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: The 712 Initiative
- Name of Event: Celebrate CB (Council Bluffs)
- Contact Name: Lindsey Rodgers
- Mailing Address for Contact: 149 W Broadway Council Bluffs, IA 51503
- Contact Phone Number: 712-325-1000
- Email: Lindsey@the712initiative.org
- Address of Event: Downtown Bayliss Park/Council Bluffs
- Estimate of Number of Participants:
  - ☐ 1-50
  - ☐ 51-100
  - ☐ 100-250
  - ☐ 251-500
  - ☐ 501-1,000
  - X > 1,000
- Attach map of event location, set-up, and/or route

II. Type of Event:

- ☐ Circus*
- ☐ Carnival*
- ☐ Fireworks*
- X Parade*
- ☐ Walk, Run, Bicycle Event
- X Concert
- ☐ Neighborhood/Block or Private Party
- X Other: Games and Activities in Bayliss Park

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

III. Date of Event

Date Set Up: May 9, 2025
Date Held: May 9 & 10, 2025
Date Taken Down: May 10, 2025
Times Held: 9th 11:30AM-1PM & 10th 8AM -~~2PM~~ 3PM

IV. Brief description of event:

Celebrate CB is a week-long celebration of Council Bluffs.
Friday, May 9th – Ag Committee Cookout from 11:30Am to 1:00PM on east quad.
Saturday May 10th - The Pancake Man will be serving breakfast in Bayliss Park from 8-10:30 am. Parade staging starts at 9 am. Parade at 10:30 am. Map attached.
Following the parade there will be kids' activities, games, and music (Counci Bluffs Symphony Orchestra) set up in Bayliss Park. Food trucks will be parked on 1st Avenue. Skatefest, a skateboard exhibition will also be on 1st Ave requiring that street to be closed from 8AM to 3PM on Saturday,May 10th.

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

X **Request Police Assistance for:** the parade.

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

X **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.

X animals
☐ open fires (other than barbeques)
X portables (porta-potties) – recommendations based on duration/people attending

X using a park, sidewalk or street surrounding a park
☐ using any portion of a public trail
X using any public area
☐ there will alcoholic beverages be sold
☐ there will alcoholic beverages be served
X 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:
Animals may be in the parade. Port-a-johns in Bayliss Park and on the corner of S Main and 6th Ave. Bayliss Park will be utilized for breakfast, kids' activities, Food Trucks on Saturday, May 10. Public streets (see attached map) for the parade on Saturday, May 10. There is an entry fee for participants in the 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.:

X 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