

August 5, 2014

To: Mayor Bemrich and City Council

From: Jim Vollmer, Human Resource Director

Subject: Approval for Special Event Permit

ACTION: For discussion August 11, 2014

Brief History

Mr. Thompson has requested special events in the past. These events have been held at his business establishment, 4th Street Depot.

Analysis of Issue

Mr. Thompson is requesting approval of an event permit to hold a horse shoe tournament. This event would be held outside the building on his grounds. He is not requesting any city services. He would hold this event on multiple Saturdays through September.

Budget Impact

This will have no budget impact.

Strategic Plan Impact

Staff Conclusions / Recommendations

Staff is neutral in its recommendation regarding this event permit.

Alternatives

Implementation and Accountability

Signed

Approved

James Vollmer 8-5-14
James Vollmer
Human Resource Director

David R. Fierke
City Manager

Rick Thompson
570-5180

Guidelines for a successful event:

- **Applications** may be found on the city web site www.fortdodgeiowa.org under "FORMS" or stop in the Recreation office located in City Hall. Permits must be filed at least 30 days prior to Event. Please allow 4 weeks for application processing.

Return completed application to:

Parks, Recreation and Forestry Department
City Hall - 819 1st Avenue South
515.576.7237

Email: parks@fortdodgeiowa.org

- **Beer or alcohol** - if SOLD, a permit must be obtained by contacting the City Clerk's office (City Hall, 819 1st Avenue South). This process will take up to 30 days and will require council action. Permission to sell keg beer will require recommendation from the Parks Director and council approval. Perimeter control is also required.
- **Deposits** will be required at time of event request (see city services and related costs)
- **Garbage** - All garbage must be removed from site by event organizer.
- **Insurance** - Certificate of Insurance naming the City of Fort Dodge as an additional insured must be provided upon receipt of permit request.
- **Park hours are down to 10:30 pm.** All events held in public facilities must follow park rules including hours. Any variation of hours will need council approval.
- **Parking** - Plan on appropriate designated spaces including provision for handicap parking for all Events.
- **Payment** is due at the time of application. Make checks payable to City of Fort Dodge. Deposits must be made with a separate check or cash payment at that time as well.
- **Pick Up & Delivery** arrangements must be made prior to your event. The standard arrangements will be 1 day prior to and 1 day following your event. Organizer pick ups & returns will be at the Parks & Rec Department at Oleson Park (1258 Oleson Park Ave) or the Public Works Dept (3001 8th Ave S) between 7:30 am - 3:00 pm Mon-Fri.
- **Restrooms** - If events are held on public property, appropriate restroom facilities must be provided, if not available on site. A minimum of two (2) per 1000 at non-alcohol events or four (4) per 1000 if alcohol is served.
- **Signs** advertising your event may not be placed in the public right-of-way.
- **Site Maps** should be included.
- **Smoking areas** on public venues must be clearly separated and defined according to the State of Iowa Smoke Free Act.
- **Street closure** - If requesting street/parking lot closure, a set of barricades must be used per entrance.
- **Street/pavement markings** - No markings (paint) of any kinds on city streets, sidewalks or alleys.
- **Tents** must stay within the approved areas as marked on site maps of requested venue.

Additional Requirements of Events Over 500

- **Application/Processing Fee** - A non-refundable fee of \$25 will be due at the time of application. A pre-event meeting will be set up with all parties to ensure a successful event.
- **Emergency Action Plan** must be provided for Events over 500 attendees and included at the time of application.
- **Security** - Events over 500 attendees must provide security organized through the FDPD. These arrangements coordinated during pre-event planning meeting.

Event Permit
Attendance Under 500

Name of Event Horse shoes

Organizer

Name of individual responsible or event and organization of applicable

Rick Thompson

Day phone/cell phone/home phone 570-5180

Address 405 S. 6th ST

Email _____

Location of Event

Where will event take place 4th ST Dept Address 300 South 4th

Date of event Wed, + FRI 4-8 Time 4-8 PM

Details of Event

Sat 2-8
August + Sept.

2-8 PM

Will beer/alcohol be available at this event (please check) ☒ Yes ☐ No

Will concessions be sold at this event (please check) ☐ Yes ☐ No

Will music be provided (please check) ☐ Yes ☐ No

Number of people at your event 8-16

Reason for Event (Check one and complete description)

☐ Block Party ☐ Church ☐ Private ☒ Public ☐ School ☐ Other

Briefly describe your event just playing Horse shoes

I agree that the information provided is accurate and that the undersigned has agreed to all related fees and regulations as it pertains to this permit request.

Rick Thompson Date 7-22-14

A certificate of insurance naming the city hold-harmless must accompany this event permit before processing.

City Services and Related Costs

All arrangements must be made 10 working days prior to event
Please stop in office to check out equipment and return equipment

\$50 DEPOSIT REQUIRED ON ALL RENTALS

Electronic Sign Boards not available on limited and selective basis

Please call Parks Department – 576-7237 – Hours are 7:30 am to 3:00 pm Monday through Friday

Pick up date:

Return date:

Event Needs	Quantity	Rate if Picked Up	Rate if Delivered	Sub Total
Garbage cans		-0-	\$70 + \$5/can	
Picnic tables		\$10/each	\$70 + \$10/table	

Please call Public Works – 955.6139 - Hours are 7:30 am to 3:00 pm Monday through Friday

Pick up date:

Return date:

Event Needs	Quantity	Rate if Picked Up	Rate if Delivered	Sub Total
Barricades		\$10/set	\$70 + \$10/set	
Barricades Type III for road closures		\$50/day	\$70 + \$50/day	
Delineators (tall cones)		\$5/cone	\$70 + \$5/cone	
Fencing (100" incl 5 posts)		\$20/100 feet	\$70 + \$20/100 feet	
Electrical panel		\$10	\$70 + \$10/each	
Equipment Operator		X	\$35/hr	
Electrician		X	\$50/hr	
Electronic sign boards			\$70 + \$250/day	

All deposits must be made with separate check or cash

Site	Rent	Deposit
Oleson Park Cabin	\$75	\$100
Oleson Park Bandshell	\$250	\$500
Snell-Crawford Park Cabin	\$75	\$100
Loomis Park Cabin	\$75	\$100
Hydro-Electric Park Cabin	\$75	\$100
Harlan Rogers Sports Complex Parking Lots	\$1000	NA
Riverfront Park (south or north)	\$500	\$500
City Square (portable restrooms required)	\$50	\$100
Gazebo on Central (portable restrooms required)	\$50	\$100
Mini Park	\$50	\$100
City Streets for runs/parades	NA	NA
City Parking lots for festivals	NA	NA
Central and Ninth	NA	NA
Food and/or Beverage Deposit (over 500 attendance)	N/A	\$300
Open Shelter (Loomis, Oleson, Snell-Crawford, Phinney)	\$25	NA

Fort Dodge Police Department				
Event Needs	Fee	Number of Officers	Hours needed	Sub Total
Officer	\$40/hr			

Comments _____

Fort Dodge Fire Department				
Event Needs	Fee	Number of Personnel	Hours needed	Sub Total
Firefighter/EMS	\$40/hr			
Pumper	\$80			
Ambulance	\$60			
ATV	\$80			
Fireworks permit	\$60			

Comments _____

Summary of City Services and Related Costs

Office Use Only

Sub Total Parks
Sub Total Public Works
Sub Total Site Rental
Sub Total Police
Sub Total Fire
Total
Grant Award

Deposit _____ Paid _____ Date _____

Certificate of Insurance Provided: Yes _____ No _____

Pre-event planning meeting: Date _____

Attendees: _____

Department Approval _____ Council Approval _____

Comments: