

CITY OF DES MOINES

RESIDENTIAL EVENT

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, phone 283-4141, fax 237-1300, 30 days prior to the event, along with:

- \$25.00 (non-refundable) for only one block in length, six hours or less and ends before sunset; or
• \$10.00 (non-refundable) plus barricades/signs fee:
- If more than one block in length or
- More than size hours or
- Lasts beyond sunset or
- Sponsored by a recognized neighborhood association.
• Late fee add:
- \$5 (non-refundable) if received 14-30 days prior to event
- \$10 (non-refundable) if received less than 14 days prior to event
• Diagram of the area to be closed (sheet attached).
• Flyer/Notification (attach a copy). How do you plan to distribute to neighbors?

Sponsor/Applicant

Purpose Estimated Attendance

Describe activities planned (music, etc.)

Contact Person

Mailing Address (including zip code)

Daytime Phone Fax Cell Phone

Email address

Alternate Contact

Mailing Address (including zip code)

Daytime Phone Fax Cell Phone

Email address

Street to be blocked

From To

Day & Date of Activity Rain Date

Time of Activity From To

During Hours of Darkness? (Circle) YES NO

Purpose of permit Estimated Attendance

Describe activities planned (music, etc.)

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.

Signature of Applicant _____ Date _____

ADDITIONAL INSTRUCTIONS

- 1. Resident traffic is always allowed access, maintain 20 ft. access aisle for Fire department equipment.**
- 2. Event Sponsors are responsible for the collection and cleanup of trash from the event. Groups who leave the street in a condition that requires cleanup will be charged for the cost of cleanup.**
- 3. Applicant is responsible for maintaining appropriate signage and barricades/blinkers at all times.**
- 4. Street closures during the hours of darkness require flashing blinkers.**
- 5. Barricades are to be placed 1 per traffic lane.**
- 6. Additional signs may be required to indicate "Street Closed Ahead" or "No Through Traffic".**
- 7. There may be additional permits or fees required for alcoholic beverages, sound permits, building permits, temporary structure permits, Police and Fire department costs or other related permits.**

Fee Schedule

- Traffic Barricades (delivered & picked up) \$5 each
- Traffic Blinkers \$5 each (required between sunset & sunrise)

This fee schedule may be updated periodically due to increased costs incurred by the City.

Revised 03-08-10

CITY MANAGER'S OFFICE ONLY

Ck# _____	Receipt# _____	Check # _____
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MAP OF THE EVENT SITE

EVENT NAME _____

A detailed map of the event site MUST be drawn here or attached to this application.

The following must be identified and labeled:

1. The site of the event (label streets, etc.)
2. Barricades (if known)

