

SPECIAL EVENT PERMIT APPLICATION

**Polk County Conservation
11407 NW Jester Park Drive
Granger, IA 50109
515.323.5300 Phone
515.323.5354 Fax**

In order to determine if your event will require a Special Event Permit from the Polk County Conservation Board, you must begin the application process at least a minimum of 45 days prior to the requested date of the event. Advertising your event prior to receiving a signed Special Event Permit is not allowed. This application must be completed in its entirety before a permit will be issued.

EVENT INFORMATION:

NAME OF EVENT (Example: Smith/Doe Wedding, ABC Company Annual Picnic, etc.)

DATE OF EVENT: _____ **LOCATION:** _____
(Example: Jester Park, Shelter #1)

STARTING TIME: _____ **ENDING TIME:** _____

TYPE OF EVENT:

- **Wedding** _____
- **Company Activity** _____
- **Bike Event** _____
- **Race Event** _____
- **Other (Please list)** _____

DESCRIBE ACTIVITIES AT THE EVENT:

CONTACT INFORMATION:

PERSON RESPONSIBLE FOR APPLICATION: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT TELEPHONE NUMBER: DAY _____ **EVENING** _____

FAX: _____ **EMAIL:** _____

ALTERNATE CONTACT PERSON: _____

ALTERNATE CONTACT NUMBERS: DAY _____ **EVENING** _____

EVENT DETAILS:

PARTICIPANTS:

- Number of People _____
- Number of Vehicles _____
- Invited Guests Only _____ Yes _____ No
- Open to General Public _____ Yes _____ No
- Organization/Club Members Only _____ Yes _____ No
- Registered Participants Only _____ Yes _____ No

VENDOR PARTICIPANTS (Appropriate vendor permits are required and must be posted at each vendor site on the day of the event):

- Number of Vendors _____
- List of Vendors:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SPECIAL CIRCUMSTANCES (Describe if any of the items listed below will be brought in by the user for the event. All items brought in must be removed immediately following the event.

***Insurance coverage may be required for some activities listed below):**

- Tents _____ Yes _____ No
 - If yes, describe tent, number and location _____
- Inflatable Bounce Houses/Toys/Slides _____ Yes _____ No
 - If yes, describe type, number and location _____
- Amplified Music _____ Yes _____ No
 - If yes, describe use of _____
- Banners (Must be removed at end of event) _____ Yes _____ No
 - If yes, describe use of _____
- Signs (Must be removed at end of event) _____ Yes _____ No
 - If yes, describe use of _____
- Trash Containers _____ Yes _____ No
 - Date Brought In: _____ Date Removed: _____
- Portable Toilets _____ Yes _____ No
 - Date Brought In: _____ Yes _____ No

* - Applicants of special events may be required to furnish a Certificate of Insurance on a fully paid comprehensive public liability and property damage insurance policy from a licensed broker, protecting Polk County, the Polk County Conservation Board, its officers, elected officials, appointed officials, and employees, agents and assigns from any and all claims which may result from or in connection to the special event. Polk County and the Polk County Conservation Board must be named as "Additional Insureds" on the certificate. Applicants must, if required by the Polk County Conservation Board, produce a copy of the policy with all endorsements. The Special Services Coordinator must receive the certificate at least ten (10) days prior to the special event. Limits and type of insurance coverage may change because of the different activities of each special event. The Polk County Risk Manager will determine all specific limits and types of insurance appropriate for the special event.

SPECIAL PROVISIONS (Need for items provided by Polk County Conservation staff):

- Extra Picnic Tables (\$20 for each additional added to area) _____ Yes _____ No
 - Number of extra tables requested _____
- Ranger/Security Staff (\$40/hour per staff person) _____ Yes _____ No
 - Number of staff requested _____
- Maintenance Staff (\$25/hour per staff person) _____ Yes _____ No
- Other (Describe) _____

TRAFFIC & EMERGENCY SAFETY

- Access to Event – Do you anticipate that your event will interfere with non-participating vehicle traffic (crowd and / or traffic control) _____ Yes _____ No _____ unsure
- Emergency Preparedness --Do you anticipate the need for first aid booths, fire / rescue units present during your event? _____ Yes _____ No _____ unsure

PCC looks forward in assisting you in determining these concerns as well as any other concerns or issues you may have in this application process.

The Privacy Act of 1974 requires that each individual asked or required to furnish personal information be advised of the following:

Authority: 5 P.L. 93-579

Purpose: To provide a contact in connection with permit activities.

Routine Uses: Permit is issued under the direction of the Polk County Conservation Board. The names and addresses of those who obtain the permit are not reported, but are kept on file at the Conservation Board office to provide a point of contact in case of emergency. This information is not maintained alphabetically or by other personal identifier. Disclosure of information is voluntary. Failure to provide the requested information will preclude issuance of permit. Failure to meet the terms of this Special Event Application may prompt additional fees to be charged at a rate to be determined by the Polk County Conservation Board.

OFFICE USE ONLY:

(Employees: Please complete this section in case this sheet gets separated from original application).

Date of Event: _____ **Location:** _____

Name of Event: _____

Contact: _____

Address: _____

	Street	City	State	Zip Code
Verification of Fees:	<u>Description</u>	<u>Cost per Item</u>	<u>Qty.</u>	<u>Total</u>
	Ranger/Security Staff	\$40.00/Hr.		
	Picnic Tables	\$20.00 Ea.		
	Maintenance Staff	\$25.00/Hr./Person		
	Administration Fee:	\$50.00 Minimum		
	Other Fees:			

Damage Deposit Recommended: Amount \$ _____

Special Considerations and Conditions: _____

Initials: _____

Approved by Area Manager: _____ Date: _____

Approved by PCCB Director: _____ Date: _____