

APPLICATION FOR SPECIAL EVENT PERMIT IN ALBURNETT, IA

NOTE: Requesting person/organization MUST check with Alburnett City Council for availability of date PRIOR to filling out this form.

A special Event Permit Application is required for events on public or private property with 200 or more people at any one time that have one or more of the following. Please check what applies.

- Partial or full closure of a public street
 - Blocking or restricting access to private property of others or blocking or restricting access to a public street
 - Use of pyrotechnics or special effects
 - Use of open flame or other potentially dangerous displays
 - Sale or distribution of merchandise, food or beverages including alcoholic beverages
 - Erection of a tent over 400 sq ft or canopy over 700 sq ft.
 - Installation of a stage, band shell, truck, trailer, van, portable building, booth, grandstand or bleachers
 - Placement of portable toilets
 - Placement of temporary signs or banners
 - Amplified sound
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Requesting person/organization: _____

Adult responsible for activity: _____

Phone: _____

Email: _____

Will streets need to be closed: _____

If yes, which streets (from 1st Ave to 3rd Ave): _____

How will streets be closed (barricade/fencing?): _____

Requested date(s) of use: _____

Hours of use (beginning and ending): _____

Describe activity (including specific name of activity, nature of activity, people involved): _____

Parking and Traffic Plan attached: YES _____ NO _____

Site Plan attached: YES _____ NO _____

CONDITIONS

1. All requests will be made to the Alburnett City Council at least one month prior to the event.
2. User must have a responsible adult present at all times
3. A certificate of liability insurance will be required
4. Verification of security may be required
5. Verification of portable toilets may be required

NO FEE IS REQUIRED FOR A SPECIAL EVENT PERMIT. OTHER PERMIT FEES MAY APPLY FOR YOUR EVENT.

I have read this Special Event Permit Application and have accurately and truthfully completed the Application. I will follow the guidelines and requirements as set forth. I agree to abide by all federal, state and municipal laws, rules, and regulations.

Applicant Signature: _____ Date: _____