



City of Van Meter Special Event Permit Guidelines & Requirements

As an individual or organization requesting the use of City of Van Meter public property or right-of-way in the conduct of a special event, you have basic responsibilities to fulfill in order to conduct your event with the approval of the City of Van Meter. However, receiving approval from the City of Van Meter does not preclude responsibility for any additional permits, approvals, or state and federal regulations. The City of Van Meter reserves the right to impose special guidelines and restrictions based on the nature of the proposed event and its attendant circumstances. A non-refundable application fee must accompany this application. (see fee schedule on the application form)

The following general guidelines and responsibilities apply to activities such as parades, timed events, athletic events, street fairs, outdoor concerts and/or rallies involving the use of public land.

1. Prior to receiving a permit, the applicant must comply with insurance provisions including providing a certificate of insurance name the City of Van Meter as an additional insured in the following amounts:
 - a. Public Liability Insurance for any one person not less than \$500,000
 - b. Public Liability Insurance for any one accident not less than \$1,000,000
 - c. Each policy and certificate shall list the City of Van Meter as an additional insured
2. At the time of the application, an Indemnification and Hold Harmless Agreement (prepared by the City of Van Meter) holding the City of Van Meter and its Boards, Commissions, Officers and Employees harmless must be executed by the application or authorized representative.
3. The application must include a map of the specific area to be used or route of travel. The map must delineate the City property to be used (streets/sidewalks/trails/etc.), start and finish points and direction of flow, if applicable, as well as location(s) of outdoor toilet and liquor dispensing area(s), if any.
4. The applicant must comply with all federal, state, county and city laws, ordinances and regulations including all regulations adopted and established by the City of Van Meter.
5. The applicant must assume extra costs associated with public safety and sanitation at the level of service recommended by the City of Van Meter. This includes street closures (barricades), number of toilets/kybos, number of trash receptacles, and the number & hours of police officers.
6. If alcoholic beverages are to be sold or if an entrance or admission is charged for an event at which alcoholic beverages will be served, a Liquor Permit and Dram Shop Insurance will be required. This permit, which is NOT included in the application fee for the Special Event, requires consideration and approval by the City Council of the City of Van Meter and by the State of Iowa. Contact the Iowa Alcoholic Beverages Division at 515-281-7375 with questions concerning liquor permits.
7. If the event is held in a secured area, allowance must be made for access for fire emergencies including a minimum of two (2) exits. Events held on public streets must include an allowance for a continuous, through traffic lane for use by public safety personnel in an emergency.
8. The use of a tent more than two hundred (200) square feet (enclosed) or canopy style (open on three (3) sides) of more than four hundred (400) square feet will require the Van Meter Fire & Rescue Department to review proof of fire retardancy from the manufacturer or supplier as well as the proposed location and intended use of the tent.
9. The applicable trade permit will be required for construction, electrical, or plumbing work necessitated by the event. The cost of the permit, issued by the Code Compliance Officer, is NOT included in the application fee for the Special Event Permit.
10. If the event will utilize amplified sound, a sound permit will be required. The cost of the sound permit, issued by the City Clerk, is NOT included in the application fee for the Special Event Permit.



11. If the event will utilize Mobile Food Vendors, a Mobile Food Permit will be required. The cost of the Mobile Food Permit, issued by the City Clerk is NOT included in the application fee for the Special Event Permit.
12. Type III barricades are always required, with lights added for after dark use. The barricades must be sufficient so as to completely close the street or roadway but yet be easily and quickly removeable solely for emergency vehicle access.
13. The following number of portable toilets/kybos is required in accordance with the estimated event attendance:

For events with alcohol:	1 toilet/kybo for every 150 people
For events without alcohol:	1 toilet/kybo for every 250 people
14. The applicant must utilize police officers if recommended by the Van Meter Police Department. When alcohol is available at the event, the Chief of Police requires the applicant to have police officers present. Contact the Van Meter Police Department at 515-218-6534 for details.
15. The applicant must propose a plan to address sanitation/garbage collection for the event and include the plan with the application.
16. A cash or check deposit in the amount of \$100.00 paid to the City of Van Meter is required and will be refunded once the event area is fully cleaned up and all barricades, if used, are returned in satisfactory condition.
17. Applications must be submitted at least 30 days prior to the date of the event. If the application is received 14-30 days prior to the event, a non-refundable late fee of \$15 will be added. If the application is received less than 14 days prior to the event, a non-refundable late fee of \$30 will be added. Once all required documentation and signatures are received, only then will an application be considered for final approval. A representative is strongly recommended to be present at the City Council meeting when the application is being considered by the City Council of Van Meter. City Council meetings are held the first Monday of each month.
18. The City Clerk is authorized to grant or deny permission for most special events unless:
 - a. Arterial streets are closed
 - b. The event end time is 9:00pm or later on weekdays
 - c. The event end time is 10:00pm or later on weekends
 - d. A request for a partial or full fee waiver has been submitted



**City of Van Meter
Special Event Permit Application**

*Please complete this form and submit to the City Clerk's Office of the City of Van Meter located at 310 Mill Street – PO BOX 160, Van Meter, IA 50261 at least **thirty (30)** days prior to the event.*

Event Name _____ Date(s) of Event _____

Sponsor/Contact Name _____

Address _____ City _____ State _____ Zip _____

Cell Phone _____ Email Address _____

Type of Event (check all that apply):

Parade: _____
Athletic Event: _____
Walk/Run: _____
Fair/Festival: _____
Outdoor Concert: _____
Other: _____

Time of Event:

Event Set-Up: _____
Event Start: _____
Event End: _____
Event Cleanup: _____

Event Description:

Please attach additional pages if necessary.

Please attach a map of the event layout that includes details including tent locations, kybos, sound/stage, street closures, barricades, etc.

Estimated Attendance: _____

Admission/Registration Fees: _____ YES _____ NO **Amount:** \$ _____

Will alcohol be served or sold? _____ YES _____ NO

A liquor permit and Dram Shop Insurance are required for the sale of alcohol to the public during any event where an admission fee is charged. City Council approval is required for sale or service of alcohol. Certified police officers are required by the Chief of Police, at the applicant's expense, for all events requiring an liquor/alcohol permit. Please contact the Chief of Police at 515-218-6534 to confirm the number of certified police officers needed for your event.



**City of Van Meter
Special Event Permit Application**

Will you be using outdoor tents greater than 200 square feet? YES NO

Will you be using an outdoor canopy greater than 400 square feet? YES NO

Location of the tent or canopy must be coordinated with City staff. If using a tent, permission must be granted before tent stakes are drilled or pounded into parking lots or grounds. The applicant must pay for any repairs associated with the installation of the tent.

Will you be using inflatable rides or devices? YES NO

Location of the inflatable(s) must be coordinated with City staff.

Will you need access to a water source? YES NO

If yes, what will the water be used for? _____
*****Additional charges may apply*****

Will you be using live amplified sound? YES NO

If yes, a sound permit is required as noted in City Ordinance Chapter 52. The Sound Permit Form is included in this packet. Please complete and return with the applicable fees.

Will Mobile Food Vendors be in attendance? YES NO

If yes, a Transient Merchant permit is required as noted in City Ordinance Chapter 122. The Transient Merchant permit form is included in this packet. Please complete and return with the applicable fees.

Will you need access to electricity? YES NO

If yes, please explain. Electricity is limited. Please be specific regarding equipment used and amperage needed. On-site power may be insufficient to meet all electrical needs.

Will your event have fireworks or pyrotechnics? YES NO

If yes, explain the location and type of fireworks/pyrotechnics: _____

List competent Operator's name, phone, and email: _____

Will you need temporary street closures? YES NO

Additional fee of \$25.00 will apply

If yes, please list the requested closures (ie: Mill and Elm Street)

Notification of Businesses and/or Residents:

If the event requires street closures, all businesses and residents must be notified of street closures and directed to the City Clerk with any concerns and complaints. Please advise how you plan to notify (door-to-door, mailer, flyer, etc.) If using a mailer or flyer, please attach a copy for review.



City of Van Meter
Special Event Permit Application

Sanitation: Number of portable toilets/kybos provided:
Garbage collection plans:

Is there any special set-up that you will need the City to provide? YES NO
If yes, please explain in detail. NOTE: Any volunteers/event staff along a race route or road will be required to wear high-visibility clothing on the outermost part of their clothing.

SPECIAL EVENT PERMIT – FEE SCHEDULE
Non-Refundable Fees:
Special Event Permit Application Fee \$75.00
Street Closure Fee \$25.00
Late Fee (app received 14-30 days prior to event) \$15.00
Late Fee (app received less than 14 days prior to event) \$30.00
Cash, Check or Credit/Debit Card
Refundable Fees:
Refundable Deposit (separate payment) \$100.00
Cash or Check only

*** Fees for all City of Van Meter, Van Meter Community School District and Dallas County event will be waived. However, the late fee charges will still apply.***

Request for Fee Waiver: The below criteria must be met in order to be considered for a waiver of fees. Only City Council can approve a partial or full fee waiver. NOTE: Late fee charges will still apply.

- Criteria:
• The event is sponsored by a non-profit agency or organization.
• Proceeds from the event will benefit a local charity, non-profit organization, fundraisers/benefits for local residents/families or civic organizations.
To request a fee waiver, a written request must be received requesting a partial or full wavier of fees, the reason for requesting a fee waiver, and noting which local charity or organization will be receiving the proceeds.



City of Van Meter
Special Event Permit Application

I hereby certify that the above statements are true and correct, to the best of my knowledge, and that false statements may be grounds for denial of this application. It is understood that the activities at all times during the event named on this application shall comply with all applicable ordinances and regulations of the City of Van Meter. It is further understood that the individual and/or the organization/association will be responsible for any and all damages as a result of this event.

In accordance with the executed Indemnification and Hold Harmless Agreement, the applicant hereby waives any and all claims in which the applicant may have as a result of the event named on this application against the City of Van Meter, Iowa, its officers, agents, employees, or council members. It is further understood that a certificate of public liability insurance will be required before conducting the event named on this application.

I have been advised of the requirements for conduct of a special event in the City of Van Meter and I, or the association/organization I represent, have met or will meet all requirements established by the City of Van Meter. Further, I understand that if all requirements are not met, the Special Event Permit can be cancelled by the City of Van Meter at any time including the start of or during the event. If this event is sponsored by an association/organization, I hereby certify that I have the legal authority to represent the applicant and/or participants and I have read the requirements for issuance of the Special Event Permit and the Hold Harmless Agreement, understand their provisions, and freely & voluntarily sign this Special Event Permit Application.

It is further understood that the City of Van Meter's City Clerk has the authority to grant or deny permission for the event named on this application unless alcohol is being served or main streets are being barricaded.

Entity Name

Printed Name

Signature

Date



City of Van Meter
Special Event Permit Application
Hold Harmless Agreement

Whereas, the City of Van Meter, Iowa ("City") owns certain real property and public right-of-ways which are under direction and control of the City Council of the City of Van Meter, Iowa;

Whereas, (the "Organization") desires to use and occupy certain property containing the facilities and grounds located at [Location];

Now, Therefore, in consideration of the mutual covenants contained herein, the City and the Organization agree as follows:

- 1. The City hereby grants to the Organization the right to use and occupy the Location identified above for a period of time commencing the ___ day of ___, 202__ and ending on the ___ day of ___, 202__ for the purpose of the event named in the Special Event Permit Application.
2. To the extent permitted by law, the Organization shall defend, indemnify, and hold harmless the City from any and all claims, lawsuits, demands, causes of action, liability, loss, damage and/or injury, of any kind whatsoever...
3. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable.
4. This Agreement shall be governed exclusively by the laws of Iowa, without regard to conflict of law provisions.
5. Any lawsuit or legal proceedings arising out of or relating to this Agreement in any way whatsoever shall be exclusively brought and litigated in the Iowa District Court for Dallas County.
6. Each party to this Agreement waives the right to trial by jury in any action, proceeding, or counterclaim brought by either of the parties to this Agreement concerning all matters arising out of this Agreement.

Words and phrases herein shall be construed as in the singular or plural number, and as masculine, feminine, or neutral gender, according to context.

Dated this ___ day of ___, 202__.

Organization Name / Entity Name

City Clerk

Organization Representative Signature



**City of Van Meter
Special Event Permit Application
Contact Information**

City of Van Meter Contacts			
Name	Title	Email Address	Phone
Liz Faust	City Administrator	lfaust@vanmeteria.gov	515-996-2644
Jess Drake	City Clerk	jdrake@vanmeteria.gov	515-996-2644
Mike Brown	Police Chief	mbrown@vanmeteria.gov	515-996-9253
Mark Schmitt	Fire Chief	mschmitt@vanmeteria.gov	515-996-9253
Drew McCombs	Public Works Director	dmccombs@vanmeteria.gov	515-240-0512
Joe Herman	Mayor	jerman@vanmeteria.gov	515-208-3949

Dallas County Contacts		
Department	Email Address	Phone
Dallas County Sheriff's Office		515-993-4567
Dallas County EMS		515-993-4506
Dallas County Road Department		515-993-4289
Dallas County Conservation		515-465-3577

FOR CITY USE ONLY: TO BE COMPLETED BY THE CITY CLERK

Complete Special Event Permit Application	YES / NO
Map of Event	YES / NO
Certificate of Insurance \$500,000/\$1,000,000 naming City as additional insured	YES / NO
Complete Indemnification/Hold Harmless Agreement	YES / NO
Refundable Deposit Received (Cash or Check only)	YES / NO
Total Non-Refundable Fees Due	\$ _____
PAID	YES / NO
APPROVED	YES / NO

City Clerk Signature: _____

Date: _____

CC: Applicant / City Administrator / Police Chief / Fire Chief / Public Works