



## Special Event Permit Application

Private events, ceremonies, or parties that anticipate less than 50 people and do not collect any money, sell any products, goods or services including food, beverage, or alcohol, do not use roads, streets, or pathways and do not have amplified sound or large tents do not require a Special Event Permit. A Facility Reservation form may be required. The City of West Branch may waive the submission deadline in extreme cases of unforeseen events.

Please supply the information requested below. Attach additional sheets, if necessary, to provide the required information. In issuing a permit for a special event, the City considers the following items:

1. The event is reasonably likely to cause injury to persons or property, create a disturbance, cause disorderly conduct or encourage or result in violation of the law, or community standards;
2. The event will be unreasonably and substantially interrupt the safe and orderly movement of pedestrians and vehicular traffic in the area;
3. The proposed location is adequate for the size and nature of the event;
4. The event does not unreasonably interfere with the intended use of the area;
5. The Applicant's apparent ability to execute the event;
6. The Applicant's apparent ability to obtain the appropriate insurance (if applicable);
7. The event unreasonably conflicts with other scheduled special events in the community;
8. Approvals by other governing agencies; and
9. All permit requirements have been met.

The application review process begins when the City of West Branch has received a completed application. Applications for special events must be approved by all appropriate departments, including but not limited to the West Branch Police Department, Fire Department, Public Works, Public Library, Parks and Recreation, Administration, and the City Council. In the event the application is denied by the City; the applicant may appeal to the West Branch City Council in writing within five (5) days of denial. The decision of the West Branch City Council is final.

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### FOR CITY OFFICE USE:

Approved by \_\_\_\_\_ Date of Approval \_\_\_\_\_

West Branch Administration \_\_\_\_\_ West Branch Fire Department \_\_\_\_\_ West Branch Police Department \_\_\_\_\_

West Branch Public Library \_\_\_\_\_ West Branch Public Works \_\_\_\_\_ West Branch Parks and Recreation \_\_\_\_\_

Other \_\_\_\_\_ Other \_\_\_\_\_

Notes: \_\_\_\_\_



## Special Event Permit Application

Event Title/Name: \_\_\_\_\_

Event Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization Address: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Event Website: \_\_\_\_\_ Event Email: \_\_\_\_\_

Event Coordinator Name and Title: \_\_\_\_\_

Event Coordinator Email: \_\_\_\_\_

Event Coordinator Cell Number: \_\_\_\_\_

Event Coordinator Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Requested Location(s) -All city facilities will also need to be reserved using the Facility Request Form. If there is a request to shut down a street, a traffic control plan including detour route drawing needs to be submitted.

Event set up will begin: <small>(date, day of the week and time)</small>	Event will begin: <small>(date, day of the week, and time)</small>	Event will end: <small>(date, day of the week, and time)</small>	Removal and clean-up will be completed: <small>(date, day of the week, and time)</small>

Maximum Number of Participants: \_\_\_\_\_ Maximum Number of Vehicles: \_\_\_\_\_

Will there be an admission fee? \_\_\_\_\_ What is the admission fee? \_\_\_\_\_

Will food be sold? \_\_\_\_\_ Organizers are responsible for making sure vendors have secured the appropriate permits.

Will alcohol be permitted or sold? \_\_\_\_\_ Organizers are responsible for insuring all permits have been obtained and all laws and regulations are followed.

Has all approval from non-city agencies (such as NPS, Johnson County, Cedar County, WBCSD) been granted? \_\_\_  
Please list other agencies involved. \_\_\_\_\_

Traffic Control Plan (please attach diagram): \_\_\_\_\_



Public Notification Plan: \_\_\_\_\_

\_\_\_\_\_

Amplified Sound/Noise Plan: \_\_\_\_\_

\_\_\_\_\_

Site Plan/Race Course Map (please attach diagram): \_\_\_\_\_

\_\_\_\_\_

Security Plan: \_\_\_\_\_

\_\_\_\_\_

Restoration Plan: \_\_\_\_\_

\_\_\_\_\_

Trash Management Plan: \_\_\_\_\_

\_\_\_\_\_

Restroom Plan: \_\_\_\_\_

\_\_\_\_\_

Signs/Banner Plan: \_\_\_\_\_

\_\_\_\_\_

Insurance policy: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*By signing this form, you are agreeing that you have read the attached guidelines and agree with each as stated.**

**Return completed form to: West Branch City Office, PO Box 218 or 110 N. Poplar St., West Branch, IA 52358.**

**Please contact Parks and Recreation Director Melissa Russell with any questions 319-930-0393 or [melissa@westbranchiowa.org](mailto:melissa@westbranchiowa.org).**