

CITY OF SPILLVILLE

PUBLIC PROPERTY SPECIAL EVENT PERMIT – APPLICATION

Please complete this form and submit with applicable fees and copy of all required insurance to the City Clerk's Office, PO Box 276, 438 South Main St, Spillville, IA 52168 at least 30 days prior to proposed event.

Event Name: _____ **Dates:** _____

Sponsoring Organization: _____

Contact Person _____

Address _____

City _____ **State** _____ **Zip** _____

Day Phone _____ **Cell Phone** _____

Email Address _____

Additional Contact Information _____

Type of Event – Circle all that apply

Parade Walk/Run Outdoor Concert Athletic Event Fair/Festival

Other (Please Explain) _____

Time of Event:

Event Set-up _____ Event Start/End _____ Event Teardown _____

Event Description (Please attach additional pages if necessary):

A map of event layout details like tent locations, restrooms, stage etc. may be requested

PO Box 276
201 Oak Street
Spillville, IA 52168
USA

PHONE 563-562-3425
FAX 563-562-4373
EMAIL jkulish7@gmail.com
WEB SITE Spillville.org

Location of the Event _____

Estimated Attendance: _____

Will you charge admission/registration fees: Yes No

If yes how much? _____

Will there be product sales on site? Yes No

(If yes, product liability insurance may be required for sales of food and drinks. Please contact the Winneshiek County Health Department for details)

Will alcohol be served or sold? Yes No

A liquor permit and Dram Shop Insurance are required for the sale of alcohol to the public during any event. (Required whether an admission fee is charged or not) City Council approval is required for sale or service of alcohol. Bartender training is required of all bartenders selling alcohol at the event. This is provided online through I-PACT on the Iowa Alcoholic Beverages site free of charge.

Will you be shooting off fireworks? Yes No If yes a fireworks permit is required.

Will you need access to a water source? Yes (Additional charges may apply) No

If yes, what is the water used for? _____

Will you need access to electricity? Yes (Additional charges may apply) No

If yes, please explain: _____

Is there any special assistance that you will need the City to provide? Yes No

(If yes, please explain. Additional fees may apply)

Sanitation: Number of portable toilets you will provide _____.

Garbage Collection Plans: _____

I hereby certify the above statements are true and correct, to the best of my knowledge, and that false statement(s) may be grounds for denial of this application. It is understood the activities at all times during the event shall comply with all applicable City ordinances. It is further understood the individual and the organization or association will be responsible for any and all damages arising as a result of this event, and, if this application is approved by the City, the applicant shall be required to execute a Public Property Special Event Permit - Hold Harmless Agreement waiving any and all claims which the applicant may have as a result of this event against the City of Spillville, Iowa, its officials, agents, employees, or board members. It is further understood a certificate of public liability insurance will be required before conducting the proposed event.

I have read the Public Property Special Event Permit – Application Guidelines and Requirements for issuance of the permit - Hold Harmless Agreement, understand their provisions, and freely and voluntarily sign this application.

I, or the organization I represent, have met or will meet all requirements established by the City. Further, I understand that if all requirements are not met, the Public Property Special Event Permit can be canceled by the City at any time including at the start of or during the event. If this event is sponsored by an organization, I hereby certify I have the legal authority to represent the applicant and/or the participants. It is further understood the City of Spillville has the authority to grant or deny permission for this event.

 Applicant Name (please print) Signature

Check List and Application Fees

Public Property Special Event Application (Fee required with application)	\$5.00	
Signed Hold Harmless Agreement	N/C	
Certificate of liability and Dram Shop Insurance if required with City named as additional insured	N/C	
Map of Event Area Layout (If required)	N/C	
Cash Deposit (If required)		
Parking and Traffic Plan (If required)	N/C	
	Total	

Make all Checks Payable to the City of Spillville