



City of Indianola

Special Event Application

Dear Event Organizer:

Thank you for your interest in planning and holding an event in Indianola. Through public events and activities, a sense of community and pride is developed. Public events are also a means to stimulate our local economy. The following pages provide key information for a safe, fun and successful event.

Please take time to read the information in the application form thoroughly. If you have any questions, please contact City Hall at 515-961-9410 or email cityclerk@indianolaiowa.gov. We appreciate your time and interest in planning an event, whether for local residents or the entire Warren County region. A well-planned event translates to a successful activity that benefits both public and private interests.

General Event Information:

- If an event is held on City Streets, applications will be reviewed by the City Manager, Public Works Director, Human Resources/Risk Manager, Fire Chief and Police Chief.
- If the event is held on a combination of City streets and trails, applications will be reviewed by the City Manager, Public Works Director, Human Resources/Risk Manager, Fire Chief, Police Chief, and the Parks and Recreation Director.
- If an event is held exclusively within City Parks or Trails the Parks and Recreation Department will review the event application to verify if it is in accordance with City park policies as well as rules and regulations.
- Applications for events held on City streets or combination of streets and trails are sent to City Council for approval or denial. Applications need to be received in a timely manner. The Clerk's office reserves the right to reject any applications not submitted in a timely manner.
- All applicants will need to complete a map (A) showing street/lane closures, and parks and trails you will be using, and locations of barriers/barricades, stages, platforms, events/activities, vendors, parking etc. If the event involves a moving route, indicate the direction of travel. Please include as much detail as possible when listing the activities and vendors.
- The Sheriff's Department shall have complete and unobstructed access to the entrance of the Warren County Justice Center.
- If the Square is blocked off, west bound traffic on Ashland should be able to turn north on Howard; south bound traffic on Buxton should be able to turn west on Ashland, east bound traffic on Salem should be able to turn south on Buxton and north bound traffic on Howard should be able to turn east on Salem.
- If the Square and one block in each direction are blocked-off, be sure to include plans for barricades one block west and east of the Square on Ashland and Salem, one block north and south of the Square on Howard and Buxton.
- When a street is closed off for the event an access lane needs to be maintained at a minimum of 20' wide per IFC 503.1.1 for emergency vehicles. If the event has a moving route this requirement is not applicable.
- Vendors are expected to park vehicles off of the Square once their booths/trailers have been set up— applicants will need to complete a map (B) showing parking of vehicles which also includes address of parking lot.
- Always be sensitive to neighbors and area businesses when interrupting normal traffic flow and using amplified music.
- An insurance certificate showing the City as an additional insured in the amount of \$1,000,000 or more will be required.
- You will receive communication after the request has been to Council unless there are questions regarding your application.



Event Details:

Event Name:

Event Sponsor(s):

Event Type (Check all that apply): Parade Bike Ride/Race Concert

Running Event: Fun Run Timed Race Will trails/sidewalks be utilized? Yes No

Other:

Date/Time of event:

Location of event:

Anticipated Attendance: Per Day Total

Organization:

Contact Name:

Address:

Telephone Number:

Fax Number:

Email address:

Today's Date:

Please describe your request and event:

Please describe what streets, trails or parks you are planning to close or use:

Set Up Begins	Date	Time	Day of Week
Event Starts	Date	Time	Day of week
Event Ends	Date	Time	Day of week
Dismantle	Date	Time	Day of week



Please describe your safety plan including crowd control. *The Police Chief and Fire Chief will review your safety plans to determine if safety is adequate for the planned event. In reviewing the application, they will review the anticipated crowd size, demographics, entertainment, alcohol, prior history with this event or similar events and other criteria. Attach additional sheets if necessary.*

Please describe your emergency/medical plan, including your communication procedures. *Attach additional sheets if necessary.*

Please describe your plan for clean-up and removal of recyclable goods and garbage during and after your event.

Before submitting this application be sure to complete the following:

- The event application is completely filled out
- Map A attached – showing streets/trails/parks/lane closures, locations of barriers/barricades, stages, platforms, events/activities, vendors, parking etc. Please be as detailed as possible.
- Map B attached – shows where vendors are expected to park vehicles off the Square.
- Street closure permit application if applicable, attached to application. Application is on [website](#) under “How Do I submit”.
- Noise permit application if applicable, attached to application. Application available on [website](#) under “How do I apply for noise permit”.
- An insurance certificate showing the City as an additional insured in the amount of \$1,000,000 is attached to the application.

As the event sponsor(s) I have read the rules and certify that our event abides by the rules and regulations set by the Indianola, Iowa City Council.

Applicant Signature:

Date:

Thank you for your interest in holding a neighborhood or community event!

Return Application with attachments to:

City of Indianola
Attn: Event Applications
110 N 1st St PO Box 299
Indianola, Iowa 50125
[email: cityclerk@indianolaiowa.gov](mailto:cityclerk@indianolaiowa.gov)
City website: indianolaiowa.gov