SPECIAL EVENT PERMIT APPLICATION

(Must be turned in at least 2 weeks prior to event)

Effective July 1, 2024: there will be a permit fee for all special event applications.
$25 – Neighborhood block parties, smaller events with a smaller amount of attendees.
$50 – Events with main road closures, events with a larger amount of attendees.

A Special Event Permit is required from the City of Council Bluffs for any special activity that requires exclusive use of city streets and sidewalks, requires special assistance of a city department, or is likely to have a large impact on traffic.
Please Note: If you are having a small event in a City park (small wedding, family picnic, etc.) you may need to fill out the Parks & Rec. Special Event Form.

Please check any boxes that apply:

I. General Information.

- Organization/Person Requesting: COUNCIL BLUFFS VETERANS DAY PARADE FOUNDATION
- Name of Event: COUNCIL BLUFFS VETERANS DAY PARADE
- Contact Name: BRADLEY POWELL
- Mailing Address for Contact: 1602 AVE E COUNCIL BLUFFS, IA 51501
- Contact Phone Number: 402-319-3999
- Email: BRADHAWK91@GMAIL.COM
- Address of Event: MAIN & PEARL STREETS FOR PARADE
- Estimate of Number of Participants:
  - ☐ 1-50
  - ☐ 51-100
  - ☐ 100-250
  - ☐ 251-500
  - ☒ 501-1,000
  - ☐ > 1,000
- Attach map of event location, set-up, and/or route

II. Type of Event:

- ☐ Circus*
- ☐ Carnival*
- ☐ Fireworks*
- ☒ Parade*
- ☐ Walk, Run, Bicycle Event
- ☐ Concert
- ☐ Neighborhood/Block or Private Party
- ☐ Other: _____

***The above events require City Council approval, which could take 2-4 weeks to obtain.**

III. Date of Event

- Date Set Up: 11/9/2024
- Date Held: 11/9/2024
- Date Taken Down: 11/9/2024
- Times Held: 0800 - 1200

IV. Brief description of event: PARADE UP PEARL AND DOWN MAIN ST.

V. Additional permits required when event includes

☐ Sale of Alcoholic Beverages
- Requires temporary liquor license from the Iowa Alcoholic Beverage Division. Apply on-line at www.iowaabd.com. ABD can be reached at 1-866-469-2223.
- The application for a temporary liquor license must be reported to the City Clerk's office and approved by multiple City Departments before final approval of the City Council. (this process could take 2-4 weeks)

☐ Sale of Food Products
- Requires permit from Iowa Department of Inspections & Appeals (515-281-6538).

☐ Fireworks
- Requires permit from City Fire Department (712-328-4646).

☐ Noise
- If event includes music, a live band, or noise of any kind a request for a noise variance must be made. See form attached.

VI. Traffic Control

■ Request Police Assistance for parade line up streets and parade route

Cost for City worker's overtime may be required. Administrative fees for police services and cruisers are provided at additional costs.

■ Street closures (**Must include a Map**)
If using the 712 Initiative Block Party Trailer, please complete section VIII.

- Street closures must be in compliance with the Manual for Uniform Traffic Control Devices. Traffic control barricades and signage must be furnished and placed by qualified companies or by the city. The city charges fees for this service.
- Street closures require abutting property owners' concurrence. Petition/permission form attached. Requires signature of any property affected by the closure.
- Event Organizers are responsible for notifying businesses that affected by street closure. Notice to businesses must be given at least 4 weeks in advance of the event.

VII. Please check any of the following boxes that apply to this event.

- ☒ animals
- ☐ open fires (other than barbeques)
- ☐ portables (porta-potties) – recommendations based on duration/people attending
- ☐ using a park, sidewalk or street surrounding a park
- ☐ using any portion of a public trail
- ☐ using any public area
- ☐ there will alcoholic beverages be sold
- ☐ there will alcoholic beverages be served
- ☐ there will there be a fee/charge to take part in this event

If you checked any of the boxes above, please give a brief description below:

MIGHT BE HORSES AND DOGS IN PARADE,

VIII. Street Closure while utilizing the 712 Initiative Block Party Trailer:

The following items must be completed and submitted with this application to the City Clerk's Office, 209 Pearl Street, Suite 102, Council Bluffs..

- ☐ Diagram of Street Closure attached
- ☐ Completed Street Closure Permission form, with signatures from all properties affected by the closure.

The 712 Initiative will provide the City Clerk's Office with your reservation information once they have approved the use of the trailer.

If not using the 712 Initiative Block Party Trailer, you must obtain insurance, as outlined below.

Insurance Requirements: For all events, an *Insurance Certificate* is required in the amount of $1,000,000.00, for Liability coverage, listing the City of Council Bluffs as an Additional Insured and as a Certificate Holder.

PLEASE NOTE: The request form must be returned to the City Clerk's Office, 209 Pearl Street, at least 2 weeks prior to the event or the event will be denied. If you have any questions please contact us at 712-890-5261