

City of Fort Dodge

Special Event Permit – Guidelines, Tips & Process

- **Applications**

- City website www.fortdodgeiowa.org/parks under “*FORMS*” **OR** Recreation office located in City Hall.
- **DEADLINES:** Small/Medium sized event permits must be filed at least 30 days prior to the event and LARGE sized events must be filed at least 90 days prior to the event. Please allow 3 weeks for small/medium and 8 weeks for large events. *Unsure of your sized event, prepare as the large event.*

Applications may be returned to:

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

Email: rymaehl@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). The process will take up to 30 days and requires council action. Permission to sell keg beer will require approval from the Parks Director. Map of venue will need to be provided with perimeter boundaries designated for the serving area as well as measures used to manage alcohol consumption at the event. If tap beer is sold, then adequate hand-washing stations must be provided. All draft beer cups are for one-time use and must never be refilled.
- **Garbage** - All garbage must be removed from site by event organizer.
- **Inflatable play attractions, such as jumping pits/slides, are not allowed on public property.**
- **Insurance** – Certificate of Insurance naming the City of Fort Dodge as an additional insured must be provided upon filing ALL permit requests. (Sample provided below)
- **Park hours are dawn 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 spaces including provision for handicap parking for all large events.
- **Payment**
 - Administrative fees are due at the time of filing.
 - \$10 – Simple Events: block parties, caroling
 - \$25 – Moderate Events: runs/bike races, public events, and private events held on public property
 - \$100 – Large Scale Events: Music Concerts, Bike/Marathon Races on city streets, markets
 - All other fees will be determined after reviewing the application.
 - Make checks payable to *City of Fort Dodge*
- **Restrooms** - If events are held on public property, appropriate restroom facilities must be provided. If not available on site, a minimum of two (2) portable restrooms per 1000 attendees for non-alcohol events or four (4) per 1000 attendees if alcohol is served is required.
- **Signs** advertising your event may not be placed in the public right-of-way without prior authorization.

- **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, the FDPD must approve all road/street closures that will define how traffic will be detoured and notified. Each street is different and FDPD will make all decisions.
- **Street/pavement markings** - No markings (paint) of any kinds on city streets, sidewalks or alleys.
- **Tents** – inspection is needed depending on the size and enclosure status of the specific tents for an event open to the public or on public grounds. Call the Fire Station at 515-573-2871 for arrangements prior to the event.
- **Food Licensing** – Those providing food to patrons must inquire about a temporary or annual food license, for more information visit www.dia.iowa.gov/food-consumer-safety.
- **Food Trucks** – The “Mobile Food Unit Operation Guide” is a great resource on the above website, utilize its FAQ for additional information.

Site Plan and Run/Bike/Walk Route Map Information

- An event site plan (map) for those events over 500 OR route map for any runs/bike rides must be submitted with the application in order to be considered. The following elements that pertain to this event include:
- An **outline of the entire event** venue including the names of all streets or areas that are part of the venue and the surrounding area.
- The **location of proposed infrastructure** including fencing, barricades, port-a-potties, parking, handicap parking, cooking areas and vendor locations, generator locations and/or electrical source, staging for vehicles and trailers.
- **Location of all tents** and temporary event structures.
- **Emergency staging and access.** The emergency access also pertains to the minimum 20’ access lane throughout the venue.
- **Route map** – route of the event along with all designation of 1st Aid stations, security, parking, registration etc.

Special Notes Regarding Food/Beverage Booths and Tents:

- Any event that uses any type of heating or cooking device will need (at minimum) one 5lb. fire extinguisher available, in a conspicuous location and readily accessible for use at each booth.
- All propane cylinders will need to be secured or placed in a rack to prevent tipping and inspected by FDFD.
- Any tents over 400 square feet that are enclosed OR 700 square feet and open will need an inspection.
- Deep fat fryers: all food vendors operating a deep-fat fryer are required to also have a Class K fire extinguisher that is a minimum size of 1.5 gallons (6 Liters) with a current inspection tag by a certified company. The extinguisher gauge shall be in the green and inspected within one year of the date of the event by a certified company.

- Water: All food vendors must have access to an adequate and protected source for potable water. If hoses are used, they must be NSF approved and appropriate back-flow prevention devices must be in place on all hose bibs.
- Beer vendors and Licensing: Foodservice volunteers or employees complaining of illness involving vomiting or diarrhea within the previous 24 hours must be excused from food handling.
- All electrical cords shall be free of physical damage. They shall be the grounding type and cord ends shall be UL listed and in good working condition. If cords are in pedestrian traffic all must be secured to prevent tripping hazards.

Special Notes Regarding Fireworks or other Pyrotechnics

- Please provide a site map of the exact location of shoot or display.
- Provide the Pyrotechnic certification as well as name and number of the responsible shooter.
- Firework site must be inspected by the FDFD prior to shoot. Those arrangements can be made by calling the Fire Station at 573-2871.

**Example
Certificate of Liability Insurance (COI)**

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: _____ PHONE: _____ FAX: _____ E-MAIL: _____ ADDRESS: _____ INSURER(S) AFFORDING COVERAGE: _____
INSURED	INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

UNIT	TYPE OF INSURANCE	INSURANCE	POLICY NUMBER	INSURED	INSURER	LIMITS
6	GENERAL LIABILITY					EACH OCCURRENCE
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR (Revol from Property Damage) (Revoler Contractual)					DAMAGE TO RENTED PREMISES (Per occurrence)
	GEN. AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROD. <input type="checkbox"/> LOC					MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS, COMP. OP. AND
7	AUTOMOBILE LIABILITY					CARRIED TO STATE LIMIT (Per accident)
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS					BODILY INJURY (Per person)
	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
8	UMBRELLA LIAB	OCCUR				EACH OCCURRENCE
	EXCESS LIAB	CLAIMS-MADE				AGGREGATE
9	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					<input type="checkbox"/> YES <input type="checkbox"/> NO (If YES, include under DESCRIPTION OF OPERATIONS below)
	<input type="checkbox"/> ALL-EMPLOYERS/EXECUTIVE OFFICERS/BOARD EXCLUDED (Membership in NA)					<input type="checkbox"/> YES <input type="checkbox"/> NO (If YES, include under DESCRIPTION OF OPERATIONS below)
						E.L. ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACCORD 101; Additional Remarks Schedule, if more space is required)						

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE: _____



City of Fort Dodge Event Permit

Application fee due at the time of filing the permit
Application must be complete – incomplete requests will not be reviewed
Venue map must accompany permit where applicable
Pre-planning meeting (2 months out minimum) will be required for all events over 500

Name of Event _____

Organizer (individual or agency) _____

Phone # _____

Address _____

Email _____

Location of Event

Where will event take place _____ Address _____

Date of event _____ Timeframe _____

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

**Any event where food is provided, the Iowa Food Safety Department will be included in the permit process*

Will music be provided (please circle) Yes No

Number of people at your event (estimate) _____

Reason for event (circle) Run/bike Festival Parade Concert Market Block Party Other

Briefly describe your event _____

I agree that the information provided is accurate and understand that fees will be assessed for requested city services as well as replacement costs if necessary and I will abide by the regulations as it pertains to this permit application.

Signature _____ Date _____

Return application to the Parks, Recreation and Forestry Department at City Hall or email rymaehl@fortdodgeiowa.org

City Services and Related Costs for Events

Parks Department – Pick up/return hours are 7:30 am to 3:00 pm Monday - Friday

Pick up date:

Return date:

Event Needs	Replacement Cost	Qty	Rental Picked Up	Rental Delivered	Sub Total
Garbage cans	\$20/can		\$5/can	\$10/can	
Picnic tables	\$500/table		\$10/table	\$20/table	
Special Event Delineators	\$30/cone		\$5/cone	\$10/cone	
Special Event Full Trailer <small>*includes delin., trash cans, safety barrels, A-frames in a lockable unit</small>	\$15,000		NA	\$500/day	
				Dept. Total	

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

Pick up date:

Return date:

Event Needs	Replacement Cost	Quantity	Rental Picked Up	Rental Delivered	Sub Total
Barricades	\$50/set \$30/A-frame \$20/board	___A-frames ___Boards	\$20/set	\$20/set + \$80 charge for delivery/pickup	
Barricades Type III (Used for road closures)	\$200		\$60/day	\$60/day/sign + \$80 charge for delivery/pickup	
Fencing (100' w/5 posts)	\$50/100'		\$35/100 feet	\$35/100 feet + \$80 charge for delivery/pickup	
Electrical panel	\$100		\$10	\$10/panel + \$80 charge for delivery/pickup	
Electrician (Monday-Friday only)	NA	___Hours	NA	\$60/hr	
Electronic signs (limited availability)	\$20,000		x	\$250/day/sign + \$80 charge for delivery/pickup	
Sweeper (operator)	NA	___Hours	NA	\$70/hour	
Quarry lights	\$5,000			\$70/hour	
				Dept. Total	

Facility Rentals – deposits must be made with a separate check

Site	Rent	Deposit
Enclosed shelters (Oleson, Snell-Crawford, Loomis, Hydro Electric)	\$75	\$100
Loomis Park Octagon shelter	\$25	\$100
Open Shelter (Loomis, Oleson, Snell-Crawford, Phinney)	\$25	NA
Oleson Park Bandshell *additional \$50 charge for lights/fountain (3 hr max.)	\$250	500
Parks/Green Space (facilities with modern restrooms)	\$50	NA
Parks/Green Space (facilities without modern restrooms and last more than 2 hours, event organizer MUST provide portable restrooms)	\$25	NA
Harlan Rogers Sports Complex Parking Lots	\$1000	NA
Riverfront Park located at 3 rd North and Central Avenue	\$500	\$500
City Square (portable restrooms required for an event over 2 hours)	\$25	\$100
Gazebo on Central (portable restrooms required for an event over 2 hours)	\$25	\$100
Sunkissed Meadows Disc Golf Course/Green Space	\$500	\$500
City owned Parking lots/Streets for festivals/markets/concerts	\$250	NA
Trail usage	\$25	NA
Road Banners (must be 18' above the crown of the road & not attached to the decorative light poles—not installed by city staff)	\$25/banner	NA
Other		
	Dept. Total	

Any other comments:

Fort Dodge Police Department

Event Needs	Fee	# of FDPD	Timeframe Requested	Total Hours	FDPD Location Requested	Sub Total
Officer *staff requires .5 hr travel to/from event	\$75/hr OT Fee			_____		
ATV	\$80			* include .5 hr		
Squad Car/Lights	\$25					
					Dept. Total	

Event Organizer: In case of event questions, the FDPD should contact _____
at _____ for updates or clarifications before or during the event.

If not using the FDPD for security services, please fill out the following information:

1. Security Organization: _____
2. Contact Information: Name: _____ Contact #: _____

Fort Dodge Fire Department

Event Needs	Fee	# of FDFD	Timeframe Requested	Total Hours	FDFD Location Requested	Sub Total
Firefighter *staff requires .5 hr travel to/from event	\$75/hr OT Fee			_____		
EMS Staff *staff requires .5 hr travel to/from event	\$75/hr OT Fee			_____		
Pumper Truck	\$80					
ATV	\$80					
Ambulance	\$70					
Commercial Fireworks Inspection	\$70					
Rescue Boat	\$70					
Tent Inspection*	\$30					
Food Truck Propane Inspection (city property only)	\$30/ Truck	Food Trucks Locations:		What time can FDFD inspect?		
					Dept. Total	

tents 400 ft² or more require inspection and compliance with fire code. One exception is tents up to 700 ft² that are open on all sides do not require an inspection

Event Organizer: In case of event questions, the FDFD should contact _____
at _____ for updates or clarifications before or during the event.

If not using FDFD for medical services, please fill out the following information:

1. Medical Services Provider: _____
2. Contact Information: Name: _____ Contact #: _____

Summary of City Services and Related Costs

Office Use Only – Date Payment Received

	Fee (info from previous pages)	City Provided In-Kind	Hotel Motel	Other Funding	Organizer Responsibility
Parks					
Special Events					
Public Works					
Rentals					
Police					
Fire					
EMS					
Application Fee					
Total					EVENT ORGANIZER FEE

Special Event Permit Fees:

\$10 Event Fee

\$25 Event Fee

\$100 Event Fee

Fees are based on a combination of the following:

- a) City staff time – coordination of requested City services/personnel
- b) Public Safety coordination – law enforcement, medical, emergency management, public area administration
- c) Number of event patrons

Deposit Due: _____

Certificate of Insurance Provided: _____ Date: _____

Comments for Event Organizer: