

# CITY OF BONDURANT SPECIAL EVENT APPLICATION

## ON THE MOVE

In order to determine if your event requires special planning by the City, this application must be completed 30 days prior to event in its entirety before any City property can be utilized (City has option to waive). Advertising your event prior to receiving a signed Special Event Application is discouraged.

(Please Print)

Name of Event St. Baldricks.  
Date of Event 4/4/2020 Location Bondurant Auto Bodies 1002 2<sup>nd</sup> St  
Starting Time 5 PM Ending Time 10 PM Setup Time NOON  
Contact Person Aaron R Clayton  
ph #1 [REDACTED] ph #2 \_\_\_\_\_  
Email [REDACTED]

postponed  
until  
May 15th or  
later.  
TBD.

ph #2 \_\_\_\_\_

Fundraiser   
Cultural Event   
Other

Event. \_\_\_\_\_  
Bondurant Auto Bodies Property

City Properties: Trailhead/The Depot | Lake Petoeka | City Park | BRSC | Main Street | Empty Lot

Event Details:

- Number of people \_\_\_\_\_
- Open to the general public? \_\_\_\_\_
- Tents \_\_\_\_\_
- Amplified Music \_\_\_\_\_
- Banners/Signs \_\_\_\_\_
- Inflatable Houses/Toys \_\_\_\_\_
- Trash Containers \_\_\_\_\_
- Alcoholic Beverages \_\_\_\_\_
- Portable Toilets \_\_\_\_\_

Vendors:

- Number of Vendors \_\_\_\_\_
- List of Vendors \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

•Banners/Signs: If yes, describe type, number and location.

*Unparking Signs ON 2ND Street From the City*

\*Banners/Signs may be placed along roadways to guide people to your event, but in no way may be affixed to trees, street signs, park signs or City buildings. Signs are to be removed immediately following event. Grounds markings are allowed, however spray paint is prohibited—chalk or signage would be more appropriate. Failure to do so will result in maintenance fees and/or fines according to littering ordinances.

•Alcoholic Beverages: If yes, please be aware off-duty law enforcement may be required (contact the Polk County Sherriff's office at 515-286-3333) and be aware of the City of Bondurant Code 45.02: A person shall not use or consume alcohol liquor in any public place, except premises covered by a liquor control license.... A person shall not be intoxicated or simulate intoxication in public place.

•Trash and debris cleanup: depending on the event participants, a dumpster may be required. Also, Metro Waste Authority offers Event Recycling Stands that should be considered.

Special Provisions: (city provided—for example: trash containers, barricades, etc.)

Traffic & Emergency Safety:

Do you anticipate that your event will interfere with non-participating vehicle traffic (crowd and/or traffic control)?

Please provide a map of the route.

*We will be crossing 2nd St with Golf Carts*

YES  NO

*This has been discussed with Markita and John*

Do you anticipate the need for first aid booths, fire/rescue units present during your event (charges may apply)?

YES  NO

**Insurance:** Applicants of special event applications may be required to furnish a Certificate of Insurance on fully paid comprehensive public liability and property damage insurance from a licensed broker, protecting the City of Bondurant, its officials, and employees from any and all claims which may result from or in connection to the special event. The City of Bondurant must be named as "Additional Insureds" on the certificate. Applicants must, if required by the City of Bondurant, produce a copy of the policy with all endorsements. The City of Bondurant must receive the certificate at least ten (10) days prior to the special event. Limits and type of insurance coverage may change because of the different activities of each special event. The City of Bondurant will determine all specific limits and types of insurance appropriate for the special event. City has the option to waive the insurance deadline and/or requirement.

The liability insurance limits shall not be less than the following:

General Aggregate	\$1,000,000
Products-Completed Operations Aggregate	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (Any one Fire)	\$1,000,000
Medical Expenses (Any one person)	\$5,000

The City of Bondurant looks forward in assisting you in determining these concerns as well as any other concerns or issues you may have in this application process.

I have completed the Special Event Application. I understand the conditions under which it is issued and agree to comply with these conditions for this event.

Printed Name Aaron R Clayton Date 2/20/2020

Signature Aaron R Clayton

City Official Signature \_\_\_\_\_ Date \_\_\_\_\_

The Privacy Act of 1974 requires that each individual asked or required to furnish personal information be advised of the following:  
Authority: 5 P.L. 93-579  
Purpose: To provide a contact in connection with permit activities.  
Routine Uses: Permit is issued under the direction of the City Administrator. The names and address of those who obtain the permit are not reported, but are kept on file at the City of Bondurant to provide point of contact in case of emergency.



RECEIVED

MAR 04 2020

CITY OF BONDURANT

# CITY OF BONDURANT SPECIAL EVENT APPLICATION

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(Please Print)

Name of Event Bicycle-Brew-BBQ

Date of Event 5/2/20 Location BrickHouse Fitness 86 Paine St SE

Starting Time 11:00 AM Ending Time 4:00 pm Setup Time \_\_\_\_\_

Contact Person Matt Sillanpaa

ph #1 [REDACTED] ph #2 (515) 967-0640 (gym)

Email matth@thebrickhousefitness.com

Addl. Contact \_\_\_\_\_

ph #1 \_\_\_\_\_ ph #2 \_\_\_\_\_

Email \_\_\_\_\_

### Type of Event

- A) Ceremony
- B) Company Activity
- C) Bike Event
- D) Race Event

<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>

- E) Fundraiser
- F) Cultural Event
- G) Other

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Describe the Event Brew and BBQ will be with Summer music Series

City Properties: Trailhead/The Depot | Lake Petocka | City Park | BRSC | Main Street—Empty Lot

# Recycle

## Event Details:

- Number of people 100
- Open to the general public? YES
- Tents NO
- Amplified Music NO
- Banners/Signs YES
- Inflatable Houses/Toys NO
- Trash Containers NO
- Alcoholic Beverages NO
- Portable Toilets NO

## Vendors:

- Number of Vendors NO
- List of Vendors

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•Banners/Signs: If yes, describe type, number and location.

By Grant Street Caseys, 2nd Street Caseys, and Lake Patoka

\*Banners/Signs may be placed along roadways to guide people to your event, but in no way may be affixed to trees, street signs, park signs or City buildings. Signs are to be removed immediately following event. Grounds markings are allowed, however spray paint is prohibited—chalk or signage would be more appropriate. Failure to do so will result in maintenance fees and/or fines according to littering ordinances.

•Alcoholic Beverages: If yes, please be aware off-duty law enforcement may be required (contact the Polk County Sheriff's office at 515-286-3333) and be aware of the City of Bondurant Code 45.02: A person shall not use or consume alcohol liquor in any public place, except premises covered by a liquor control license.... A person shall not be intoxicated or simulate intoxication in public place.

•Trash and debris cleanup: depending on the event participants, a dumpster may be required. Also, Metro Waste Authority offers Event Recycling Stands that should be considered.

Special Provisions: (city provided—for example: trash containers, barricades, etc.)  
NO

## Traffic & Emergency Safety:

Do you anticipate that your event will interfere with non-participating vehicle traffic (crowd and/or traffic control)?

Please provide a map of the route.

Will provide at a later date

X YES \_\_\_\_\_ NO

Do you anticipate the need for first aid booths, fire/rescue units present during your event (charges may apply)?

\_\_\_\_\_ YES X NO

**Insurance:** Applicants of special event applications may be required to furnish a Certificate of Insurance on fully paid comprehensive public liability and property damage insurance from a licensed broker, protecting the City of Bondurant, its officials, and employees from any and all claims which may result from or in connection to the special event. The City of Bondurant must be named as "Additional Insureds" on the certificate. Applicants must, if required by the City of Bondurant, produce a copy of the policy with all endorsements. The City of Bondurant must receive the certificate at least ten (10) days prior to the special event. Limits and type of insurance coverage may change because of the different activities of each special event. The City of Bondurant will determine all specific limits and types of insurance appropriate for the special event. City has the option to waive the insurance deadline and/or requirement.

The liability insurance limits shall not be less than the following:

General Aggregate	\$1,000,000
Products-Completed Operations Aggregate	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (Any one Fire)	\$1,000,000
Medical Expenses (Any one person)	\$5,000

The City of Bondurant looks forward in assisting you in determining these concerns as well as any other concerns or issues you may have in this application process.

I have completed the Special Event Application. I understand the conditions under which it is issued and agree to comply with these conditions for this event.

Printed Name Julie Sillanpaa Date 3/4/20

Signature Julie Sillanpaa

City Official Signature \_\_\_\_\_ Date \_\_\_\_\_

The Privacy Act of 1974 requires that each individual asked or required to furnish personal information be advised of the following:  
Authority: 5 P.L. 93-579

Purpose: To provide a contact in connection with permit activities.

Routine Uses: Permit is issued under the direction of the City Administrator. The names and address of those who obtain the permit are not reported, but are kept on file at the City of Bondurant to provide point of contact in case of emergency.

Rcvd  
March 4

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(Please Print)

Name of Event Brickhouse Fitness Summer Music Series

Date of Event 5/2/20 Location Brickhouse Fitness 86 Paine St SE

Starting Time 4:00pm Ending Time 8:00pm Setup Time 8:00AM

Contact Person Julie Sillanpaa

ph #1 [REDACTED] ph #2 (515) 967-0640 (gym)

Email Julie@thebrickhousefitness.com

Addl. Contact \_\_\_\_\_

ph #1 \_\_\_\_\_ ph #2 \_\_\_\_\_

Email \_\_\_\_\_

### Type of Event

- A) Ceremony
- B) Company Activity
- C) Bike Event
- D) Race Event

  
  
  


- E) Fundraiser
- F) Cultural Event
- G) Other

  
  


Community event

Describe the Event \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Properties: Trailhead/The Depot | Lake Petocka | City Park | BRSC | Main Street—Empty Lot

# Summer music series (may 2nd)

## Event Details:

- Number of people 600
- Open to the general public? yes
- Tents yes
- Amplified Music yes
- Banners/Signs yes
- Inflatable Houses/Toys yes
- Trash Containers yes
- Alcoholic Beverages yes
- Portable Toilets yes

## Vendors:

- Number of Vendors TBD
- List of Vendors IOWA Beer Bus

•Banners/Signs: If yes, describe type, number and location.

By Grant Street Casey's, 2nd Street Casey and Lake Patoka

\*Banners/Signs may be placed along roadways to guide people to your event, but in no way may be affixed to trees, street signs, park signs or City buildings. Signs are to be removed immediately following event. Grounds markings are allowed, however spray paint is prohibited—chalk or signage would be more appropriate. Failure to do so will result in maintenance fees and/or fines according to littering ordinances.

•Alcoholic Beverages: If yes, please be aware off-duty law enforcement may be required (contact the Polk County Sherriff's office at 515-286-3333) and be aware of the City of Bondurant Code 45.02: A person shall not use or consume alcohol liquor in any public place, except premises covered by a liquor control license.... A person shall not be intoxicated or simulate intoxication in public place.

•Trash and debris cleanup: depending on the event participants, a dumpster may be required. Also, Metro Waste Authority offers Event Recycling Stands that should be considered.

Special Provisions: (city provided—for example: trash containers, barricades, etc.)  
NA

## Traffic & Emergency Safety:

Do you anticipate that your event will interfere with non-participating vehicle traffic (crowd and/or traffic control)?  
Please provide a map of the route.

\_\_\_\_ YES X NO

Do you anticipate the need for first aid booths, fire/rescue units present during your event (charges may apply)?

\_\_\_\_ YES X NO



**Insurance:** Applicants of special event applications may be required to furnish a Certificate of Insurance on fully paid comprehensive public liability and property damage insurance from a licensed broker, protecting the City of Bondurant, its officials, and employees from any and all claims which may result from or in connection to the special event. The City of Bondurant must be named as "Additional Insureds" on the certificate. Applicants must, if required by the City of Bondurant, produce a copy of the policy with all endorsements. The City of Bondurant must receive the certificate at least ten (10) days prior to the special event. Limits and type of insurance coverage may change because of the different activities of each special event. The City of Bondurant will determine all specific limits and types of insurance appropriate for the special event. City has the option to waive the insurance deadline and/or requirement.

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Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (Any one Fire)	\$1,000,000
Medical Expenses (Any one person)	\$5,000

The City of Bondurant looks forward in assisting you in determining these concerns as well as any other concerns or issues you may have in this application process.

I have completed the Special Event Application. I understand the conditions under which it is issued and agree to comply with these conditions for this event.

Printed Name Julie Sillanpaa Date 3/4/20

Signature Julie Sillanpaa

City Official Signature \_\_\_\_\_ Date \_\_\_\_\_

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Rev'd  
March 4

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(Please Print)

Name of Event Brickhouse Fitness summer music series

Date of Event 6/4/20 Location Brickhouse Fitness 86 paine st SE

Starting Time 6:00pm Ending Time 9:00pm Setup Time 8:00AM

Contact Person Julie Sillanpaa

ph #1 [REDACTED] ph #2 (515) 967-0640 (gym)

Email Julie@thebrickhousefitness.com

Addl. Contact \_\_\_\_\_

ph #1 \_\_\_\_\_ ph #2 \_\_\_\_\_

Email \_\_\_\_\_

### Type of Event

- A) Ceremony
- B) Company Activity
- C) Bike Event
- D) Race Event

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

- E) Fundraiser
- F) Cultural Event
- G) Other

<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>

community event

Describe the Event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Properties: Trailhead/The Depot | Lake Petocka | City Park | BRSC | Main Street—Empty Lot

# Summer Music Series (June 4th)

## Event Details:

- Number of people 300
- Open to the general public? yes
- Tents yes
- Amplified Music yes
- Banners/Signs yes
- Inflatable Houses/Toys yes
- Trash Containers yes
- Alcoholic Beverages yes
- Portable Toilets yes

## Vendors:

- Number of Vendors TBD
- List of Vendors  
Iowa Beer Bus  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

•Banners/Signs: If yes, describe type, number and location.

By Grant Street Casey's, 2nd Street Casey's and Lake Parkoka

\*Banners/Signs may be placed along roadways to guide people to your event, but in no way may be affixed to trees, street signs, park signs or City buildings. Signs are to be removed immediately following event. Grounds markings are allowed, however spray paint is prohibited—chalk or signage would be more appropriate. Failure to do so will result in maintenance fees and/or fines according to littering ordinances.

•Alcoholic Beverages: If yes, please be aware off-duty law enforcement may be required (contact the Polk County Sherriff's office at 515-286-3333) and be aware of the City of Bondurant Code 45.02: A person shall not use or consume alcohol liquor in any public place, except premises covered by a liquor control license.... A person shall not be intoxicated or simulate intoxication in public place.

•Trash and debris cleanup: depending on the event participants, a dumpster may be required. Also, Metro Waste Authority offers Event Recycling Stands that should be considered.

Special Provisions: (city provided—for example: trash containers, barricades, etc.)  
None

## Traffic & Emergency Safety:

Do you anticipate that your event will interfere with non-participating vehicle traffic (crowd and/or traffic control)?  
Please provide a map of the route.

\_\_\_\_ YES X NO

Do you anticipate the need for first aid booths, fire/rescue units present during your event (charges may apply)?

\_\_\_\_ YES X NO

**Insurance:** Applicants of special event applications may be required to furnish a Certificate of Insurance on fully paid comprehensive public liability and property damage insurance from a licensed broker, protecting the City of Bondurant, its officials, and employees from any and all claims which may result from or in connection to the special event. The City of Bondurant must be named as "Additional Insureds" on the certificate. Applicants must, if required by the City of Bondurant, produce a copy of the policy with all endorsements. The City of Bondurant must receive the certificate at least ten (10) days prior to the special event. Limits and type of insurance coverage may change because of the different activities of each special event. The City of Bondurant will determine all specific limits and types of insurance appropriate for the special event. City has the option to waive the insurance deadline and/or requirement.

The liability insurance limits shall not be less than the following:

General Aggregate	\$1,000,000
Products-Completed Operations Aggregate	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (Any one Fire)	\$1,000,000
Medical Expenses (Any one person)	\$5,000

The City of Bondurant looks forward in assisting you in determining these concerns as well as any other concerns or issues you may have in this application process.

I have completed the Special Event Application. I understand the conditions under which it is issued and agree to comply with these conditions for this event.

Printed Name Julie Sillanpaa Date 3/4/20

Signature Julie Sillanpaa

City Official Signature \_\_\_\_\_ Date \_\_\_\_\_

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Rcvd  
March 4

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(Please Print)

Name of Event Brickhouse Fitness Summer Music Series

Date of Event 7/2/20 Location Brickhouse Fitness 86 Paine St SE

Starting Time 6:00pm Ending Time 10:00pm Setup Time 8:00 AM

Contact Person Julie Sillanpaa

ph #1 [REDACTED] ph #2 (515) 967-0640 (gym)

Email Julie@thebrickhousefitness.com

Addl. Contact \_\_\_\_\_

ph #1 \_\_\_\_\_ ph #2 \_\_\_\_\_

Email \_\_\_\_\_

### Type of Event

- A) Ceremony
- B) Company Activity
- C) Bike Event
- D) Race Event

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

- E) Fundraiser
- F) Cultural Event
- G) Other

<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>

Community event

Describe the Event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Properties: Trailhead/The Depot | Lake Petocka | City Park | BRSC | Main Street—Empty Lot

# Summer Music Series (July 2nd)

## Event Details:

- Number of people 600
- Open to the general public? yes
- Tents yes
- Amplified Music yes
- Banners/Signs yes
- Inflatable Houses/Toys yes
- Trash Containers yes
- Alcoholic Beverages yes
- Portable Toilets yes

## Vendors:

- Number of Vendors TBD
- List of Vendors IOWA Beer Bus

•Banners/Signs: If yes, describe type, number and location.

By Grant Street Casey's, 2nd Street Casey's and Lake Patoka

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•Trash and debris cleanup: depending on the event participants, a dumpster may be required. Also, Metro Waste Authority offers Event Recycling Stands that should be considered.

Special Provisions: (city provided—for example: trash containers, barricades, etc.)

None

## Traffic & Emergency Safety:

Do you anticipate that your event will interfere with non-participating vehicle traffic (crowd and/or traffic control)?

Please provide a map of the route.

\_\_\_ YES X \_\_\_ NO

Do you anticipate the need for first aid booths, fire/rescue units present during your event (charges may apply)?

\_\_\_ YES X \_\_\_ NO

**Insurance:** Applicants of special event applications may be required to furnish a Certificate of Insurance on fully paid comprehensive public liability and property damage insurance from a licensed broker, protecting the City of Bondurant, its officials, and employees from any and all claims which may result from or in connection to the special event. The City of Bondurant must be named as "Additional Insureds" on the certificate. Applicants must, if required by the City of Bondurant, produce a copy of the policy with all endorsements. The City of Bondurant must receive the certificate at least ten (10) days prior to the special event. Limits and type of insurance coverage may change because of the different activities of each special event. The City of Bondurant will determine all specific limits and types of insurance appropriate for the special event. City has the option to waive the insurance deadline and/or requirement.

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Each Occurrence	\$1,000,000
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Medical Expenses (Any one person)	\$5,000

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I have completed the Special Event Application. I understand the conditions under which it is issued and agree to comply with these conditions for this event.

Printed Name Julie Sillanpaa Date 3/4/20

Signature Julie Sillanpaa

City Official Signature \_\_\_\_\_ Date \_\_\_\_\_

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Rec'd  
March 4

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(Please Print)

Name of Event Battle of the bands

Date of Event 8/1/20 Location Brick House Fitness 86 Paine St SE

Starting Time 2:00 pm Ending Time 10:00 pm Setup Time 8:00 AM

Contact Person Julie Sillanpaa

ph #1 [REDACTED] ph #2 (515) 967-0640 (gym)

Email Julie@thebrickhousefitness.com

Addl. Contact \_\_\_\_\_

ph #1 \_\_\_\_\_ ph #2 \_\_\_\_\_

Email \_\_\_\_\_

### Type of Event

- A) Ceremony
- B) Company Activity
- C) Bike Event
- D) Race Event

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

- E) Fundraiser
- F) Cultural Event
- G) Other

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Describe the Event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Properties: Trailhead/The Depot | Lake Petocka | City Park | BRSC | Main Street—Empty Lot



# Battle of the Bands

## Event Details:

- Number of people 1000
- Open to the general public? yes
- Tents yes
- Amplified Music yes
- Banners/Signs yes
- Inflatable Houses/Toys yes
- Trash Containers yes
- Alcoholic Beverages yes
- Portable Toilets yes

## Vendors:

- Number of Vendors TBD
- List of Vendors IOWA Beer bus

•Banners/Signs: If yes, describe type, number and location.

By Grant Street Caseys, 2nd Street Caseys, and Lake Patoka

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•Trash and debris cleanup: depending on the event participants, a dumpster may be required. Also, Metro Waste Authority offers Event Recycling Stands that should be considered.

Special Provisions: (city provided—for example: trash containers, barricades, etc.)  
none

## Traffic & Emergency Safety:

Do you anticipate that your event will interfere with non-participating vehicle traffic (crowd and/or traffic control)?

Please provide a map of the route.

\_\_\_ YES \_\_\_ X \_\_\_ NO

Do you anticipate the need for first aid booths, fire/rescue units present during your event (charges may apply)?

\_\_\_ YES \_\_\_ X \_\_\_ NO

**Insurance:** Applicants of special event applications may be required to furnish a Certificate of Insurance on fully paid comprehensive public liability and property damage insurance from a licensed broker, protecting the City of Bondurant, its officials, and employees from any and all claims which may result from or in connection to the special event. The City of Bondurant must be named as "Additional Insureds" on the certificate. Applicants must, if required by the City of Bondurant, produce a copy of the policy with all endorsements. The City of Bondurant must receive the certificate at least ten (10) days prior to the special event. Limits and type of insurance coverage may change because of the different activities of each special event. The City of Bondurant will determine all specific limits and types of insurance appropriate for the special event. City has the option to waive the insurance deadline and/or requirement.

The liability insurance limits shall not be less than the following:

General Aggregate	\$1,000,000
Products-Completed Operations Aggregate	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (Any one Fire)	\$1,000,000
Medical Expenses (Any one person)	\$5,000

The City of Bondurant looks forward in assisting you in determining these concerns as well as any other concerns or issues you may have in this application process.

I have completed the Special Event Application. I understand the conditions under which it is issued and agree to comply with these conditions for this event.

Printed Name Julie Sillanpaa Date 3/4/20

Signature Julie Sillanpaa

City Official Signature \_\_\_\_\_ Date \_\_\_\_\_

The Privacy Act of 1974 requires that each individual asked or required to furnish personal information be advised of the following:  
Authority: 5 P.L. 93-579

Purpose: To provide a contact in connection with permit activities.

Routine Uses: Permit is issued under the direction of the City Administrator. The names and address of those who obtain the permit are not reported, but are kept on file at the City of Bondurant to provide point of contact in case of emergency.

Rcvd  
March 4

# CITY OF BONDURANT SPECIAL EVENT APPLICATION

## ON THE MOVE

In order to determine if your event requires special planning by the City, this application must be completed 30 days prior to event in its entirety before any City property can be utilized (City has option to waive). Advertising your event prior to receiving a signed Special Event Application is discouraged.

(Please Print)

Name of Event AC CLASSIC

Date of Event 9/5/20 Location LAKE PETOKA

Starting Time 8:00AM Ending Time 5:00pm Setup Time 6:00AM

Contact Person Julie Sillanpaa

ph #1 [REDACTED] ph #2 (515) 967-0640 (gym)

Email julie@thebrickhousefitness.com

Addl. Contact \_\_\_\_\_

ph #1 \_\_\_\_\_ ph #2 \_\_\_\_\_

Email \_\_\_\_\_

### Type of Event

- A) Ceremony
- B) Company Activity
- C) Bike Event
- D) Race Event

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

- E) Fundraiser
- F) Cultural Event
- G) Other

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Describe the Event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Properties: Trailhead/The Depot | Lake Petocka | City Park | BRSC | Main Street—Empty Lot

# AC CLASSIC

## Event Details:

- Number of people 100
- Open to the general public? YES
- Tents NO
- Amplified Music NO
- Banners/Signs YES
- Inflatable Houses/Toys YES
- Trash Containers NO
- Alcoholic Beverages NO
- Portable Toilets NO

## Vendors:

- Number of Vendors NO
- List of Vendors  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

•Banners/Signs: If yes, describe type, number and location.

By Grant Street Casey's, 2nd Street Casey's and Lake Patoka

\*Banners/Signs may be placed along roadways to guide people to your event, but in no way may be affixed to trees, street signs, park signs or City buildings. Signs are to be removed immediately following event. Grounds markings are allowed, however spray paint is prohibited—chalk or signage would be more appropriate. Failure to do so will result in maintenance fees and/or fines according to littering ordinances.

•Alcoholic Beverages: If yes, please be aware off-duty law enforcement may be required (contact the Polk County Sherriff's office at 515-286-3333) and be aware of the City of Bondurant Code 45.02: A person shall not use or consume alcohol liquor in any public place, except premises covered by a liquor control license.... A person shall not be intoxicated or simulate intoxication in public place.

•Trash and debris cleanup: depending on the event participants, a dumpster may be required. Also, Metro Waste Authority offers Event Recycling Stands that should be considered.

Special Provisions: (city provided—for example: trash containers, barricades, etc.)  
NO

## Traffic & Emergency Safety:

Do you anticipate that your event will interfere with non-participating vehicle traffic (crowd and/or traffic control)?

Please provide a map of the route.

\_\_\_\_ YES X NO

Do you anticipate the need for first aid booths, fire/rescue units present during your event (charges may apply)?

\_\_\_\_ YES X NO

**Insurance:** Applicants of special event applications may be required to furnish a Certificate of Insurance on fully paid comprehensive public liability and property damage insurance from a licensed broker, protecting the City of Bondurant, its officials, and employees from any and all claims which may result from or in connection to the special event. The City of Bondurant must be named as "Additional Insureds" on the certificate. Applicants must, if required by the City of Bondurant, produce a copy of the policy with all endorsements. The City of Bondurant must receive the certificate at least ten (10) days prior to the special event. Limits and type of insurance coverage may change because of the different activities of each special event. The City of Bondurant will determine all specific limits and types of insurance appropriate for the special event. City has the option to waive the insurance deadline and/or requirement.

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Signature Julie Sillanpaa

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