



Event Date: _____

Rain Date: _____

CITY OF DES MOINES RESIDENTIAL EVENT STREET USE PERMIT 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, phone 515-283-4758, Fax 515-237-1407, **30 days prior** to the event, along with:

- Determine if your event fits # 1 or #2
 1. \$25.00 (non-refundable) fee for only one block in length, six hours or less and ends before sunset. (This includes the cost of barricades and signs.) OR
 2. If any of the following apply a \$10.00 (non-refundable) fee plus barricades/signs fee (see Page 6)
 - If more than one block in length OR
 - More than six hours OR
 - Lasts beyond sunset OR
 - Sponsored by a recognized neighborhood association

- Late fee add:
 - \$5 (non-refundable) if received 14-30 days prior to event
 - \$10 (non-refundable) if received less than 14 days prior to event

- The application will **NOT** be accepted without the following:
 1. Flyer/Notification (attach a copy) must include: the date and time of the closure, no thru traffic allowed, local residents allowed access, and contact information for person hosting the event. How do you plan to distribute it to your neighbors?

2. Diagram of the area to be closed (see Page 5)

Revised 5/2016

CITY MANAGER'S OFFICE ONLY

Date _____	Ck# _____	Receipt# _____	Amt Paid _____
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Event Details

Name of Event Sponsor: _____

Purpose: _____

Estimated Attendance: _____

Describe the activities planned (music, etc.)

Will amusement rides or inflatables be set up on sidewalk or street? Yes No
(If yes, see special instructions Attachment 1)

Time of Closure: From _____ To _____ During Hours of Darkness? Yes No

Street to be blocked _____

From Cross Street _____ to _____

Contact Person

Name _____

Address _____

City _____ State _____ Zip Code _____

Daytime Phone _____ Fax _____ Cell Phone _____

E-mail: _____ Website: _____

Alternate Contact

Name _____

Address _____

City _____ State _____ Zip Code _____

Daytime Phone _____ Fax _____ Cell Phone _____

E-mail: _____ Website: _____

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 (1) all the provisions set forth in the ordinance of the City, (2) all conditions required by the City’s Street Use Team, and (3) the City of Des Moines, Iowa Risk Management Special Events Policy. 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.

Signature of Applicant: _____ Date: _____

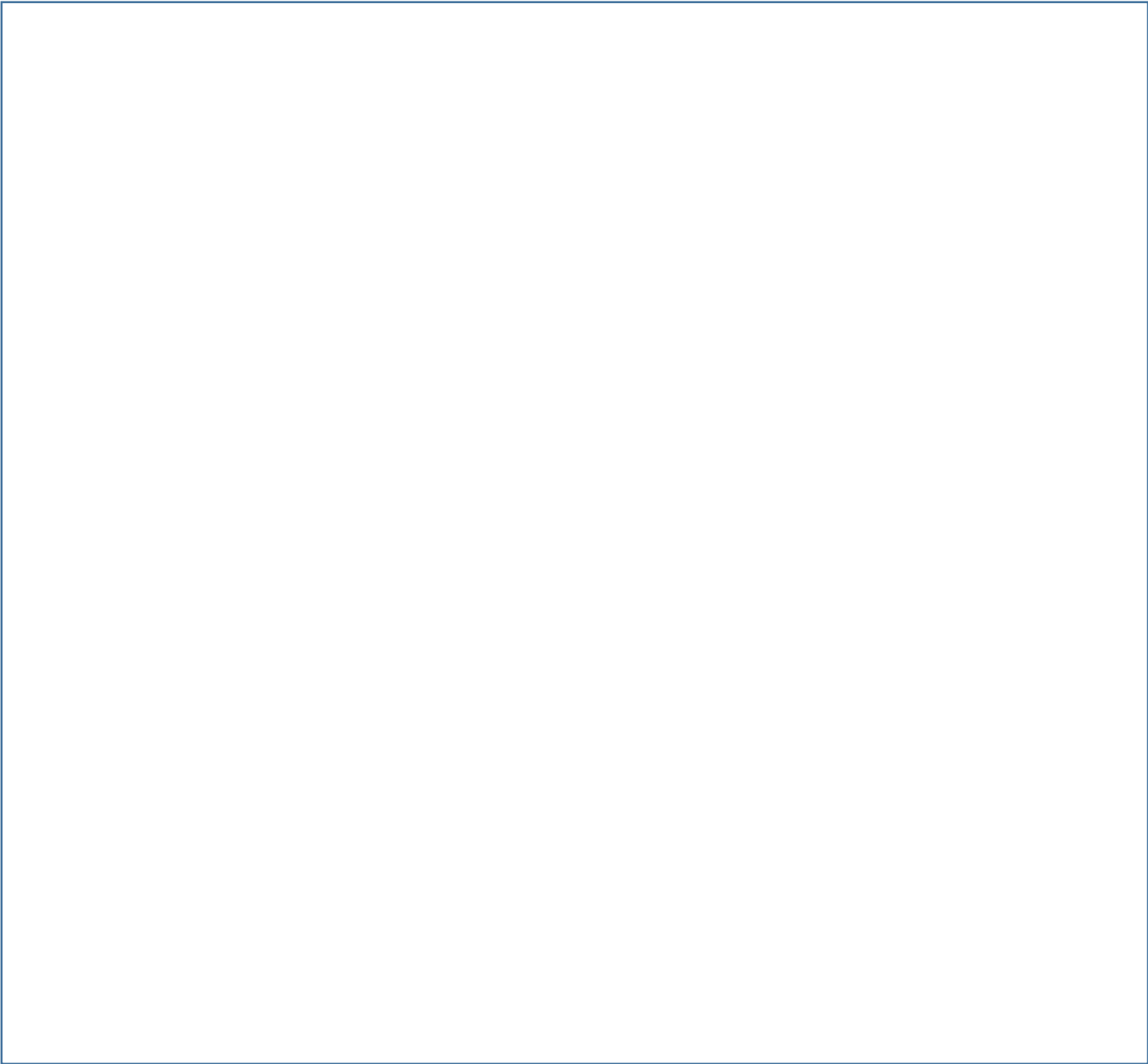
MAP OF THE EVENT SITE

Event Name: _____ Event Date: _____

A detailed map of the event site **MUST** be attached to this application.

The following must be identified and labeled:

- 1. The site of the event (label streets, etc.)
- 2. Barricades (if known)



ADDITIONAL INSTRUCTIONS

1. A 20 foot fire lane must be maintained for Fire Department equipment.
2. Applicant is responsible for the collection and cleanup of trash from the event. An applicant who leave the street in a condition that requires cleanup will be charged for the cost of cleanup.
3. Applicant is responsible for maintaining appropriate signage and barricades/blinkers at all times.
4. Street closures during the hours of darkness require flashing blinkers.
5. Barricades are to be placed 1 per traffic lane.
6. Additional signs may be required to indicate "Street Closed Ahead" or "No Through Traffic".
7. There may be additional permits or fees required for alcoholic beverages, sound permits, building permits, temporary structure permits, Police and Fire department costs or other related permits.

Fee Schedule

Traffic Barricades (delivered & picked up)	\$5 each
Traffic Blinkers (required between sunset & sunrise)	\$ 5 each
Road Closed Signs	\$5

This fee schedule may be updated periodically due to increased costs incurred by the City.

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.