

CITY OF DES MOINES

NON-RESIDENTIAL EVENT

Procedures for a Non-Residential Event Closure

APPLY

- Contact Special Events Coordinator, Municipal Service Center, 1551 E. Martin Luther King Jr. Parkway, Des Moines, IA, 50317, at 515-283-4758, or on the City website at www.dmgov.org – under Quick Links – Permit and Licenses PDF Forms/Street Use.

SUBMIT

- Completed application, a diagram of requested closure(s) and required nonrefundable application fee of \$250.00 **at least 90 days** before event to City Manager's Office.
- Applications received less than ninety days prior to event may be denied and are subject to a nonrefundable late fee of:
 - \$100.00 if submitted less than 30 days prior to event, or
 - \$75.00 if submitted less than 45 days prior to event, or
 - \$50.00 if submitted less than 90 days prior to event
- Payment may be made by check payable to the City of Des Moines or by Visa/Master Card or cash at City Hall.
- Events sponsored by a recognized neighborhood association submit a \$10.00 application fee.

NOTICE

- A petition, signifying approval/disapproval of the street closure must be signed by **all**-business/residents, including businesses within structure, abutting the proposed street, and be submitted to the City Manager's Office for approval by the Street Use Team for any barricades street closure events **lasting more than one hour**. The petition must be approved by more than 60% of the affected businesses/residences. All applications with signature petitions containing less than the required percentage will be referred to City Council for consideration.
- The Street Use Team may verify the completed petition.
- All Time/Athletic Event and Parade sponsors/organizers will be required to notify affected properties. The Street Use Team will require information on how this notification was done, and make a recommendation on the adequacy.

STREET USE MEETING

- The Street Use Team may require applicants to attend a Street Use Team meeting as soon as possible to discuss the details of the event.
- Meetings are scheduled by the Special Events Coordinator (515-283-4758).
- Staff will ascertain if special services are required.
- Police assistance, sanitation requirement (dumpster, porta-potties), equipment, barricades and amplification are typical.

INSURANCE

- Applicants must meet the insurance requirements determined by the City.
- The certificate of insurance must be submitted no later than two weeks before date of permit.
- City of Des Moines is NOT an additional insured, but is a certificate holder.
- Contact the City Manager's Office for insurance questions.
- Special Events Risk Hazard Category Matrix is shown below and includes examples of the type of events that fall into each Risk Hazard Category.

TYPE OF EVENT	RISK HAZARD CATEGORY				
	INSURANCE WAIVED	LOW HAZARD	MODERATE HAZARD	HIGH HAZARD	SPECIAL HAZARD
	ATTENDANCE				
	0 - 499	500 - 999	1,000 - 9,999	10,000 - 24,999	25,000 +
Family Gathering - Reunion (Incl. BYOB)	n/a	L			
Residential Block Party (Incl. BYOB)	n/a	L			
Indoor/Outdoor Meeting	n/a	L			
L Small Theatrical Performance	n/a	L			
O Auction	n/a	L			
W Small Social Gathering	n/a	L			
Bike Rides & Races	n/a	L			
Marathons, Walks & Fun Runs	n/a	n/a			
Any of the above selling or serving alcoholic beverages			M		
M Dance			M		
O Animal Show (see Special Events Policy for restrictions)			M		
D Political Rally			M		
E Flea Market			M		
R Marathons, Walks & Fun Runs			M		
A Family Oriented Concert			M		
T Recreational & Amateur Level Sporting Event			M		
E Amusement Rides and Inflatables			M		
H Marathons, Walks & Fun Runs				H	
I Circus				H	
G Carnival with rides				H	
H					
S Rock & Similar Type Concert					S
P Professional Sporting Event					S
E Collegiate Sporting Event					S
C Rodeo					S
I Vehicle Race (cars, motorcycles, etc.)					S
A Fireworks display (City Fireworks Permit required)					S
L Air Show					S
* No event selling or serving alcoholic beverages shall be classified as a Low Hazard Event					
**Bring Your Own Bottle (BYOB) events such as Residential Block Parties are not considered as selling or serving alcohol.					

APPROVAL & FOLLOW-UP

- The Street Use Team will review the date, size and nature of the event and whenever possible will give preliminary approval within 15 days of receipt of the application. The time between 30-75 days prior to the event will be used by the Team to give final approval. Event not fully approved within 30 days of the event are required to withdraw their application or attend a Street Use meeting to attempt to resolve the issues. Any applications that are denied or whose petitions are not adequate will have the opportunity to appeal to the City Council.



CITY OF DES MOINES
NON-RESIDENTIAL EVENT
 STREET USE PERMIT APPLICATION AND AGREEMENT

Event Date _____

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:

- \$250 non-refundable application fee
- \$100 non-refundable late fee if application is submitted less than 30 days prior to event OR
- \$75 non-refundable late fee if application is submitted less than 45 days prior to event OR
- \$50 non-refundable late fee if application is submitted less than 90 days prior to event
- Diagram of the area or route
- Certificate of insurance (parades are exempt)
- Petition from abutting property owners may be required 15 days after application is submitted (parades and times/athletic events that last less than 1 hours are exempt)

Event Details

Name of Event: _____

Purpose: _____

Description: _____

(festival, fund raiser, fun run, carnival, company party, etc.)

Is this a first time Street Use Permit? Yes No

Sponsor/Applicant

Name _____

Address _____

City _____ State _____ Zip Code _____

Daytime Phone _____ Fax _____ Cell Phone _____

E-mail: _____

Website: _____

Alternate Contact Person

Name _____

Address _____

City _____ State _____ Zip Code _____

Daytime Phone _____ Fax _____ Cell Phone _____

E-mail: _____

Website: _____

1. Is this a Timed/Athletic Event? Yes No

(If yes, answer questions 2, 3, and 6; then proceed to question 8)

2. Event Date: _____ Times: _____

3. Number of Participants: _____

4. Is this a Parade? Yes No

5. Event Date: _____ Times: _____

6. Specific turn-by-turn route to be traveled, including start and finish (application will not be processed without a detailed diagram)

7. Number of:

a. Participating Pedestrians (e.g. number of marching band members) _____

b. Cars _____ Motorcycles _____ Trucks _____ Bicycles _____ Floats _____

c. Animals _____ Domestic (Household Pets) _____ Non-Domestic _____

8. Street(s) to be barricaded:

	Street	From (Street)	To (Street)
1			
2			
3			
4			

9. Date(s) and time(s) needed for Street Closure (**including set-up and tear down**):*

	Date	Times
1		
2		
3		
4		

*The petition is not required for a barricaded Street Closure that lasts less than 1 hour.

10. Date(s) and Time(s) of Actual Event:

	Date	Times
1		
2		
3		
4		

11. Expected overall attendance at event: _____

12. Maximum attendance at any given time: _____

SUPPLEMENTAL QUESTIONS FOR STREET USE APPLICATION

(If marked YES, must provide additional explanation on Page 7)

Name of Event: _____

Event Date: _____

#	Additional Information MUST be provided if any "YES" Answers		
1	Will you have any fireworks or pyrotechnics? (If yes, a permit is required)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Will you be selling food and/or non-alcoholic beverages?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Will alcohol be sold in conjunction with your event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Will you be serving wine/beer at no cost to the event attendees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Will you or your vendors use temporary LP tanks for cooking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Will you have any amplified sound? PERMITTED DURING THESE HOURS WITH PERMIT 10 AM – 10 PM (Residential Areas) 9 AM – 10 PM Sun – Thurs (Commercial or Mixed Districts) 9 AM – 12:30 AM Fri and Sat (Downtown Districts and Simon Estes) 9 AM – 11 PM Sun – Thurs (Downtown Districts and Simon Estes) (Minimum of 45 days lead time required for any other hours)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	Will you hire someone to pick-up trash and/or sweep the street? (Provide contact name & phone #)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8	Will you have tents or canopies? (If Yes, provide types of anchors used) Tents or Canopies exceeding 700 square-feet without sides require a tent permit. Tents or Canopies exceeding 400 square-feet with sides require a tent permit.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	Will you have vendors selling t-shirts, mugs, glow sticks, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10	Will you be painting on the street (finish line, arrows, etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11	Will you be using any other City property (parking lots/ramps, skywalks, sidewalks, parks, trails, levees, riverbanks, etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12	Will you be using Cowles Commons?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13	Will you be using any State of Iowa Property (Capitol grounds, etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14	Will you rent Simon Estes Amphitheater for your event so other events do not conflict with yours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15	Will you be hanging any banners or large signs (Fire Department clearance is 13'6")?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16	Will you be posting signs along your designated route (Signs may not be attached to trees)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
17	Will portable toilets be used for your event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
18	Do any streets need repair or low hanging branches removed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19	Will you provide handicapped parking/seating?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
20	Will you provide EMS/EMT service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
21	Will a raffle be held during your event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
22	Will you erect any stages or structures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
23	Will you use any generators?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
24	Will you block any DART bus routes during their normal hours of operation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
25	Will you have liability insurance for this event? (If yes, DO NOT name the City as an additional insured.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
26	Will you charge admission? (If yes, provide rates.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
27	Have you notified businesses/residents in the affected area? (Approval petition may be required – see Page 11.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
28	Will you request that any parking meters be hooded? Please provide meter numbers (The city may require meter be hooded).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
29	Will you cross train tracks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
30	Will a bike valet be provided? (Required if participants exceed 2,000.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SUPPLEMENTAL EXPLANATIONS FOR STREET USE APPLICATION

Name of Event: _____ Event Date: _____

#	EXPLANATION (for anything marked Yes on Page 6)
1	
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MAP OF THE EVENT SITE

A detailed map of the event site MUST be drawn or an attachment included. The following must be identified and labeled (Do not use color to identify these, as it will not photo copy.)

Name of Event: _____

Event Date: _____

- | | | |
|--|---------------------------|-----------------------------------|
| 1. The site of the event (label streets, etc.) | 4. First Aid Facilities | 7. Alcohol Serving/Consuming Area |
| 2. Routes for races, parades, etc. | 5. Restroom Facilities | 8. Barricades (if known) |
| 3. Fencing | 6. Canopies, tents, signs | 9. Show 20' Clear Fire Lane |



SIGNATURE PAGE

I hereby certify that as the Applicant, I am the individual or the legally authorized agent of the organization or association applying for this Permit. I further certify that, to the best of my knowledge, the above statements are true and correct. I hereby agree that the activities that occur under the use of this Permit will comply with all the provisions set forth in the ordinances of the City and all conditions required by the City's Street Use Team.

Accordingly, I further agree, to the extent permitted by law, to defend, indemnify and hold harmless the City of Des Moines, Iowa, its elected and appointed officials, its employees and volunteers and its agents, from and against any and all losses arising out of the activities that occur under the use of this Permit.

I hereby certify that I have read the foregoing Permit requirements, understand its terms, and freely and voluntarily sign this Permit application and agreement.

****No Street Use Permit will be issued to event sponsors or for events that have an outstanding balance with the City of Des Moines****

Signature of Applicant: _____ Date: _____

Revised 5/2016

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

Schedule of Fees for Street Use Events

*Fees Subject to Change

	FEE	AMOUNT
1.	Non-Residential Street Use Event Application Fee	\$250
2.	Non-Residential Street Use Event Application – LATE FEE	\$100 if submitted less than 30 days prior to Event OR \$75 if submitted less than 45 days prior to Event OR \$50 if submitted less than 90 days prior to Event
3.	Basic Residential Street Use Application Fee	\$25 One block, less than 6 hours and over before sunset, includes required barricades and signs
4.	Residential Street Use Application Fee	\$10 More than one block, more than 6 hours or after sunset (Plus the cost of barricades/signs, etc.)
5.	Basic Residential Street Use Application – LATE FEE	\$10 if submitted fewer than 14 days prior to Event OR \$5 if submitted between 14 and 30 days prior to event
6.	Residential or Commercial Event Application Fee, if sponsored by a recognized neighborhood association	\$10 (plus the cost of barricades/signs, etc.)
7.	Police Costs	The first \$250 costs per non-residential permit, provided at no charge, per permit – remainder to be paid by the event sponsor
8.	Barricades (City can provide a maximum of 20 barricades)	\$5 each Delivered and picked up by the City – set up by event sponsor/personnel Events may be required to obtain barricades from a private source.
9.	Parking Meter Hoods	\$1 each + labor cost (\$30 for first block and \$5 for each additional block)
10.	Daily Meter Charge	\$4 - \$11 per day (varies by location)
11.	Special Parking Permit	\$25 + “daily meter charge”
12.	“No Parking” Signs	\$1 each + labor cost (\$30 for first block and \$5 for each additional block)
13.	“Road Closed” Cardboard Signs (attaches to City barricades)	\$5 for all required
14.	Traffic Blinkers	\$5 each
15.	Amplified Sound Permit	\$40 per day 10 AM – 10 PM Residential 9 AM – 10 PM Sun – Thurs (Commercial or Mixed District) 9 AM – 12:30 AM Fri and Sat (Downtown & Simon Estes) 9 AM – 11 PM Sun – Thurs (Downtown & Simon Estes) (up to 45 days required if other than these hours)
16.	EMS Service	\$32 - \$52 per hour (varies) Contact Tony Sposeto for more details at (151) 283-4172 or tdsposeto@dmgov.org
17.	Tents/Canopies	\$100 for each greater than 700 square foot without sides or greater than 400 square feet with sides. Call DMPFD Fire Prevention Bureau for more details at (515)283-4242.
18.	Fireworks/Pyrotechnics	\$200 for application, returned at least 14 days in advance. Call the DMFD Fire Prevention Bureau for more details at 283-4242

INSTRUCTIONS FOR SIGNATURE PETITION

1. A petition must be submitted for all barricaded Street Closure Events lasting more than 1 hour, (excludes residential block parties).
2. The petition must include a complete list of all businesses/residences abutting the proposed street(s) and must indicate their approval or disapproval of the event and if their business is open during the proposed closure. This includes businesses who do not abut the street, but who are within other structures abutting the street.
3. The petition must be signed by the property owner/manager/responsible party. Apartment/condominium residents will be represented by the building manager/homeowner association.
4. Any petitions received with not more than 60% approval will be forwarded to the City Council for approval/denial.
5. The Street Use Team may verify signatures as it deems necessary.
6. If additional signatures are required, please print multiple copies of the petition.
7. Complete petition and send to the Special Events Coordinator, Municipal Service Center, 1551 E. Martin Luther King Jr. Parkway, Des Moines, IA 50317; **no later than 20 days prior** to the event date.

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.

CITY OF DES MOINES PETITION FOR STREET USE PERMIT

We, the undersigned business owners/residents of the _____ block of _____ Street (as diagramed on the attached map) in the City of Des Moines, have been notified of the request from (Sponsor/Applicant) _____ to close the street between the hours of _____ and _____ on (day) _____, (date) _____, 20____ for the purpose of _____ and do hereby agree/disagree with this request.

*****PLEASE PRINT ALL INFORMATION*****

Approval		Is Business Open During Event Hours?		Business/Residents Name	Title	Address	Date	Authorized Signature
YES	NO	YES	NO					

I, _____ am personally acquainted with all persons who have signed the foregoing petition and know them to be business owners/residents over eighteen (18) years old of the area proposed to be closed. I further certify that the foregoing petition contains all names of the business owners/residents of abutting area.

_____ Signature of Circulator

NON-RESIDENTIAL

STREET USE PERMITS

TRAFFIC CONTROL CHANGES

FAQ'S

New for 2016

1. If traffic control barricades are required for your event, you must fill out a "Street Closure and Traffic Control for Non-Residential Event" form.
 - Must be submitted with packet. Packet not considered complete until form is filled out and provided.
2. The number of barricades provided by Des Moines Public Works for an event is limited to 20 maximum.
3. Police officers will no longer be moving barricades into place.
 - Event will need to have additional volunteers for this.
4. It's preferred that all events have a certified barricade provider to supervise the setup and tear down of barricades for the event.

Coming in 2017

1. All events will be required to have a certified barricade provider to supervise the setup and tear down of barricades for the event.
2. Event organizers will be responsible for creation of traffic control plan. This plan can be prepared by certified barricade provider, event personnel, or City staff.

If prepared by City staff, the fees will be as follows:

Fixed Closure

1-2 Street Blocks \$50
>2-5 Street Blocks \$100
>5 Street Blocks \$150

Moving Closure

Race/Parade \$300

Note, a traffic control barricade plan review fee of \$50 will be required for city staff's review of plans prepared by certified barricade provider or event personnel.



Event Name: _____

Event Day & Date: _____

STREET CLOSURE & TRAFFIC CONTROL

Placement of all traffic control devices, barricades, and event personnel is the responsibility of the event holder and its traffic control provider, unless the City notes otherwise in the event approval. City staff will evaluate the proposed Traffic Control Plan and may require adjustments to it.

Attach a Traffic Control Plan to this application. The Traffic Control Plan should:

- ✓ Identify the entire event venue, including the names of all streets or areas to be closed
- ✓ Indicate the route and direction of proposed event
- ✓ Identify the location and type of all temporary traffic control devices and personnel
- ✓ Allow twenty foot (20') emergency access lanes throughout the event venue

STREET CLOSURE & TRAFFIC CONTROL INFORMATION

1. Type of event: Parade Run/Walk Stationary Other _____

If a parade, indicate where entries will stage, and where the parade starts and ends:

Stage: _____ Start: _____ End: _____

2. Will any streets or sidewalks or alleys be closed or temporarily blocked? Yes No

3. List the location(s) of Street/Sidewalk/Alley Blockage/Closure: _____

4. Blockage/Closure Time: from _____ (a.m. /p.m.) to _____ (a.m./p.m.)

5. Advance Notice / Message Signs / CMS:

Setup: Date _____ Time _____

Removal: Date _____ Time _____

6. Parking Meters Hooded / No Parking Signs:

Setup: Date _____ Time _____

Removal: Date _____ Time _____

7. Barricade & Traffic Control Devices:

Setup: Date _____ Time _____

Removal: Date _____ Time _____

8. Event Sponsor Contact for Traffic Control Set Up: _____

9. Equipment/Traffic Control Provider: _____

Traffic Control Provider Contact: _____