

CITY OF URBANDALE

SPECIAL EVENT APPLICATION FORMS



City of Urbandale Special Event Requirements for Organizers

The City of Urbandale Special Event Application must be approved by the City before you, as an individual or your organization, is authorized to use the City's property or public right-of way for a Special Event. A Special Event would be a parade, run/walk, athletic/sports event, fundraiser, farmers market, fair/festival, outdoor concert, fireworks/pyrotechnics, OR temporary structure (i.e. tents over 200 sf, canopy, stage, inflatable).

In addition to the City's approval, you are responsible to obtain any additional permits or approvals required by City, State or Federal regulations applicable to your Special Event. The City reserves the right to impose special guidelines and restrictions based on the nature of the proposed event and its attendant circumstances. There is no requirement for either the individual or the organization to reside or be located within Urbandale. * Please note: Neighborhood Block Parties are not considered "Special Events"

Required at the Time of Application:

- A. Completed Special Event Permit Application Form
- B. Signed Hold Harmless Agreement
- C. If applicable, a map that delineates the City property to be used, start and finish points and direction of flow; as well as location(s) of portable toilets, tents/inflatables, sound equipment, stage, etc. (Maps are available on the City's website – www.urbandale.org)
- D. There is a \$25 nonrefundable Special Event Application fee that must be paid before the application will be reviewed. The application fee can be paid by mail to: Special Events, Urbandale Parks & Recreation, 3600 86th Street, Urbandale, IA 50322; or by credit card over the phone by calling Parks & Recreation at 515-278-3963 (*note a 3.95% fee will be applied to credit cards.)

***Please submit your Special Event Application at least 60 (sixty) days before the event to:
Urbandale Parks & Recreation, Special Event Application, 3600 86th Street, Urbandale, IA 50322***

Required Following Application Approval:

- E. The applicant must comply with insurance provisions requiring a Certificate of Insurance. Special Events have two categories:
 - 1. "Average" risk: events such as fun runs/5K races, smaller festivals (<5,000 in attendance) and no fireworks. Insurance requirements: General Liability in the amount of \$1,000,000 per incident/\$2,000,000 aggregate.
 - 2. "Increased" risk: events such as political rallies, parades, marathons, and circuses with anticipated attendance greater than 5,000 people. Insurance requirements: General Liability in the amount of \$2,000,000 per incident/\$3,000,000 aggregate.Note - City of Urbandale as an Additional Insured on the Certificate of Insurance is required.
- F. If your event includes an inflatable (bounce house), an additional fee of \$50 is required after approval. The inflatable vendor would be required to provide the above proof of insurance and copy of their valid permit with the State of Iowa. Inflatables must be rented and no private inflatables are allowed.
- G. If applicable, completed Application and Fee for Tent/Canopy (any tent in excess of 120 sf), available through the Urbandale Community Development/Building Department and/or Noise Waiver request available through the Urbandale Police Department.
- H. The applicant must pay associated costs for public safety and sanitation at the level of service recommended by the City of Urbandale. This includes the number of barricades, trash receptacles, the number and hours of Police/security officers, and/or Fire/EMS personnel and standby ambulance at the event. The City will provide an estimated cost to the applicant prior to the event, and will invoice after the event.
- I. Please submit your required proof of insurance and/or other applicable certificates, permits and/or licenses identified below at least 30 days before the event.

For more information, contact Urbandale Parks and Recreation at 515-278-3963 or parks-rec@urbandale.org



**City of Urbandale
Special Event Application Form**

This application is used to request a special event on public property (for example a trail, park or street). Applications must be submitted 60 days prior to the event.

Event Name:

Event Date(s):

Event Location(s):

Contact Name and Title:

Contact Address:
(include city, state and zip code)

Contact Day Phone:

Contact Cell Phone:

Contact Email:

Preferred Method of Contact:

Sponsor Organization:
(if applicable)



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Event Type:

Event Setup:

(Date and Time)

Event Teardown:

(Date and Time)

Event Description:

Estimated Attendance:

(How many people do you estimate will attend your event?)

Number of Vehicles:

(How many vehicles do you estimate will be at this event? If none, please type "N/A")

Event Fee:

(Will your event have a registration fee or admission charge?)

If Yes, How Much:

Product Sales on Site:

[If yes, product liability insurance may be required for sale of food and drinks. Approval by a designated City Official is required prior to obtaining approval from the Iowa Department of Inspections & Appeals, Food and Consumer Safety Bureau.]



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Will the event use a tent(s) [a canopy with sides] that is greater than 200 sq. ft.?

[If yes, a tent permit is required and can be obtained from the Community Development Department. Additional fees will apply. The location of the tent must be coordinated with the Parks & Recreation Department. The tent must be anchored using weights. No in-ground staking is allowed. The tent must be removed from the public space immediately following the event. The event sponsor of the request must pay for repairs for any damage associated with the installation of the tent.]

Will the event use a canopy(s) [no sides] that is greater than 200 sq. ft.?

[If yes, a canopy permit is required and can be obtained from the Community Development Department. Additional fees will apply. The location of the canopy must be coordinated with the Parks & Recreation Department. The canopy must be anchored using weights. No in-ground staking is allowed. The canopy must be removed from the public space immediately following the event. The event sponsor of the request must pay for repairs for any damage associated with the installation of the canopy.]

Will the event use an inflatable(s) [i.e. a bounce house]?

[If yes, an inflatable(s) must be rented and no private inflatable(s) is allowed. A \$50 inflatable/bounce house fee is required. The location of the inflatable(s) must be coordinated with the Parks & Recreation Department. The event sponsor must pay for any damage done to City property associated with the inflatable(s).]

Will the event need access to electricity?

(Note – electricity is limited at most locations and onsite power may be unavailable or insufficient to meet all the event's needs)

If electricity is needed, please explain what specific equipment will be used and the amperage needed:

Will the event need access to Water?

If water is needed, please explain what the water will be used for.



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Will the event have amplified Sounds?

(Note – a noise waiver is required for amplified sound and the application can be obtained from the Urbandale Police Department)

Will the event setup or teardown require City assistance?

If assistance is required, please explain the help requested.

Sanitation Requirements – the number of portable toilets that are required, in addition to park restrooms, is based on the event's attendance. 1 portable toilet is required for every 250 people estimated in attendance.

Please provide the number of portable toilets being setup for this event:

Fees:

There is a \$25 non-refundable Special Event Application fee that must be paid before the application will be reviewed. Please fill out the form, print, and mail or bring in to the Urbandale Parks & Recreation office, 3600 86th Street, Urbandale, IA 50322. Completed forms can also be emailed to parks-rec@urbandale.org and calling Parks & Recreation at 515-278-3963 to pay with a credit card over the phone (note – a 3.95% fee will be applied to credit cards). In addition, additional permits and fees may be required if the event is approved (for example a tent or inflatable permit).

Rental Fee Waiver Request - 501(c)3 Nonprofit Organizations:

Check here if requesting a park shelter rental fee waiver.

By checking this box, the applicant acknowledges and agrees to the following:

- Organization is a certified or legally recognized 501(c)3 nonprofit organization.
- Proof of current 501(c)3 status is attached to this application.
- Rental fee waivers are limited to one (1) event per organization, per calendar year, and are subject to City Council approval.
- Cleaning fees are required and will not be waived, as they represent direct costs incurred by the City.
- A \$200 refundable damage deposit is required for enclosed shelter rentals and will be returned if no damage occurs. (*No damage deposit is required for open-air shelter rentals.*)
- Current Cleaning Fees:
 - Lions Park Shelter: \$115
 - Community Room at Senior Recreation Center: \$130
 - Giovannetti Community Shelter: \$120
 - Open-air Shelters: \$40



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Certification:

I have read, understand and agree by signing below, I hereby certify the information provided is true and correct, to the best of my knowledge, and that false information may be grounds for denial of this application. It is understood the activities at all times during the event shall comply with all federal, state and City laws, ordinances, and regulations including all regulations adopted and established by the City. It is further understood the individual and the organization or association will be responsible for any and all damages arising for this event. I have been advised of the requirements for the conduct of a special event in Urbandale, and I, or the organization I represent, have met or will meet all requirements established by the City. Further, I understand that if all requirements are not met, the Special Event can be canceled by the City at any time, including at the start of or during the event. If this event is sponsored by an organization, I hereby certify I have the legal authority to represent the applicant and/or the participants, and I have read the requirements for issuance of the permit and the Hold Harmless Agreement, understand their provisions, and freely and voluntarily sign this application. It is further understood the Parks & Recreation Director has the authority to grant or deny permission for this event.

By: _____



**City of Urbandale
Special Event Indemnification and Hold Harmless Agreement**

WHEREAS, the City of Urbandale, Iowa (City) owns real property and public right-of-way which are under the direction and control of the Urbandale City Council (Council).

WHEREAS, (the "Sponsor") desires to use and occupy certain City property containing the facilities and grounds at _____ (Location)

WHEREAS, if the Sponsor plans to temporarily set up a Tent, Canopy, Inflatable or Membrane (Structure) on City property an additional permit application and fee are required.

Check here if any such Structure is applicable:

WHEREAS, the Sponsor's proposed event is the _____ (name of event) and is scheduled for (date) _____.

WHEREAS, the Council will review the Sponsor's application to use and occupy City property, and if applicable to set up a temporary Structure, in the location specified above for the sponsor's event.

WHEREAS, the Sponsor will be responsible to pay for any and all damages to City property as a result of the Sponsor's event as determined solely by the City.

WHEREAS, the City has prepared this **Indemnification and Hold Harmless Agreement** which the Sponsor has agreed to accept and to follow as fully set forth herein; and

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED, the City and the Sponsor agree as follows:

1. The City hereby grants to the Sponsor the opportunity to use and occupy the City property in the location identified above for a period beginning:

and ending on: _____ for the purpose of the Sponsor event.

2. The Sponsor will be required to have the participants sign or the legal guardian sign if the participant is a minor, a waiver to hold harmless the City, its agents, employees, officers, or representatives; and such waiver shall be a part of the Sponsor's participant registration form.

3. The Sponsor agrees to indemnify, defend, and hold harmless the City, it's agents, employees, officers, or representatives, from all injury or damages to persons of property of claims thereof rising out of the Sponsor's event, and further be responsible for all expenses for litigation arising from any such claim. If

any litigation on account of such claims shall be commenced against the City, its agents, employees, officers, or representatives, the Sponsor, upon notice thereof from the City, shall defend the same at the Sponsor's own cost and expense; and the record of any judgment rendered against the City on account of such claims for damages shall be conclusive as against the Sponsor, and entitle the City to recover the full amount thereof, with interest and costs and attorney fees incurred by the City and the right of action therefore shall accrue to the City as soon as judgment shall have been rendered, whether the Sponsor shall have paid the amount or not.

4. The Sponsor will provide a Certificate of Insurance for General Liability in accordance with the two Special Event categories:

A. "Average" risk: events such as fun runs/5K races, smaller festivals (<5,000 in attendance) and no fireworks. Insurance requirements are General Liability in the amount of \$1,000,000 per incident/\$2,000,000 aggregate.

B. "Increased" risk: events such as political rallies, parades, marathons, and circuses with anticipated attendance greater than 5,000 people. Insurance requirements are General Liability in the amount of \$2,000,000 per incident/\$3,000,000 aggregate.

Further, applicant must name the City of Urbandale as Additional Insured on the Certificate of Insurance.

Items # 5-7 pertain to inflatables. Please advance to #8 if your event does not include an inflatable.

5. _____ (list the inflatable vendor), the vendor who the sponsor is renting the inflatable/bounce house from, must provide:

(a) Copy of their permit with the State of Iowa and

(b) Certificate of insurance naming the City of Urbandale as an additional insured.

6. All inflatables must be anchored using weights. No in-ground staking is allowed. No inflatables/bounce houses using water (i.e. water slides) are allowed. All inflatables/bounce houses must be removed from the public space immediately following the event. The Sponsor is responsible for repairs for any damage associated with the inflatables.

7. On _____ (date), the Sponsor agrees to set up no earlier than _____ (time) and to be completed no later than _____ (time). The Sponsor agrees to clean up the debris around _____ (location of event) following the event.

8. This Agreement shall be binding upon the Sponsor, their heirs, administrators, executors, legal representatives, successors and assigns and shall inure to the benefit of and be available to the parties, their heirs, assigns administrators, officers and legal representatives.

9. This Agreement cannot be assigned.

10. Any breach of this Agreement shall entitle the non-breaching party to the recovery of reasonable attorney fees, costs and expenses.

Dated this _____ day of _____, _____

By: _____
City of Urbandale

By: _____
Sponsor (Name and Title)

By: _____
Sponsor (Signature)