

**CITY OF GLENWOOD
SPECIAL EVENTS APPLICATION**

Please complete all sections of this application. An incomplete application will be returned to the applicant. Once all required documentation and signatures are received, only then will it be considered by the City Council for final approval. It is highly recommended that Application be completed and submitted 30 days prior to the date of the event to ensure proper review and approval. An application submitted less than 30 days prior to an event may not be processed in time to be approved by the City Council. It is recommended that a representative be present at the Council Meeting when the application is considered.

Date: _____ **Fee: \$25.00** **Receipt No.** _____

PLEASE RETURN TO: City Clerk, 5 N. Vine St, Glenwood, Iowa

APPLICANT INFORMATION

Applicant: _____

Event: _____

Coordinator: _____

Mailing Address: _____

Daytime Phone #: _____ Evening Phone #: _____

Email Address: _____

EVENT INFORMATION

Type of Event with general description:

Open to Public Private Event

Days/Dates of Event: _____

Time(s) of Event: (Include Set Up/Tear Down Time) _____

Event Location:

FIREWORKS

Requesting Fireworks Permit? Yes No

Name/s of competent operators who will handle the fireworks _____

Location on the property the fireworks will be set off from _____

“Fireworks Release” to be signed at time of application.

ALCOHOL

Will the event require an alcohol license or require modification of an existing license? _____ Yes _____ No

For events with temporary outdoor service/beer garden City Outdoor Service Application must be completed per City Code Chapter 120.06.

REQUESTED INFORMATION (Check All Applicable Lines)

_____ Temporarily close streets:

Area to be closed: _____

Date & Time of closure: _____

If closing street, applicant must notify affected owners/residents - describe how residents were/will be notified (For events it is recommended that adjoining property owners sign a form (provided by applicant) showing they have been notified of the event by the applicant.):

_____ Use of City Park (specify park and attach map of setup): _____

_____ Parade (attach map of route and indicate streets to be closed)

_____ Walk/Run (attach map of route and indicate streets to be closed)

_____ Tent(s) to be used – over 400 sq ft or canopies over 1,000 sq ft

_____ Other (please specify):

ITEMS REQUESTED FROM THE CITY OF GLENWOOD

_____ Street barricades

_____ Fencing

_____ Emergency “No Parking” Signs

_____ Other (please specify):

SOUND SYSTEMS

Please indicate if the following will be used:

_____ Amplified Sound/Speaker System

_____ Live Music

_____ Recorded Music

Times Sound Equipment will be used _____

Location on property where sound equipment will be used _____

FENCING _____

FOOD TRUCK

Name of Food Truck _____

Location of Food Truck on the Property _____

*Must obtain a Food Truck Permit before event- Separate permit(s) needed for each food truck

SANITATION/TRASH

Applicant is responsible for the clean-up of the event area immediately following the event, including trash removal from the site.

Will additional restrooms be brought to the site? ____ Yes ____ No If yes, how many? _____

Please name the individual, organization, or contractor responsible for clean-up and trash removal:

Contact Person: _____ Address: _____

Daytime Phone: _____ Evening Phone: _____

(Event applicant will be invoiced for any additional cost incurred by the City for clean-up or trash removal after an event)

INSURANCE. Applicant shall obtain and maintain a general liability insurance policy naming the City of Glenwood as additional insured using form IL7305 so as not to waive Owner’s Governmental Immunity when conducting an **event on public property**. For **events** requiring an **alcohol license**, the minimum amount of coverage in the general liability insurance policy shall be \$2,000,000 general aggregate, \$1,000,000 personal injury and \$1,000,000 each occurrence. For all other **events** held on **public property**, the minimum amount of coverage for the general liability insurance policy will be \$500,000. This application will not be considered by the Glenwood City Council until the proper insurance certificate is submitted and approved by the City Administrator.

_____ Certificate of Insurance provided and accepted _____ Certificate of Insurance not required

Security

Will Security be needed for this event? ____ YES ____ NO

Explain _____

If Police Department presence Chief Johansen must be notified and inform you of availability and rates if applicable.

AGREEMENT

In consideration of the City of Glenwood, Iowa, granting permission for the activity described above, the undersigned indemnifies and holds harmless the City of Glenwood, Iowa, its employees, representatives and agents against all claims, liabilities, losses or damage for personal injury and/or property damage or any other damage whatsoever on account of the activity described above and/or deviation from normal City regulations in the area. The undersigned further agrees to indemnify and hold harmless the City of Glenwood, Iowa, its employees, representatives and agents against any loss, injury, death or damage to person or property and against all claims, demands, fines, suits, actions, proceedings, orders, decrees and judgments of any kind or nature and from and against any and all costs and expenses including reasonable attorney fees which at any time may be suffered or sustained by the undersigned or by any person who may, at any time, be using or occupying or visiting the premises of the undersigned or the above-referenced public property or be in, on or about the same, when such loss, injury, death or damage shall be caused by or in any way result from or rising out of any act, omission or negligence of any of the undersigned or any occupant, visitor, or user of any portion of the premises or shall result from or be caused by any other matters or things whether the same kind, as, or of a different kind that the matters or things above set forth. The undersigned hereby waives all claims against the city for damages to the building or improvements that are now adjacent to said public property or hereafter built or placed on the premises adjacent to said property or in, on or about the premises and for injuries to persons or property in or about the premises, from any cause arising at any time during the activity described above. The undersigned further agrees to comply with all the rules, regulations, terms and conditions established by the City of Glenwood, Iowa.

THE UNDERSIGNED HAS READ AND FULLY UNDERSTANDS THIS DOCUMENT, INCLUDING THE FACT IT IS RELEASING AND WAIVING CERTAIN POTENTIAL RIGHTS, AND VOLUNTARILY AND FREELY AGREES TO THE TERMS AND CONDITIONS AS SET FORTH HEREIN.

Applicant/Sponsor Signature

Date

DEPARTMENT APPROVALS

The request has been reviewed by the undersigned and recommended for approval from Council with the condition as noted:

POLICE DEPARTMENT

Signature: _____ Date: _____

Recommended Conditions:

FIRE DEPARTMENT

Signature: _____ Date: _____

Recommended Conditions:

PUBLIC WORKS DEPARTMENT

Signature: _____ Date: _____

Recommended Conditions:

PARKS DEPARTMENT

Signature: _____ Date: _____

Recommended Conditions:

OTHER

Signature: _____ Date: _____

Recommended Conditions:

Dispatch notified _____ Date: _____

CITY COUNCIL APPROVAL

Approved: _____ Denied: _____

Mayor Date

CONDITIONS IMPOSED: _____

