

**CITY OF RUNNELLS
SPECIAL EVENT PERMIT APPLICATION INSTRUCTIONS**

Please read these instructions carefully before submitting for a special event permit.

HOW TO APPLY

Email, fax, or mail your completed application form and remit required non-refundable application fee and clean-up deposit **at least 30 days** prior to the event to the City Clerk. Applications will be reviewed by the City Clerk and must be approved by the City Council prior to the event.

Applications received less than 30 days prior to the event may be denied.

Fees and deposits can be paid via checks made payable to the City of Runnells. Please list the event name on the memo line of the check.

FEES AND CHARGES

The City of Runnells welcomes your event and wants to be of assistance to you. However, it is not appropriate for taxpayers of Runnells to pay the cost of conducting special events. For this reason, the following fees and charges will apply.

- a. A non-refundable application fee of \$25.00 is required with the submission of a Special Permit Application. **Special permit fees may be waived for non-profit organizations operated by members of the community of Runnells at the discretion of the Runnells City Council.**
- b. Reoccurring Events:
 - a. If your event will be a reoccurring event, one permit can be applied for all of the reoccurring events. Please list all dates and times the event will occur.
 - b. One permit application fee is required for reoccurring events.
 - c. **Reoccurring special event permits will be approved on a monthly basis at the regular scheduled City Council meeting.**
- c. A clean up deposit of \$200.00 is required with the submission of a Special Event Permit. This deposit will be returned after the event if all debris and event items are properly removed within 24 hours after the event. **The event property will be inspected by the mayor or a designee at the conclusion of the event.**

RULES AND REGULATIONS

- a. The City of Runnells reserves the right to revoke the permit at its discretion, without prior notice, and for any reason deemed appropriate.

- d. If required, traffic control devices (cones, barricades, etc.) can be obtained from the City of Runnells for a \$100.00 non-refundable fee (per event). **Usage fees may be waived for non-profit organizations operated by members of the community of Runnells at the discretion of the Runnells City Council.**
- b. It is the organizers responsibility to arrange pick up/delivery and return of equipment with the City.
- c. All traffic control devices, procedures, and layouts shall meet the requirements of the City of Runnells and conform to MUTCD.

RULES AND REGULATIONS (cont.)

- d. All volunteers involved in traffic control must wear high visibility safety vests or bright colored clothing.
- e. All event signage and/or course markings must be removed immediately after the event.
- f. All street closures must be coordinated with the City of Runnells. If your event involves street closures, you must complete a separate Road Closure Permit.
- g. For safety reasons, the presence of police officers is mandatory at any event where alcohol will be served or if the event is expected to exceed 500 attendees. **If the event exceeds 500 people, Fire and EMS personnel shall utilized.** The cost of hiring police officers for the event is the responsibility of the person or organization hosting the event.
- h. Provide portable restroom facilities according to the following table.

		Event Length (in hours)									
		1	2	3	4	5	6	7	8	9	10
Number of Attendees	50	1	1	1	1	2	2	2	2	2	2
	100	2	2	2	2	3	3	3	3	3	4
	250	2	2	3	3	3	4	4	6	6	8
	500	3	4	5	5	5	6	6	7	7	8
	1,000	5	7	8	8	9	9	10	10	12	12
	2,000	8	13	15	17	18	19	19	19	20	20
	3,000	12	19	23	25	28	28	28	30	30	30
	5,000	16	24	30	34	36	38	38	38	38	38
	6,000	23	38	46	50	54	57	57	60	60	60
	7,000	28	42	54	60	63	66	66	66	66	66
	8,000	32	48	60	66	72	72	75	78	78	78
10,000	38	60	75	84	88	92	96	96	96	100	

INSURANCE



110 Brown St.
P. O. Box 33
Runnells, Iowa 50237
Phone: 515-966-2042
Fax: 515-966-0013
City-Clerk@runnellsia.com

- A copy of the certificate of insurance must be submitted to the City Clerk **at least 10 days** prior to the date of the permit.
- Applicant must meet the insurance requirements determined by the City.
- City of Runnells should **NOT** be listed as an additional insured, but the City must be listed on the certificate as a certificate holder.
- Contact City Clerk, (515) 966-2042 or email city-clerk@runnellsia.com, with insurance questions.



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**CITY OF RUNNELLS
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Name of event:

Event description:

Event location:

Event promoter:

Event promoter's street address:

Point of contact:

Email address:

Phone number:

Event date and time range:

Does your event occur on more than one date, or will it be a reoccurring event? If yes, list all dates and times.

Rain date(s) (if applicable):

Set-up begins at (date and time):

Take down complete by (date and time):

List anticipated number of people that will be at your event(s):

Street closures:

Does event involve street closures? If so, execute and attach a Road Closure Permit.

- No
 Yes

Parking lot closures:

Does event involve parking lot closures? (Only check yes if the parking lots are not within a previously identified street closure)

- No
 Yes

Vendor sales:

Will vendors be selling during the event?

- No
 Yes

Signage:

Will signage be placed on City property before or during the event?

- No
 Yes

Electricity:

Will electricity be needed during the event?

- No
 Yes

Other City services:

Are there any other City services requested that have not been listed?

- No
 Yes

If yes, please clarify:



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Private property:

Is any part of the event held on private property?

- No
- Yes

Alcohol:

Will alcohol be served at the event?

- No
- Yes

If yes, please state the entity who will carry a liquor license for the event:

Notifications:

Would you like to receive an email confirming when the application has been placed?

- No
- Yes

Event map:

Please include a map of the event. At a minimum, indicate locations of restroom facilities, alcohol serving/consuming area (if applicable), and any traffic control devices.

By signing below, I acknowledge that the above information and all attached information is true and correct.

Applicant Signature

Applicant Name (printed)

Date

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