



Annual City Events Application Form

Event organizers are required to submit an annual event application no later than 60 days prior to the event, and a certificate of insurance for the event. City Staff must review your completed application before a permit is issued annually.

Please select your event

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| <input type="checkbox"/> Downtown Farmers Market | <input type="checkbox"/> Celebrate Warren County Parade | <input type="checkbox"/> Wine, Witches & Brews |
| <input type="checkbox"/> Memorial Day Parade | <input type="checkbox"/> Summer Arts Festival | <input type="checkbox"/> Children's Halloween Costume Party |
| <input type="checkbox"/> Suds on Salem | <input type="checkbox"/> Log Cabin Day Parade | <input type="checkbox"/> Library Trunk or Treat |
| <input type="checkbox"/> Library Summer kickoff event | <input type="checkbox"/> Public Safety Open House | <input type="checkbox"/> Hillbilly Hike |
| <input type="checkbox"/> Chamber Concert Series | <input type="checkbox"/> Oktoberfest | <input type="checkbox"/> Veterans Day Parade |
| <input type="checkbox"/> Balloon Flyover Parade | <input type="checkbox"/> Storm the Night | <input type="checkbox"/> Home for the Holidays |
| | <input type="checkbox"/> Indianola High School Homecoming Parade | |

Contact Person: _____

Phone Number: _____ Email: _____

Sponsor: _____

Event Date: _____

Event Location: _____

Set up Begins at: _____ Event Begins: _____

Teardown Begins at: _____ Teardown Ends: _____

Please mark each section appropriately. If, in the opinion of the City Clerk, the event, route, street closures, or location (including expanding the site) have substantially changed, a new event application will need to be completed and approved by the City Council.

There have been no changes to the safety plan, Map A showing the streets/trails/parks/lane closures, locations of barricades/barriers, stages, platforms, events/activities, vendors, parking, etc., Map B showing where vendors and volunteers are expected to park vehicles.

If changes have been made, please explain below.

Noise Permit

- I am submitting a noise permit application. The application is available on the City's website under "How do I" apply for noise permit. Please attach to this application.
- I am not submitting a noise permit application.

If the applicant is requesting suspension of enforcement of Indianola Code 47.01(11) regarding the sale and consumption of alcohol upon City property, the City Council will need to approve this request by resolution each year.

- I am requesting suspension of Indianola Code 47.01(11) regarding the sale and consumption of alcohol upon City property. Please state the location.

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- I am not requesting suspension of Indianola Code 47.01(11).

Restroom Rental

- I would like to rent the restrooms at 114 N Howard for my event.

If yes, there is a \$60 non-refundable fee for bathroom access and a \$50 deposit (of which all or a portion will be returned after the keys are turned back in and cleaning is complete). Directions from the Clerk's Office will be provided for payment.

Please list the contact person and number from your organization to coordinate: _____

- No, I do not need to rent the former Regions Bank restrooms for my event.

Please include an insurance certificate showing the City as an additional insured in the amount of \$1,000,000 or more.

Applicant Signature: _____

Date: _____

Email completed form and attachments to cityclerk@indianolaiowa.gov.