

EVENT DATE _____

NON-RESIDENTIAL
CITY OF DES MOINES
STREET USE PERMIT APPLICATION AND AGREEMENT

Complete and submit this form to the City Manager's Office, 400 Robert D. Ray Drive, Des Moines, IA 50309, **90 days prior** to the event, along with:

- \$100.00 non-refundable application fee
- \$50.00 non-refundable late fee if application is submitted less than 90 days prior to event
- Diagram of the area or route
- Certificate of insurance (parades are exempt)
- Petition from abutting property owners may be required 15 days after application is submitted (parades and timed/athletic events are exempt)

Additional Street Closing Fees will be charged as described in the Schedule of Fees.

Name of Event _____

Purpose _____

Description of event (festival, fundraiser, fun run, carnival, company party, etc.) _____

Is this a first time Event? Yes____ No____

Sponsor/Applicant _____

Mailing Address (including zip code) _____

Daytime Phone _____ Fax _____ Cell Phone _____

Website and/or email address _____

Contact Person (if different than applicant) _____

Mailing Address (including zip code) _____

Daytime Phone _____ Fax _____ Cell Phone _____

Website and/or email address _____

Alternate Contact _____

Mailing Address (including zip code) _____

Daytime Phone _____ Fax _____ Cell Phone _____

Website and/or email address _____

CITY MANAGER'S OFFICE ONLY

Ck# _____	Receipt# _____	Amount Paid _____
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1. Is this a **Timed/Athletic Event**? Yes____ No____ **(If yes, answer questions 2, 3 and 6, then proceed to question 8)**

2. Day/Date of Event _____ Times _____

3. Number of Participants _____

4. Is this a **Parade**? Yes____ No____ **(If yes, answer questions 5 thru 7, then proceed to question 8)**

5. Day/Date of Event _____ Times _____

6. Specific route to be traveled, including start and finish **(application will not be processed without a detailed diagram)**

7. Number of:
 1. Participating Pedestrians (e.g. number of marching band members) _____
 2. Cars _____ Motorcycles _____ Trucks _____ Bicycles _____ Floats _____
 3. Animals: Domestic (household pets) _____ Non-domestic _____

8. Are you **closing a street(s)** for **more than one hour** in conjunction with the event? Yes____ No____
(If yes, complete the remainder of the application and submit the required signature petition).

9. Street(s) to be blocked **(application will not be processed without a detailed diagram)**

Street	From (Street)	To (Street)
1. _____		
2. _____		
3. _____		
4. _____		

10. Date(s) and time(s) need for Actual Street Closure (including set-up and tear down)

Day/Date	Times – From/To
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

11. Actual Date(s) and Time(s) of Activity

Day/Date	Times – From/To
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

12. Expected overall attendance at event _____

13. Maximum attendance at any given time _____

I hereby certify that as the Applicant, I am the individual or the legally authorized agent of the organization or association applying for this Permit. I further certify that, to the best of my knowledge, the above statements are true and correct. I hereby agree that the activities that occur under the use of this Permit will comply with all the provisions set forth in the ordinances of the City and all conditions required by the City’s Street Use Team. Accordingly, I further agree, to the extent permitted by law, to defend, indemnify and hold harmless the City of Des Moines, Iowa, its elected and appointed officials, its employees and volunteers and its agents, from and against any and all losses arising out of the activities that occur under the use of this Permit.

I hereby certify that I have read the foregoing Permit requirements, understand its terms, and freely and voluntarily sign this Permit application and agreement.

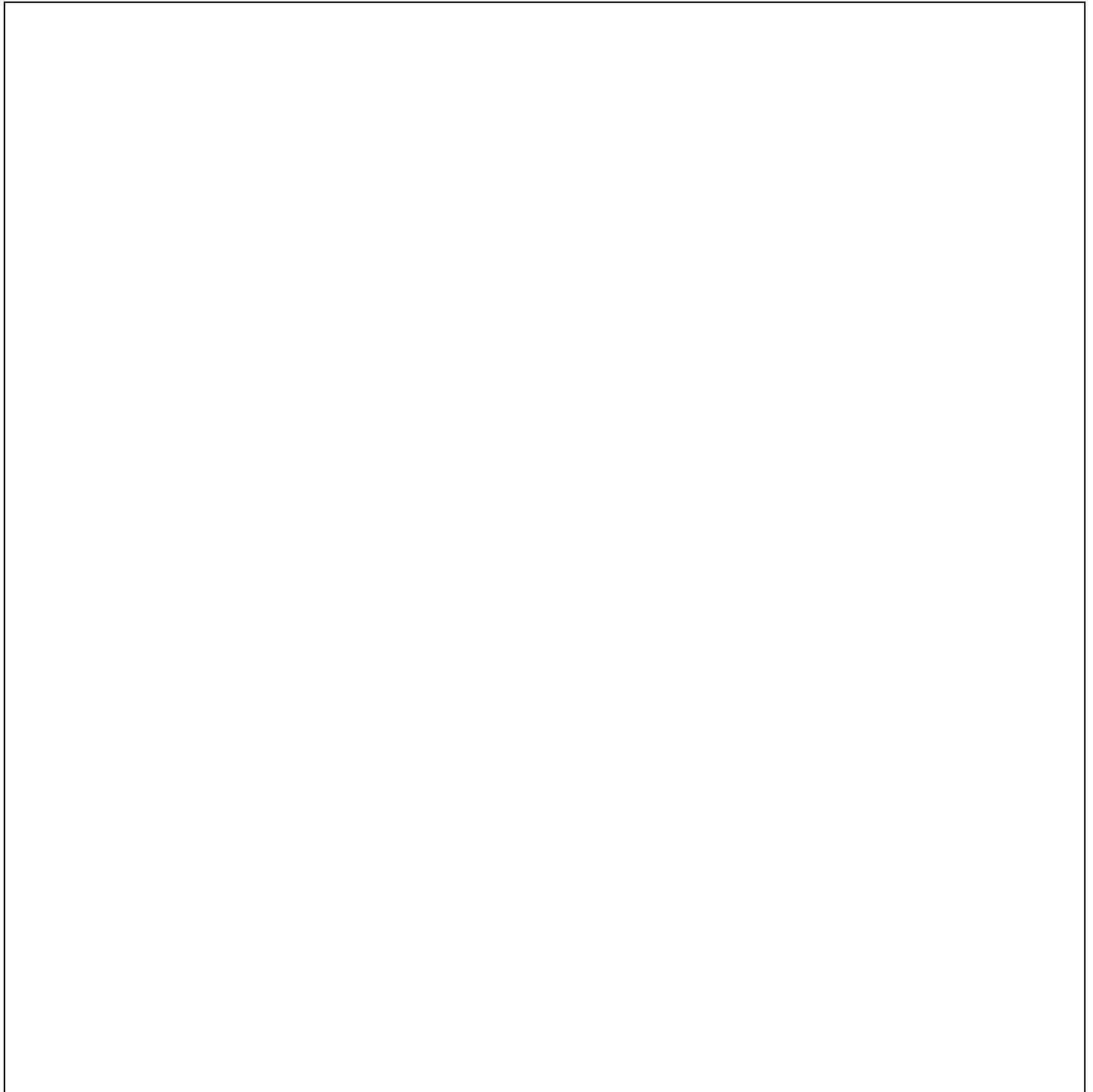
****No Street Use Permit will be issued to event sponsors or for events that have an outstanding balance with the City of Des Moines****

Signature of Applicant _____ Date _____

MAP OF THE EVENT SITE

A detailed map of the event site **MUST** be drawn here or attached to this application. The following must be identified and labeled (Do not use color to identify these references, as it will not photo copy.)

- | | | |
|--|----------------------------|-----------------------------------|
| 1. The site of the event (label streets, etc.) | 4. First Aid Facilities | 7. Alcohol serving/consuming area |
| 2. Routes for races, parades, etc. | 5. Restroom Facilities | 8. Barricades (if known) |
| 3. Fencing | 6. Canopies, tents, stages | |



SUPPLEMENTAL QUESTIONS FOR STREET USE APPLICATION

Please submit with application

NAME OF YOUR EVENT _____

DATE (S) OF YOUR EVENT _____

	ADDITIONAL INFORMATION <u>MUST</u> BE PROVIDED FOR ANY "YES" ANSWERS	YES	NO
1.	Will you have any fireworks or pyrotechnics		
2.	Will you be selling food and/or <u>non</u> -alcoholic beverages		
3.	Will alcohol be sole in conjunction with your event OR		
4.	Will you be serving wine/beer at no cost to the event attendees		
5.	Will you or your vendors use temporary LP tanks for cooking		
6.	Will you have any amplified sound <u>PERMITTED DURING THESE HOURS WITH PERMIT</u> 10 AM – 10 PM (Residential area) 9 AM – 10 PM Sun – Thurs (Commercial OR Mixed Districts) 9 AM – 12:30 AM Fri and Sat (Downtown Districts and Simon Estes) 9 AM – 11 PM Sun – Thurs (Downtown Districts and Simon Estes) (Minimum of 45 days lead time required if other than these hours)		
7.	Will you hire someone to pick-up trash and/or sweep the street		
8.	Will you have tents or canopies (types of anchors used)		
9.	Will you have vendors selling T-shirts, mugs, glow sticks, etc.		
10.	Will you be painting on the street (finish line, arrows, etc.)		
11.	Will you be using any other City property (parking lots, parking ramps, skywalks, sidewalks, parks, recreation trails, levees, riverbanks)		
12.	Will you be using Nollen Plaza		
13.	Will you be using any State of Iowa Property (Capitol grounds, etc.)		
14.	Will you rent the Simon Estes Amphitheater for your event or rent it so other events do not conflict with yours		
15.	Will you be hanging any banners or large signs (Fire Dept clearance is 13' 6")		
16.	Will you be posting signs along your designated route (Signs may not be attached to trees)		
17.	Will portable toilets be used for your event		
18.	Do any streets need repair or low hanging branches removed		
19.	Will you provide handicapped parking/seating		
20.	Will you provide EMS/EMT service		
21.	Will a raffle be held during your event		
22.	Will you erect any stages or structures		
23.	Will you use any generators		
24.	Will your event block an MTA bus route during their normal hours of operation		
25.	Will you have liability insurance for this event (contact name and phone number required)		
26.	Will you charge admission (rates)		
27.	Have you notified businesses/residents in the affected area (approval petition may be required)		
28.	Will you request that any parking meters be hooded, if so please provide meter numbers (the City may require the meters be hooded)		
29.	Will your event include any public dancing		

ITEM #	EXPLANATION (PLEASE CONTINUE ON SEPARATE SHEET IF NECESSARY)

INSTRUCTIONS FOR SIGNATURE PETITION

1. A petition must be submitted for all stationary Street Closure Events **lasting more than 1 hour**, (excludes residential block parties).
2. The petition **must** include a **complete** list of all businesses/residences abutting the proposed street(s) and **must** indicate their approval or disapproval of the event and if their business is open during the proposed closure. This includes businesses who do not abut the street, but who are within other structures abutting the street.
3. The petition must be signed by the property owner/manager/responsible party. Apartment/condominium residents will be represented by the building manager/homeowner association.
4. Any petitions received with not more than 50% approval will be forwarded to the City Council for approval/denial.
5. The Street Use Team may verify signatures as it deems necessary.

Schedule of Fees for Street Use Events

	FEE	AMOUNT
1.	Street Use Event Application Fee	\$100
2.	Street Use Event Application – LATE FEE	\$50 if submitted less than 90 days prior to event
3.	Residential Street Use Application Fee	\$10 More than 1 block, more than 6 hours or after sunset; fees for required barricades and signs are not included
4.	Residential Street Use Application LATE FEE (2 tiers)	\$5 if submitted between 14 and 30 days prior to event \$10 is submitted less than 14 days prior to event
5.	Basic Residential Street Use Application Fee	\$15 One block, less than 5 hours and over before sunset, includes required barricades and signs
6.	Basic Residential Street Use Application LATE FEE (2 tiers)	\$5 if submitted between 14 and 30 days prior to event \$10 is submitted less than 14 days prior to event
7.	Residential or Commercial Event Application Fee, if sponsored by a recognized neighborhood association	\$10 (plus the cost of barricades/signs, etc.)
8.	Police Costs	First \$1,000 of costs per permit, provided at no charge, per permit –remainder to be paid by the event sponsor PLEASE NOTE: EFFECTIVE July 1, 2012 the first \$250 of costs per permit, provided at no charge, per permit – remainder to be paid by the event sponsor
9.	Barricades	\$5 each <ul style="list-style-type: none"> • Delivered and picked up by the City – set up by event sponsor/personnel • Events may be required to obtain barricades from a private source.
10.	Parking Meter Hoods	\$1 each + labor cost (\$30 for first block and \$5 for each additional block)
11.	Daily Meter Charge	\$4 - \$11 per day (varies by location)
12.	Special Parking Permit	\$25 + “daily meter charge”
13.	“No Parking” Signs	\$1 each + labor cost (\$30 for first block and \$5 for each additional block)
14.	“Road Closed” Cardboard Signs (attaches to City barricades)	\$5 for all required
15.	Traffic Blinkers	\$5 each
16.	Amplified Sound Permit	\$20 per day 10AM – 10PM Residential 9AM – 10PM Sun-Thurs (Comm or Mixed) 9AM – 12:30 AM Fri and Sat (Downtown & Simon Estes) 9AM – 11PM Sun-Thurs (Downtown & Simon Estes) (up to 45 days required if other than these hours)
17.	EMS Service	\$32 - \$52 per hour (varies) Contact Matt Porter for more details at 283-4929
18.	Tents/Canopies/Inflatables	\$40 for each tent or inflatable over 200 sq. ft. or each canopy over 400 sq. ft. Contact the DMFD Fire Prevention Bureau for more details at 283-4242
19.	Fireworks/Pyrotechnics	\$75 for application, returned at least 14 days in advance. Contact the DMFD Fire Prevention Bureau for more details at 283-4242