



**Agreement and
Permit Application**

THE CITY OF
DUBUQUE

Masterpiece on the Mississippi

www.cityofdubuque.org



TABLE OF CONTENTS

Introduction	1
General Guidelines for Special Events	2
Special Events on Public Right of Way	6
Instructions for Special Event Permit Application	7
Insurance Requirements	11
City Department Contact Numbers	14
City of Dubuque Parade Route Information and Map	15
Special Event Permit Application Form	18
Indemnity Agreement	21
Site Plan	22
Weather Plan	23



SPECIAL EVENT AGREEMENT AND PERMIT APPLICATION

This booklet will help you complete the Special Event Permit Application. **Fill out the application accurately and completely.** If you would like to submit the application online, please visit www.cityofdubuque.org/specialevents and read this page in its entirety.

The City of Dubuque takes pride in the quality and safety of the fairs, festivals, parades and other special events that are hosted each year in the City. The City of Dubuque must continue to assure that its residents and visitors are protected and, therefore, we ask for your cooperation in the process.

It is the policy of the City of Dubuque not to discriminate on the basis of race, sex, color, national origin, religion, age, disability, sexual orientation, familial status or gender identity.

A Special Event Permit is required by any person or group desiring to use any city property or public right-of-way unless these areas are governed by another permit or application process. Special Event Permits are also required for events held on private property that impact the public right-of-way and are open to the public.

Note

- Read the material in this booklet
- Complete the application
- Complete the indemnity agreement
- Complete the site and weather plans
- Submit the appropriate insurance requirements
- Complete the temporary food/beverage permit application for each of the vendors who will work the event (if applicable)

Application Fees

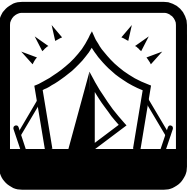
A permit fee in the amount of \$50.00 is required. If the event is cancelled due to weather or any other unforeseen reason, there will be no refund of the special event permit fee.

A damage deposit is also required. Events with food and/or beverage must provide a \$300.00 deposit. Other events must provide a \$50.00 deposit. City staff will check the site after the event and if no damage is found, the damage deposit will be refunded. See page 2 under Cleanup/Damage Deposit for more information.

The completed paperwork should be submitted at least sixty (60) days prior to the date of your event.

If the application is submitted less than thirty (30) days prior to the event date, the permit fee will double to \$100.

No special event fees will be charged for neighborhood block parties or gatherings on private property where the event is closed to the public.



GENERAL GUIDELINES FOR SPECIAL EVENTS

NEIGHBORHOOD IMPACT

Prior to issuing a permit, the City of Dubuque may contact, or may require the applicant to contact, affected neighborhood businesses or residents for input on the impact the event will have. This could necessitate the issuance of variances or require changes in the event plan to prevent a negative impact on the neighborhood. The applicant may be responsible for notifying affected neighbors of the event type, date and time of the event, and of any partial street closures or parking restrictions in the event area.

PERMITS AND LICENSES

The applicant and vendors should obtain and maintain during the term of this agreement all necessary permits and licenses for the event. In addition to the event permit, other types of permits or licenses may be required and are subject to inspection and restriction. Types of possible permits/licenses may include: fireworks permit, alcohol (liquor) license, social and charitable gambling license, noise variance permit, and temporary food establishment permits.

SUPERVISION

The applicant must provide sufficient and competent personnel to plan, implement and supervise other personnel and activities in addition to providing personnel to take proper care of the grounds and facilities.

WEATHER PLAN

The applicant must provide the City with a weather plan. An onsite contact person capable of making decisions related to postponing or canceling the event in case of severe weather is required to be at the event site. If the event is cancelled due to weather or any other unforeseen reason, there will be no refund of the special event permit fee. It is the responsibility of the event organizer to contact the appropriate media outlets if the event is cancelled.

STATUTES AND ORDINANCES

The applicant must agree to abide by all federal, state and municipal laws, rules and regulations. Failure to comply with the rules and regulations set forth in this agreement could result in the denial of the special event permit. Smoking is not allowed on event grounds.

BOAT RAMP POLICY

The boat ramp at AY McDonald Park (Hawthorne Street boat ramp) and the boat ramp located across from McAleece Park and Recreation Complex (Chaplain Schmitt boat ramp) shall remain open during events/rentals/special events. The access road through the park shall remain open at all times for boat traffic to enter and leave the boat ramp and boat ramp parking area. It is permitted to allow vehicles and boat trailers to park overnight in the designated boat parking areas.

PERIMETER CONTROL

Perimeter control is required for the sale of alcoholic beverages during an event. The area where alcohol will be sold and consumed is permitted by the State and has specific boundaries. This area must be clearly defined from non-permitted areas.

The applicant is responsible for marking and maintaining the perimeter and must ensure that no alcoholic beverages be removed from the area. Perimeter control must be done in a manner that does not damage the grounds if the event is on city property or public right-of-way.

CLEANUP/DAMAGE DEPOSIT

The applicant is responsible for cleanup of the site. If the event is held on city property or public right-of-way, the applicant must provide a damage deposit. This deposit, or portions thereof, may be retained to cover additional cleanup costs, damage to public right-of-way, or loss or damage to city equipment.

Damages exceeding the amount of the deposit will be billed directly to the event applicant. City staff will check the site after the event and if no damage is found, the damage deposit will be refunded. **Events with food and/or beverage must provide a \$300.00 deposit. Other events must provide a \$50.00 deposit.**

RECYCLING AND WASTE MANAGEMENT

The applicant must provide waste and recycling receptacles to be in the immediate area where food and beverages are to be sold. The applicant is responsible for the removal of all waste and recycling from the event area, including waste and recycling in existing City-owned receptacles in the area. Waste and recycling receptacles must be removed when full or on the next regular business day following the event. Other City-owned waste and recycling receptacles in the area, but not in the immediate vicinity of the food and beverage area, are not the responsibility of the applicant unless these waste and recycling receptacles are overflowing as a result of the event.

The use of aluminum cans and aluminum bottles shall be allowed as a beverage container option. [Pilot program for the 2017 season]. Styrofoam cups and glass bottles are prohibited.

Special Event Recycling Units are required and available free of charge for community events through the Dubuque Metropolitan Area Solid Waste Agency (DMASWA). These units help reduce recyclable waste at community events. Bins are easy to assemble, have a capacity of 45 gallons and can withstand most winds. Please contact the DMASWA at (563)-589-4250 or visit the web site at www.dmaswa.org.

HEALTH DEPARTMENT

Food and beverage vendors are subject to inspection and restriction by the City of Dubuque Health Services Department. Every food and beverage vendor must be licensed by the City and be inspected prior to selling food or beverages. Wastewater disposal must be designated on the site plan and provided for food and beverage vendors. Temporary food vendor applications should be received at least 3 days prior to the event. Operation without a license is prohibited.

Noise variance permits may be required for events that have amplified music/noise, fireworks/pyrotechnics, etc. Amplified music is allowed Monday-Thursday, 9 a.m. to 10 p.m. and Friday-Saturday 9 a.m. to midnight and does not require a variance if played during these times.

A media release or some form of public notification, by the event organizer, is required for special events that include the use of fireworks, cannons or other devices that emit a large sound that extends beyond the event site. Please contact Health Services at 563-589-4181 with questions regarding this permit.

PORTABLE TOILETS

The City of Dubuque Health Services Department requires 2 portable toilets per 1000 people at non-alcohol events and 4 portable toilets per 1000 people at events where alcohol is served. These recommendations vary based on the type and length of the event. The Health Services Department will review all special event applications and site plans and may require additional units or periodic servicing. It is the responsibility of the event organizer and at the organizers expense to obtain the required portable toilets for the event.

FIRE CODE REQUIREMENTS

The applicant is responsible for complying with all applicable fire codes. Food vendors using cooking appliances will be required to comply with regulations set forth in the Open-Air Food Vendor Fire Safety Requirements. This information is available as part of the Temporary Food Establishment Application which is available at the City Clerk's Office, Health Services Department or by contacting the Fire Marshal's Office at (563)589-4160.

The use of fireworks or pyrotechnics must be approved by the City Council and a separate permit must be issued prior to the event. Contact the Fire Department at (563)589-4160 to complete an application. Any fire safety concerns or questions should be brought to the Fire Marshal's Office prior to the event. Fire Marshals may make site inspections and add additional requirements for safety.

TENTS/CANOPIES

Free standing tents or canopies are allowed on public right-of-way and city property. All tents and canopies must be properly secured. Tents or canopies with stakes longer than 12" being driven into the ground are not allowed without advance permission from the City. Any damage caused by tents or canopies will be the responsibility of the applicant. Tents are subject to all Fire Code requirements including, but not limited to, exit lighting, fire extinguishers and egress requirements outlined in Chapter 24 of the International Fire Code.

PROMOTIONAL MATERIALS OVER THE STREET RIGHT OF WAY (PMOSR)

PMOSR's are those materials located over the City-owned public street right of way that are associated with a special event and a special event permit issued by the City of Dubuque. A person, party, entity or organization that wishes to hang a PMOSR promoting a special event over the City-owned street right of way must complete and submit a PMOSR application and all its requirements to the City Clerk's Office. The licensed sign contractor the organization chooses to hire must also complete a sign permit with the Building Services department. Please see City of Dubuque Special Events- Appendix A policy and application booklet (if applicable) or contact the City Clerk's Office at 563-589-4100.

Note: With the exception of materials approved through the PMOSR application, signs advertising your event, or directional signs, cannot be placed in the public right-of-way

TEMPORARY TRAFFIC CONTROL

It is the responsibility of the event organizer and at the organizers expense to obtain the required temporary traffic control devices for the event. The organizer should contact a traffic control company to obtain the correct type of devices required for the event.

VEHICLES ON CITY PROPERTY

No vehicles may be driven on the Town Clock Plaza, River Walk, River's Edge Path & Amphitheater or onto non-roadway areas of City parks, except as authorized by the City Manager.

TRAFFIC/PARKING MANAGEMENT

Traffic and parking should be utilized in an unobstructed and non-disruptive manner.

If the event requires parking meters to be bagged, the parking division will bag the meters 24 hours before the event. Please note that meter fees apply. Please contact the Parking Division at (563)589-4266 for more information regarding the use for meter bags.

Street/building construction or planned construction at or near the proposed site during event dates must be noted on the site drawing. Plans for accommodating construction must be incorporated in the event plans.

ACCESSIBILITY

Applicants should consider accessibility for persons with disabilities during the event. The attached brochure includes information on ways to make your event more accessible.



SPECIAL EVENTS ON PUBLIC RIGHT OF WAY

The City of Dubuque has established a policy for special events on public right-of-way where a partial street closure is requested. The partial closing of a street has a definite impact on the adjacent property owners, businesses, residences and the general community due to the necessary changes in traffic circulation. These types of events also present a potential risk to the City of Dubuque.

As a result, the City of Dubuque has established the following policy to hold special events on public right-of-way that includes the following:

- Must be a community event versus an event by an individual or business that is merely trying to increase revenue from the event for their own interests
- Event is open to the public
- Event organizers may be asked to obtain signatures of approval from 75% of the business and property owners in the area adjacent to the event prior to issuance of a special event permit
- No more than a two-day street closure will be permitted
- Event organizers must meet all applicable local, state and federal requirements, including the requirements in the City's Special Event Permit Application
- Any outstanding issues from prior events by the applicant must be resolved

Exceptions to this policy may include parades and neighborhood block parties, which are local in nature and do not have the same community impact that other events have. In addition, this policy would not apply to events such as sidewalk sales, which are regulated elsewhere in the code.



INSTRUCTIONS FOR COMPLETING THE SPECIAL EVENT PERMIT APPLICATION

1. Event Applicant. Provide the name, address, phone number, city, state, and zip code of the individual or organization that will be responsible for holding the event.

2. Event Description. Check the appropriate box and describe your event. Certain events and booths may require additional permits. It is best to identify these early so all permits can be in place on the day of the event.

3. Event Location. Identify the location where the event will take place. If the area has no specific borders, give a detailed description. Please note: Run/Walk events that utilize City streets require a map of the route that will be used.

4. Event Date(s) and Time(s). Specify the date(s) and time(s) that the event will be held. If the times will be different on the various dates, be sure to note the time differences.

Applications will be processed on a first-in-time basis and based on a full and complete submission of necessary information and documentation. This process will be followed in the event that a conflict would arise which would involve more than one group seeking an event during the same time and location.

5. Set Up and Take Down Time(s). List what date and time the setup will begin and what date and time you expect takedown to be completed. The setup of tables, chairs, portable toilets, beverage and food stands, entertainment equipment, fencing, waste and recycling receptacles and all other necessary equipment must begin no earlier than the setup date(s)/time(s) as listed on the permit. Removal of all items and cleaning of the area must be completed no later than the take down date(s)/time(s) as listed on the permit.

6. Rain date. Indicate an alternate date(s) in case of inclement weather or other reasons for cancellation. A weather plan for each event is required. (See page 21)

7. Parking and Traffic Plan. A parking and traffic plan must be submitted as part of your site plan with your application. Indicate where you intend patrons and vendors to park, whether it is on City streets, parking ramps, municipal lots or private lot parking.

8. Street Closure/Meter Bag. Indicate by checking “Yes” or “No” if a partial street closure is needed and the location of the street closure. The partial closing of City streets requires the City’s permission and has specific barricade requirements. (See page 4 for more information).

Check “yes” if parking meters will need to be bagged. The Parking Division will bag the meters 24 hours before the event. Please note that meter fees apply. Please contact the Parking Division at (563)589-4266 for more information regarding the use for meter bags.

Please note: The City parking meters run every day except Sundays & Holidays and could affect where your patrons and vendors can park and their accessibility to the event. The applicant must make parking arrangements in any private parking lots with the owner of the lot.

9. Size of Event. Estimate the number of people you believe will attend the event. Base your estimate on factors such as past experience, similar past events and the amount of advertising. The estimate of crowd size may affect other aspects of the permit process, such as the use of certain locations due to occupancy loads and need for restrooms.

10. Event Contact Person(s). Name and phone number of person(s) who can be contacted about the event and who are readily accessible. This would also be the person contacted if details of the event change.

11. Emergency Weather Contact Person(s). Name and phone number of person(s) who can be contacted in regard to inclement weather conditions and who are readily accessible. Please provide a cell phone number, pager number or some other method of contacting this person at all times during the event.

12. On-Site Contact Person. Name and phone number of person(s) who will be on-site during the event. Please provide a cell phone number, pager number or some other method of contacting this person at all times during the event. This person is needed in case an emergency arises related to the event.

13. Portable Toilets. Indicate if portable toilets are needed and how many you intend to provide. (See page 3 of this booklet for formula to use.) Be sure to specify where the toilets will be located on the site plan. For multi-day events, arrange for the toilets to be serviced regularly; service may be required by the Health Department.

14. Types of Activities/Venues. Describe the types of activities at the event. Certain activities and venues require additional permits or City permission.

14a. Non-Food Vendors. Include a list of the names, addresses and phone numbers of all vendors, concessionaires, and arcades/rides so the City can determine the appropriate permits and inspection requirements.

14b. Food Vendors. List each food vendor name, address, and phone number that you expect will participate in your event.

Review the section of this booklet related to food vendors to ensure that each vendor has a permit and complies with all Health Services and Fire Marshal requirements. (See pages 23-27)

14c. Tents. List all tents you intend to use. Indicate the size, type, and purpose of each tent. Specify their locations on the site plan and describe if they require stakes or can be erected by another method. Stakes longer than 12" being driven into the ground are not allowed without advance permission from the City.

15. List of Equipment Needing Utilities. Please list the equipment to be used and the utility each piece will require. Specify whether you intend to use City of Dubuque power and water or self-contained sources such as generators and bottled water. If City utilities are to be used, connection and payment arrangements must be made with the appropriate City department.

15a. Electrical Source. Indicate the location of the electrical source that will be used at the event area. Also, indicate on the site plan where the electrical source is located. A licensed electrician is required by the City for any electrical hook up. If applicable, please indicate the name of the State of Iowa Master A Electrical Contractor and the permit number (if known).

15b. Water Source. Indicate the location of the water source that will be used at the event area. Also, indicate on the site plan where the water source is located.

16. Alcoholic Beverages Served. If alcoholic beverages will be served, a state alcohol license must be obtained and displayed at the event. Application must be submitted on the Iowa Alcohol Beverage Division website at www.licensing@iowaabd.com at least twenty (20) days prior to the event. The event applicant is responsible for verifying that alcoholic beverages stay within the permitted area and that persons under 21 years of age are prevented from being served.

Alcoholic Beverage License Obtained/Name the license is (or will be) applied under. Indicate by checking yes or no whether the alcoholic beverage license has been obtained through the Iowa Alcohol Beverage Division (ABD) as well as indicating the name the license is (or will be) applied under.

17. Security Plans. Identify all public safety personnel (private security, police, EMS), which will be used, if any. The applicant is responsible for providing adequate security for the event as well as maintaining perimeter and site control. If a professional security company or law enforcement agency is used, please list the company name, contact person and phone number. The Dubuque Police and/or Fire Departments may require public safety personnel at the event (at the sponsor's expense) as a condition of the permit. Expenses incurred by the City as a result of calls for service to the event, above and beyond routine calls, will be billed to the event applicant.

17a. Have the Police been contacted about crowd or traffic control? The applicant is responsible for contacting the Police Department at 563-589-4415 to discuss and arrange for Auxiliary Police assistance, if needed, for the event.

18. Site Plan. The event applicant must provide the City with a detailed layout of the event, which shows the locations of all stages, tents, power and water sources, rides, food vendors, retail vendors, alcohol sales, portable toilets, blocked streets, proposed parking, and Fire Lane. This site plan must be completed and returned with the Special Event Permit Application (See page 20 for more details). Alcohol sales require a separate sketch, which must be completed and submitted to the City Clerk's Office.

Please note: Certain vendors, such as food vendors, require hard surfaces on which to place their booths. Colored and decorative concrete must be protected from grease and other substance spillage so as not to stain or damage the surface.

19. Weather Plan. The event applicant must provide the City with a weather plan in the case of inclement weather. The emergency contact person should be capable of making decisions related to postponing or canceling the event in case of severe weather and have the means to make public announcements. The event applicant is to identify and list the shelter(s) available during the weather alert. Permission to use these sites as a shelter must be secured before the event. Keep in mind that it may take 15-30 minutes for the crowd to seek shelter. This weather plan must be completed and returned with the Special Event Permit Application (see page 21 for more details).

20. Indemnity Agreement.** The Indemnity Agreement must be signed and returned with the application. The event sponsor must indemnify and hold harmless the City of Dubuque, its agents, officers and employees from and against all claims for injury or damage to persons or property arising out of or caused by the use of City property. The event sponsor must sign and return the attached Indemnity Agreement before any permits will be issued.

***Not required for events held on private property.*

21. ADA Compliant. The event and parking areas need to be accessible for persons with disabilities. The site plan should provide adequate pathways for patrons using wheelchairs.

22. Certificate of Liability Insurance.** The event applicant must procure and maintain in force during the event, a policy of liability insurance and, if required, Dram Shop Liability Insurance (alcoholic beverages served). **All insurance policies shall name the City of Dubuque as additional insured. See pages 10 and 11 for insurance requirements.**

***Not required for events held on private property.*

23. Permit fee. A permit fee of \$50.00 is required when submitting the special event permit application. Completed paperwork should be submitted at least sixty (60) days prior to the date of the event. If an application is submitted within 30 days or closer to the event, the fee will double to \$100.00.

24. Damage Deposit. Events that are held on City property or public right-of-way are required to submit a damage deposit. Events with food and/or beverage must provide a \$300.00 deposit. Other events require a \$50.00 damage deposit. The damage deposit will be refunded if the event area is free of damage when checked by City crew after the event.

25. Temporary Food Establishment. Temporary food establishment permits are required for each vendor at an event where food and/or beverage are being served. These applications are available at the City Clerk's Office and the Health Services Department.

Completed forms should be turned in to the Health Services Department. Please contact the Health Services Department at 563-589-4181 with questions.



CITY OF DUBUQUE INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

Insurance Schedule E

1. _____ shall furnish a signed Certificate of Insurance to the City of Dubuque, Iowa for the coverage required in Exhibit I prior to effective date of permit. Each Certificate shall be prepared on the most current ACORD form approved by the Iowa Department of Insurance or an equivalent. Each certificate shall include a statement under Description of Operations as to why issued. EG: Project # _____.
2. All policies of insurance required hereunder shall be with a carrier authorized to do business in Iowa and all carriers shall have a rating of A or better in the current A.M. Best's Rating Guide.
3. Each Certificate shall be furnished to the _____ department of the City of Dubuque.
4. Failure to provide minimum coverage shall not be deemed a waiver of these requirements by the City of Dubuque. Failure to obtain or maintain the required insurance shall be considered a material breach of this Agreement.
5. All required endorsements to various policies shall be attached to certificate of insurance.
6. Whenever a specific ISO form is listed, an equivalent form may be substituted subject to the approval of the Finance Director and subject to the permittee identifying and listing in writing all deviations and exclusions that differ from the ISO form.
7. The permittee shall be required to carry the minimum coverage/limits, or greater if required by law or other legal agreement, in Exhibit I. If the permittee's limits of liability are higher than the required minimum limits, then the permittee's limits shall be this Agreement's required limits.
8. Whenever an ISO form is referenced, the current edition of the form must be used.

Insurance Schedule E (continued)

Exhibit I

A) COMMERCIAL GENERAL LIABILITY

General Aggregate Limit	\$2,000,000
Products-Completed Operations Aggregate Limit	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage Limit (any one occurrence)	\$ 50,000
Medical Payments	\$ 5,000

- 1) Coverage shall be written on an occurrence, not claims made, form. The general liability coverage shall be written in accord with ISO form CG0001 or business owners form BO0002. All deviations from the standard ISO commercial general liability form CG 0001, or Business owners form BP 0002, shall be clearly identified.
- 2) Include endorsement indicating that coverage is primary and non-contributory.
- 3) Include additional insured endorsement for:
The City of Dubuque, including all its elected and appointed officials, all its Employees and volunteers, all its boards, commissions and/or authorities and their board members, employees and volunteers. Use ISO form CG 2026.
- 4) Include Preservation of Governmental Immunities endorsement (see attached)

B) AUTOMOBILE LIABILITY

Combined Single Limit	\$1,000,000
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C) LIQUOR LIABILITY

\$1,000,000
(only if alcoholic beverages served)

___ yes ___ no

PRESERVATION OF GOVERNMENTAL IMMUNITIES ENDORSEMENT

1. Nonwaiver of Governmental Immunity. The insurer expressly agrees and states that the purchase of this policy and the including of the City of Dubuque, Iowa as an Additional Insured does not waive any of the defenses of governmental immunity available to the City of Dubuque, Iowa under Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.
2. Claims Coverage. The insurer further agrees that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under the Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time. Those claims not subject to Code of Iowa Section 670.4 shall be covered by the terms and conditions of this insurance policy.
3. Assertion of Government Immunity. The City of Dubuque, Iowa shall be responsible for asserting any defense of governmental immunity and may do so at any time and shall do so upon the timely written request of the insurer.
4. Non-Denial of Coverage. The insurer shall not deny coverage under this policy and the insurer shall not deny any of the rights and benefits accruing to the City of Dubuque, Iowa under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in favor of the defense(s) of governmental immunity asserted by the City of Dubuque, Iowa.

No Other Change in Policy. The above preservation of governmental immunities shall not otherwise change or alter the coverage available under the policy.

SPECIMEN

(DEPARTMENT MANAGER: FILL IN ALL BLANKS AND CHECK BOXES)



QUESTIONS?

CITY DEPARTMENT CONTACT NUMBERS

City Clerk (applications, permits) -----	589-4122
City Manager’s Office (correspondence) -----	589-4110
Engineering (street closures, signs, new construction) -----	589-4270
Fire Department (hazmat, fire safety, EMS) -----	589-4160
Health Services (food/beverage service, waste, noise variances) -----	589-4181
Leisure Service (use of City parks/property) -----	589-4263
Parking Division (meters, ramps, etc.)-----	589-4266
Planning (signage and GIS maps) -----	589-4210
Police Department (traffic control, security) -----	589-4415
Public Works (street repairs) -----	589-4250
Recycling Division (recycling information & containers) -----	589-4250
Transit Division (bus routes and stops) -----	589-4196
Water Department (hookups, waste) -----	589-4291

City of Dubuque Parade Route



- * Parades start at Jackson Park and head south along Main Street to W 9th Street.
- * The route then turns east onto W 9th Street, and follows W 9th Street to Iowa Street.
- * The route then turns south on Iowa Street in the south-bound lane, and follows Iowa Street to W 5th Street.
- * The route then turns west onto W 5th Street and follows W 5th Street to Locust Street.
- * The route then turns north on Locust Street and follows Locust Street to the parade route terminus at Washington Park.
- * Street closures and bagged meters are only allowed for Memorial Day, Labor Day, and Halloween parades. However, security for traffic control is still required for all parades.

	Main route
	Alternative route if parade does not include large vehicles



EVERYTHING YOU NEED TO KNOW TO CONDUCT A PARADE

Street closures and meter bags are only allowed for the Memorial Day Parade, Labor Day Parade and Halloween Parade.

The City Manager has the authority to allow street closures for other parades based upon the nature of the event.

Temporary traffic control devices (barricades, cones) for street closures need to be placed at the various intersections along the route and should be in place fifteen minutes prior to the scheduled start time of the parade and must be removed immediately upon completion of the parade.

Security for traffic control is required for all parades.

Each parade entrant needs to provide Block Monitors who are responsible for seeing that parade spectators stay out of the traveled portion of the street during the parade. Please refer to the enclosed section on block monitors for additional information. These rules are to be made available to each monitor.

Candy should be passed out or handed directly to viewers while walking along the curb side of the street. See the enclosed section entitled Distribution of Candy for additional information.

TRAFFIC CONTROL THE CITY WILL BE RESPONSIBLE FOR:

NORMAL PARADE ROUTE

- Iowa Street will be closed to traffic between Fifth Street and Ninth Street. Citizens may use the median area to view the parade
- Westbound traffic will be blocked on Seventh Street west of Central Avenue
- Westbound traffic will be blocked on Fifth Street between Central and Locust
- Northbound traffic will be blocked on Iowa Street from Fourth to Ninth Streets
- Eastbound traffic will be allowed to exit the Iowa Street parking ramp at Seventh until the start of the parade
- One lane of traffic will be allowed to move northbound from the McDonald's Iowa St. exit to Seventh and Iowa Streets and then diverted eastbound on Seventh

ALTERNATIVE PARADE ROUTE

- Traffic control for alternative parade routes or locations must be discussed individually with the Police, Engineering, and Public Works Departments.



WHAT YOU NEED TO KNOW TO BE A BLOCK MONITOR

BLOCK MONITORS WILL BE RESPONSIBLE FOR:

- Wearing a vest so that they are easily identifiable
- Reporting to his/her assigned block at least five minutes prior to the beginning of the parade. There should be one block monitor per block
- Ensuring the parade spectators stay on the sidewalk and out of the traveled portion of the street
- Reminding parade participants that no candy is to be thrown towards the spectators, but rather handed out along the curb line
- Reporting any inappropriate behavior by parade participants or parade spectators to the nearest Auxiliary Police member

DISTRIBUTION OF CANDY

- Each parade entrant should designate who is to distribute candy along the parade route
- The designated parade participants should walk along the curb line of the parade route and hand candy directly to spectators. **NO CANDY IS TO BE TOSSED TOWARD THE LINE OF SPECTATORS**
- Any parade participant observed not complying with this policy shall be asked to leave the parade line-up



SPECIAL EVENT PERMIT APPLICATION FORM

To submit an online application, please visit www.cityofdubuque.org/specialevents

EVENT NAME _____

1. EVENT APPLICANT _____

ADDRESS _____ PHONE _____

CITY _____ STATE _____ ZIP CODE _____

2. EVENT DESCRIPTION: Check the appropriate box and describe your event.

Parade Festival Block Party Walk/Run Fund Raiser Other

Describe event: _____

3. EVENT LOCATION _____

4. EVENT DATE _____ EVENT START TIME _____ EVENT END TIME _____

5. SET UP DATE & TIME _____ TAKE DOWN DATE & TIME _____

6. RAIN DATE & TIME _____

7. PARKING AND TRAFFIC PLAN _____

8. PARTIAL STREET CLOSURE YES NO LOCATION(S) _____

METER BAG YES NO LOCATION(S) _____

9. SIZE OF EVENT (estimated number of people on-site at one time)

- () 24 or less () 251 - 500 () 1501 - 2000 () 7501 - 10,000
- () 25 - 100 () 501 - 1000 () 2001 - 5000 () 10,001 or more
- () 101 - 250 () 1001 - 1500 () 5001 - 7500

10. EVENT CONTACT PERSON(S):

NAME _____ EMAIL _____

NAME _____ EMAIL _____

11. EMERGENCY WEATHER CONTACT PERSON(S):

NAME _____ PHONE _____

NAME _____ PHONE _____

12. ON-SITE CONTACT PERSON(S):

NAME _____ PHONE _____

NAME _____ PHONE _____

13. PORTABLE TOILETS NEEDED YES NO NUMBER OF TOILETS _____

LOCATION(S) OF TOILETS (Please indicate on site plan)

14. TYPES OF ACTIVITIES/VENUES _____

14a. NON-FOOD VENDORS, CONCESSIONAIRES, RIDES (name, address, phone for each)

14b. FOOD VENDORS (name, address, phone for each)

14c. TENTS (size, type, and purpose of each tent. Please indicate on the site plan)

15. LIST OF EQUIPMENT NEEDING UTILITIES _____

15a. ELECTRICAL SOURCE _____

Name of State of IA Master A Electrical Contractor: _____

Electrical Permit Number (if known): _____

15b. WATER SOURCE _____

NOTE: ELECTRICAL SOURCE MUST MEET THE NEEDS OF THE EQUIPMENT TO BE USED.

16. ALCOHOLIC BEVERAGES SERVED _____

ALCOHOLIC BEVERAGE LICENSE OBTAINED? YES NO

NAME LICENSE IS (OR WILL BE) APPLIED UNDER _____

17. SECURITY PLANS _____

17A. HAVE THE POLICE BEEN CONTACTED ABOUT CROWD OR TRAFFIC CONTROL? (563-589-4415) YES NO

18. SITE PLAN ATTACHED? YES NO

19. WEATHER PLAN ATTACHED? YES NO

20. INDEMNITY AGREEMENT SIGNED AND ATTACHED?* YES NO

21. ADA COMPLIANT? (see page 8 & brochure) YES NO

22. INSURANCE CERTIFICATE ATTACHED?* YES NO

23. PERMIT FEE INCLUDED? (\$50.00) YES NO

24. DAMAGE DEPOSIT INCLUDED (AMOUNT \$ _____) YES NO
Events with food and/or beverage = \$300.00
Other events = \$50.00

** Not required for events held on private property.*

I have read this Special Event Agreement and Permit Application booklet and have accurately and truthfully completed the application to the best of my knowledge. I agree that I will obtain any other permits necessary and will follow the guidelines and requirements set forth in the booklet.

Signature

Date

INDEMNITY AGREEMENT

In consideration for the granting of permission by the City of Dubuque, Iowa to the undersigned for the use of the following described property:

For the following purpose only: _____

On the following date(s): _____

The undersigned agrees to defend, indemnify and hold harmless the City of Dubuque, its agents, officers and employees, from and against any and all claims for injury or damages to persons or property arising out of or caused by the use of such property.

The undersigned further agrees upon receipt of notice from the City of Dubuque to defend at its own expense the City of Dubuque, its agents, officers and employees from any action or proceeding against the City of Dubuque, its agents, officers or employees arising out of or caused by the use of such property. The undersigned agrees that a judgment obtained in any such action or proceeding shall be conclusive in any action by the City, its agents, officers or employees against the undersigned, when so notified as to the undersigned's cause of the injury or damage, as to the liability of the City, its agents, officers and employees to the plaintiff in the first named action, and as to the amount of the damage or injury. The City of Dubuque, its agents, officers and employees may maintain an action against the undersigned to recover the amount of the judgment together with all the expenses incurred by the City, its agents, officers and employees in the action.

I HAVE READ THIS INDEMNITY AGREEMENT, I UNDERSTAND THE EFFECT OF THIS INDEMNITY AGREEMENT, I AM AUTHORIZED TO SIGN THIS INDEMNITY AGREEMENT, AND I AM SIGNING THIS INDEMNITY AGREEMENT VOLUNTARILY.

Dated this ____ day of _____, 20 ____.

By: _____

Title: _____

SITE PLAN



If submitting a hardcopy of the application, please create the site plan using the instructions below and include with the application pages.

If submitting an online application, please create the site plan, save as a pdf and attach to the online application.

Instructions for creating the site plan:

Site Maps:

Site maps are recommended such as those obtained from www.maps.google.com and www.mapquest.com.

Commonly used site maps are available at www.cityofdubuque.org/specialevents

Please include a detailed layout of the event area and indicate the location of all of the following, (if applicable):

- Stages
- Tents
- Power and water sources
- Rides
- Food vendors
- Retail vendors
- Alcohol sales
- Portable toilets
- Temporary traffic control devices (barricades, cones, etc.)
- Proposed parking
- Fire vehicle and residential traffic access

Please note: Run/Walk (road races) events require a detailed map indicating the route to be taken during the event. This map should include the following:

- Start/Finish location
- Location of where safety personnel will be stationed during the event
- Location of temporary traffic control devices (if applicable)
- Any items on the above list that apply

WEATHER PLAN



If submitting a hardcopy of the application; please complete and include this page with the application pages.

If submitting an online application; please complete this page, save as a pdf and attach to the online application.

1. How do you plan to track inclement weather?

Examples include:

National Oceanic Atmospheric Administration (NOAA) weather radio or other weather monitoring device(s).

Cell phone notification to on-site contact person(s).

2. Who is responsible for getting the word out to attendees regarding inclement weather conditions and how will they do it?

3. Where will your attendees seek shelter and has permission been granted for the space(s)?

4. Alternative rain date and/or contingent weather plan: (Cancellation of event, rescheduling, rain delay, etc.)

5. Other related information:
