

# SPECIAL EVENT PERMIT APPLICATION

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

**For specific park information regarding your event, contact:**

Jester Park – 515.249.3229  
Thomas Mitchell Park – 515.249.1753  
Easter Lake Park – 515.249.1543  
Yellow Banks Park – 515.250.1031  
Chichaqua Bottoms Greenbelt – 515.249.2515  
Ft. Des Moines Park – 515.249.1543

*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.*

## 1. 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:** \_\_\_\_\_

**Mycountyparks.com order #** \_\_\_\_\_, (if applicable to a facility rental).

**TYPE OF EVENT:**

- |                           |                         |
|---------------------------|-------------------------|
| A) Ceremony _____         | E) Golf Outing _____    |
| B) Company Activity _____ | F) Fund Raiser _____    |
| C) Bike Event _____       | G) Cultural Event _____ |
| D) Race Event _____       | H) Other _____          |
- (Please List)

**DESCRIBE ACTIVITIES AT THE EVENT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 2. 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 \_\_\_\_\_

**3. EVENT DETAILS:**

**A. 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

**B. 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:

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

**C. 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 otherwise maintenance staff fees may be assessed. Insurance coverage may be required for some activities listed below):**

- Tents \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Qty.
  - If yes, describe tent, size, 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\* \_\_\_\_\_ Yes \_\_\_\_\_ No
  - If yes, describe use of \_\_\_\_\_

\* Banners may be placed along roadways to guide people to your event, but in no way may be affixed to trees or park signs. Signs are to be removed immediately following event. Failure to do so will result in maintenance fees and/or fines according to littering ordinances.

- Signs\* \_\_\_\_\_ Yes \_\_\_\_\_ No

o If yes, describe use of \_\_\_\_\_

\* Small directional signs may be placed along roadways to guide people to your event, but in no way may be affixed to trees or park signs. Signs are to be removed immediately following event. Failure to do so will result in maintenance fees and/or fines according to littering ordinances.

- Trash Containers \_\_\_\_\_ Yes \_\_\_\_\_ No
  - o Date Brought In: \_\_\_\_\_ Date Removed: \_\_\_\_\_
- Portable Toilets \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Qty.
  - o Date Brought In: \_\_\_\_\_ Date Removed: \_\_\_\_\_
- Alcoholic Beverages to be Served? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Qty.  
(Intoxicating liquors are not allowed; beer and wine only. Sec. 27 – Polk County Conservation Rules and Regulations)

**D. INSURANCE** - Polk County Conservation’s liability insurance excludes the use of aircraft on park property including hot-air balloons, planes, helicopters, ultra-lights and parachutes. 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, 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. Polk County Conservation 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. Proof of insurance (if applicable) must be received by Polk County Conservation before a Special Event Permit will be issued.

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

- Extra Picnic Tables (\$20 for each additional added to area) \_\_\_\_\_ Yes \_\_\_\_\_ No
  - o Number of extra tables requested \_\_\_\_\_
- Ranger/Security Staff (\$40/hour per staff person) \_\_\_\_\_ Yes \_\_\_\_\_ No
  - o Number of staff requested \_\_\_\_\_
- Maintenance Staff (\$75/hour per staff person) \_\_\_\_\_ Yes \_\_\_\_\_ No
- Other (Describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F. 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

**G. FEES/CHARGES/DEPOSITS** – All fees, charges and deposits must be paid before a Special Event Permit will be issued.

- **Rental Charges** – Associated rental facility fees and damage deposits shall apply should a facility within the PCC jurisdiction be used in conjunction with the event.
- **Administration Fee** – A \$50.00 administration fee will be charged to process the Special Event Application and must be received by PCC before permit will be issued.
- **Damage Deposit** – A damage deposit (amount determined by PCC staff) may be required. Following the event, PCC staff will inspect the area and if the area is not left in the condition prior to the event, the damage deposit will be forfeited. If the dollar amount for any repair/clean-up exceeds the deposit, additional fees at \$75/hr/maintenance person will apply. The party shall be billed for the balance and shall be paid in full no more than 30 days from the billing date.

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.

I have completed the Special Event Application, enclosed appropriate fees and understand the conditions under which it is issued and agree to comply with these conditions for this event.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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:**

(PCC Staff: 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
<b>Verification of Fees:</b>	<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	\$75.00/Hr./Person		
	Administration Fee:	\$50.00 Minimum		
Other Fees:				

**Damage Deposit Recommended:** Amount \$ \_\_\_\_\_

(Continued on next page.)

**Special Considerations and Conditions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Initials: \_\_\_\_\_

Approved by Park Ranger: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by PCCB Director: \_\_\_\_\_ Date: \_\_\_\_\_