

EVENT DATE \_\_\_\_\_

## CITY OF DES MOINES STREET USE PERMIT APPLICATION AND AGREEMENT

Complete and submit this form to the City Clerk's Office, 400 Robert D. Ray Drive, Des Moines, IA 50309 **90 days prior** to the event along with:

- \$100.00 non-refundable application fee
- \$ 50.00 non-refundable late fee if application is submitted less than 90 days prior to event
- Diagram of the area or route
- Certificate of insurance (parades are exempt)
- Petition from abutting property owners may be required 15 days after application is submitted (parades and timed/athletic events are exempt)

**Additional Street Closing Fees will be charged as described in the Schedule of Fees.**

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**Name of Event** \_\_\_\_\_

Purpose/description of event (festival, fundraiser, fun run, carnival, company party, etc.)

\_\_\_\_\_

Is this a first time Event?    Yes     No

**Sponsor/Applicant** \_\_\_\_\_

Mailing Address (**including zip code**) \_\_\_\_\_

Daytime Phone \_\_\_\_\_      Fax \_\_\_\_\_      Cell Phone \_\_\_\_\_

Website and/or email address \_\_\_\_\_

**Contact Person (if different than applicant)** \_\_\_\_\_

Mailing Address (**including zip code**) \_\_\_\_\_

Daytime Phone \_\_\_\_\_      Fax \_\_\_\_\_      Cell Phone \_\_\_\_\_

Website and/or email address \_\_\_\_\_

**Alternate Contact** \_\_\_\_\_

Mailing Address (**including zip code**) \_\_\_\_\_

Daytime Phone \_\_\_\_\_      Fax \_\_\_\_\_      Cell Phone \_\_\_\_\_

Website and/or email address \_\_\_\_\_

**CITY CLERK'S OFFICE ONLY:**

Ck# _____	Receipt # _____	Amount Paid _____
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1. Is this a **Timed/Athletic Event**? Yes  No  **(If yes, answer questions 2, 3 and 6, then proceed to question 8)**

2. Day/Date of Event \_\_\_\_\_ Times \_\_\_\_\_

3. Number of Participants \_\_\_\_\_

4. Is this a **Parade**? Yes  No  **(If yes, answer questions 5 thru 7, then proceed to question 8)**

5. Day/Date of Event \_\_\_\_\_ Times \_\_\_\_\_

6. Specific route to be traveled, including start and finish **(application will not be processed without a detailed diagram)**

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7. Number of:

- Participating Pedestrians (e.g. number of marching band members) \_\_\_\_\_
- Cars \_\_\_\_\_ Motorcycles \_\_\_\_\_ Trucks \_\_\_\_\_ Bicycles \_\_\_\_\_ Floats \_\_\_\_\_
- Animals: Domestic (household pets) \_\_\_\_\_ Non-domestic \_\_\_\_\_

8. Are you **closing a street(s)** for **more than one hour** in conjunction with the event? Yes  No

**(If yes, complete the remainder of the application and submit the required signature petition).**

9. Street(s) to be blocked **(application will not be processed without a detailed diagram)**

Street	From (Street)	To (Street)
(1) _____		
(2) _____		
(3) _____		
(4) _____		

10. Date(s) and time(s) needed for Actual Street Closure (including set-up and tear down)

Day/Date

Times – From/To

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

11. Actual Date(s) and Time(s) of Activity

Day/Date

Time – From/To

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

12. Expected overall attendance at event \_\_\_\_\_

13. Maximum attendance at any given time \_\_\_\_\_

I hereby certify that as the Applicant, I am the individual or the legally authorized agent of the organization or association applying for this Permit. I further certify that, to the best of my knowledge, the above statements are true and correct. I hereby agree that the activities that occur under the use of this Permit will comply with all the provisions set forth in the ordinances of the City and all conditions required by the City's Street Use Team. Accordingly, I further agree, to the extent permitted by law, to defend, indemnify and hold harmless the City of Des Moines, Iowa, its elected and appointed officials, its employees and volunteers and its agents, from and against any and all losses arising out of the activities that occur under the use of this Permit.

I hereby certify that I have read the foregoing Permit requirements, understand its terms, and freely and voluntarily sign this Permit application and agreement.

**\*\*No Street Use Permit will be issued to event sponsors or for events that have an outstanding balance with the City of Des Moines\*\***

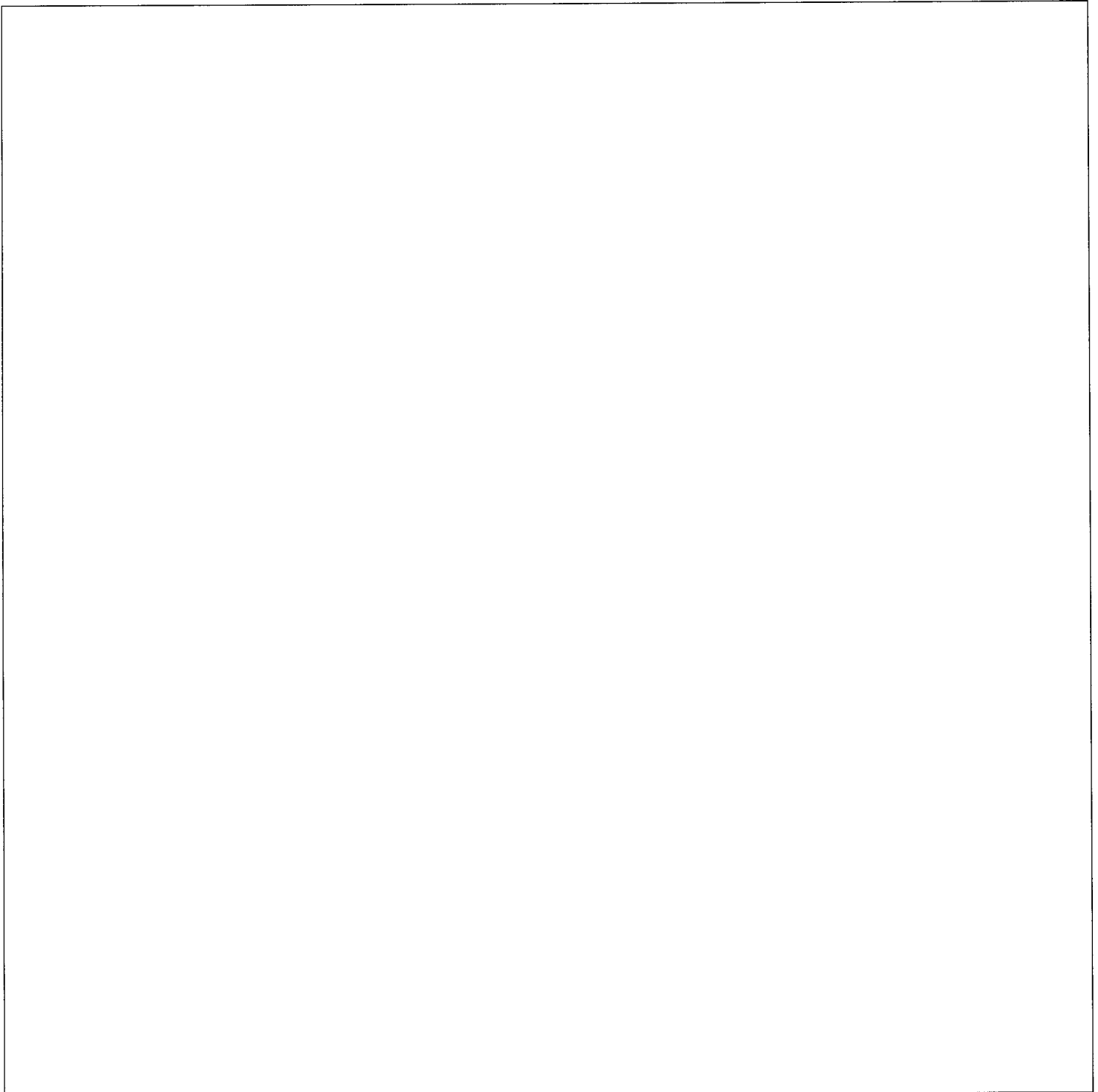
Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### MAP OF THE EVENT SITE

A detailed map of the event site MUST be drawn here or attached to this application.

The following must be identified and labeled (Do not use color to identify these references, as it will not photo copy

- |  |                            |                                    |
|--|----------------------------|------------------------------------|
| 1. The site of the event (label streets, etc.) | 4. First Aid Facilities    | 7. Alcohol serving/consuming areas |
| 2. Routes for races, parades, etc.             | 5. Restroom Facilities     | 8. Barricades (if known)           |
| 3. Fencing                                     | 6. Canopies, tents, stages |                                    |





## INSTRUCTIONS FOR SIGNATURE PETITION

1. A petition must be submitted for all stationary Street Closure Events **lasting more than 1 hour**, (excludes residential block parties).
2. The petition **must** include a **complete** list of all businesses/residences abutting the proposed street(s) and **must** indicate their approval or disapproval of the event and if their business is open during the proposed closure. This includes businesses who do not abut the street, but who are within other structures abutting the street.
3. The petition must be signed by the property owner/manager/responsible party. Apartment/condominium residents will be represented by the building manager/homeowner association.
4. Any petitions received with not more than 50% approval will be forwarded to the City Council for approval/denial.
5. The Street Use Team may verify signatures as it deems necessary.



**Schedule of Fees for Street Use Events**  
**4-5-04 -- RC 04-730**

FEE	AMOUNT	Fee Change for 2004 events
1. Street Use Event Application Fee	\$100	YES
2. Street Use Event Application - LATE FEE	\$50 if submitted less than 90 days prior to event	YES
3. Residential Street Use Application Fee	\$10 More than 1 block, more than 6 hours or after sunset; fees for required barricades and signs are not included	NO
4. Residential Street Use Application LATE FEE (2 tiers)	\$5 if submitted between 14 and 30 days prior to event \$10 if submitted less than 14 days prior to the event	YES
5. Basic Residential Street Use Application Fee	\$25 One block, less than 6 hours and over before sunset, includes required barricades and signs	NO
6. Basic Residential Street Use Application LATE FEE (2 tiers)	\$5 if submitted between 14 and 30 days prior to event \$10 if submitted less than 14 days prior to the event	YES
7. Residential or Commercial Event Application Fee, if sponsored by a recognized neighborhood association	\$10 (plus the cost of barricades/signs etc)	NO
8. Police Costs	First \$1,000 of costs per permit, provided at no charge, per permit--remainder to be paid by the event sponsor	YES
9. Barricades	\$5.00 each (delivered and picked up by the City - set up by event sponsor/personnel) Events may be required to obtain barricades from a private source	NO
10. Parking Meter Hoods	\$1.00 each + labor cost (\$30 for first block and \$5 for each additional block)	YES
11. Daily Meter Charge	\$3 - \$8 per day (varies by location)	NO
12. Special Parking Permit	\$25 + "daily meter charge"	NO
13. "No Parking" signs	\$1.00 each + labor cost (\$30 for first block and \$5 for each additional block)	YES
14. "Road Closed" Cardboard signs (attaches to City barricades)	\$5.00 for all required	NO
15. Special Traffic Signs	\$5.00 each (delivered and picked up by the City - set up by event sponsor/personnel) Events may be required to obtain signs from a private source	NO
16. Traffic Blinkers	\$5.00 each	NO
17. Traffic Cones	\$1.00 each (delivered and picked up by the City - set up by event sponsor/personnel) Events may be required to obtain cones from a private source	NO
18. Amplified Sound Permit	\$20 per day 10AM - 11 PM Residential 9AM - 11 PM Sun-Thurs (Commercial) 9AM - 12:30 AM Fri and Sat (Commercial) (up to 45 days required if other than these hours)	NO