

Event Permit
Attendance Under 500

Name of Event _____

Organizer (individual or agency) _____

Day phone/cell phone/home phone _____

Address _____

Email _____

Location of Event

Where will event take place _____ Address _____

Date of event _____ Time _____

Details of Event

Will beer/alcohol be available at this event (please circle) Yes No

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

Will music be provided (please circle) Yes No

Number of people at your event _____

Reason for Event (Check one and complete description)

Briefly describe your event _____

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.

Signature _____ Date _____

When filing this permit request you must attach (1) Certificate of Insurance naming the city hold-harmless (2) payment for all city services requested in application including \$10 processing fee.

City Services and Related Costs for Events

Under 500

- All fees listed below are due at the time of filing permit with the City.
- Arrangements for supply pick up must be completed 1 week prior to event by calling the department's numbers listed below.
- Inflatable play attractions not allowed on public property.

Parks Department – 576.7237 – Pick up/return hours is 7:30 am to 3:00 pm Monday - Friday
Pick up date: _____ **Return date:** _____

Event Needs	Quantity	Rate if Picked Up	Rate if Delivered	Sub Total
Garbage cans		-0-	\$80 + \$5/can	
Picnic tables		\$20/each	\$80 + \$20/table	

Public Works – 955.6139 – Pick up/return hours are 7:30 am to 3:00 pm Monday - Friday
Pick up date: _____ **Return date:** _____

Event Needs	Quantity	Rate if Picked Up	Rate if Delivered	Sub Total
Barricades		\$20/set	\$80 + \$20/set	
Barricades Type III for road closures		\$60/day	\$80 + \$60/day	
Delineators (tall cones)		\$15/cone	\$80 + \$15/cone	
Fencing (100" incl 5 posts)		\$25/100 feet	\$80 + \$25/100 feet	

Facility Rentals - All deposits must be made with separate check or cash

Site	Rent	Deposit
Enclosed shelters (Oleson, Snell-Crawford, Loomis, Hydro Electric)	\$75	\$100
Loomis Park Octagon shelter	\$25	\$100
Oleson Park Bandshell	\$250	\$500
Events located in parks where modern restrooms are available	\$25	NA
Trail usage	\$25	NA
Harlan Rogers Sports Complex Parking Lots	\$1000	NA
Riverfront Park (south or north)	\$500	\$500
City Square (portable restrooms required)	\$25	\$100
Gazebo on Central (portable restrooms required)	\$25	\$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	\$50/hr			

Comments _____

Fort Dodge Fire Department				
Event Needs	Fee	Quantity	Hours needed	Sub Total
Firefighter/EMS	\$50/hr			
Pumper	\$80			
Ambulance	\$60			
ATV	\$80			
Fireworks permit	\$60			
Tent Inspection	\$25			

Comments _____

Special notes regarding food booths and tents:

- Any event that uses any type of heating or cooking device will need (at minimum) one 5# fire extinguisher available for use for each booth.
- All propane cylinders will need to be secured or placed in rack to prevent tipping.
- Any tents over 700 square feet will need an inspection prior to event.

Summary of City Services and Related Costs

Office Use Only – Processing Fee \$10 \$25

Sub Total Parks
Sub Total Public Works
Sub Total Site Rental
Sub Total Police
Sub Total Fire
Total
Grant Award: _____ Due: _____

Certificate of Insurance Provided: Date: _____

Department Approval _____ Council Approval _____

Comments: