

# Special Event Permit Application Process

A special event permit is required when the general public is invited to attend an event held on public property. Special event permit applications are subject to Council approval. Council meetings are held twice a month; therefore, all items listed below must be completed/provided **at least one month prior to the requested event date** in order to be placed on a Council agenda. *Applications turned in less than one month prior to the requested event date are not guaranteed to be processed in time.*

- Application and map of City property affected
  - o Application is available to complete online: [www.cityofpella.com/specialeventapplication](http://www.cityofpella.com/specialeventapplication)
- Fee: \$20.00 per event or \$75.00 for a seasonal event
- Certificate of liability insurance meeting the following guidelines:
  - o Minimum of \$1,000,000 limit for commercial general liability
  - o The City must be listed as an additional insured for the specific event name and date(s)

Once the items above are received, applications will be reviewed by all City Departments before placement on a City Council agenda.

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

If you have questions concerning any of this material, contact the City Clerk at 641.628.4173 ext. 231 or via email at [msmith@cityofpella.com](mailto:msmith@cityofpella.com).

## Request for City Services

Arrangements for City provided services must be made by the event promoter, as far in advance as possible, directly with the appropriate City department.

### **Electric Department 641.628.2581**

All outdoor facilities are required to utilize ground-fault circuit interrupters on all 120-volt, single-phase 15- and 20-amp receptacle outlets. Placement of power cords should be such that they do not present a hazard.

### **Parks Department 641.628.4571**

Arrangements for the use of park facilities may require reservations and additional fees.

### **Public Works 641.628.1601**

Street closures require coordination of barricades or cones with Public Works.

### **Police Department 641.628.4921**

Police officers are available at an applicable hourly rate; arrangements must be coordinated through the Police Chief.





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**SPECIAL EVENTS APPLICATION**

Completed applications must be submitted to City Hall (825 Broadway Street) **no later than one month prior to the requested event date**. To be considered complete, applications must also contain:

- Fee payment (\$20 for a single event or \$75 for a seasonal event)
- Insurance certificate (\$1,000,000 liability listing the City as an additional insured for the event)
- Map of the City property to be used

This application is available to complete and submit online: [www.cityofpella.com/specialeventapplication](http://www.cityofpella.com/specialeventapplication)

Office Use Only		
Date rec'd:	Fee <input type="checkbox"/> \$20 single or <input type="checkbox"/> \$75 seasonal	<input type="checkbox"/> Insurance Certificate
City Council meeting date:		

<b>Name of Event:</b>	
<b>Describe Event:</b>	Include details regarding precautions that will be in place during this event to ensure adherence with guidelines issued by the Iowa Department of Public Health and Centers for Disease Control to prevent the spread of COVID-19
<b>Event Location:</b>	
<b>Date(s) of event</b>	
<b>Rain date (if applicable)</b>	
<b>Time frame of event</b>	
<b>Set-up begins at</b>	
<b>Take down complete by</b>	

<b>Promoter's Name:</b>	
<b>Signature:</b>	By signing below, I acknowledge I have reviewed and understand the requirements of special events under City Code chapter 123:
<b>Address:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	

**STREET CLOSURES?**

- No  
 Yes (*include details below*):

Street Segment:		Start time:
		End time:
		# Barricades:
Street Segment:		Start time:
		End time:
		# Barricades:

**PARKING SPACES RESERVED?**

- No  
 Yes (*include details below*):

Location:	
# of Cones:	

**SIGNAGE USED?**

- No  Yes (*complete signage information sheet*)

**POLICE OFFICERS/RESERVES NEEDED?**

- No  
 Yes (*include details below **and** contact the Police Chief at 628.4921 to coordinate*):

Number of officers:	
Time frame ( <i>\$30/hour per officer</i> ):	

**ADDITIONAL ELECTRICITY NEEDED?**

- No  
 Yes (*complete information sheet*)

**ANY OTHER CITY SERVICES NEEDED?**

- No  
 Yes (*include details below*):

**WILL THERE BE VENDOR BOOTHS?**

- No  
 Yes (*include details below*):

**WILL ANY PART OF THE EVENT BE HELD ON PRIVATE PROPERTY?**

- No  
 Yes (*complete items below*):

Property Owner Name	Address	Signature of Property Owner



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**SPECIAL EVENTS - SIGNAGE**

**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 (describe):
Size of Sign(s):
Time of placement:
Time of removal:
Colors and materials used on signage:
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.

