

May 20, 2014

To: Mayor Bemrich and City Council
From: David Fierke, City Manager
Subject: 4th Street Depot Special Event Permit



ACTION: For Vote Tuesday, May 27, 2014

Analysis of Issue

Attached is a special event permit application for Horseshoe Tournaments to be held every Wednesday and Saturday in May, June and July at 4th Street Depot.

Per Council resolution, this establishment is not allowed to have entertainment in its outdoor service area unless approved by Council as a special event.

BUDGET IMPACT

No budget impact

Signed

David Fierke
City Manager

Guidelines for a successful event:

- **Applications** may be found on the city web site www.fortdodgeiowa.org under "FORMS" or stop in the Recreation office located in City Hall. Permits must be filed at least 30 days prior to Event. Please allow 4 weeks for application processing.

Return completed application to:

Parks, Recreation and Forestry Department

City Hall - 819 1st Avenue South

515.576.7237

Email: parks@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). This process will take up to 30 days and will require council action. Permission to sell keg beer will require recommendation from the Parks Director and council approval. Perimeter control is also required.
- **Deposits** will be required at time of event request (see city services and related costs)
- **Garbage** - All garbage must be removed from site by event organizer.
- **Insurance** - Certificate of Insurance naming the City of Fort Dodge as an additional insured must be provided upon receipt of permit request.
- **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 designated spaces including provision for handicap parking for all Events.
- **Payment** is due at the time of application. Make checks payable to City of Fort Dodge. Deposits must be made with a separate check or cash payment at that time as well.
- **Pick Up & Delivery** arrangements must be made prior to your event. The standard arrangements will be 1 day prior to and 1 day following your event. Organizer pick ups & returns will be at the Parks & Rec Department at Oleson Park (1258 Oleson Park Ave) or the Public Works Dept (3001 8th Ave S) between 7:30 am - 3:00 pm Mon-Fri.
- **Restrooms** - If events are held on public property, appropriate restroom facilities must be provided, if not available on site. A minimum of two (2) per 1000 at non-alcohol events or four (4) per 1000 if alcohol is served.
- **Signs** advertising your event may not be placed in the public right-of-way.
- **Site Maps** should be included.
- **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, a set of barricades must be used per entrance.
- **Street/pavement markings** - No markings (paint) of any kinds on city streets, sidewalks or alleys.
- **Tents** must stay within the approved areas as marked on site maps of requested venue.

Additional Requirements of Events Over 500

- **Application/Processing Fee** - A non-refundable fee of \$25 will be due at the time of application. A pre-event meeting will be set up with all parties to ensure a successful event.
- **Emergency Action Plan** must be provided for Events over 500 attendees and included at the time of application.
- **Security** - Events over 500 attendees must provide security organized through the FDPD. These arrangements coordinated during pre-event planning meeting.

Event Permit
Attendance Under 500

Name of Event 4th STREET DEPOT GRILL & BAR

Organizer

Name of individual responsible or event and organization of applicable

RICK THOMPSON

Day phone/cell phone/home phone 955-2277

Address 300 South 4th ST

Email _____

Location of Event

Fenced in Area

Where will event take place Patio Address 300 S. 4th ST

Date of event Wed in May, June, July Time 4:00 - 8:00

Details of Event

Sat in May, June, July → 1:00 - 8:00

Will beer/alcohol be available at this event (please check) ☒ Yes ☐ No

Will concessions be sold at this event (please check) ☐ Yes ☒ No

Will music be provided (please check) ☐ Yes ☒ No

Number of people at your event _____

Reason for Event (Check one and complete description)

☐ Block Party ☐ Church ☐ Private ☒ Public ☐ School ☐ Other

Briefly describe your event Horseshoe Tournaments

I agree that the information provided is accurate and that the undersigned has agreed to all related fees and regulations as it pertains to this permit request.

Rick Thompson Date 5-19-14

A certificate of insurance naming the city hold-harmless must accompany this event permit before processing.

City Services and Related Costs

All arrangements must be made 10 working days prior to event
Please stop in office to check out equipment and return equipment
\$50 DEPOSIT REQUIRED ON ALL RENTALS

Electronic Sign Boards not available on limited and selective basis

Please call Parks Department – 576-7237 – Hours are 7:30 am to 3:00 pm Monday through Friday

Pick up date:

Return date:

| Event Needs | Quantity | Rate if Picked Up | Rate if Delivered | Sub Total |
|---------------|----------|-------------------|-------------------|-----------|
| Garbage cans | | -0- | \$70 + \$5/can | |
| Picnic tables | | \$10/each | \$70 + \$10/table | |
| | | | | |

Please call Public Works – 955.6139 - Hours are 7:30 am to 3:00 pm Monday through Friday

Pick up date:

Return date:

| Event Needs | Quantity | Rate if Picked Up | Rate if Delivered | Sub Total |
|--|----------|-------------------|----------------------|-----------|
| Barricades | | \$10/set | \$70 + \$10/set | |
| Barricades Type III for road closures | | \$50/day | \$70 + \$50/day | |
| Delineators (tall cones) | | \$5/cone | \$70 + \$5/cone | |
| Fencing (100" incl 5 posts) | | \$20/100 feet | \$70 + \$20/100 feet | |
| Electrical panel | | \$10 | \$70 + \$10/each | |
| Equipment Operator | | X | \$35/hr | |
| Electrician | | X | \$50/hr | |
| Electronic sign boards | | | \$70 + \$250/day | |
| | | | | |

All deposits must be made with separate check or cash

| Site | Rent | Deposit |
|--|--------|---------|
| Oleson Park Cabin | \$75 | \$100 |
| Oleson Park Bandshell | \$250 | \$500 |
| Snell-Crawford Park Cabin | \$75 | \$100 |
| Loomis Park Cabin | \$75 | \$100 |
| Hydro-Electric Park Cabin | \$75 | \$100 |
| Harlan Rogers Sports Complex Parking Lots | \$1000 | NA |
| Riverfront Park (south or north) | \$500 | \$500 |
| City Square (portable restrooms required) | \$50 | \$100 |
| Gazebo on Central (portable restrooms required) | \$50 | \$100 |
| Mini Park | \$50 | \$100 |
| City Streets for runs/parades | NA | NA |
| City Parking lots for festivals | NA | NA |
| Central and Ninth | NA | NA |
| Food and/or Beverage Deposit (over 500 attendance) | N/A | \$300 |
| Open Shelter (Loomis, Oleson, Snell-Crawford, Phinney) | \$25 | NA |

| Fort Dodge Police Department | | | | |
|------------------------------|---------|--------------------|--------------|-----------|
| Event Needs | Fee | Number of Officers | Hours needed | Sub Total |
| Officer | \$40/hr | | | |
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Comments _____

| Fort Dodge Fire Department | | | | |
|----------------------------|---------|---------------------|--------------|-----------|
| Event Needs | Fee | Number of Personnel | Hours needed | Sub Total |
| Firefighter/EMS | \$40/hr | | | |
| Pumper | \$80 | | | |
| Ambulance | \$60 | | | |
| ATV | \$80 | | | |
| Fireworks permit | \$60 | | | |
| | | | | |
| | | | | |

Comments _____

Summary of City Services and Related Costs

Office Use Only

| |
|------------------------|
| Sub Total Parks |
| |
| Sub Total Public Works |
| |
| Sub Total Site Rental |
| |
| Sub Total Police |
| |
| Sub Total Fire |
| |
| Total |
| |
| Grant Award |
| |

Deposit _____ Paid _____ Date _____

Certificate of Insurance Provided: Yes _____ No _____

Pre-event planning meeting: Date _____

Attendees: _____

Department Approval _____ Council Approval _____

Comments: