

CITY OF INDIANOLA SPECIAL EVENT APPLICATION



Dear Event Organizer,

Thank you for your interest in planning and holding an event in Indianola. Through public events and activities, a sense of community and pride is developed. Public events are also a means to stimulate our local economy. The information below provides key information for a safe, fun and successful event.

Please take time to read the information in the application form thoroughly. If you have any questions, please contact City Hall at 515-961-9410 or email cityclerk@indianolaiowa.gov. We appreciate your time and interest in planning an event, whether for local residents or the entire Warren County region. A well-planned event translates to a successful activity that benefits both public and private interests.

General Event Information

- If an event is held on City Streets, applications will be reviewed by the City Manager, Public Works Director, Human Resources/Risk Manager, Fire Chief and Police Chief.
- If the event is held on a combination of City streets and trails, applications will be reviewed by the City Manager, Public Works Director, Human Resources/Risk Manager, Fire Chief, Police Chief, and the Parks and Recreation Director.
- If an event is held exclusively within City Parks or Trails the Parks and Recreation Department will review the event application to verify if it is in accordance with the City's park policies, rules and regulations.
- Applications for events held on City streets or combination of streets and trails are sent to City Council for approval or denial. Applications need to be received in a timely manner. The Clerk's office reserves the right to reject any applications not submitted in a timely manner.
- All applicants will need to complete a map (A) showing street/lane closures, and parks and trails you will be using, and locations of barriers/barricades, stages, platforms, events/activities, vendors, parking etc. If the event involves a moving route, indicate the direction of travel. Please include as much detail as possible when listing the activities and vendors.
- The Sheriff's Department shall have complete and unobstructed access to the entrance of the Warren County Justice Center. The applicant shall have volunteers at barricades around the Square to let emergency personnel in and out of the Justice Center (this includes EMS).
- If the Square is blocked off, west bound traffic on Ashland should be able to turn north on Howard; south bound traffic on Buxton should be able to turn west on Ashland, east bound traffic on Salem should be able to turn south on Buxton and north bound traffic on Howard should be able to turn east on Salem.
- If the Square and one block in each direction are blocked-off, be sure to include plans for barricades one block west and east of the Square on Ashland and Salem, one block north and south of the Square on Howard and Buxton.
- When a street is closed off for the event an access lane needs to be maintained at a minimum of 20' wide per IFC 503.1.1 for emergency vehicles. If the event has a moving route this requirement is not applicable.
- Vendors are expected to park vehicles off of the Square once their booths/trailers have been set up— applicants will need to complete a map (B) showing parking of vehicles which also includes address of parking lot.
- Always be sensitive to neighbors and area businesses when interrupting normal traffic flow and using amplified music.
- An insurance certificate showing the City as an additional insured in the amount of \$1,000,000 or more will be required.
- You will receive communication after the request has been to Council or approved by staff, unless there are questions regarding your application.

Event Details



Event Name:

Event Sponsor(s):

Event Type (Check all that apply): Parade

Bike Ride/Race

Concert

Fun Run

Timed Race

Other

Date(s) of Event:

Time of Event:

Setup Date and Time:

Dismantle Date and Time:

Location of Event:

Anticipated Attendance Per Day:

Total Anticipated Attendance:

Contact Name:

Contact or Organization Address:

Contact Telephone Number:

Contact Email Address:

Please describe your event and requests:

What streets, trails or parks are you planning to use? Please state if these areas will be closed and if you need barricades and/or signage. (Not all requests for barricades and signage will be approved.)

Please describe your safety plan, including crowd control. Public Safety will review your safety plans to determine if safety is adequate for the planned event. The anticipated crowd size, demographics, entertainment, alcohol, and prior history with this event or similar events will be considered. Attach additional sheets if necessary.

Event Details



Please describe your emergency/medical plan, including your communication procedures. Attach additional sheets if necessary.

Please describe your plan for cleanup and removal of recyclable goods and garbage during and after your event.

Please be sure to submit the following with this application:

- Map A, showing the streets/trails/parks/lane closures, locations of barricades/barriers, stages, platforms, events/activities, vendors, parking, etc. Please be as detailed as possible.
- Map B, showing where vendors are expected to park vehicles.
- Noise permit application, if applicable. The application is available on our [website](#) under "How do I apply for noise permit."
- An insurance certificate showing the City as additional insured in the amount of \$1,000,000.

As the event sponsor, I have read the rules and certify that our event abides by the rules and regulations set by the Indianola City Council.

Applicant Signature:

Date:

Return completed application to:

City of Indianola
PO Box 299
110 N 1st St
Indianola, Iowa 50125
cityclerk@indianolaiowa.gov
www.indianolaiowa.gov