



City of West Burlington
Special Events Permit Application

Applicant/Principal Organizer

Name of organization applying for permit: <u>Des Moines Co. Humane Society</u>	
Name of organization benefitting from the event (if different):	
Name of event: <u>DMCHS Car Show</u>	
Name of contact person: <u>Kari McCoy</u>	Phone: <u>319 576-5031</u>
Event date(s): <u>9/17/22</u>	Alcohol sales during event: <input type="radio"/> Yes <input checked="" type="radio"/> No
	Amplified sound during event: <input type="radio"/> Yes <input type="radio"/> No
Number of attendees expected (estimated): <u>75-100</u>	
This event is being advertised to: <input type="radio"/> Local neighborhood <input checked="" type="radio"/> Regional/Citywide	

The above applicant is proposing a street closure for a community event.

Street(s) to be closed:			
<u>X</u>	Between		And
	Between		And
	Between		And

Street closure times:	
Set up starts at:	Event ends at:
Event starts at:	Street cleared and opened at:

Attach completed "Community Event Neighborhood Signature Form" a written communication from the organization/s in whose name the event will be advertised which authorizes you the applicant to apply for the special event permit.

Applicant's Name Kari McCoy Title VP Board of Directors
 Address 206 Leffler W. Burlington
 Organization DMCHS
 Daytime Phone 319 576 5031 Evening Phone Same Emergency Phone 319 750-6109
 Additional Contacts (Name and Phone) Tim Larson 319 750 4393

Title, Purpose, and Brief Description of Event

Dmchs Car Show: This show is a fundraiser for
the humane society. We expect around 75 cars
All money raised goes to humane society

Location/Map

Please attach a map detailing the area you wish to utilize. If street closings are involved, please indicate which streets and at what point you wish them barricaded. If a parade route, show the desired route and alternate routes. Additionally, if applicable, show alcoholic beverage areas, concession areas, first aid facilities, organizer's command post, portable toilet facilities, and any temporary structures to be erected.

Location/Address Community Park - W. Buel Ave.

Requested Event Components

- 1. Day/Date (First Choice): Sat. Sept. 17, 22
- 2. Alternate day/dates: _____
- 3. Requested Hours of Operation from 7:30 AM / PM to 3:00 AM / PM
- 4. Set up beginning day/date Sat. Sept 17, Time 7:30 (AM) / PM
- 5. Dismantle by day/date Same, Time 3:00 AM / (PM)
- 6. Anticipated number of participants 75

Insurance

If your event will be held on public property, public street or sidewalk, attach to this application either an insurance policy or a certificate in insurance including the policy number, amount, and the provision that the City is included as an additional insured. (Minimum insurance requirement is \$500,000)

Sanitation

Attach your plan for cleanup and garbage containment. (Include such information as number of trash containers, number and location of portable toilets or permanent restrooms, and your plan for post event cleanup) We've held the show at this location for the past 3 years. We never leave a mess. The porta potty that is on

Availability of Food, Beverages, and/or Entertainment Site only used.

- 1. If there will be music, sound amplification or any other noise impact, please describe, including the intended hours.
We will play music & have announcement thru out the day. Noise is kept to minimum.

2. Alcoholic beverages to be served? Yes _____ No X
If yes, describe what system will be used to ensure that alcoholic beverages will be consumed only by those persons 21 years or older.

If yes, describe how, where, when and by whom the alcoholic beverages will be served.

If yes, attach to this application a copy of your permit from the State Alcoholic Beverage Control Board or indicate whose permit will be used. Alcohol may not be served without a permit.

3. Please attach a list of the types and numbers of vendors or concessionaires that will be allowed as part of the event. Vendors or concessionaires serving food may be required to obtain a health permit. Please contact the Des Moines County Health Department for further information.

2 food trucks are scheduled they both were there last year.

Security and Safety Procedures

1. Describe your proposed procedures for set up, operation, security and crowd control.

This is just a fun event. We've never had trouble; but several board members are there

2. If the event is to occur at night, describe how you are going to light the event area.

3. If the event requires the installation of electrical wiring or the use of existing municipal (electrical) services, please describe below.

We plug the sound system in the outlet by the picnic tables -

ix. Mitigation of the Impact to Others

Describe how you intend to mitigate the impact of the special event on businesses, churches, neighbors, motorists, and others. (I.E. Notification to adjacent property owners)

We do not cause any problems with others

Please indicate if you have received any objections from the surrounding property owners.

CITY OF WEST BURLINGTON

**SPECIAL EVENTS APPLICATION &
HOLD HARMLESS AGREEMENT**

Please complete all sections of this application. An incomplete application will be returned to applicant.

PLEASE RETURN TO: Dan Gifford at West Burlington City Hall 122 Broadway, West Burlington, Iowa

1. APPLICANT INFORMATION

Applicant:

Des Moines County Humane Society

Name/Event DMCHS Car Show

Coordinator: Kari McCoy

Mailing Address 206 Leffler W. Burlington

Daytime Phone #: 1 319 576-5031

Evening Phone #: Same

Email Address: KBM531@AOL.com

2. EVENT INFORMATION

Type of Event with general description:

Open to Public Private Event

Car Show fundraiser for the Humane Society.

Days/Dates of Event:

Saturday Sept. 17, 2022

Time(s) of Event: (Include Set Up/Tear Down Time) 7:30am - 3pm

Event Location: Community Park

AGREEMENT

In consideration of the City of West Burlington, Iowa, granting permission for the activity described above, the undersigned indemnifies and holds harmless the City of West Burlington, 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 West Burlington, 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 West Burlington, 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.

Kari McCoy

Applicant/Sponsor Signature

5/17/22

Date