



## PUBLIC EVENT PERMIT APPLICATION

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This Application must be submitted and approved for certain public events held in or on City owned, occupied or controlled areas and/or facilities, including but not limited to City streets, right-of-ways, recreational trails, parks and plazas. The purpose of the Public Event Permit process is to ensure compliance with federal, state and local laws and regulations; to prevent substantial and unnecessary interference with traffic or publicly managed infrastructure projects; to ensure that fire, police and ambulance services are not impeded; to prevent unreasonable interference with or detract from the general public enjoyment of the property; to prevent unreasonable interference with the promotion of public health, safety, welfare and recreation; to avoid conflicts in the scheduling of public events; and to prevent unusual or extraordinary expense to the City.

- ☐ Applications are due at least **60** days prior to the commencement of the public event. This Application form is available on the City's website ([www.cedarfalls.com](http://www.cedarfalls.com)) or may be obtained at City Hall. Return completed Applications by email to [licensing@cedarfalls.com](mailto:licensing@cedarfalls.com) or deliver or mail to:

Attention: Public Event Permit  
City of Cedar Falls  
220 Clay Street  
Cedar Falls, IA 50613

- ☐ All Applications are subject to approval by the Director of Finance and Business Operations or designee. If approved, a Public Event Permit shall be issued which shall be in the possession of the applicant at all times during the Public Event, and shall be subject to inspection by City staff. Other permits and/or licenses may be required in addition to the Public Event Permit, depending upon the nature of the public event. City staff is available to provide assistance with such other permits and/or licenses. A properly issued Public Event Permit shall serve as a Special Event Permit. Reservation of City park areas, picnic shelters and special game facilities for non-public events does not require a Public Event Permit, but does require a park permit and/or rental agreement. Contact the Cedar Falls Recreation Center at (319) 273-8636 for assistance.
- ☐ Approval of an Application for a Public Event Permit is subject to the factors set forth in Cedar Falls Code of Ordinances Sec. 17-210. If an Application is denied, the Applicant may appeal such denial to the Administration Committee of the Cedar Falls City Council by filing a written appeal, in the form attached to this Application, with the City Clerk at the address listed above within 10 days of such denial. The Administration Committee shall consider such appeal within 21 days of the filing of the appeal, if practicable.
- ☐ Applications are considered on a first come, first served basis. Use of public spaces by City, State and Federal officials and for events sponsored by such officials, are given priority.
- ☐ There is no fee for submitting a Public Event Permit Application. Other permit fees, rental fees, deposits, and other charges may apply.
- ☐ Public Event Permit Applicants and sponsoring organizations or groups shall be responsible for the cost of repair or replacement of damaged or destroyed City property related to or arising out of the public event, depending upon the circumstances.
- ☐ Insurance may be required if amusement devices are used; public right-of-way is closed or obstructed; required admission or registration fees are charged or accepted; alcoholic beverages are sold; a raised stage or platform is used; fireworks or pyrotechnics are involved; or if the City's Risk Management Committee determines that due to the nature of the event, insurance shall be required. See Public Event General Insurance Requirements.

## Applicant/Organization Information

Applicant Name: \_\_\_\_\_ Sponsor/Organization Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Organization:

Governmental entity       Iowa non-profit (Ch. 504, 504A Iowa Code)  
 Other not for profit       Educational institution  
 Other (Explain: \_\_\_\_\_ )

## Event Information

Name of Event \_\_\_\_\_ Location of Event \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_  
Event date(s): \_\_\_\_\_ Setup: \_\_\_\_\_ Until: \_\_\_\_\_  
Rain Date: \_\_\_\_\_ Start of event: \_\_\_\_\_  
End of event: \_\_\_\_\_  
Tear down: \_\_\_\_\_ Until: \_\_\_\_\_

Type of Event: (Check all that apply)

Athletic Event       Concert       Parade       Walk/Run  
 Bicycle Ride       Exhibit       Protest       Other Explain: \_\_\_\_\_  
 Block party       Fair/Festival       Public assembly

Estimated Attendance: \_\_\_\_\_

Admission or registration fee: \$ \_\_\_\_\_

***\*If admission or registration fee is required or accepted, or if donations are required, insurance as specified by the City is required\****

## Event Activities

Number of amusement devices (e.g. Inflatables, climbing wall, bungee jump, trampoline, pools, spas, waterslides) \_\_\_\_\_

Describe: \_\_\_\_\_  
***\*Vendor must have state permit and State approved inspection of devices. Insurance as specified by the City is required.\****

Street/Right-of-Way closures/obstructions? Y  N  Describe: \_\_\_\_\_

***\*Insurance as specified by the City may be required. Show closures/obstructions on site plan.\****

Alcoholic beverages sold? Y  N       Provided at no cost? Y  N

Types of alcoholic beverages: \_\_\_\_\_  
***\*Liability insurance as specified by the City is required if alcoholic beverages are sold. Wine/beer permit or liquor license required if sold. Dram shop insurance as specified by the City is required if sold.\****

Food sold? Y  N  General description of food: \_\_\_\_\_

**Contact Black Hawk County Health Department for food license information:  
[www.co.black-hawk.ia.us/270/Food-Inspections](http://www.co.black-hawk.ia.us/270/Food-Inspections)**

Stage or platform used? Y  N  Dimensions (W x L x H above grade) \_\_\_\_\_

**\*Building permit may be required. Insurance as specified by the City is required.\***

Fireworks or pyrotechnics used? Y  N

Name of operator: \_\_\_\_\_

Address of operator: \_\_\_\_\_

Phone number of operator: \_\_\_\_\_

**\*Insurance as specified by the City is required. State license required.\***

Amplified sound? Y  N

**\*Noise variance permit may be required.\***

Parade? Y  N  Type & number of vehicles: \_\_\_\_\_

Type & number of animals: \_\_\_\_\_

Number of marchers: \_\_\_\_\_

**Event Services**

Sanitation

Number of portable toilets \_\_\_\_\_

Garbage collection/cleanup plans \_\_\_\_\_

Temporary signage/banners? Y  N

Describe (include locations and dimensions): \_\_\_\_\_

Disabled access provided? Y  N

**\*Events open to the public must be accessible by the disabled.\***

Do you have a security plan? Y  N

Do you have an inclement weather/evacuation plan? Y  N

Portable seating? Y  N  Describe: \_\_\_\_\_

Tent/Canopy? Y  N  Size? (W x L x H) \_\_\_\_\_

**City Services**

Traffic control? Y  N

Barricades? Y  N

Water? Y  N

Electricity? Y  N

Parking signs? Y  N

Picnic tables? Y  N

Other? Y  N  Describe: \_\_\_\_\_

**\*Only State of Iowa Master A Electrical Contractors may make connections to City electrical service. An electrical permit may be required.\***

Park area or facility (e.g. ball fields, tennis courts, aquatic center, pickleball courts)? Y  N

Describe: \_\_\_\_\_

**\*Park usage permit may be required.\***

Park shelter? Y  N  Location: \_\_\_\_\_

**\*Rental agreement required.\***

Recreational trail? Y  N  Location: \_\_\_\_\_

**\*Include on site plan. Contact Cedar Trails Partnership at [trails@cedartrailspartnership.org](mailto:trails@cedartrailspartnership.org) or call 319-268-4266 for event registration.\***

Sturgis Park Cedar Basin Band Shell? Y  N

**\*Rental Agreement required.\***

Overman Park Band Shell? Y  N

**\*For questions regarding Overman Park Band Shell rental, please call Dennis Downs at 319-464-6783.\***

Beach House? Y  N

**\*Rental Agreement required.\***

Site Plan:



**Include: route, street closures/obstruction, recreational trails used, stage location, temporary seating location, tent/canopy location, restrooms, power and water sources, ingress/egress routes, fencing, barricades, parking, first aid, severe weather shelter. If a parade or march, include assembly area, route and termination point.**

**CERTIFICATION OF APPLICANT  
AND  
INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

The undersigned hereby certifies that the statements contained in this Application are true and correct, to the best of the undersigned's knowledge, and that false statements may be grounds for denial of this Application. The undersigned acknowledges that all activities during the public event shall at all times comply with City ordinances, permit requirements, and state and federal law. The undersigned further acknowledges that the undersigned and the sponsoring organization or group that the undersigned represents will be responsible for any and all damages arising as a result of this event.

The undersigned, or the sponsoring organization or group that the undersigned represents, have met or will meet during the entire public event, all requirements established by the City for public events. Further, the undersigned understands that if all requirements are not met, or in the sole discretion of the City, the health, safety, welfare, comfort or convenience of the public would be at risk, the Public Event Permit may be canceled by the City at any time, including at the start of or during the public event. If the public event is sponsored by an organization or group, the undersigned hereby certifies that the undersigned has the legal authority to represent the organization or group. It is further understood that the City has the authority to grant or deny permission for this public event.

Indemnification, Hold Harmless: In consideration for and on condition that this application is approved authorizing the use of City owned, occupied or controlled areas and/or facilities for the public event, the undersigned and the sponsoring organization or group that the undersigned represents, to the fullest extent permitted by law, agree to defend, pay on behalf of, indemnify, and hold harmless the City of Cedar Falls, Iowa, its elected and appointed officials, employees, agents and volunteers (collectively, the "City"), against any and all claims, demands, suits or loss, including any and all outlay and expense connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City by reason of personal injury, including bodily injury or death, and property damages, including loss or use thereof, which arises out of or is in any way connected or associated with the public event. It is the intention of the undersigned and the intention of the sponsoring organization or group that the City shall not be liable or in any way responsible for the injury, damage, liability, loss or expense for injuries to or the death of any person or persons, or damage to or loss of property alleged or claimed to have been caused by, or to have arisen out of, or in connection with or to the public event, except for and to the extent caused by the fault of the City.

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Sponsoring Organization or Group