

**CITY OF PRAIRIE CITY  
SPECIAL EVENT PERMIT APPLICATION FORM**

1. Sponsor Name: \_\_\_\_\_

Event Contact Person(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

2. EVENT TYPE:

Parade       Festival       Assembly/Rally       Street Closure       Block Party

City Property Rental       Walk/Run       Fund Raiser

Other \_\_\_\_\_

3. On-Site Contact Person(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Location During Event: \_\_\_\_\_

4. Event Location: \_\_\_\_\_

5. Parking and Traffic Plan: \_\_\_\_\_

Street Closure:       YES (Show on Map)       NO

6. Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

7. Set Up Time: \_\_\_\_\_ Take Down Time: \_\_\_\_\_

8. Rain Date & Time: \_\_\_\_\_

9. Size of Event (estimated number of people on-site at one time)

( ) 1 - 100

( ) 101 - 250

( ) 251 - 500

( ) 501 - 1,000

( ) 1,001 - 5,000

( ) Over 5,000

10. Security: \_\_\_\_\_

Have the Police been contacted about crowd/traffic control?       YES       NO

11. Number of portable toilets being provided: \_\_\_\_\_

Location(s) of toilets: \_\_\_\_\_

12. Types of Activities/Venues: \_\_\_\_\_

\_\_\_\_\_

13. Non-Food Vendors, Concessionaires, Rides (Name, address, phone for each)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Food Vendors (Name, address, phone for each)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Tents \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Utilities to be used (List equipment types) \_\_\_\_\_

\_\_\_\_\_

17. Alcoholic beverages served? License class: \_\_\_\_\_

Alcoholic Beverage License obtained?

YES

NO

18. Source of garbage/rubbish removal service: \_\_\_\_\_

19. Site Plan attached:

YES

NO

20. Rental Agreement signed & attached

YES

NO

21. Insurance Certificate attached

YES

NO

22. Permit Fee included (Fee schedule) Amount: \$ \_\_\_\_\_

YES

NO

\*If no, proof of non-profit status must be included.

***I have read this Special Event Agreement and Permit Application packet and have accurately and truthfully completed the Application. I agree that I will obtain any other permits necessary and will follow the guidelines and requirements set forth in the packet.***

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



## **SITE PLAN**

Attach site plan here.

Highlight areas of street closures, right-of-way closures, and sidewalk closures being used for the event. Show all locations of signs related to the event.

## **RENTAL AGREEMENT**

Attach rental agreement here.

## **INSURANCE CERTIFICATE**

Attach certificate here.



**QUESTIONS?**

**City Department Contact Listing**

- City Hall ..... (515) 994-2649
- Public Works (Street closures, signs)..... (515) 994-2649 x109
- Police Department (Traffic control, security) ..... (515) 994-2649 x112
- Iowa Dept. Inspections & Appeals, Food & Consumer Safety Bureau ..... (515) 281-6539  
(Food & beverage safety)