



CITY OF OELWEIN

SPECIAL EVENT POLICY

Adopted: _____, 2025

Resolution No. ____-2025

A Special Event includes events that require any of the following:

- Street Closure
- Use of City property like a parking lot or a park. (Should be open for the public to attend)
- Requires additional city resources such as public works, public safety, or city parks department.

To determine if an event requires special planning by the City of Oelwein, an application must be completed and submitted to the City Hall forty-five (45) days prior to the event in its entirety. Typed applications are preferred. If your event is under 50 people and less than four hours, you will not be required to pay a fee, deposit, or required to hold liability insurance. A \$25 non-refundable application fee must be paid before any City property can be reserved.

Applicants must adhere to all city ordinances.

Each applicant acknowledges approval of their request is subject to any requirements imposed by the Public Safety Chief and/or Public Works Superintendent to ensure the effective closure of the streets and maintain necessary safety measures will be followed.

A map of the Proposed Special Event Area is **required** and must be attached to the application. The map should show where all features associated with the Special Event will be located. This can be a simple, hand drawn map. Park shelter rentals can be made by calling City Hall at 319-283-5440, as the application does not cover shelter rentals.

If you or any of your vendors plan to sell/serve alcohol, you will need to apply for your license with the Iowa Alcoholic Beverage Division for the location and allow time for approval at a regular city council meeting. A copy of the license as well as proof of liquor liability coverage will be requested.

Failure to clean up after your event could result in denial of future special event applications and cleaning fees may be assessed based on staff time and the fee schedule.

The person conducting the activity is responsible for providing appropriate safety equipment (i.e. fire extinguishers, etc.)

All applicants must understand and adhere to the following provisions:

- No organization or person receiving a permit for use for the use of City property may discriminate on the basis of sex, sexual orientation, gender, identity, religion, color, race, age, ancestry or national origin.
- The authorization is only applicable for the areas and time duration as stated by the application.
- The authorization may be terminated by the City of Oelwein. No refunds will be issued with the exception of extreme conditions and/or circumstances. All refund requests must be in writing and include photos. Requests must be made within 5 days of the permitted event.
- The organization or person must provide (at their expense) all equipment, including extra tables and portable restrooms.
- The non-refundable application fee must be received by City Hall in full before your application can be processed and/or your date and location can be reserved. Applications are processed on a first-come, first paid basis.
- Applicants are allowed to make changes to a reservation only once. Anything after that will consist of filling out another application and paying an additional application fee. Any changes must be submitted in writing by the applicant.
- Incomplete applications cannot be processed and will be returned.

Insurance

Applicants are required to furnish a Certificate of Insurance with the requirement listed below. The Certificate of Insurance must be received by City Hall at least ten (10) days prior to the special event or attached to the application. Applicants shall indemnify and hold harmless the city and its officers, directors, agents, employees and volunteers from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the negligence or misconduct of applicant in connection with the special event. Your local insurance agencies are aware of the requirement and have policies available. The liability insurance limits shall not be less than the following:

- General Liability \$1,000,000 per occurrence/\$1,000,000 aggregate

Use Of Motorized Vehicles

The City of Oelwein prohibits the use of certain motorized vehicles on city streets/property except by special permission from City Council. If approved, these vehicles that may be used are subject to an Auto Liability limit no less than \$1,000,000.

Exclusions From Regular Licensing Requirements

An applicant may request the City Council to consider a temporary limitation by the city for the issuance of Peddlers, Solicitors, and Transient Merchants Permits. This request may ask the Council to consider limiting the area in which such licenses are issued during the time period approved for the Special Event. In considering this, the City Council must recognize in a separate Resolution, the City-wide interest in promoting the Special Event and in limiting the issuance of Peddlers, Solicitors, and Transient Merchants Permits. If the applicant so desires, such a request should also be attached to this application for the City Council’s consideration.

Exclusions From Regular Licensing Requirements

Submitting an application is not confirmation to conduct your planned event. If the date and/or location is not available or if the location requested is not an approved site to conduct your type of activity, you will be contacted by the City of Oelwein and alternate arrangements will be suggested and made. Your confirmation will be made in the form of an email, issued to the organization and/or person responsible for conducting the event. Please do not send out notices, publicity, flyers, etc. prior to receiving this authorization.

Park rule violations (Per City Code Chapter 21, Section 21-2) can result in charges being brought against the violators. Any incurred fines or unpaid fees may result in denial of future applications.