

Please note important information. Please read before completing the application and returning the application to the City Clerk's Office

1. If your application for special event includes the selling of any food products, you must apply to the Department of Public Health at City Hall for a temporary food permit. The phone number is: (712) 328-4666
2. If your application for special events will include the selling of any alcoholic beverages, a temporary liquor license from the Iowa Alcoholic Beverage Division is necessary. You must log on to the website at www.iowaabd.com and complete the application for a temporary liquor license. The ABD can be reached at 1-866-469-2223.

This application for a temporary liquor license must also be reported to the City Clerk's Office and must be approved by the following City Departments before being acted on by City Council:

- Fire Department
- Health Department
- Police Department
- Public Works, Building Division
- Zoning

Please note that the City Council meets two times a month – on the second and fourth Mondays of each month and plan your special event well in advance.

3. If your application for special event will include a request for City streets to be closed off, a barricade use agreement must be signed with the Public Works Department. Barricades will be delivered before the event and will be picked up by Public Works after the event. There is a fee for this service.
In the event that any City street is closed and barricades are requested, an insurance policy in the amount of \$1,000,000 must be obtained from your insurance carrier. Please bring copy of this proof of insurance with you when you return this application to the City Clerk. Attach a drawing of the City intersections that you wish to have barricaded and a map of the general area.
4. If your application for special event is for a marathon, or bike run, please attach a map of the route to be followed.
5. If your application will include music or a live band, you may have to complete a noise variance request. This form is available from the Health Department. Please complete all applicable items and return to City Clerk's Office.
6. If your application for special event is any of the following,
 - Circus
 - Carnival
 - Fireworks – must have additional permit from Fire Department
 - Parade

the City Council will have to approve the application. Please note that the City Council meets two times per month – on the second and fourth Monday of each month and plan your event to take into consideration the time frame. Also, an insurance rider in the amount of \$1,000,000 must be shown at the time the application is returned to the City Clerk.

APPLICATION FOR SPECIAL EVENT PERMIT

Organization/person requesting authorization: _____

Type of Event: _____ Name of event: _____

Location of event: _____

Date Set Up _____ Date Taken Down _____

Date(s) Held: _____ Time(s) Held: _____

Duration of location's use: _____ Duration of Event: _____

Estimate the number of individuals expected to attend: _____
(If a general estimate is not possible, please indicate whether over or under 1,000 persons)

Provisions will need to be made for: The following will be utilized during the event:

- | | | | |
|-------------|--------------------------|----------------------------------|--------------------------|
| Electricity | <input type="checkbox"/> | Animals | <input type="checkbox"/> |
| Parking | <input type="checkbox"/> | Food Sales or Concessions | <input type="checkbox"/> |
| Water | <input type="checkbox"/> | Open fires (other than barbecue) | <input type="checkbox"/> |

We (I) also request the assistance of the following City Departments or services: _____

Purpose of this assistance: _____

Brief description of event: _____

If additional information is needed by any City office, who can be contacted for this information between the hours of 8:00 a.m. and 5:00 p.m. during the next two (2) weeks?

Name _____ Daytime Phone: _____

Address _____

Signature of applicant or representative _____

Phone number if different from above _____

Applicant's Agreement

Applicant hereby agrees to hold the City of Council Bluffs, Iowa, its governing bodies, individual departments and members thereof, and all employees of various jurisdictions, free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by the event and any activities related to it.

Applicant hereby certifies that the event and all participants will abide by any Departmental rules and regulations, City ordinances, State and Federal laws, as required, to include the payment of any fees and charges, completion of any additional forms, compliance with any further terms and conditions and obtaining of any contracts, bonds, insurances, licenses and permits.

I, the undersigned, hereby certify that I will be responsible on behalf of the applicant and event participants for any failure to comply with Departmental rules and regulations, City ordinances, State and Federal laws and other requirements.

Phone Number: _____ Signature _____

Address _____

For City Use Only:

Note to Departments: You are requested to review this application and return it to the city Clerk's Office with any comments shown below. Comments should include pertinent laws and ordinances as well as notice of any required changes, fees, permits, and licenses.

Department Comments: _____

From the Council Bluffs _____ Department: Initials (_____)

Comments (above) No Comments Noted

Approval

The City of Council Bluffs, Iowa hereby _____ the holding of the
(approves, does not approve)
Event.

Date: _____

City Clerk Mayor