are you requesting approval to discharge fireworks at the event?

FOOD Food & beverage vendors must apply for a temporary food establishment license at least 3 business days in advance of the event. Applications are available at www.linncounty.org/health or by calling 319.892.6000. The event organizer shall obtain copies of submitted temporary food service applications from food vendors prior to the event. Vendors who have not applied in advance may not be allowed to vend.

Will food or beverages be served at the event?

If yes, is the food:

Provided free

Cooked or prepared on-site

Available for purchase

Being cooked at an open fire

If yes, is the event:

For profit

Non-profit

Please list the types of food or beverages you are serving:

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

EVENT CONTRACTOR

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 @ 319.286.5060. This process must be completed at least 30 days prior to the event. If you are serving alcohol in a public park, contact the Parks & Recreation Department (319.286.5731) for requirements on beer containers larger than one quart.

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 applicant agrees and understands that this application is not permission to violate any laws, ordinances or statutes. The Police Department has the authority, in the interest of public welfare, safety or order to terminate the event without notice.

Applicant's Signature (if printing form) Date

Applicant's Printed Name and Title/Organization (if applicable)

Other special requests

IMPORTANT EVENT CONTACTS

Please contact any of the following individuals regarding your event.

Council Resolutions, Event Committee, General Information, Maps

Kim Greene, City Manager's Office (ki.greene@cedar-rapids.org) 319.286.5083
Angie Charipar, Assistant to the City Manager (a.charipar@cedar-rapids.org) 319.286.5090

Fireworks

Fire Captain Scott Saylor, Fire Department (s.saylor@cedar-rapids.org) 319.286.5861

Food

Heidi Peck, Environmental Quality Supervisor, Linn County Public Health (foodsafety@linncounty.org) 319.892.6000

Insurance Certificates

Kim Greene, City Manager's Office (ki.greene@cedar-rapids.org) 319.286.5083

Liquor Licenses

Wanda Miller, City Clerk's Office (wandam@cedar-rapids.org) 319.286.5060

Parking/Parkades/Meter Hooding

Park Cedar Rapids (contactus@parkcedarrapids.com) 319.365.7275

Parks and Recreation Department

Jessica Bys, Cedar Rapids Parks & Recreation Department (parks@cedar-rapids.org) 319.286.5750
Daniel Gibbins, Cedar Rapids Parks & Recreation Department (d.gibbins@cedar-rapids.org) 319.286.5768

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

Sgt. Cristy Hamblin, Cedar Rapids Police (c.hamblin@cedar-rapids.org) 319.286.5439
Sgt. Mark Andries, Cedar Rapids Police (m.andries@cedar-rapids.org) 319.286.5438

Tents/Propane grills and Outdoor Place of Assembly Permit

Fire Marshal Vance McKinnon, Fire Marshal's Office (v.mckinnon@cedar-rapids.org) 319.286.5862

Traffic Engineering (street closures, barricades, block parties, traffic contractor information)

Mary Oehler, Traffic Engineering Department (m.oehler@cedar-rapids.org) 319.286.5878

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 the City Manager's office for more information 319-286-5080.

The following must be identified and labeled:

The site of the event areas (label street names, etc.)

Fencing -----

Restroom facilities (including portable) **R**

Alcohol serving/consuming area **A**

Off duty police officers **P**

Stages **S**

Routes for races, parades, etc.

First aid facilities **F**

Canopies **C**

Tents **T**

Barricades **B**



Large empty rectangular area for drawing the event site map.

SPECIAL EVENTS PERMIT INSURANCE REQUIREMENTS

Section I - Insurance Requirements

PERMITEE, at its own expense, shall procure and maintain insurance as to cover all risk which shall arise directly or indirectly from the Special Event for which the City provides a permit. At a minimum the following insurance is required and the requirement level will be determined based on the number of participants and attendees, nature of the event's activities and type of City property or other resources involved:

General Liability Insurance - Occurrence Form:

a. Low Risk Event - minimum liability limit \$1,000,000

1. Events with little or no impact on the public.
2. Events in City parks or on public property without alcohol.
3. Church picnics in parks exceeding shelter occupancy and using other park areas.

b. Medium Risk Event - minimum liability limit \$1,000,000

(Additional insured and governmental immunities endorsement is required.)*

1. Fund raising walks and/or runs without street closures.
2. Sports contests in City parks (softball or volleyball tournaments).

c. High Risk Event - minimum liability limit \$2,000,000

(Additional insured and governmental immunities endorsement is required.)*

1. Fireworks displays.
2. Parades.
3. Events requiring street closures.
4. Events that expect large crowds on public property.
5. Large event taking place for more than one day.
6. Large events that include alcohol on public property.

*Endorsements When Required Must Read:

1. **Additional Insured Endorsement:** Except for Workers' Compensation and Professional Liability, the policies shall include the City Additional Insured Endorsement of: The City of Cedar Rapids, Iowa, 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, are included as additional insureds with respect to liability arising out of the Insured's work and/or Services performed for the City of Cedar Rapids, Iowa. This coverage shall be primary to the additional insureds, and not contributing with any other insurance or similar protection available to the additional insureds, whether available coverage be primary, contributing, or excess.
2. **Governmental Immunities Endorsement:**
 1. Non-waiver of Government Immunity The insurance carrier expressly agrees and states that the purchase of this policy and the including of the City of Cedar Rapids, Iowa as an Additional Insured does not waive any of the defenses of governmental immunity available to the City of Cedar Rapids, Iowa under Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.
 2. Claims Coverage The insurance carrier further agrees that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under the Code of Iowa Section 670.4 as it now exists and as may be amended from time to time.
 3. Assertion of Government Immunity The City of Cedar Rapids, Iowa shall be responsible for asserting any defense of governmental immunity, and may do so at any time and shall do so upon the timely written request of the insurance carrier. Nothing contained in this endorsement shall prevent the carrier from asserting the defense of governmental immunity on behalf of the City of Cedar Rapids, Iowa.
 4. Non-Denial of Coverage The insurance carrier shall not deny coverage under this policy and the insurance carrier shall not deny any of the rights and benefits accruing to the City of Cedar Rapids, Iowa under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in favor of the defense(s) of governmental immunity asserted by the City of Cedar Rapids, Iowa.
 5. No Other Change in Policy The insurance carrier and the City of Cedar Rapids, Iowa agree that the above preservation of governmental immunities shall not otherwise change or alter the coverage available under the policy.

Certificate of Insurance Requirements

A Certificate of Insurance is required evidencing all required insurance coverage as provided above with any required endorsements attached so as to evidence their inclusion in the coverage. The Certificate of Insurance are due before the Permit can be approved. The following format is required:

1. List the name of the Event and Date in the Description of Operations section.
2. The following address must appear in the Certificate Holder section:
City of Cedar Rapids
Special Events
101 First Street SE
Cedar Rapids IA 52401
3. The Producer's contact person's name, phone number and e-mail address is required.
4. Endorsements, as required shall be included with the Certificate of Insurance to evidence that the policy has been endorsed.