

**CITY OF GUTTENBERG
SPECIAL EVENTS APPLICATION &
HOLD HARMLESS AGREEMENT**

Please complete all sections of this application. An incomplete application will be returned to applicant. Once all required documentation and signatures are received, only then will it be considered by the City Council for final approval. It is highly recommended that Application be completed and submitted **30 days** prior to the date of the event to ensure proper review and approval. An application submitted less than 30 days prior to an event may not be processed in time to be approved by the City Council. It is recommended that a representative be present at the Council Meeting when the application is considered.

PLEASE RETURN TO: Guttenberg City Hall, 502 N. 1st Street, Guttenberg, Iowa

1. APPLICANT INFORMATION

Applicant: _____

Name/Event: _____

Coordinator: _____

Mailing Address: _____

Daytime Phone #: _____

Evening Phone #: _____

Email Address: _____

2. EVENT INFORMATION

Type of Event with general description:

Open to Public

Private Event

Days/Dates of Event:

Time(s) of Event: (Include Set Up/Tear Down Time)

Event Location:

Will event require an alcohol license or require modification of an existing license? Yes No

For events with temporary outdoor service/beer garden the ABD Outdoor Service Application must be completed.

REQUESTED INFORMATION (Check All Applicable Lines)

_____ Temporarily close a street _____ (specify street and area):

_____ **If closing street, applicant must notify affected owners/residents - describe how residents will be notified** (For Private events it is recommended that adjoining property owners sign a form (provided by applicant) showing they have been notified of the event by the applicant.):

_____ Mobile Food Vendors – Permitted through event host or city (Circle One)?

_____ Use of City Park (specify park and attach map of setup)

_____ Parade (attach map of route and indicate streets to be closed)

_____ Walk/Run (attach map of route and indicate streets to be closed)

_____ Tent(s) to be used – over 400 sq ft or canopies over 1,000 sq ft

_____ Other (please specify):

***(PRIVATE EVENT APPLICANT WILL BE INVOICED FOR COST OF LABOR FOR STREET CLOSURE AND REOPENING, AS WELL AS ANY OTHER COSTS INCURRED DIRECTLY BY THE CITY TO FACILITATE THE EVENT)**

3. ITEMS REQUESTED FROM THE CITY OF GUTTENBERG (Rental Rates Apply)

_____ Street barricades _____ Fencing

_____ Emergency “No Parking” Signs

_____ Other (please specify):

4. SOUND SYSTEMS

Please indicate if the following will be used:

_____ Amplified Sound/Speaker System _____ Live Music

_____ Recorded Music

5. SANITATION/TRASH

Applicant is responsible for the clean-up of the event area immediately following the event, including trash removal from the site.

Will additional restrooms be brought to the site? _____ Yes _____ No If yes, how many? _____

Please name the individual, organization, or contractor responsible for clean-up and trash removal:

Contact Person: _____ Address: _____

Daytime Phone: _____ Evening Phone: _____

(Event applicant will be invoiced for any additional cost incurred by the City for clean-up or trash removal after an event)

6. **SECURITY**

What type of security will be provided?

7. **INSURANCE.** Applicant shall obtain and maintain a general liability insurance policy naming the City of Guttenberg as additional insured using form IL7305 so as not to waive Owner's Governmental Immunity when conducting an **event on public property**. For **events** requiring an **alcohol license**, the minimum amount of coverage in the general liability insurance policy shall be \$2,000,000 general aggregate, \$1,000,000 personal injury and \$1,000,000 each occurrence. For all other **events** held on **public property**, the minimum amount of coverage for the general liability insurance policy will be \$500,000. This application will not be considered by the Guttenberg City Council until the proper insurance certificate is submitted and approved by the City Manager. Residential block parties are exempt from insurance requirements.

_____ Certificate of Insurance provided and accepted _____ Certificate of Insurance not required

8. AGREEMENT

In consideration of the City of Guttenberg, Iowa, granting permission for the activity described above, the undersigned indemnifies and holds harmless the City of Guttenberg, Iowa, its employees, representatives and agents against all claims, liabilities, losses or damage for personal injury and/or property damage or any other damage whatsoever on account of the activity described above and/or deviation from normal City regulations in the area. The undersigned further agrees to indemnify and hold harmless the City of Guttenberg, Iowa, its employees, representatives and agents against any loss, injury, death or damage to person or property and against all claims, demands, fines, suits, actions, proceedings, orders, decrees and judgments of any kind or nature and from and against any and all costs and expenses including reasonable attorney fees which at any time may be suffered or sustained by the undersigned or by any person who may, at any time, be using or occupying or visiting the premises of the undersigned or the above-referenced public property or be in, on or about the same, when such loss, injury, death or damage shall be caused by or in any way result from or rising out of any act, omission or negligence of any of the undersigned or any occupant, visitor, or user of any portion of the premises or shall result from or be caused by any other matters or things whether the same kind, as, or of a different kind that the matters or things above set forth. The undersigned hereby waives all claims against the city for damages to the building or improvements that are now adjacent to said public property or hereafter built or placed on the premises adjacent to said property or in, on or about the premises and for injuries to persons or property in or about the premises, from any cause arising at any time during the activity described above. The undersigned further agrees to comply with all the rules, regulations, terms and conditions established by the City of Guttenberg, Iowa.

THE UNDERSIGNED HAS READ AND FULLY UNDERSTANDS THIS DOCUMENT, INCLUDING THE FACT IT IS RELEASING AND WAIVING CERTAIN POTENTIAL RIGHTS, AND VOLUNTARILY AND FREELY AGREES TO THE TERMS AND CONDITIONS AS SET FORTH HEREIN.

Applicant/Sponsor Signature

Date

DEPARTMENT APPROVALS

The request has been reviewed by the undersigned and recommended for approval from Council with the condition as noted:

POLICE DEPARTMENT

Signature: _____ Date: _____

Recommended Conditions: _____

Costs Estimated: _____

PUBLIC WORKS DEPARTMENT

Signature: _____ Date: _____

Recommended Conditions: _____

Costs Estimated: _____

OTHER

Signature: _____ Date: _____

Recommended Conditions: _____

CITY COUNCIL APPROVAL

City Manager Signature

Date

Approved: _____ Denied: _____

CONDITIONS IMPOSED:

TOTAL ESTIMATED CHARGES: \$