

CITY OF DES MOINES
FARMERS/PUBLIC MARKET STREET USE APPLICATION AND AGREEMENT

Complete and submit this form to the Special Events Coordinator, Municipal Service Center, 1551 E. Martin Luther King Jr. Parkway, Des Moines, IA, 50317, **90 days prior** to the event, along with a non-refundable \$200.00 application fee and a certificate of insurance.

Name of Organization/Sponsor/Market Manager _____

Address _____ Phone _____

E-mail _____ Fax number _____

Contact Person _____ Daytime Phone _____

E-mail _____

Alternate Contact _____ Daytime Phone _____

Street/Streets to be blocked for the Market (include diagram):

From(Street)	To(Street)	Times
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1. _____

2. _____

3. _____

4. _____

5. _____

Businesses Fronting the Market:

Date(s) of Market _____

Hours of Market _____ Number of Vendors _____

Estimated Attendance _____

Are you having fireworks? Yes No

Are you having pyrotechnics? Yes No

Name of Fireworks Company contracted for the display _____

Are you having tents and/or canopies? Yes No

Are you having food vendors? Yes No Will they be cooking? Yes No

Will amusement rides or inflatable's be set up on sidewalk or street? Yes No

If yes, see special instructions (Attachment 1)

Name and Permanent Address of Vendors (attach additional sheets if necessary)

NAME	ADDRESS	TYPE OF MERCHANDISE
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I hereby certify that the above statements are true and correct, to the best of my knowledge. It is understood that compliance with all the provisions set forth in the ordinances of the City will be adhered to and it is further understood that the individual and the organization or association will be responsible for any and all damage arising as a result of this event.

The applicant hereby waives any and all claims which the applicant may have as a result of this event against the City of Des Moines, Iowa, its Police Department, its officers, agents or employees.

In the event that an organization is the applicant, I have the legal authority to represent the applicant, and I have read the foregoing waiver, understand its terms, and freely and voluntarily sign it.

Signature of Applicant _____ Date _____

*If mentioned businesses are not participating in the market, a copy of notice sent to such businesses of the market, location and duration must be submitted.

ADDITIONAL INSTRUCTIONS

1. There may be additional permits or fees required for Alcoholic Beverages, Sound Permits, Building Permits, Temporary Structure Permits, Fireworks, Equipment, Police and Fire Department costs or other related permits.
2. Applicant is responsible for the collection and cleanup of trash from the event. An applicant who leaves the street in a condition that requires cleanup will be charged for the cost of cleanup.
3. Street Closures during the hours of darkness require Flashing Blinkers.
4. Barricades are to be placed 1 per traffic lane.
5. Additional Signs may be required to indicate "Street Closed Ahead" or "No Through Traffic."
6. Applicant is responsible for maintaining appropriate signage and barricades/blinkers at all times.
7. A 20 foot fire land must be maintained for Fire Department equipment.

Revised 5/2016

CITY MANAGER'S OFFICE ONLY			
Date _____	Ck# _____	Receipt# _____	Amt Paid _____

ATTACHMENT 1 AMUSEMENT RIDES AND INFLATABLES

Amusement Rides and Inflatables will only be permitted on City property when the use of City property is allowed under the issuance of a City permit or license. The following conditions shall be required but are not intended to be definitive in scope nor as a replacement of or substitute for any industry standards or manufacturer's instructions regarding the proper use and operation of such devices.

1. NO USE OF PERSONAL AMUSEMENT RIDES OR INFLATABLES WILL BE ALLOWED ON CITY PROPERTY. Only Amusement Rides or Inflatables provided by an amusement device operator possessing a current permit issued by Iowa Workforce Development - Division of Labor Services - Amusements will be allowed. The permittee/applicant must show evidence of such Division of Labor Services permit, if requested by the City.
2. The permittee/applicant shall assure that each ride or inflatable has a current Division of Labor Services - Amusements inspection tag attached to it or other State of Iowa documentation demonstrating that it has been inspected within the twelve-month period preceding the date of the City permit.
3. The amusement device operator must set-up the ride or inflatable, monitor and supervise its operation and use, and disassemble the ride or inflatable at the end of the permitted use.
4. The permittee/applicant shall affirm to the permittee/applicant's satisfaction that the amusement device operator's personnel are adequately trained, in accordance with the ride or inflatable's manufacturer's instructions as well as to take all necessary and reasonable safety measures that may be required.
5. The permittee/applicant shall ensure that the amusement device operator's insurance, as required by Workforce Development – Division of Labor – Amusements, is current. DO NOT SUBMIT to the City.
6. The permittee/applicant shall be responsible for ensuring that the amusement device operator discontinues operation and use of the ride or inflatable in the event of gusty winds or rain or any other inclement weather conditions that may merit such action, as determined by the amusement device operator or permittee/applicant or as recommended by the device manufacturer.
7. At a minimum, operation of any Amusement Ride or Inflatable will be classified as a Moderate Hazard and the permittee/applicant shall purchase and maintain insurance in the name of the permittee/applicant in accordance with the requirements of this Special Events policy. SUBMIT Certificate of Insurance to the City.

The permittee/applicant will be solely responsible for ensuring that the above conditions for use of an Amusement Ride or Inflatable are complied with when such devices are used in conjunction with a permitted use of City property.