

**EVENT APPLICATION**

Name/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Telephone #: \_\_\_\_\_ Contact Email : \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_ Private \_\_\_\_\_ Public \_\_\_\_\_ Non-Profit

Event Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Activities Planned: \_\_\_\_\_

Location of Event (include all City/public property that will be used): \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Security Measures for Event: \_\_\_\_\_

Will alcohol be present at this event? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

Insurance certificate attached: \_\_\_\_\_ Yes \_\_\_\_\_ No

(Must be liability insurance coverage in the amount of \$500,000 or higher and it must list the City as an additional insured)

**DIAGRAM/MAP**

Please attach a diagram/map along with a written explanation of the area to be used. Include in the diagram/map any fencing or materials that will be used to "close off" the area.

Diagram/Map attached: \_\_\_\_\_ Yes \_\_\_\_\_ No

**APPLICATION TO EXCEED NOISE LIMITS**

Sometimes, the activities at an event (music, speaker systems, large groups of people, etc.) have the potential to exceed the City's Noise Control Ordinance.

Please indicate whether you will need an application to exceed noise limits: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list the time: \_\_\_\_\_

**APPLICATION TO CLOSE: CITY STREET, ALLEY OR PARKING LOT (If Applicable)**

Area to be closed: \_\_\_\_\_

Please describe the reason you are requesting the area be closed: \_\_\_\_\_

Please explain in detail what materials you plan to use to "close" the area off: \_\_\_\_\_

**REIMBURSEMENT OF CITY COSTS**

An applicant for whom an application is approved shall reimburse the city for all costs and expenses for materials and labor related to said event that are incurred by the city. This obligation to reimburse shall include, but not be limited to, the cost of city staff and labor billed at an hourly rate, the cost of any City equipment or materials used, the cost of the electricity for the event and the costs of labor and material to repair or replace any damaged public property or public improvements.

Please initial that you have read and understand this statement \_\_\_\_\_

**PROPERTY RESERVATION FOR COMMUNITY RELATED EVENTS**

If you will need to reserve/use picnic tables, barricades, garbage cans or other related items, you will need to request a property reservation form. This request (which is separate from this "Event Application") must be made at least 48 hours before the equipment is needed.

Please initial that you have read and understand this statement \_\_\_\_\_

**PRE-EVENT MEETING**

Before an application will be sent to the City Council for approval, a pre-event meeting must be held. The pre-event meeting shall include, but not be limited to, a representative from the person/organization sponsoring the event, a representative from the Maquoketa Police Department, a representative from the Maquoketa Public Works Department and representatives from Maquoketa City Hall. Applicant will be in charge of contacting the Police Chief to set the meeting up.

Please initial that you have read and understand this statement \_\_\_\_\_

**FEE**

The applicant shall pay a fee in the sum of \$25.00 to the City Clerk at the time the application is submitted. No application shall be processed until this fee shall be paid in full by the applicant. The fee shall be non-refundable.

**To be completed by City staff**

(a) Fee Paid: Receipt #: \_\_\_\_\_ Check #: \_\_\_\_\_

It is hereby acknowledged that I am authorized to sign this agreement on behalf of the organization named above. I agree that the City of Maquoketa, Iowa and the employees of the City of Maquoketa, Iowa shall not be held responsible or liable for injury, damage or loss in any case whatsoever, either willfully or negligently to the applicant's merchandise, property or personnel, releases the City of Maquoketa expressly from any type of liability. The applicant also agrees to provide liability insurance coverage in the minimum amount of \$500,000 to cover any such claims that may arise from the proposed event and have the City named as an "additional insured" on such insurance coverage.

I understand that a responsible adult must be present at all times during any sponsored event/activity on City property. I understand that if I or my organization fails to use the property responsibly or in conflict with City rules, I/we may be barred from further use of City facilities. I agree to return the property to the condition in which it was before I used it. I agree to remove all debris, materials, garbage etc. that is created as a result of my event.

I understand that by signing this form, I/we will be invoiced in order to reimburse the City for all costs and expenses for materials and labor and the cost of any damages related to said event that are incurred by the City.

I understand that by signing this form, it does not allow me use of City personnel (police department, public works etc.) or use of City equipment or materials (garbage cans, picnic tables, barricades etc.) without proper authorization and the correct forms filled out ahead of time.

I understand that the use of any City property must be approved by the Maquoketa City Council during a regularly scheduled Council meeting.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FOR CITY USE ONLY:**

**PRE-EVENT MEETING:**

**To be completed by City staff**

(b) Date held: \_\_\_\_\_ Time held: \_\_\_\_\_

**Representatives Attending Meeting:**

Name: \_\_\_\_\_ Entity: \_\_\_\_\_

Others Attending: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

Date of City Council Meeting: \_\_\_\_\_

Application was ( ) approved ( ) denied

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date