

# **SPECIAL EVENT AGREEMENT AND PERMIT APPLICATION**

This packet will help you complete the Special Event Permit Application.

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

Fill out the application accurately and completely. The City will then be able to assist event planners by making you aware of any permits you may need to obtain for the event.

## **NOTE**

- Read the material in this packet.
- Complete and sign the application(s).
- Complete the site plan (overall site plan on separate page provided), the indemnity agreement and other required steps for your event.
- Complete one food/merchandise permit application for each of the vendors who will work the event.
- Plan for the alcohol sales location on the appropriate application.  
(See the Web site [www.iowaabd.com](http://www.iowaabd.com) for instructions.)

## **APPLICATION RETURN**

Insurance and other required forms are included in this packet. Remove and return your completed forms to the office of the City Clerk at City Hall, 305 South Third Street, Knoxville, Iowa 50138. We must receive your completed paperwork at least thirty (30) days prior to the date of your event.

## **KEEP**

After you remove and complete the application forms, keep this packet as a reference to help you manage the event successfully, and to plan your next event. You will receive a copy of the approved application.

# GENERAL GUIDELINES FOR SPECIAL EVENTS

## NEIGHBORHOOD IMPACT

Prior to issuing a permit, the City of Knoxville will 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. When a permit is issued, the sponsor must notify site neighbors of the event type, date and time of the event, and of any street closures or parking restrictions that will result.

## PERMITS AND LICENSES

The sponsor and vendors shall obtain and maintain during the term of this agreement all necessary permits and licenses for the event. In addition to the Event Permit, many types of vendors are required to have additional permits from the Iowa Department of Inspections and Appeals and are subject to inspection and restriction. Types of possible permits/licenses include event permit, fireworks permit, alcohol license and permits for each food/merchandise vendor. This section does not require individual vendors to present a liability certificate to the City. The liability certificate is required of the event sponsor/organizer with the City named as additional insured. It is the event sponsor/organizer's responsibility to decide if they require each individual vendor to carry liability insurance.

## PERMIT FEES

The special event permit fee for special events is \$100.00.

## SUPERVISION

The sponsor must provide sufficient and competent personnel to plan, implement and supervise activities and personnel and to take proper care of the grounds and facilities.

## STATUTES AND ORDINANCES

The sponsor must agree to abide by all federal, state and municipal laws, rules and regulations.

## CLEANUP/DAMAGE DEPOSIT

The sponsor is responsible for cleanup of the site. If the event is held on City property, the sponsor must provide and maintain with the City a cleanup and damage deposit. **Events with food and/or beverage sales must provide a \$100.00 deposit. Other events must provide a \$50.00 deposit.** The City Manager may waive or modify this requirement based on the circumstances of the individual event. Damages exceeding the amount of the deposit will be billed directly to the sponsor. The deposit will be returned to the sponsor if damage or additional cleanup costs are not incurred. A check for the deposit may be issued to the City that will be held and returned at the end of the event series if it is not needed.

## RUBBISH

The sponsor must provide trash receptacles to be located in the immediate area where food and beverages are to be sold. All litter is to be picked up and removed by the sponsor. If the event is held on City property, the sponsor is responsible for the removal of all trash from the event area, including the trash in existing City-owned receptacles in the area. Trash receptacles must be removed when full, or on the next regular workday following the event. Other City-owned trash receptacles in the area, but not in the immediate vicinity of the food and beverage area, are not the responsibility of the sponsor unless the trash is overflowing as a result of the event.

## **HEALTH DEPARTMENT**

Food and beverage vendors are subject to inspection and restriction by the Iowa Department of Inspections and Appeals Food and Consumer Safety Bureau. A Food Safety Specialist will make inspections at events for compliance. Every food and beverage vendor must be registered and/or licensed by the City prior to selling food or beverages. Food and beverage vendor applications must be submitted as part of the event application permit at least 30 days prior to the event. Wastewater disposal must be designated on the site plan and provided by food and beverage vendors.

## **PORTABLE TOILETS**

The City of Knoxville 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 will vary based on the type and length of the event. The City will review all applications and site plans and may require additional units. These contractors must be licensed Waste Haulers with the City of Knoxville. If facilities are being utilized by the Marion County Courthouse, a letter authorizing the use of these facilities must be provided by the Marion County board of Supervisors with the application

## **SETUP**

The setup of tables, chairs, portable toilets, beverage and food stands, entertainment equipment, fencing, trash receptacles and all other necessary equipment must begin no earlier than the times/dates in the permit. Removal of all items and cleaning of the area must be completed no later than the date/time in the permit.

## **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. That area must be clearly defined from non-permitted areas. The sponsor 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 of Knoxville property.

## **BEVERAGE CONTAINERS**

All beverages must be served in styrofoam, paper, plastic or metal containers. Glass bottles are prohibited.

## **FIRE CODE REQUIREMENTS**

The sponsor is responsible for maintaining 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. The use of fireworks or pyrotechnics must be approved, and a permit must be issued prior to the event. Any fire safety concerns or questions should be addressed to the Fire Chief's Office prior to the event. Fire Department inspectors may make site inspections and may add additional requirements for safety.

## **TENTS**

Free standing tents are allowed on City property. Any tent or canopy that requires stakes being driven into the ground is not allowed without the City's permission and direction. Any damage caused by staked tents will be taken from the damage deposit and/or billed to the sponsor. When filling out the application describe the size, type, and purpose of each tent. Indicate all tent locations on the site plan and list if they are free standing or will require stakes.

## **SIGNAGE**

The sponsor will be responsible for providing any required or recommended traffic control signage, barricades, fencing, etc. **Signs advertising your event may not be placed in the public right-of-way. Advertising signage will require approval through the permit process.**

### **VEHICLES ON CITY PROPERTY**

No vehicles may be driven in the areas of City parks, except as authorized by the City Manager.

### **OTHER THINGS TO CONSIDER**

Is the area accessible to the disabled? Are there disabled-accessible parking in the area? Does the site plan provide adequate pathways for patrons using wheelchairs and crutches?

What is the surface on which the event will be held? 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, which would stain or damage the surface or spill or cause to be disposed off into storm water intakes.

Will there be a way of raising tents without damaging hard surfaces?

Barricades must be of a type, and used in a manner, that is in compliance with the Manual of Uniform Traffic Control Devices ([http://mutcd.fhwa.dot.gov/kno\\_2009.htm](http://mutcd.fhwa.dot.gov/kno_2009.htm)). The City will provide barricades for events with street closures if available. If we do not have enough available for your event, you will be required to provide barricades as necessary.

Is there nighttime lighting in the area if the event will run after dark?

Is any street or building construction occurring, or planned to occur, at or near the proposed site during dates which will impact the event?

# INSTRUCTIONS FOR SPECIAL EVENT PERMIT APPLICATION

1. **Sponsor.** Name, address and telephone number of the individual or organization that will be responsible for holding this event.
2. **Event Type.** Choose one of the listed event types that best describes the event for which you are seeking a permit. Certain events and booths require special permits, so it is best to identify these early so all permits can be in place.
3. **Event Contact Person(s).** Name, address 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 in an emergency or if details of the event change. The person who will be the primary contact person should be listed first.
4. **On-Site Contact Person(s).** The name and method of contacting this person(s) during the actual event. You must provide a cell phone number or pager number and provide a location where this person(s) will be located during the event (e.g. main ticket booth), or some other method of contacting this person at all times during the event. This person is needed in the event an emergency arises related to the event.
5. **Event Location.** Identify the location where the event will take place. If the area has no specific borders, give as detailed a description as possible.
6. **Parking and Traffic Plan (including Street Closures).**  
List any streets or portions of streets (including street right-of-way and sidewalks) that you would like closed as part of the event. Indicate where you intend patrons and vendors to park, whether it is on City streets, municipal lots or private lot parking. The blocking of City streets requires the City's permission and has specific barricade restrictions. The sponsor must make parking arrangements in any private parking lots with the owner of the lot. A parking and traffic plan must be submitted as part of your site plan with your application.
7. **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.
8. **Set up and Take Down Times.** List what time the setup will begin and what time you expect takedown to be completed. Note the earliest time that the setup of tables, stages, tents, etc. will begin and the latest time/date that the items will be removed and the cleanup completed. If there is a conflict involving more than one group seeking an event during the same time or at the same place, the City of Knoxville will have the ultimate decision on which event(s) will be permitted.
9. **Rain date.** Note if you plan for an alternate date(s) in case of inclement weather or other reasons for cancellation.
10. **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.

**11. Portable Toilets.** List how many portable toilets you intend to provide and the company providing them. (Use the formula provided in the packet.) Be sure to specify their location on the site plan. For multi-day events, arrange for the toilets to be emptied regularly by a licensed contractor.

**12. Types of Activities/Venues.** Describe the types of activities at the event. Certain activities and venues require special permits or City permission. **12a.** 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. **12b.** List each individual food vendor on this page, which you expect will participate in your event. Review the section of this packet related to food vendors to ensure that each vendor has a permit and complies with all Health Services and Fire Marshal requirements. **12c.** List all tents you intend to use, and the type of activity they will contain. Specify their locations on the site plan, and describe if they require stakes or can be erected by another method. **Please attach additional lists if necessary.**

**13. Utilities to Be Used.** Please list the equipment which will be used and the utilities each piece will require.

**14. Alcoholic Beverages Served.** If there will be alcoholic beverages served, a beer or liquor permit must be obtained and displayed at the event. The sponsor 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. Applications are available on the Alcohol Beverage Division web site [www.iowaabd.com](http://www.iowaabd.com).

**15. Security.** Identify all public safety personnel (private security, police, EMS), which will be used, if any. The sponsor is responsible for maintaining perimeter control as well as site control. If a professional security company or law enforcement agency is to be used, please list the name and a contact person and telephone number. The sponsor is responsible for providing adequate security for the event. In addition to other affected City departments, the City of Knoxville Police and Fire Departments will review all applications. These 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 sponsor. **15a.** Check the appropriate box to indicate whether or not the Police Department has been contacted and consulted regarding traffic or crowd control.

**16. Site Plan.** The sponsor must provide the City with a detailed layout of the event, which shows the locations of such things as stages, tents, power and water sources, rides, food vendors, retail vendors, alcohol sales, portable toilets, blocked streets, proposed parking and sign locations. This plan should be sketched on the enclosed page labeled for that purpose. Alcohol sales require a separate sketch, which must be completed on the Iowa Department of Alcohol Beverage Division Permit Application.

**17. Indemnity Agreement.** The attached Indemnity Agreement must be signed and returned with the Application. The sponsor must indemnify and hold harmless the City of Knoxville, 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 sponsor must sign and return the attached Indemnity Agreement before any permits will be issued.

**18. Businesses Affected.** The event organizer must notify all businesses that may be affected by an event that requires street closures and obtain written signatures that they have been notified. Any business objecting to the event and/or street closure must submit objections to the Zoning administrator at City Hall in written format specifically stating the reasons for their objections.

**19. Insurance Certificate. Liability Insurance.** The sponsor must procure and maintain in force during the event a policy of liability insurance and if required, Dram Shop Liability Insurance. **Dram Shop Liability Insurance for events on City property must be in the amount of \$300,000 regardless of the minimum amount required by the Iowa Department of Alcohol Beverage Division. The certificate of liability insurance shall name the City of Knoxville as the certificate holder.**

The insurance must be with a carrier authorized to do business in Iowa and a carrier that has received a rating of A VII or better in the current Best's Rating Guide. The policy of insurance must provide for a thirty-day (30) notice to the City of any material change or cancellation of the policy prior to its expiration date.

The sponsor must furnish to the City of Knoxville, prior to the event, certificate of liability insurance with limits of liability not less than the following or greater if required by law. It is the responsibility of the event sponsor/organizer to require certificates of liability insurance from all independent contractors, or subcontractors involved in the event with limits of liability meeting their requirements.

**COMMERCIAL GENERAL LIABILITY:**

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

Failure to provide minimum coverage shall not be deemed a waiver of these requirements by the City of Knoxville. Failure to obtain or maintain the insurance required herein shall be considered a material breach of the event permit.

Each certificate shall state that the additional insured endorsement and governmental immunities endorsement are attached to the policy and a copy of the respective endorsement shall be attached to the certificate. Limits of liability higher than those stated above may be required for high exposure events.

# SPECIAL EVENT PERMIT APPLICATION FORM

1. SPONSOR \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

2. EVENT TYPE:

- Parade     Festival     Assembly     Street Closure     Block Party  
 Rally     Marches     Walks     Fund Raisers  
 City Property Rental     Other \_\_\_\_\_

3. EVENT CONTACT PERSON(S) \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_

4. ON-SITE CONTACT PERSON(S) \_\_\_\_\_ PHONE \_\_\_\_\_

LOCATION DURING EVENT \_\_\_\_\_

5. EVENT LOCATION \_\_\_\_\_

6. PARKING AND TRAFFIC PLAN \_\_\_\_\_

STREET CLOSURE     YES     NO    LOCATION(S): Note on attached site plan.

7. EVENT DATE \_\_\_\_\_ EVENT START TIME \_\_\_\_\_ EVENT END TIME \_\_\_\_\_

8. SET UP TIME \_\_\_\_\_ TAKE DOWN TIME \_\_\_\_\_

9. RAIN DATE/TIME \_\_\_\_\_

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

- |               |                   |                     |
|---------------|-------------------|---------------------|
| ( ) 1 - 25    | ( ) 701 - 900     | ( ) 5,001 - 7,000   |
| ( ) 26 - 100  | ( ) 901 - 1,000   | ( ) 7,001 - 9,000   |
| ( ) 101 - 200 | ( ) 1,001 - 1,500 | ( ) 9,001 - 10,000  |
| ( ) 201 - 300 | ( ) 1,501 - 1,700 | ( ) 10,001 - 15,000 |
| ( ) 300 - 500 | ( ) 1,701 - 2,000 | ( ) 15,001 - 20,000 |
| ( ) 500 - 700 | ( ) 2,001 - 5,000 | ( ) over 20,000     |

11. PORTABLE TOILETS: NUMBER OF TOILETS BEING PROVIDED \_\_\_\_\_

LOCATION(S) OF TOILETS \_\_\_\_\_

12. TYPES OF ACTIVITIES/VENUES \_\_\_\_\_



12a. NON-FOOD VENDORS, CONCESSIONAIRES, RIDES (name, address, phone for each)

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12b. FOOD VENDORS (name, address, phone for each)

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12c. TENTS

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13. UTILITIES TO BE USED (LIST EQUIPMENT TYPES)

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13a. ELECTRICAL SOURCE

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13b. WATER SOURCE

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14. ALCOHOLIC BEVERAGES SERVED? LICENSE CLASS

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ALCOHOLIC BEVERAGE LICENSE OBTAINED?

YES

NO

15. SECURITY

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HAVE THE POLICE BEEN CONTACTED ABOUT CROWD OR TRAFFIC CONTROL?

YES

NO

16. SOURCE OF GARBAGE/RUBBISH REMOVAL SERVICE:

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17. SITE PLAN ATTACHED.

YES  NO

18. INDEMNITY AGREEMENT SIGNED AND ATTACHED.

YES  NO

19. INSURANCE CERTIFICATE ATTACHED.

YES  NO

20. DAMAGE DEPOSIT INCLUDED (AMOUNT \$ \_\_\_\_\_)

YES  NO

21. PERMIT FEE INCLUDED AMOUNT \$100.00

YES  NO

If no, proof of non-profit status must included.

*I have read this Special Event Agreement and Permit Application packet and have accurately and truthfully completed the Application. I agree that I will obtain any other permits necessary and will follow the guidelines and requirements set forth in the packet.*

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*Signature*

*Date*

# INDEMNITY AGREEMENT

In consideration for the granting of permission by the City of Knoxville, 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 Knoxville, 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 Knoxville to defend at its own expense the City of Knoxville, its agents, officers and employees from any action or proceeding against the City of Knoxville, 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 Knoxville, 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.

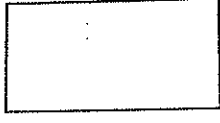
Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Organization: \_\_\_\_\_

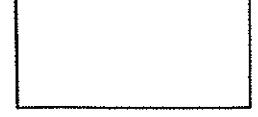
By: \_\_\_\_\_

Title: \_\_\_\_\_

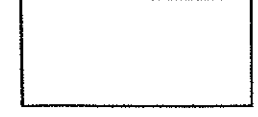
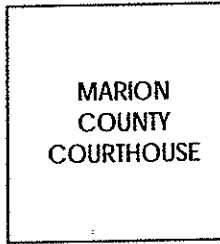
CITY OF KNOXVILLE  
Downtown Street Map



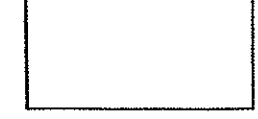
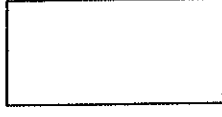
MARION ST.



MAIN ST.



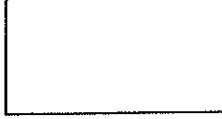
ROBINSON ST.



MONTGOMERY ST.



FIRST ST.



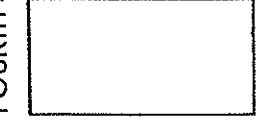
SECOND ST.



THIRD ST.



FOURTH ST.



# SITE PLAN

Attach site plan here.

Highlight areas of street closures, right-of-way closures and sidewalk closures being used for the event.  
Show all locations of signs relating to event.

# INSURANCE CERTIFICATE

Attach certificate here.



# QUESTIONS?

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## CITY DEPARTMENT CONTACT NUMBERS

Zoning Administrator (applications, permits) ----- 641-828-0550 x224  
City Manager's Office (correspondence) ----- 641-828-0550 x222  
Engineering (street closures, signs, new construction) ----- 641-828-0550 x235  
Fire Department (hazmat, fire safety, EMS) ----- 641-828-0586  
Police Department (traffic control, security) ----- 641-828-0554  
Iowa Dept. Inspections & Appeals,  
Food and Consumer Safety Bureau (food/beverage safety) ----- 515-281-6539