

**January 23, 2015**

**To: Mayor Bemrich and City Council**

**From: David Fierke, City Manager**

**Subject: Special Event Permits**



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**ACTION: Workshop, January 26, 2015**

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**Brief History**

A LEAN event was held four years ago to streamline the special event permitting process. The workshop tonight is an update to council on the steps needed to file a request for city services.

**Analysis of Issue**

The committee gets together each year to review our procedures. The following issues were addressed and are presented tonight.

1. Refine permit forms to better reflect small and large requests.
2. Address fees
3. Added a post review to staff permit packet
4. Early communication to large event organizers

**Budget Impact**

We use a \$5000 budget from the revenues received from city hotel/motel funds. These monies are re-distributed to departments through the grant award process.

**Strategic Plan Impact**

Vision B: Expanded Parks and Recreation.

Strategy B.1.1.1

Implement a proactive marketing strategy that identifies, coordinates, improves and markets the current entertainment, events, and recreational opportunities within the city and area.

**Committee Review / Recommendation**

Support the new forms and fees.

Signed

Approved

A handwritten signature in blue ink, appearing to read "Lori Branderhorst".

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Lori Branderhorst  
Director of Parks and Recreation

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David Fierke  
City Manager

## Guidelines for a Successful Event:

- **Applications**

- City web site [www.fortdodgeiowa.org](http://www.fortdodgeiowa.org) under "FORMS" OR Recreation office located in City Hall.
- **\$10 processing fee for events under 500 OR \$25 for events over 500. Due at the time of filing.**
- DEADLINES: Permits must be filed at least 30 days prior to Event and please allow 4 weeks for application processing.

Return completed application to:

Parks, Recreation and Forestry Department

City Hall - 819 1<sup>st</sup> Avenue South

515.576.7237

Email: [lbranderhorst@fortdodgeiowa.org](mailto:lbranderhorst@fortdodgeiowa.org)

- **Beer or alcohol** - if SOLD, a permit must be obtained by contacting the City Clerk's office (City Hall, 819 1<sup>st</sup> Avenue South). Process will take up to 30 days and requires council action. Permission to sell keg beer will require recommendation from the Parks Director and council approval. Map of venue will need to be provided with perimeter boundaries designated for serving area.
- **Deposits** (over 500 only) TBD during pre-planning meeting.
- **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 filing ALL permit requests.
- **Park hours are down 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**
  - Events under 500: fees are due at the time of application. PLUS \$10 processing fee.
  - Events over 500: \$25 processing fee due at the time of filing – all other fees are determined at the pre-event planning meeting TBD.
  - Make checks payable to City of Fort Dodge. Deposits must be made with a separate check or cash.
- **Pick up & Delivery** arrangements must be made one week prior to your event. The standard arrangements will be 1 day prior to and 1 day following your event.
- **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 is required.
- **Signs** advertising your event may not be placed in the public right-of-way.
- **Site Maps** should be included when filing your event permit.
- **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** – prior approval needed. Inspection fee and special rules associated with this request (see city services and related costs attachment).

# WALKS, RUNS, AND BIKE EVENTS

## Guidelines for a Successful Event

- **Applications**

- City web site [www.fortdodgeiowa.org](http://www.fortdodgeiowa.org) under "FORMS" OR Recreation office located in City Hall.
- **Events under 500: \$10 processing fee. Over 500: \$25 processing fee. Due at the time of filing.**
- DEADLINES: 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 1<sup>st</sup> Avenue South

515.576.7237

Email: [lbranderhorst@fortdodgeiowa.org](mailto:lbranderhorst@fortdodgeiowa.org)

- **Beer or alcohol** - if SOLD, a permit must be obtained by contacting the City Clerk's office (City Hall, 819 1<sup>st</sup> Avenue South). This process will take up to 30 days and requires council action. Permission to sell keg beer will require recommendation from the Parks Director and council approval. Map of venue will need to be provided with perimeter boundaries designated for serving area.
- **Garbage** - All garbage must be removed from site by event organizer.
- **Insurance** - Certificate of Liability 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.
- **Participant Waivers** - a signed waiver must be obtained from all participants that inform them to obey all traffic rules and that they are to run/walk/bike at their own risk.
- **Restrooms** - If events are held on public property, appropriate restroom facilities must be provided. If not on site a minimum of two (2) per 1000 at non-alcohol events or four (4) per 1000 if alcohol is served.
- **Route Maps** must be included, please be sure they are accurate.
- **Signs** advertising your event may not be placed in the public right-of-way.
- **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** - prior approval needed. Inspection fee and special rules associated with this request (see city services and related costs attachment).

### Additional Requirements for Events over 500

- **Application/Processing Fee** - A non-refundable fee of \$25 will be due at the time of application. A meeting will be scheduled for all parties involved with event to insure success.
- **Emergency Action Plan** must be provided and presented at the pre-planning meeting and ALL security arrangements will be coordinated through the FDPD during the pre-planning meeting.

**Event Permit**  
**Attendance Under 500**

**Name of Event** \_\_\_\_\_

**Organizer (individual or agency)** \_\_\_\_\_

Day phone/cell phone/home phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

**Location of Event**

Where will event take place \_\_\_\_\_ Address \_\_\_\_\_

Date of event \_\_\_\_\_ Time \_\_\_\_\_

**Details of Event**

Will beer/alcohol be available at this event (please circle)      Yes      No

Will concessions be sold at this event (please circle)      Yes      No

Will music be provided (please circle)      Yes      No

Number of people at your event \_\_\_\_\_

**Reason for Event** (Check one and complete description)

Briefly describe your event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**When filing this permit request you must attach (1) Certificate of Insurance naming the city hold-harmless (2) payment for all city services requested in application including \$10 processing fee.**

## City Services and Related Costs for Events *Under 500*

- All fees listed below are due at the time of filing permit with the City.
- Arrangements for supply pick up must be completed 1 week prior to event by calling the department's numbers listed below.
- Inflatable play attractions not allowed on public property.

Parks Department – 576.7237 – Pick up/return hours is 7:30 am to 3:00 pm Monday - Friday				
Pick up date:			Return date:	
Event Needs	Quantity	Rate if Picked Up	Rate if Delivered	Sub Total
Garbage cans		-0-	\$80 + \$5/can	
Picnic tables		\$20/each	\$80 + \$20/table	

Public Works – 955.6139 – Pick up/return hours are 7:30 am to 3:00 pm Monday - Friday				
Pick up date:			Return date:	
Event Needs	Quantity	Rate if Picked Up	Rate if Delivered	Sub Total
Barricades		\$20/set	\$80 + \$20/set	
Barricades Type III for road closures		\$60/day	\$80 + \$60/day	
Delineators (tall cones)		\$15/cone	\$80 + \$15/cone	
Fencing (100" incl 5 posts)		\$25/100 feet	\$80 + \$25/100 feet	

**Facility Rentals - All deposits must be made with separate check or cash**

Site	Rent	Deposit
Enclosed shelters (Oleson, Snell-Crawford, Loomis, Hydro Electric)	\$75	\$100
Loomis Park Octagon shelter	\$25	\$100
Oleson Park Bandshell	\$250	\$500
Events located in parks where modern restrooms are available	\$25	NA
Trail usage	\$25	NA
Harlan Rogers Sports Complex Parking Lots	\$1000	NA
Riverfront Park (south or north)	\$500	\$500
City Square (portable restrooms required)	\$25	\$100
Gazebo on Central (portable restrooms required)	\$25	\$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	\$50/hr			

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fort Dodge Fire Department				
Event Needs	Fee	Quantity	Hours needed	Sub Total
Firefighter/EMS	\$50/hr			
Pumper	\$80			
Ambulance	\$60			
ATV	\$80			
Fireworks permit	\$60			
Tent Inspection	\$25			

Comments \_\_\_\_\_

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**Special notes regarding food booths and tents:**

- Any event that uses any type of heating or cooking device will need (at minimum) one 5# fire extinguisher available for use for each booth.
- All propane cylinders will need to be secured or placed in rack to prevent tipping.
- Any tents over 700 square feet will need an inspection prior to event.

## Summary of City Services and Related Costs

**Office Use Only – Processing Fee    \$10    \$25**

Sub Total Parks
Sub Total Public Works
Sub Total Site Rental
Sub Total Police
Sub Total Fire
Total
Grant Award: <span style="float: right;">Due:</span>

Certificate of Insurance Provided: Date: \_\_\_\_\_

Department Approval \_\_\_\_\_ Council Approval \_\_\_\_\_

Comments:



**Event Permit**  
**Attendance Over 500**

**Name of Event** \_\_\_\_\_

**Organizer (individual or agency)** \_\_\_\_\_

Day phone/cell phone/home phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

**Location of Event**

Where will event take place \_\_\_\_\_ Address \_\_\_\_\_

Date of event \_\_\_\_\_ Time \_\_\_\_\_

**Details of Event**

Will beer/alcohol be available at this event (please circle)      Yes      No

Will concessions be sold at this event (please circle)      Yes      No

Will music be provided (please circle)      Yes      No

Number of people at your event \_\_\_\_\_

**Reason for Event** (Check one and complete description)

Briefly describe your event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Due at time of filing event permit (1) \$25 application fee (2) completed application with request for city services (3) map of venue. Pre-planning meeting will be set up at later date.**

## City Services and Related Costs for Events Over 500

- Payment for city services will be arranged at the time of the pre-planning meeting.
- Arrangements for supply pick-up must be completed 1 week prior to event by calling the department's numbers listed below.
- Inflatable play attractions not allowed on public property.

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Barricades Type III for road closures		\$60/day	\$80 + \$60/day	
Delineators (tall cones)		\$15/cone	\$80 + \$15/cone	
Fencing (100' w/5 posts)		\$25/100 feet	\$80 + \$25/100 feet	
Electrical panel		\$10	\$80 + \$10/ea	
Equipment Operator		x	\$50/hr	
Electrician		x	\$60/hr	
Electronic signs (limited availability)		x	\$80 + \$250/day	

**Facility Rentals - All deposits must be made with separate check or cash**

Site	Rent	Deposit
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Event Needs	Fee	Number of Officers	Hours needed	Sub Total
Officer	\$50/hr			

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fort Dodge Fire Department				
Event Needs	Fee	Quantity	Hours needed	Sub Total
Firefighter/EMS	\$50/hr			
Pumper	\$80			
Ambulance	\$60			
ATV	\$80			
Fireworks permit	\$60			
Tent Inspection	\$25			

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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- All propane cylinders will need to be secured or placed in rack to prevent tipping.
- Any tents over 700 square feet will need an inspection prior to event.

## Summary of City Services and Related Costs

**Office Use Only – Processing Fee      \$10      \$25**

Sub Total Parks	
Sub Total Public Works	
Sub Total Site Rental	
Sub Total Police	
Sub Total Fire	
Total fees:	Deposit required:
Grant Award:	Due:

Certificate of Insurance Provided: Date: \_\_\_\_\_

Department Approval \_\_\_\_\_ Council Approval \_\_\_\_\_

Comments:

## Special Event Post Review

Please complete the following information that pertains to your area of service.  
This will help in future development of our contribution to events in our community.

Event \_\_\_\_\_

Date \_\_\_\_\_

Pre services approved	Comp	Billable	Actual services provided	Comp	Billable
FDFD					
FDPD					
PW					
PRF					