



Indianola Special Event Application Form

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 following pages provide key information for a safe, fun and successful event.

Please take time to read the information application form thoroughly and feel free to contact City Hall at 515-961-9410 or email requests@indianolaiowa.gov with questions.

We appreciate your time and interest in planning an event whether for local residents or the entire south central region of Iowa. A well-planned event translates to a successful activity that benefits both public and private interests.

Please be sure to complete the following:

- _____ The event application is completely filled out
- _____ Map A attached – shows streets/trails/parks/lane closures, location of barrier/barricades, stages, platforms, parking, etc.
- _____ Map B attached – shows where vendors are expected to park vehicles off the Square
- _____ Applied for a noise permit, if applicable – located on the web site under Community Guide tab
- _____ Submitted insurance certificate showing the City as an additional insured in an amount of \$1,000,000

RETURN PERMIT APPLICATION TO:

110 North First Street, PO Box 299

Indianola, Iowa 50125

Phone: 515-961-9410 Fax: 515-961-9402

www.indianolaiowa.gov

E-Mail: requests@indianolaiowa.gov

General Event Information

- If an event is held on City Streets - applications will be reviewed by the City Manager, Street, Human Resources/Risk Manager, Fire and Police Departments.
- If event is held on combination of City Streets and City Trails – applications will be reviewed by the City Manager, Street Superintendent, Human Resources/Risk Manager, Fire Department, Police Department, Park and Recreation Department.
- If event is held exclusively within City Parks or Trails - the Park and Recreation Department will review the event applications to verify they are in accordance with city park policies, rules and regulations.
- Applications for events held on City Streets or a combination of City Streets and City Trails will be approved or denied by the Indianola City Council.
- Applications need to be received no later than **60 days prior to your event**. If received less than 60 days prior to the event, staff will deny the application. It may be appealed to the City Council with a \$50 late fee.
- All applications will need to complete a map showing street/lane closures, trails, parks you will be using, location of barriers/barricades, stages, platforms, parking, etc. If the event involves a moving route, indicate direction of travel
- The Sheriff's Department shall have complete and unobstructed access to the west side of the Warren County Courthouse.
- 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 plans include 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.
- 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
- Always be sensitive to neighbors and area businesses when interrupting normal traffic flow and using amplified music.
- You will receive communication after the request has been to council unless there are questions regarding your application.
- When the street is closed off for the event an access lane needs to be maintained at minimum of 20' wide per IFC 503.1.1 for emergency vehicles. If the event has a moving route this requirement is not applicable.
- An insurance certificate showing the City as an additional insured in the amount of \$1,000,000 or more will be required.

RETURN PERMIT APPLICATION TO:
110 North First Street, PO Box 299
Indianola, Iowa 50125
Phone: 515-961-9410 Fax: 515-961-9402
www.indianolaiowa.gov
E-Mail: requests@indianolaiowa.gov

Event Name: _____

Event Type (Check all that apply):

_____ Parade _____ Bike Ride/Race _____ Concert

Running Event: Fun Run___ Timed Race___

Will trails/sidewalks be utilized? Yes___ No___

_____ Other (please specify): _____

Date/Time of Event: _____

Location of Event: _____

Event Sponsor(s): _____

Contact Information:

Organization: _____

Contact Name: _____

Address: _____

Telephone Number: _____

Cell Phone Number: _____

Fax Number: _____

Email Address: _____

Today's Date: _____

Anticipated Attendance: _____ Per Day _____ Total

Event Information:

Setup Begins	Date: _____	Time _____	Day of Week _____
Event Starts	Date: _____	Time _____	Day of Week _____
Event Ends	Date: _____	Time _____	Day of Week _____
Dismantle	Date: _____	Time _____	Day of Week _____

Applicant Signature

RETURN PERMIT APPLICATION TO:

110 North First Street, PO Box 299

Indianola, Iowa 50125

Phone: 515-961-9410 Fax: 515-961-9402

www.indianolaiowa.gov

E-Mail: requests@indianolaiowa.gov

Narrative:

Please describe your request and event:

Please describe what streets, trails or parks you are planning to close or use:

Please describe your safety plan including crowd control. Attach additional sheets if necessary. The Indianola Police and Fire Departments will review your safety plans to determine if safety is adequate for planned event. In reviewing the application, they will be looking at anticipated crowd size, demographics, entertainment, and alcohol, prior history with this event or similar events and other criteria.

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.

Thank you for your interest in holding a neighborhood or community event!

**RETURN PERMIT APPLICATION TO:
110 North First Street, PO Box 299
Indianola, Iowa 50125
Phone: 515-961-9410 Fax: 515-961-9402
www.indianolaiowa.gov
E-Mail: requests@indianolaiowa.gov**

Late Fee: Cash: _____ Check: _____ Received By: _____

OFFICE USE ONLY

DATE RECEIVED:				
	Signature	Date	Approved	Denied
Police Department:				
Fire Department:				
Public Works:				
City Manager:				
Park and Recreation Department				

RETURN PERMIT APPLICATION TO:
110 North First Street, PO Box 299
Indianola, Iowa 50125
Phone: 515-961-9410 Fax: 515-961-9402
www.indianolaiowa.gov
E-Mail: requests@indianolaiowa.gov