

# **SPECIAL EVENTS PACKET**

Revised October 2009



## CITY OF PELLA SPECIAL EVENT PERMIT - APPLICATION PROCESS

Attached is a packet of information to assist you in obtaining a Special Event Permit. A Special Event Permit is required when an event is held on public property owned by the City of Pella. The purpose of this procedure is to ensure the safety of the general public attending your event and to assist you in the necessary City services to make your event a successful one. Your packet includes the following:

1. Application Process Overview
2. Special Events Application
3. Special Events--Signage Information Sheet
4. Special Events--Electrical Information Sheet
5. Maps of the City
6. Special Events Ordinance

In order to obtain a Special Event Permit, you will need to complete an application form and supply information necessary for the City Departments and the City Council to understand the purpose and extent of your activities--attach additional pages if needed. Each permit application is reviewed by pertinent City Departments and then presented to the City Council for approval. You are requested to apply for a permit at least a month in advance of the event date.

**The City Council only meets twice each month--on the first and third Tuesday, so allow enough time for processing.** Applications submitted the week before a Council meeting will not allow enough time for all City Departments to review the application. Please complete your application in full; marking all non applicable spaces with "N/A" rather than leaving them blank.

Your completed application should include the following:

1. The fully completed application form.
2. A map or detailed drawing of the area, streets, park, etc. of your event. If you are including vendor booths of any kind during your event, another detailed map showing the location of each booth shall be submitted prior to your event. (See ordinance for specific time frames).
3. Completed Signage Information Sheet if applicable.
4. Completed Electrical Information Sheet if applicable.
5. Your Certificate of Insurance showing that your organization is covered for a \$1,000,000 in liability insurance. This certificate must state on it "THE CITY OF PELLA IS ALSO INSURED IN RESPECTS TO THIS EVENT", and the name of your event.
6. The appropriate amount of the fee should be included with the application. The fee is \$20.00 per event or \$75.00 for a seasonal permit.

A request for City services, such as electrical hookup, water, picnic tables, shelter house reservations, barricades, police officers, etc. are not automatically included upon approval of your permit. **Arrangements for these services must be made by the event coordinator directly with the appropriate City Department.** Additional fees are also required for some of these services and payments must be made in advance in order to obtain them. Fees will be based on either the currently established schedule or on the extent of work and services needed. Requests for these services should be made as far in advance as possible.

**ELECTRIC** - All outdoor facilities are required to utilize ground-fault circuit interrupters on all 120-volt, single-phase 15 and 20 amp receptacle outlets for public and personal protection. All lights used for general illumination are required to have suitable fixtures or lamp holders with a guard. Brass shell, paper-lined sockets shall not be used unless the shell is grounded. **Placement of power cords should be such that they do not present a hazard. Cords placed across public walkways are not permissible unless approved provisions are made for the safety of the general public.** PLEASE COMPLETE THE ATTACHED FORM IF YOU NEED ELECTRICAL SERVICE AND RETURN TO THE ELECTRIC DEPARTMENT AT 222 TRUMAN ROAD. PHONE (641) 628-2581 IF YOU HAVE QUESTIONS.

**PARKS** - Shelter house reservations are available for West Market Park and requires a deposit and a fee. Picnic tables come with the shelter houses, but use of them in other areas must be requested and is based on availability. You may be required to pickup and return the picnic tables yourself. CONTACT THE PARKS DEPARTMENT AT (641) 628-4299.

**PUBLIC WORKS** - Events which request street closings will require barricades. You may be required to pickup and return the barricades yourself. CONTACT THE PUBLIC WORKS DEPARTMENT AT (641) 628-1601.

**POLICE** - If your event requires crowd control or traffic control, reserve officers are available by paying the applicable hourly rate. Arrangements need to be made through the Chief of Police. CALL THE POLICE DEPARTMENT AT (641) 628-4921.

The City of Pella hopes you will have a successful and enjoyable event. With a little advance planning and coordination, we hope we can assist you by providing the necessary services to make your event fun and safe for everyone in attendance.

If you have questions concerning any of this material, please contact City Hall at (641) 628-4173.



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**SPECIAL EVENTS APPLICATION**

Please make sure the application is complete before submitting it to City Hall. This includes the *fee payment* and the *\$1,000,000 insurance certificate*. The application should be submitted at least a month in advance of the event date.

<b>For Office Use Only:</b>			
<b>Date Received:</b>	<b>Received by:</b>	<b>Fee:</b>	<b>Insurance Certificate:</b>

Name of Event:
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Date of Application:	Fee Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No Make check payable to City of Pella
Attach Insurance Certificate (\$1,000,000 min) naming City of Pella "Also Insured".	Insurance Certificate: <input type="checkbox"/> Yes <input type="checkbox"/> No

Describe the Event: (Purpose of event, activities planned, number of anticipated people in attendance, history/origin of event, etc.) (Attach additional page is needed.)
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**PROMOTER AND CONTACT PERSON INFORMATION**

Promoter's Name:	Contact Person:		
Signature:	Signature:		
Address:	Address:		
Phone:	Cell Phone:	Phone:	Cell Phone:

**EVENT INFORMATION**

DATE(S) AND TIME(S) OF EVENT:
DATE(S) AND TIME(S) OF SET-UP/TAKE DOWN:
LOCATION OF EVENT: Name streets, parks, area, etc and ATTACH map or drawing.

## EVENT INFORMATION (continued)

**DO STREETS NEED TO BE CLOSED?**  Yes  No If YES, list streets to be closed and indicate on map. Also list number of barricades needed.

Street Name	Distance on Street	Date/ Time for Street Closings	# of Barricades
		Starting:                      Ending:	
		Starting:                      Ending:	

**DO PARKING SPACES NEED TO BE RESERVED?**  Yes  No If spaces need to be roped off or reserved, please indicate below.

Location	# of Cones

**WILL SIGNAGE BE USED?**  Yes  No If Yes, complete the Special Event Signage Information Sheet.

**WILL POLICE OFFICERS OR RESERVES BE NEEDED?**  Yes  No If Yes, list number needed and for what length of time. You will be billed \$30 per hour per officer.

**WILL ADDITIONAL ELECTRICITY BE REQUIRED?**  Yes  No If Yes, complete the Special Event Electrical Information Sheet.

**WILL ANY OTHER CITY SERVICES BE NEEDED?**  Yes  No If Yes, list details.

**COMPLETE LAYOUT OF THE CITY PROPERTY TO BE USED:**  Map  Drawing

If the map does not accurately show the area, then a drawing should be included. For example, the dimensions of the area to be used or a more detailed description of the area would be helpful. Please be reminded that if you are requesting the use of a park, the parking spaces around that area are not included in the permit, unless specifically requested.

**WILL THERE BE VENDOR BOOTHS?**  Yes  No If Yes, a list of the names of all vendors and a map showing the location and size of the vendor booths needs to be sent to City Hall prior to the date of the event as outlined in Sec 123.04 of the City Code (attached). The time requirement for submittal of this list is dependent upon the length and size of your event. For large events, please supply this information earlier than the one month recommendation.

**WILL ANY PART OF THE EVENT BE HELD ON PRIVATE PROPERTY?**  Yes  No If Yes, list the address of the property and have the property owner sign below giving their consent for use of their property for this special event.

Property Owner	Address	Signature of Property Owner



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**SPECIAL EVENTS--SIGNAGE INFORMATION SHEET**

**Information Required:**

Anyone that is planning to have temporary signage associated with a Special Event Permit will need to submit the following signage information along with the Special Event Permit Application.

Type of Sign(s): <input type="checkbox"/> A-frame <input type="checkbox"/> banner <input type="checkbox"/> portable <input type="checkbox"/> sandwich board <input type="checkbox"/> traffic directional <input type="checkbox"/> vehicle mounted <input type="checkbox"/> window <input type="checkbox"/> other (please describe)	
Size of Sign(s):	
Time of Sign Placement:	Time of Sign Removal:
Colors and Materials of Proposed Sign:	
Any Proposed Lighting:	
Proposed Location(s) of Signage:	

**Traffic Safety**

Signs shall not create a traffic hazard or impede vehicular or pedestrian traffic. Signs in the public right of way are prohibited unless expressly authorized by the Special Event Permit. The City of Pella reserves the right to require additional signage, which may be at the expense of the Special Event applicant, as determined for the safety and well being of the general public.

**Prompt Removal of Signs**

Temporary signs associated with a Special Event Permit must be removed immediately upon the termination of the event.

**Right of Approval/Denial**

The City of Pella reserves the right to approve or deny signage associated with Special Events and to determine the scheduling of such display if approved.



# Pella

## IOWA

### PUBLIC BUILDINGS

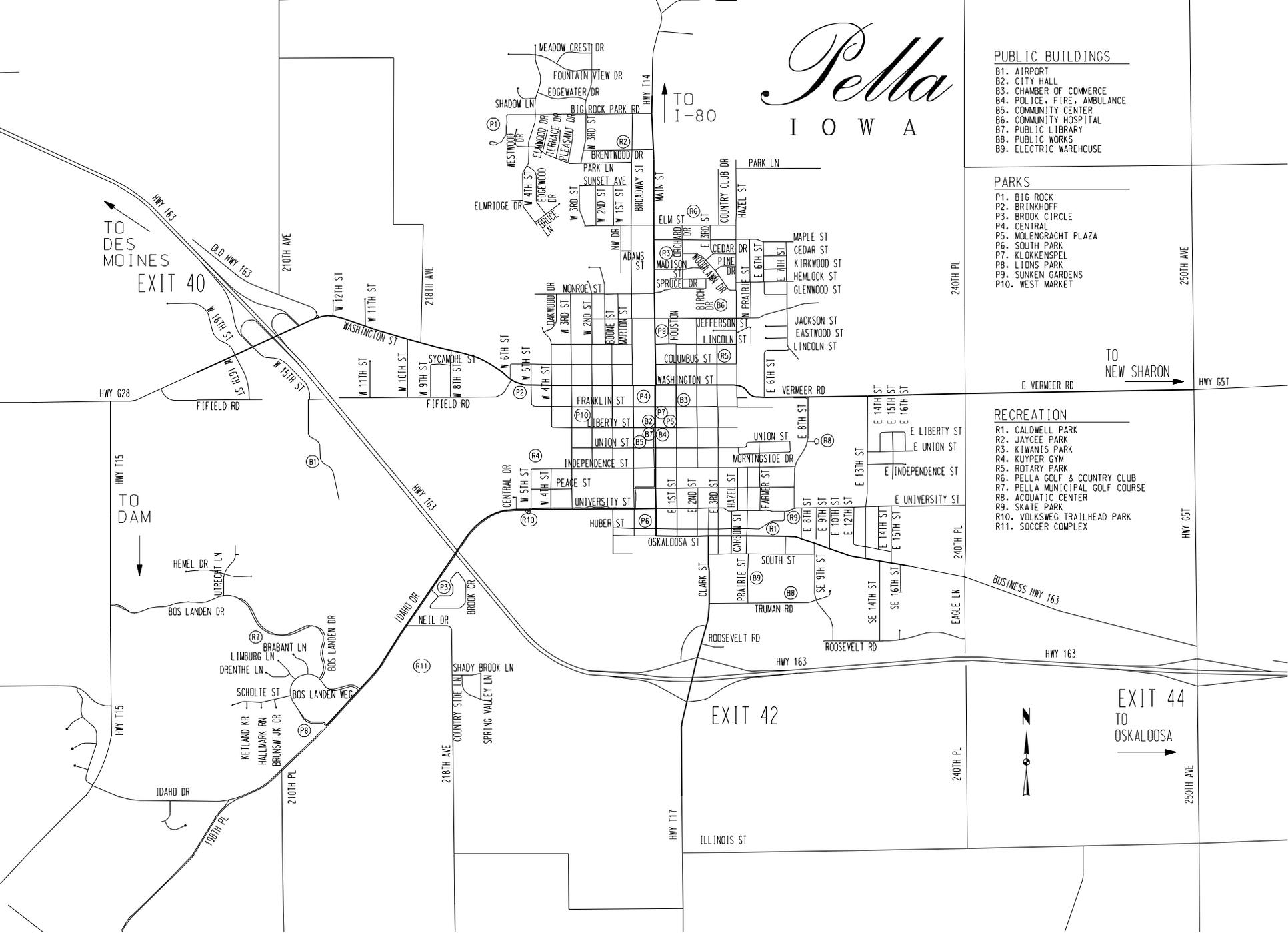
- B1. AIRPORT
- B2. CITY HALL
- B3. CHAMBER OF COMMERCE
- B4. POLICE, FIRE, AMBULANCE
- B5. COMMUNITY CENTER
- B6. COMMUNITY HOSPITAL
- B7. PUBLIC LIBRARY
- B8. PUBLIC WORKS
- B9. ELECTRIC WAREHOUSE

### PARKS

- P1. BIG ROCK
- P2. BRINKHOFF
- P3. BROOK CIRCLE
- P4. CENTRAL
- P5. MOLENGRACHT PLAZA
- P6. SOUTH PARK
- P7. KLOKKENSPEL
- P8. LIONS PARK
- P9. SUNKEN GARDENS
- P10. WEST MARKET

### RECREATION

- R1. CALDWELL PARK
- R2. JAYCEE PARK
- R3. KIWANIS PARK
- R4. KUYPER GYM
- R5. ROTARY PARK
- R6. PELLA GOLF & COUNTRY CLUB
- R7. PELLA MUNICIPAL GOLF COURSE
- R8. AQUATIC CENTER
- R9. SKATE PARK
- R10. VOLKSWEG TRAILHEAD PARK
- R11. SOCCER COMPLEX



TO DES MOINES  
EXIT 40

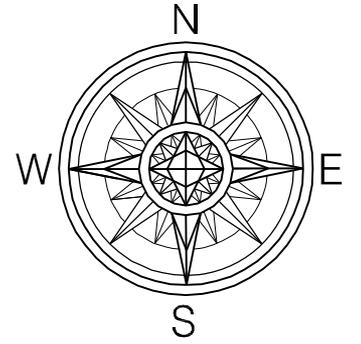
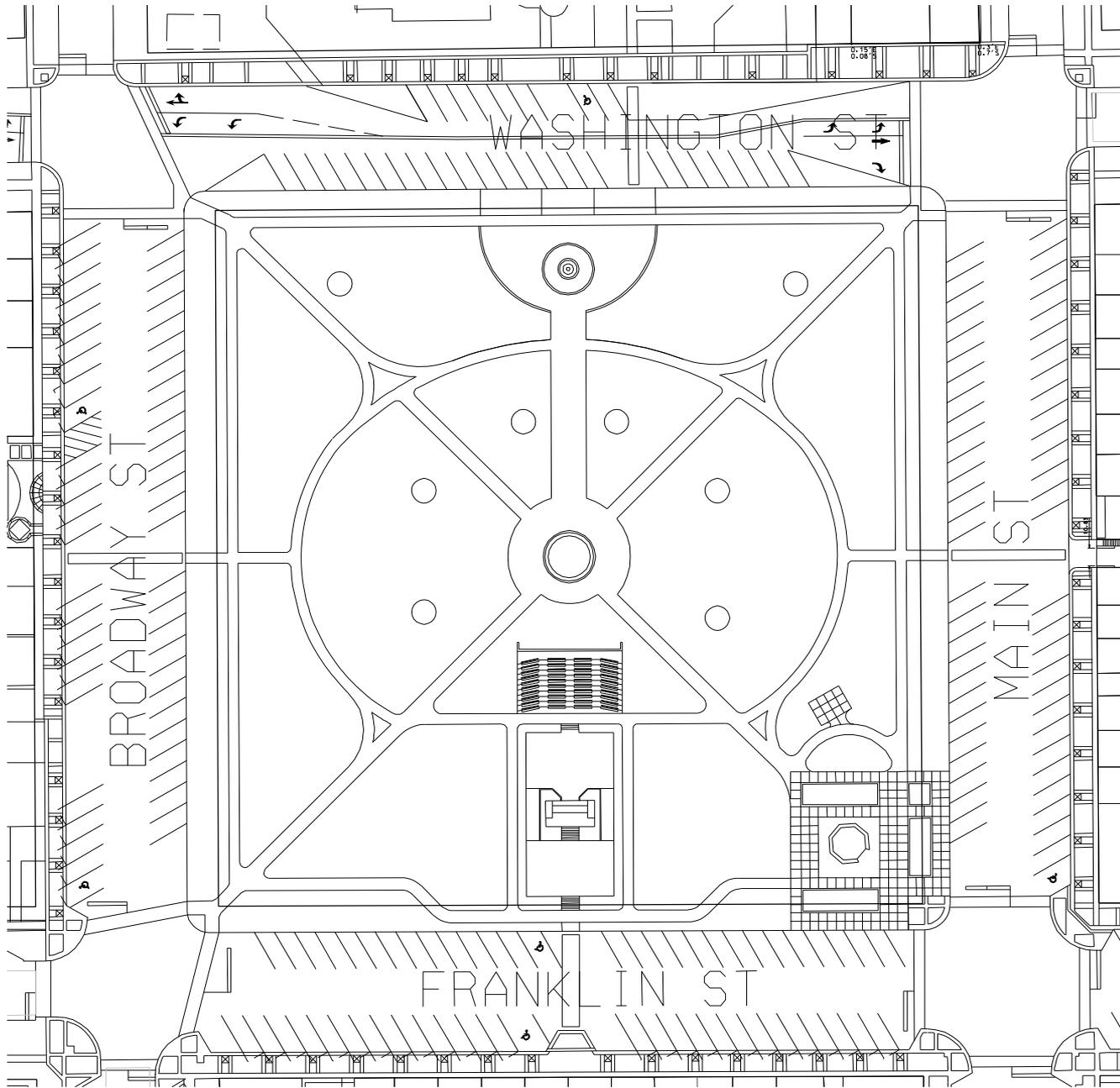
TO DAM

TO I-80

TO NEW SHARON

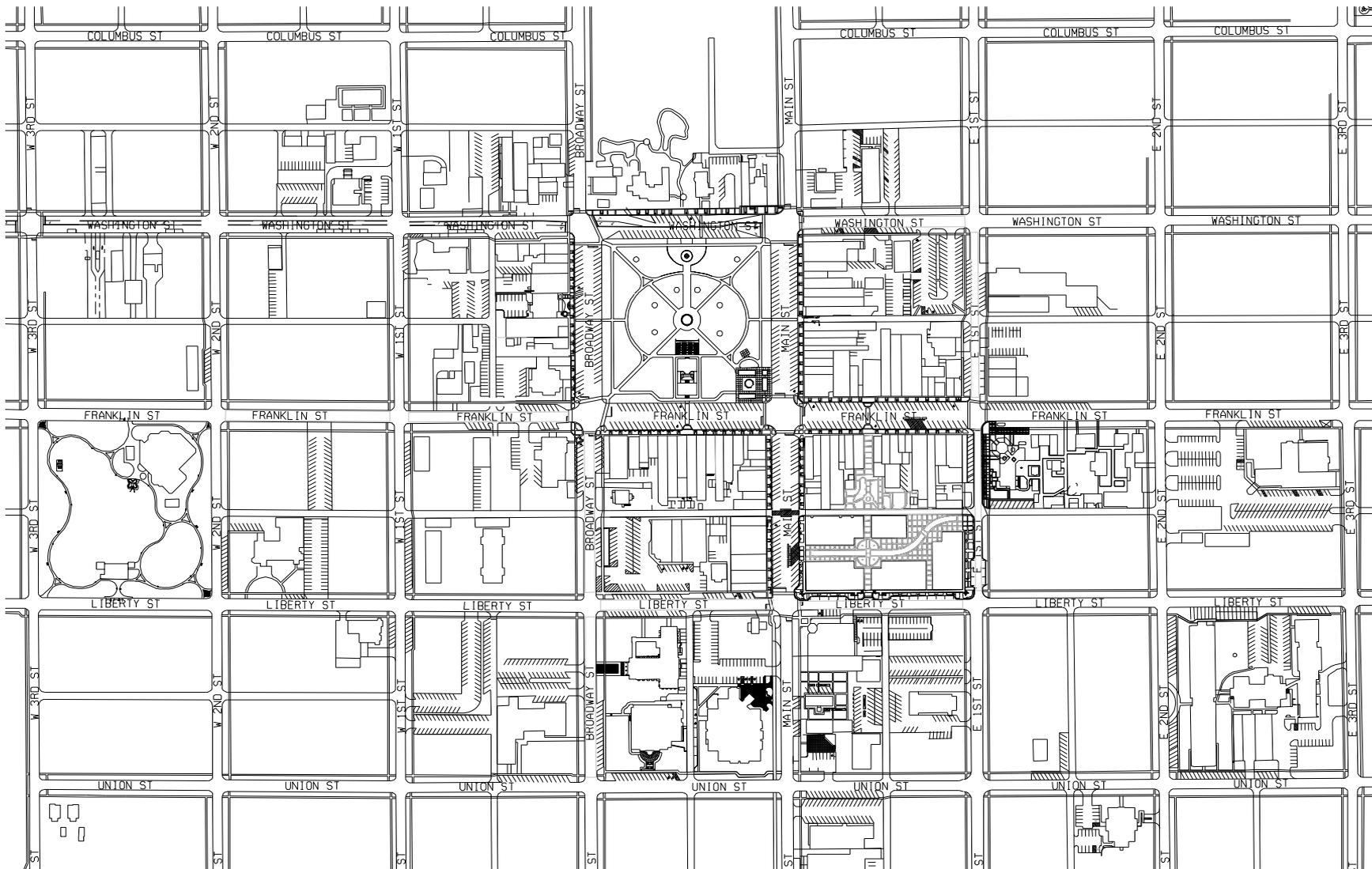
EXIT 42

EXIT 44  
TO OSKALOOSA



# CENTRAL PARK

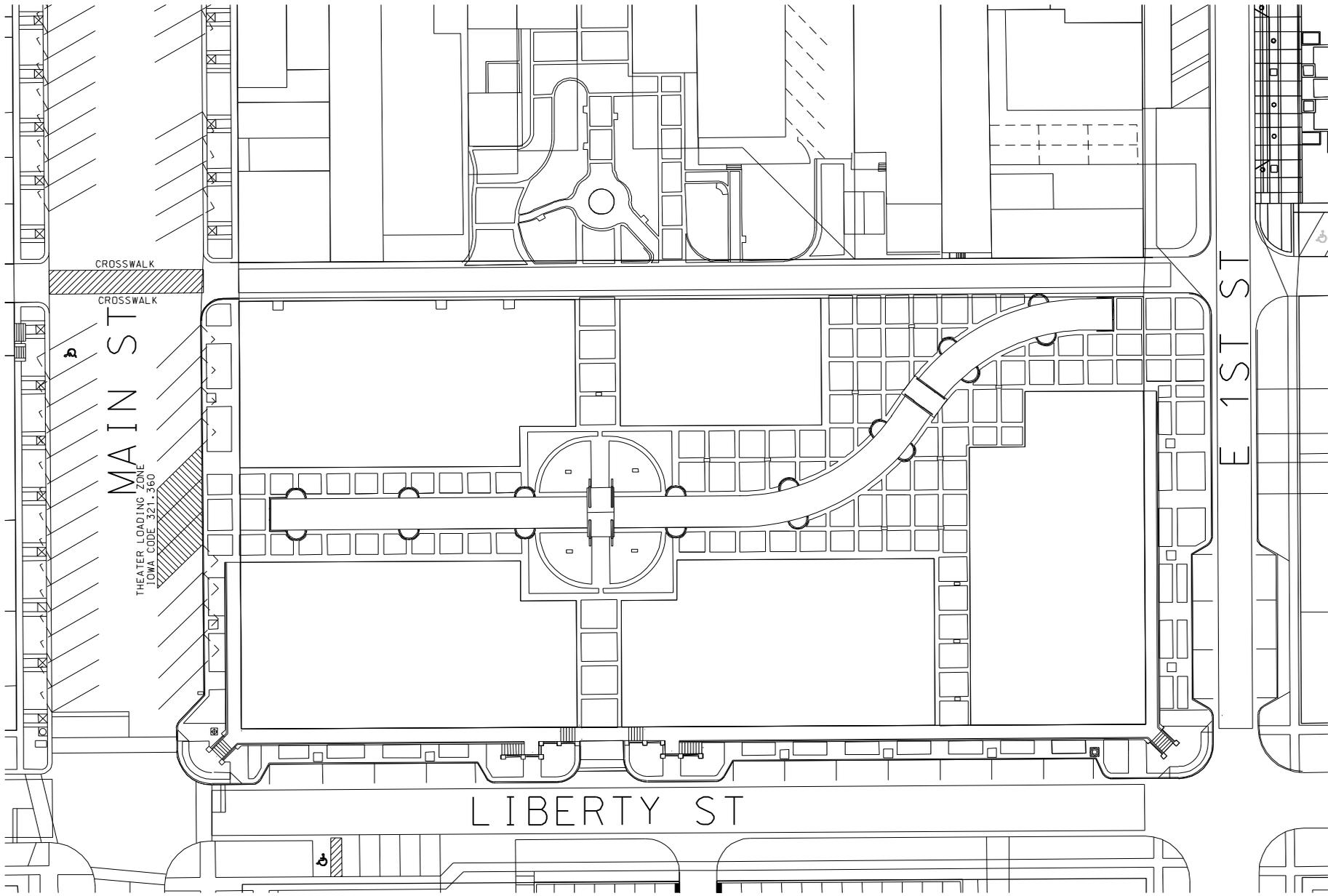
Pella, Iowa



# CENTRAL BUSINESS DISTRICT



Pella, Iowa



CROSSWALK

CROSSWALK

MAIN ST

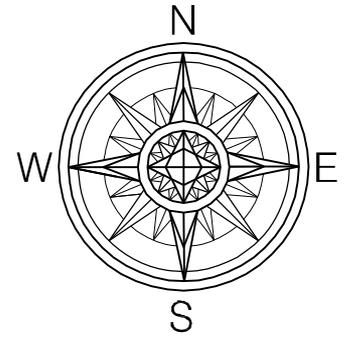
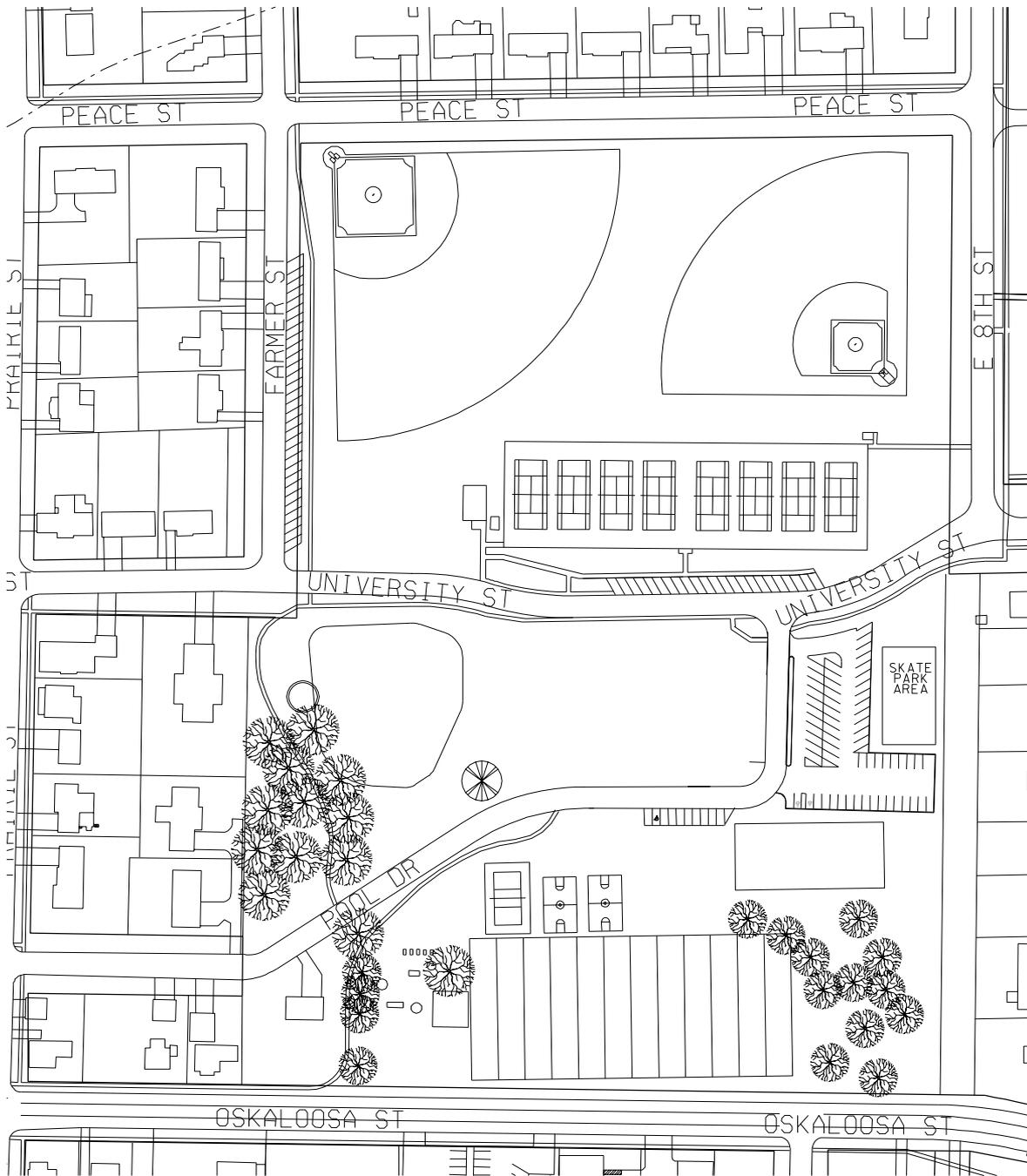
THEATER LOADING ZONE  
IOWA CODE 321.360

LIBERTY ST

E 1 ST ST

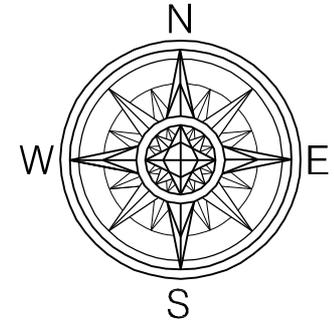
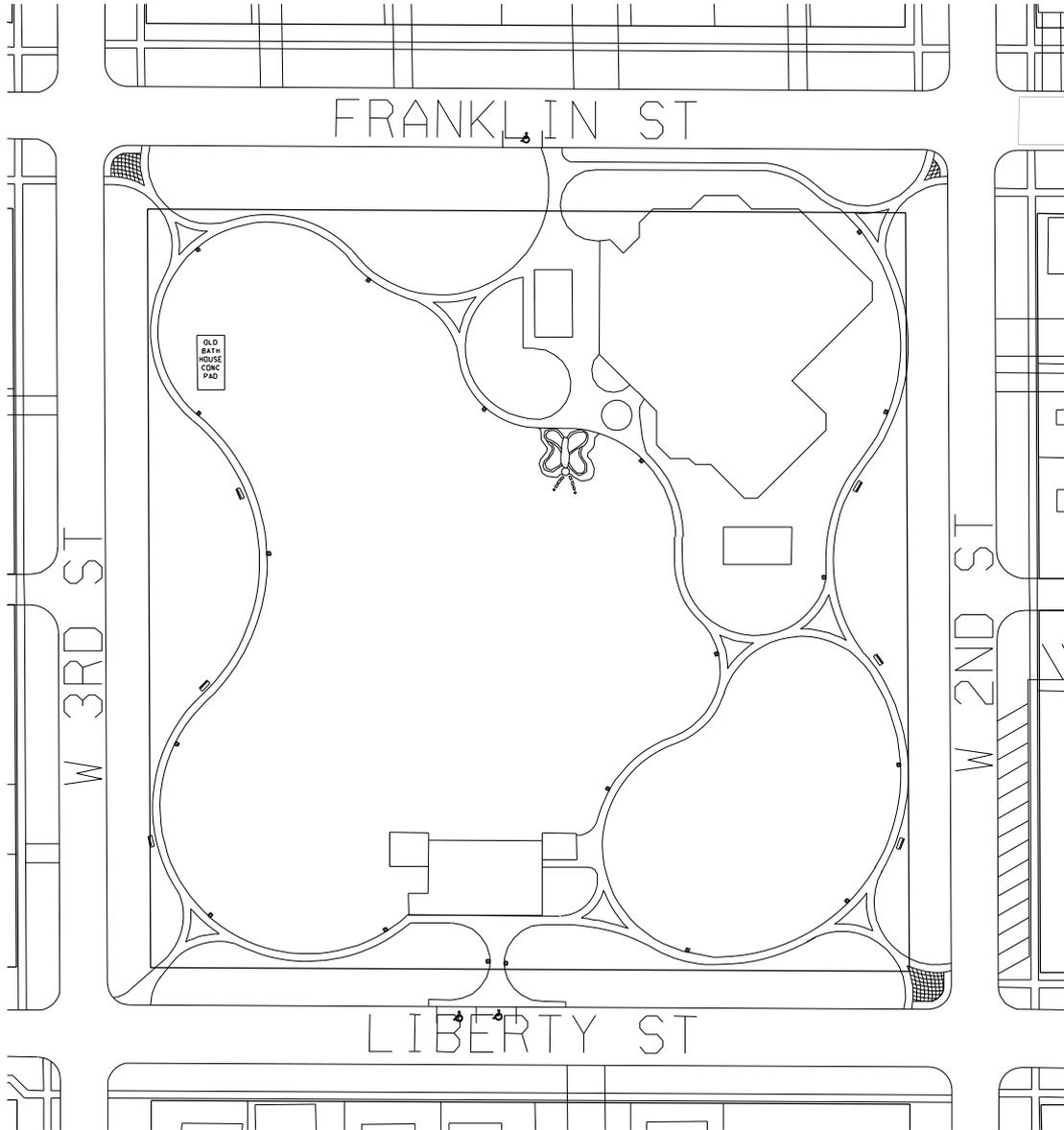


MOLENGRACHT  
Pella, Iowa



# CALDWELL PARK

Pella, Iowa



# WEST MARKET PARK

Pella, Iowa

## CHAPTER 123

### SPECIAL EVENTS

123.01 Purpose	123.09 Insurance Requirement
123.02 Definitions	123.10 Permit Expiration
123.03 Permit Required; Food and Health Regulations	123.11 Obstruction of Traffic Prohibited
123.04 Application for a Special Event Permit	123.12 Exhibiting Permit
123.05 Decision by City Council	123.13 Contractual Arrangements
123.06 Coordination of Application	123.14 Revocation or Suspension of Permit
123.07 Permit Fee	123.15 Appeals
123.08 Seasonal Permits	123.16 Peddler, Solicitor and Transient Merchant Permits

**123.01 PURPOSE.** The purpose of this chapter is to ensure that special events are promoted and staged in a manner which preserves the safety of both our citizens and visitors to our City; to ensure that all promoters of these events are treated fairly and in accordance with their particular needs in the promotion of the event; to promote the economic well-being of our community through the orderly attraction of people to these events; and to ensure City personnel adequate opportunity to prepare for and provide services for the events so as to provide them the maximum opportunity for success.

**123.02 DEFINITIONS.** For the purpose of this chapter certain terms and words are hereby defined.

1. "Special event" means an event sponsored by an individual, organization, club, group, partnership or corporation in which the public is invited to attend and which requires the use of public streets or other public property as a staging area for promotion of the event.
2. "Special event area" means a place designated by the special event promoter as provided in this chapter where the general public is invited to gather for an event and where the area of interest of the promoter will be promoted and/or celebrated and where, in connection with the special event, there may be displays, speeches, the performance of music or the arts, games, and other similar celebrations, and the sale and/or distribution of literature, antiques, crafts, curios, art or artifacts, food, and other similar items, all under the sponsorship of a "special event promoter" as defined in this section. The area designated as a special event area may include property which is privately owned, provided that the inclusion of private property within the special event area shall not be construed as requiring the owner of the private property to participate in or otherwise allow the property to be used in the special event without his, her or its consent, or as prohibiting the owner of the

- A. One week in advance of a one-day event
- B. Two (2) weeks in advance of a two-day event
- C. Three (3) weeks in advance of a three-day event
- D. Four (4) weeks in advance of a four-day event

3. At the time of application for the special event permit, the special event promoter shall make a request for any necessary street or right-of-way closings. Public right-of-way barricades must be attended in order to allow authorized personnel to enter and exit the special event area. It shall be the responsibility of the special event promoter to arrange for the personnel who will attend the barricades. If reserve police officers are requested for this purpose, then the special event promoter shall be responsible for the cost of their services.

**123.05 DECISION BY CITY COUNCIL.** The City Council shall approve or deny the permit application in its sole discretion based upon the facts and comments presented to it and the overall effect the special event would have on the City and/or its citizens.

**123.06 COORDINATION OF APPLICATION.**

1. Upon receipt of an application for a special event permit, the City Clerk shall refer the application to the Police Chief, the Public Works Director, the Electric Director, and such other City personnel as may be appropriate for the coordination of street closings, barricades, and City personnel and service requirements. If the Police Chief deems it necessary for the protection of the public good, the Police Chief shall conduct an investigation of the special event promoter and the proposed special event. The Chief shall submit findings and any other comments to the City Clerk. The City Clerk shall submit the Chief's comments to the City Council for its consideration in making a final decision on the application.
2. Upon review of a special event promoter's application, all affected Department Directors shall attach their comments to the application and return the application to the City Clerk. The City Clerk shall submit the Directors' comments to the City Council for its consideration in making a final decision on the application.
3. Any permit approved by the Council will also include all comments from City Departments and will be provided to the applicant for compliance.

**123.14 REVOCATION OR SUSPENSION OF PERMIT.** A permit issued under the provisions of this chapter may be revoked or suspended by the Police Chief, without notice, for any of the following causes:

1. Fraud, misrepresentation, or an incorrect statement contained in the application for permit, or made in the course of promoting the special event.
2. Failure to comply with any provision of this chapter.
3. Promoting the special event in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety, or general welfare of the public.

**123.15 APPEALS.** Any person aggrieved by the action of the Police Chief in revoking or suspending a permit or by the action of the City Council in the denial of a permit may appeal to the City Council. Such appeal shall be taken by filing with the City Clerk, within fourteen (14) days after the notice of the action complained of, a written statement setting forth fully the grounds for such appeal. The City Clerk shall set a time and place for hearing on such appeal and notice of such hearing shall be mailed, postage prepaid, to the appellant at its last known address at least five (5) days prior to the date set for hearing, or shall be delivered by a police officer in the same manner as a summons at least three (3) days prior to the date set for hearing. The decision of the City Council regarding an appeal shall be final.

**123.16 PEDDLER, SOLICITOR, AND TRANSIENT MERCHANT PERMITS.** A special event promoter may, in its application for a special event permit, request the City Council to temporarily limit the areas within the City for which a peddler, solicitor or transient merchant permit provided under Chapter 122 of this Code of Ordinances may be issued to an applicant thereunder during the time period for which a permit is issued under this chapter. In making its request, the special event promoter shall suggest particular areas within the City limits which the special event promoter believes would be appropriate for the issuance of peddler, solicitor or transient merchant permits during the time period in question. If the City Council agrees with the suggested limitation of areas for which a peddler, solicitor or transient merchant permit may be issued during the time period for which a permit is issued under this chapter, the City Council shall adopt a resolution providing for the modification of the issuance of peddler, solicitor and transient merchant permits as requested in the application hereunder. In adopting its resolution, the City Council shall be required to find that the permitted special event is of City-wide interest, promotes the well-being and reputation of the City, and that the issuance of a peddler, solicitor or transient merchant permit on a City-wide

