

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:** _____

TYPE OF EVENT:

A) Ceremony _____

B) Company Activity _____

C) Bike Event _____

D) Race Event _____

E) Golf Outing _____

F) Fund Raiser _____

G) Cultural 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 _____
 - 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 _____
 - Date Brought In: _____ Date Removed: _____

- Portable Toilets: Yes _____ No _____ Qty. _____
 - 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 ballons, 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 _____
 - Number of extra tables requested: _____
- Ranger/Security Staff: Security may be assigned/required by the Parks Superintendent upon review of this application and will be billed at a rate of \$40/hour per staff person.
- Maintenance Staff (\$75/hour per staff person): Yes _____ No _____
- Other (Describe): _____

**Events serving alcohol shall require one Law Enforcement Officer to be on-site during said event.*

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
Verification of Fees:	<u>Description</u>	<u>Cost per Item</u>	<u>Qty.</u>	<u>Total</u>
	Park Use Fee	\$250.00 (if public use is restricted) Or \$10.00 per hour	_____	_____
	Ranger/Security Staff	\$40.00/Hr.	_____	_____
	Picnic Tables	\$20.00 Ea.	_____	_____
	Maintenance Staff	\$75.00/Hr./Person	_____	_____
	Vendor Fees:	\$25.00/ea.	_____	_____
	Administration Fee:	\$50.00	_____	_____
Other Fees:		_____	_____	

Damage Deposit Recommended: Amount \$ _____

(Continued on next page.)

Special Considerations and Conditions:

Initials: _____

Approved by Park Ranger: _____ Date: _____

Approved by PCCB Deputy Director: _____ Date: _____

SPECIAL EVENT PERMIT

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



Special Event Permit #: _____

PERMIT GRANTED TO: _____

DATE OF EVENT: _____ **LOCATION:** _____

The issuance of this permit is subject to the following terms, conditions and fees (if applicable).

***FEES:**

<u>Description</u>	<u>Cost per Item</u>	<u>Qty.</u>	<u>Total Item Fee</u>
Park Use Fee	\$250.00 (if public use is restricted) Or \$10.00 per hour	_____	_____
Ranger/Security Staff	\$40.00/Hour	_____	_____
Picnic Tables	\$20.00 Each	_____	_____
Maintenance Staff	\$75.00/Hour/Person	_____	_____
Administration Fee	\$50.00	_____	_____
Deposit:	\$ _____	Less deposit (_____)	

Total Fees for Event: \$ _____

* Additional fees may be incurred for any changes during the application process and issuance of the Special Event Permit.

Terms/Conditions:

- A. This document and the Special Events Application shall constitute the Special Events Permit and shall be used to interpret any conflicts of information herein.
- B. That the proposed use of the land shall be without cost, expense or obligation on the part of the Polk County Conservation Board;
- C. That no permanent facilities or structures of any kind will be constructed, erected or maintained;
- D. Proof of insurance may be required for your event. If applicable, permittee agrees to indemnify and hold the Polk County Conservation Board, Polk County Government, Elected Officials, Agents and Assigns harmless from liability for all claims for damages to or injury

of persons or property or death of persons arising out of any activities resulting from the issuance of this permit. Permittee, for such purposes, shall procure and maintain during the period of its activities under this permit, the following minimum insurance:

TYPE	AMOUNT
Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Fire Damage (Any One Fire)	\$ 100,000
Personal & Advertising Injury	\$1,000,000
Medical Expense (Any One Person)	\$ 10,000

Prior to issuance of this permit, permittee shall furnish the Director of the Conservation Board or his/her designated representative a written statement or certificate of the above-required insurance plus all applicable fees.

- E. A damage deposit of \$ _____ will be furnished to Polk County Conservation prior to the issuance of the permit. The deposit will be returned after inspection of the area used for the special event reveals that the area has been returned by the permittee to its condition before the event.
- F. The Polk County Conservation Board makes no guarantees that the location will be usable on the date specified above in the event of high water or flood emergency conditions that may change the conditions of this permit. In the event of high water closing park recreational facilities, the permittee will contact our office at least one week prior to the event to discuss alternate arrangements.
- G. Admission to view the event will be open to the general public without discrimination on the grounds of race, color, religion, national origin, sex, age or ability. Participation in the event may be limited to members of the sponsoring group provided that the group does not unlawfully discriminate against participation in the event on grounds of race, color, religion, national origin, sex or age. Requests for special events permits citing "special circumstances" for participation requiring gender or age discrimination must be accompanied by an exceedingly persuasive justification. Fishing tournaments do not qualify for discrimination based on gender.
- H. This permit does not give any property rights either in real estate or material, and in no way contemplates exclusive use and such use will not in any way prevent, interfere, or deny the public use and enjoyment of the area.
- I. Additional considerations and conditions listed, if applicable.
- J. A meeting must be arranged with the Park Ranger to review all special considerations. The permittee is responsible for coordinating this meeting.

Special Considerations and Conditions (List if Section H is checked):

I have read the Special Event Permit Application and this Special Event Permit and understand the conditions under which it is issued and agree to comply with these conditions in conducting the event.

Permittee

Date

Polk County Conservation

Date

Vendor Application Instructions



Polk County Conservation allows for the use of public lands for the sale of goods and services, environmental enhancements, educational purposes, etc. subject to the following terms and conditions. The sale of goods and services include but are not limited to: food, beverage and novelty items less than \$10.00 each.

- I. Use of public managed lands for programs, services or other benefits may be allowed by permit.
- II. Sales of goods or services are allowed when in conjunction with a special event for a limited time period (timed athletic event, one-day special event, etc.). Any concession exceeding more than six events during a calendar year shall be negotiated in a separate agreement and approved by the Polk County Conservation Director or his designee.
- III. Temporary Concession Fees shall be established as follows:

Number of Attendees/Participants	Fee
Less than 500	\$25.00
500 - 999	\$100.00
1,000 - 1,999	\$150.00
2,000 - 2,999	\$175.00
3,000 - 3,999	\$200.00
4,000 - 4,999	\$225.00
5,000 - 5,999	\$250.00
6,000 - 6,999	\$275.00
7,000 - 7,999	\$300.00
8,000 - 8,999	\$325.00
9,000 - 9,999	\$350.00
10,000 +	\$375.00

- IV. Commercial harvest of or production of product for sale using publically owned or managed property is prohibited under this permitting process, however, special requests for commercial production of commodities may be evaluated and negotiated in a separate agreement and approved by the Polk County Conservation Director or his designee. Items may include but are not limited to wood, acorns, honey, etc. Such requests may require a competitive bidding process to ensure an equal and fair opportunity for all interested parties and may include the award of multiple permits.
- V. Interested parties shall complete the Vendor Application Permit Form for review and evaluation by Polk County Conservation regarding the validity of the request and determination of the type of permit required and associated fees subject to the nature of the request.

Vendor Application Permit Form



Event Information:

Event Name _____

Event Location _____

Event Contact: Cell Phone _____ Email _____

Vendor Information: *(Please print legibly)*

Business Name _____

Products/Services Offered _____
(Please provide a complete list of products/services and pricing that will be charged at this event. Provide a separate sheet if needed and include the name of the event and your business name.)

Contact Name _____

Street Address _____

City, State, Zip _____

Phone _____ Fax _____

Email _____

Website _____

Your signature below indicates your agreement with the following policies:

- We shall only provide the products/services listed on this application or in the attachment which by this reference is a made a part hereof.
- All information, both written and verbal, will be presented in a way that does not denigrate any belief or lifestyle.
- Enclose payment of \$_____ made payable to Polk County Conservation for this right.

Signature _____ Date _____

You can return this form electronically to Polk County Conservation at PCCB_info@polkcountyiowa.gov or mail to:

Polk County Conservation
11407 NW Jester Park Drive
Granger, IA 50109

Approved _____ Date _____
Authorized Representative of Polk County Conservation

Map attached _____