

City of Shelby
SPECIAL EVENT APPLICATION AND PERMIT

Please read form before completing application

Please TYPE or PRINT plainly

Name of Event:

DO NOT USE – FOR OFFICIAL USE ONLY

Application -- Approved Disapproved

Mayor _____

Special Stipulations:

SEE BACK SIDE OF PERMIT

Date of Event:

Time of Event:

(Begin)

(End)

Annual Event: [] Yes [] No

Sponsoring Organization:

Address:

Telephone #:

Name of Applicant

Address:

Telephone #:

Location of Event:

City Park or other area:

Specific location:

No. of Participants:

No. of Spectators:

Location of applicant during event:

Description of Event: _____

Have all appropriate rental fees been paid?

Will the event interfere with/impede the normal use of the area by the public? If yes, explain.

Have any objections been received from other interested parties?

Does the sponsoring organization deem their patrol adequate for safe conduct of the event? _____

Number of personnel provided by the sponsoring organization for safety assistance: _____

What extra/unusual hazard to spectators will be introduced into the event area:

Will donations be solicited or fees collected during the event? If yes, explain.

Will any structure, fences, barricades be erected or trailers brought in for the event? If so describe type and provide a map of set-up locations.

Will the event have a beer garden? If yes give the names of all personnel who will provide security during the event. Has a uniformed off-duty officer been secured for the event? Has a liquor license been secured?

Will the event hold a fireworks display? If yes provide the name of the company providing the display, map of area where display will take place, list any extra security measures taking place to ensure the safety of spectators. Please attach a copy of the fireworks permit.

Stipulations:

- Please recheck the application to be sure all the required information is provided and is legible.
- Application shall be made at least 60 days prior to the scheduled event.
- Application should list all activities and or vendors that will be part of the special event.
- Mail or deliver the completed application to the City Clerk , City Of Shelby. **Applicants for special events shall provide proof of liability insurance naming the applicant and the City of Shelby as additional insured. Proof of liability insurance may be waived by the city council.**
- Issuance of a special event permit does not imply that the permittee has exclusive use of the area.
- Please keep the permits available during the event so you can, upon request, provide it to any City Official or Sheriff Department.
- All City Park rules and regulations must be followed unless special stipulations have been made.
- Event sponsor will provide and maintain adequate portable restroom facilities and litter receptacles during the entire time of the event. One unisex portable latrine and one 55-gallon receptacle per 50 people will be deemed adequate.
- Event sponsor is responsible for litter pickup during and after the event and for cleaning public restrooms during the event.
- Any fireworks display must be concluded by 10:30 PM.
- If alcoholic beverages are dispensed at the event, the event sponsor will provide adequate security personnel during the entire time of the event. The event sponsor will be responsible for hiring a uniformed off-duty deputy in addition to providing security personnel to ensure compliance with state liquor laws. Two security personnel per 100 people attending will be deemed adequate. Security personnel will be restricted from consuming alcohol 8 hours prior to or at anytime during the event. Security personnel will wear a shirt, jacket, or vest which clearly identifies that individual as “Security”.

QUESTIONS SHOULD BE DIRECTED TO: *City Clerk 712-544-2404*

Additional Requirements:

The undersigned applicant for a special event permit understands and agrees that the City of Shelby will not be responsible for any injury to persons or damage to property arising out of or incident to the activities, which are the subject of this application. The undersigned applicant agrees by the execution hereof to indemnify and hold harmless the City of Shelby against all liabilities, costs and expenses, which may arise in consequence of granting this permit.

The undersigned has full authority to represent the sponsoring organization and agrees to abide by all stipulations and requirements as stated in issuing this permit. Failure to follow all stipulations and requirements may result in the event being closed and/or result in denial of future event permits.

Signature, Title

Complete Address, City, State and Zip

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**CITY OF SHELBY
CITY HALL 419 EAST STREET
SHELBY, IOWA 51570**

Criteria for Special Event Permit

CITY OF SHELBY

If any of the following apply a Special Event Application must be submitted to the City of Shelby 60 days in advance of an event taking place on city property for issuance or denial of a permit by the Shelby City Council: *

1. Event is limiting, restricting, or impeding public access.
2. Event is for fundraising by way of soliciting donations and/or charging any fees for participation.
3. Event is operating any type of vending operation, concession stand etc.
4. Event is operating any public display including but not limited to fireworks, concerts, shows, performances, dances, or other forms of entertainment.
5. Event is operating a public address system, amplifying sound system, or auxiliary lighting.
6. Event is erecting or moving on site any temporary structure, fencing, barricades, trailers, stages, etc.
7. Event involves the use of a temporary or permanent liquor license.

*A special event permit is not required for events taking place within city owned buildings, (Community Center, Fire Hall, Depot), or if the City of Shelby is sponsoring the event or has authority over the sponsoring organization.