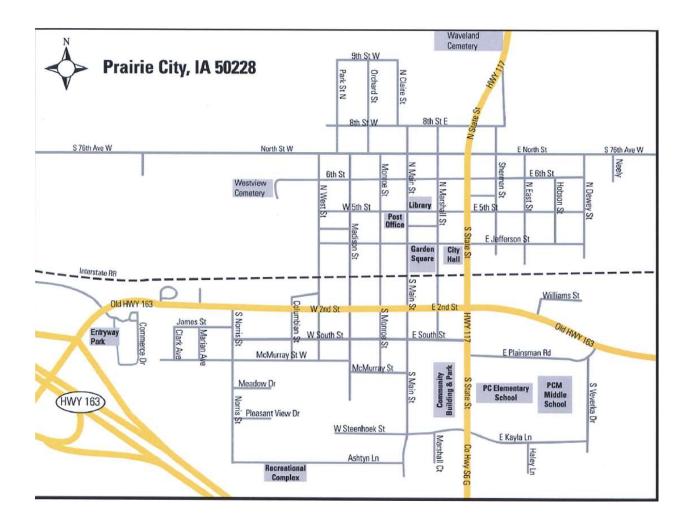
CITY OF PRAIRIE CITY SPECIAL EVENT PERMIT APPLICATION FORM

	Event Contact Person(s):				
	Address:				
	Phone Number:	Email	Address:		
	EVENT TYPE:				
	Parade Festival	Assembly/I	Rally S	treet Closure	Block Part
	☐ City Property Rental	Walk/Run	☐ Fund R	aiser	
	Other				
	On-Site Contact Person(s):				
	Phone:	Location During Ev	ent:		
	Event Location:				
	Parking and Traffic Plans				
•	Parking and Traffic Plan:				
	Street Closure: YES (Show on Map)	□NO		
•	Street Closure: YES (Event Date: Eve	Show on Map) [nt Start Time:	□ NO	Event End Time:	
	Street Closure: YES (Event Date: Eve Set Up Time:	Show on Map) [nt Start Time: Take	NO NO e Down Time	Event End Time:	
	Street Closure: YES (Event Date: Eve	Show on Map) [nt Start Time: Take	□ NO e Down Time	Event End Time:	
	Street Closure: YES (Event Date: Eve Set Up Time: Rain Date & Time: Size of Event (estimated number of part of	Show on Map) [nt Start Time: Take	□ NO e Down Time	Event End Time:	
	Street Closure: YES (Event Date: Eve Set Up Time: Rain Date & Time: Size of Event (estimated number of part of	Show on Map) Int Start Time: Take people on-site at one () 101 – 250	□ NO e Down Time	Event End Time:	
	Street Closure: YES (Event Date: Eve Set Up Time: Rain Date & Time: Size of Event (estimated number of part of	Show on Map) Int Start Time: Take people on-site at one () 101 – 250 () 1,001 – 5,000	NO e Down Time	Event End Time:	
	Street Closure: YES (Event Date: Eve Set Up Time: Rain Date & Time: Size of Event (estimated number of particular of pa	Show on Map) Int Start Time: Take people on-site at one () 101 – 250 () 1,001 – 5,000 cted about crowd/tra	NO e Down Time e time)	Event End Time:	□ NO
	Street Closure: YES (Event Date: Eve Set Up Time: Rain Date & Time: Size of Event (estimated number of particular of pa	Show on Map) Int Start Time: Take people on-site at one () 101 – 250 () 1,001 – 5,000 cted about crowd/trace	NO e Down Time e time)	Event End Time:	□ NO

13.	Non-Food Vendors, Concessionaires, Rides (Name, address, phone fo	or 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?	□ 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: \$ *If no, proof of non-profit status must be included.	☐ YES	□ NO
omplet	ead this Special Event Agreement and Permit Application packet and ed the Application. I agree that I will obtain any other permits necessuirements set forth in the packet.		
	Signature		

CITY OF PRAIRIE CITY DOWNTOWN STREET MAP



SITE PLAN

A 1	٠.	1	1
Attach	site	nlan	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.

BUSINESS NOTIFICATION LIST

*Note: Your signature on this list is for the sole purpose of businesses being affected by special events being notified of the event. It is not intended to indicate whether you are for or against the event. If you have comments and/or arguments concerning the event, they must be put in writing and delivered to City Hall as soon as possible to be considered prior to the special event application being approved.

Business Name & Signature	Address	Telephone Number

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 (Food & beverage safety)	(515) 281-6539