

SPECIAL EVENT PERMIT APPLICATION
(Must be turned in at least 10 days prior to event)

A Special Event Permit is required from the City of Council Bluffs for any special activity that requires exclusive use of city streets and sidewalks, requires special assistance of a city department, or is likely to have a large impact on traffic.

Please check any boxes that apply:

I. General Information.

- Organization/Person Requesting: _____
- Name of Event: _____
- Contact Name: _____
- Mailing Address for Contact: _____

- Contact Phone Number: _____
- Address of Event: _____
- Estimate of Number of Participants: _____
 - 1-50 251-500
 - 51-100 501-1,000
 - 100-150 > 1,000
- Attach map of event location, set-up, and/or route

II. Type of Event:

- Circus
- Carnival
- Fireworks
- Parade

*The above events require City Council approval, which could take 2-4 weeks to obtain.

- Walk, Run, Bicycle Event
- Concert
- Neighborhood/Block or Private Party
- Other: _____

III. Date of Event

- Date Set Up _____
- Date Held _____

- Date Taken Down _____
- Times Held _____

IV. Brief description of event: _____

V. Additional permits required when event includes

- Sale of Alcoholic Beverages
 - Requires temporary liquor license from the Iowa Alcoholic Beverage Division. Apply on-line at www.iowaabd.com. ABD can be reached at 1-866-469-2223.
 - The application for a temporary liquor license must be reported to the City Clerk's office and approved by multiple City Departments before final approval of the City Council. (this process could take 2-4 weeks)

- Sale of Food Products
 - Requires temporary food permit from City Department of Public Health (712-328-4666).

- Fireworks
 - Requires permit from City Fire Department (712-328-4671).

- Noise
 - If event includes music, a live band, or noise of any kind a request for a noise variance must be made. A form is available from the City Health Department (712-328-4666).

VI. Traffic Control

- Request Police Assistance for _____

Cost for City worker's overtime may be required. Administrative fees for police services and cruisers are provided at additional costs.

- Street closures (**Must include a Map**)
 - Street closures must be in compliance with the Manual for Uniform Traffic Control Devices. Traffic control barricades and signage must be furnished and placed by qualified companies or by the city. The city charges fees for this service.
 - Street closures require abutting property owners' concurrence. Petition/permission form attached.

VII. Please check any of the following boxes that apply to this event.

- animals
- open fires (other than barbeques)
- portables (porta-potties) – recommendations based on duration/people attending
- using a park, sidewalk or street surrounding a park
- using any portion of a public trail
- using any public area
- there will alcoholic beverages be sold
- there will alcoholic beverages be served
- there will there be a fee/charge to take part in this event

If you checked any of the boxes above, please give a brief description below:

PLEASE NOTE: The request form must be returned to the City Clerk's Office, 209 Pearl Street, at least 10 business days prior to the event or the event will be denied. If you have any questions please contact us at 712-328-4616

For City Use Only:

Name of Special Event: _____

Date of Special Event: _____

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: _____

Approved

Denied

Department: _____

Signature/Initials: _____

