



APPLICATION FOR EVENT

Applicant/Sponsoring Organization/Responsible Party:

Type of Organization: ☐ Private ☐ Public ☐ Non-Profit SSN/TIN: _____

Contact Person: _____

Address: _____

Contact Telephone #: _____

Contact Email : _____

Event Name: _____

Date(s) of Event: _____

Start and End Time of Event: _____

Description of Event: _____

Activities Planned: _____

Location of Event (include all City/Public Property that will be used):

Security Measures for Event: _____

Will alcohol be present at this event? ☐ Yes ☐ No

If yes, please explain: _____

DIAGRAM/MAP

Applicant will need to attach a diagram/map along with a written explanation of the area to be used. Include in the diagram/map any fencing or materials that will be used to "close off" the area.

Diagram/Map attached: ☐ Yes ☐ No

APPLICATION TO EXCEED NOISE LIMITS

Sometimes, the activities at an event (music, speaker systems, large groups of people, etc.) have the potential to exceed the City's Noise Control Ordinance.

Please indicate whether you will need an application to exceed noise limits: ☐ Yes ☐ No

If yes, please list the time: _____

APPLICATION TO CLOSE: CITY STREET, ALLEY OR PARKING LOT *(If Applicable)*

Area to be closed: _____

Please describe the reason you are requesting the area be closed:

Please explain in detail what materials you plan to use to "close" the area off:

REIMBURSEMENT OF CITY COSTS

An applicant for whom an application is approved shall reimburse the city for all costs and expenses for materials and labor related to said event that are incurred by the City. This obligation to reimburse shall include, but not be limited to, the cost of City staff and labor billed at an hourly rate, the cost of any City equipment or materials used, the cost of the electricity for the event and the costs of labor and material to repair or replace any damaged public property or public improvements.

*Applicant initial that you have read, understand, and agree to this statement _____

PROPERTY RESERVATION FOR COMMUNITY RELATED EVENTS

If you will need to reserve/use picnic tables, barricades, garbage cans or other related items, you will need to request a property reservation form. This request (which is separate from this "Event Application") must be made at least 48 hours before the equipment is needed.

*Applicant initial that you have read, understand, and agree to this statement _____

PRE-EVENT MEETING

Before an application will be signed by Maquoketa City Manager for approval, a pre-event meeting must be held. The pre-event meeting shall include, but not be limited to, a representative from the person/organization sponsoring the event, a representative from the Maquoketa Police Department and a representative from the Maquoketa Public Works Department. Applicant will be in charge of contacting the Police Chief at 563-652-2468 to set the meeting up.

*Applicant initial that you have read, understand, and agree to this statement _____

FEES AND INSURANCE

If applicable, the applicant shall pay a fee in the sum of \$25.00 to the City Clerk at the time the application is submitted. No application shall be processed until this fee is paid in full by the applicant. The fee shall be non-refundable.

To be completed by City staff

(a) Fee Paid: Receipt #: _____ Check #: _____ By: _____

(b) Applicant must provide a liability insurance coverage in the amount of \$500,000 or higher and it must list the City as an Additional Insured.

Insurance certificate attached: ☐ Yes ☐ No ☐ N/A

It is hereby acknowledged that I am authorized to sign this agreement on behalf of the organization named above. I agree that the City of Maquoketa, Iowa and the employees of the City of Maquoketa, Iowa shall not be held responsible or liable for injury, damage or loss in any case whatsoever, either willfully or negligently to the applicant's merchandise, property or personnel, releases the City of Maquoketa expressly from any type of liability. If applicable, the applicant also agrees to provide liability insurance coverage in the minimum amount of \$500,000 to cover any such claims that may arise from the proposed event and have the City named as an "additional insured" on such insurance coverage.

I understand that a responsible/coherent adult must be present at all times during any sponsored event/activity on City property. I understand that if I or my organization fails to use the property responsibly or in conflict with City rules, I/we may be barred from further use of City facilities. I agree to return the property to the condition in which it was before I used it. I agree to remove all debris, materials, garbage etc. that is created as a result of my event.

I understand that by signing this form, I/we will be invoiced in order to reimburse the City for all costs and expenses for materials and labor and the cost of any damages related to said event that are incurred by the City.

I understand that by signing this form, it does not allow me use of City personnel (police department, public works etc.) or use of City equipment or materials (garbage cans, picnic tables, barricades etc.) without proper authorization and the correct forms filled out ahead of time.

I understand that the use of any City property must be approved by the Maquoketa City Manager.

I have contacted Maquoketa Police Department at 563-652-2468 and Public Works at 563-652-4628 regarding required pre-event meeting.

Signature of Applicant

Date

Approval of City Manager

Date

FOR CITY USE ONLY:

PRE-EVENT MEETING: Date held: _____ Time held: _____

Representatives Attending Meeting:

Name: _____ Entity: _____

Name: _____ Entity: _____

Name: _____ Entity: _____

City of Maquoketa

Property Reservation Form for Community Related Events

If a request is made with less than a 48-hour notice, there is no guarantee equipment will be moved

Name of Community Event	
Date of Activity	
Time	
Contact Person (please print)	
Sponsoring Organization or Business (please print)	
Type of Activity (please print)	
Address (please print)	
Phone – Home	
Phone – Cell	
Number & Type of Property	<input type="checkbox"/> Picnic Tables <input type="checkbox"/> Barricades <input type="checkbox"/> Garbage Cans <input type="checkbox"/> Other _____

Delivery & Pickup charges: \$105 per hour (two public works employees and a pickup truck); with a minimum one-hour charge for delivery and one-hour charge for pickup—Non-profit excluded from charge

Deposit: \$75.00 (includes non-profit)

The City will only be responsible for moving the property to the site. The sponsoring organization will be responsible for arranging the property for their use.

The sponsoring organization will be responsible for returning the City property to the location at the site where it was dropped off for their use.

It is hereby acknowledged that I am authorized to sign this agreement on behalf of the organization named above. The City of Maquoketa shall be held harmless for any damages to persons or property arising from the sponsored activity. I further certify that during the use of the property named by the above organization, I will be responsible for the protection of the property. **I will have the property ready to be picked up by the City in the same condition in which it was delivered. I also understand that if I or my organization fails to use the equipment responsibly or in conflict with City rules, I/we may be barred from further use of City equipment.**

Signature of Applicant

Date