SPECIAL EVENT PERMIT APPLICATION

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

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: Shamrock Shuffle
- Contact Name: Emily Winckler
- Mailing Address for Contact: 1228 S. Main St., Council Bluffs, IA 51503
- Contact Phone Number: 712.396.2463
- Email: emily@the712initiative.org
- Address of Event: 114 W. Broadway
- Estimate of Number of Participants:
  - ☐ 1-50
  - X 251-500
  - ☐ 51-100
  - ☐ 501-1,000
  - ☐ 100-150
  - ☐ > 1,000
- Attach map of event location, set-up, and/or route

II. Type of Event:

- ☐ Circus*
- ☐ Carnival*
- ☐ Fireworks*
- ☐ Parade*
- X 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 : March 12, 2022 Date Taken Down: March 12, 2022
- Date Held: March 12, 2022 Times Held: 10:00am – 1:00pm *Race starts at 10:00am would like to start setup at 7:00am and tear down immediately following the race.

IV. Brief description of event: In-person St. Patrick's Day 5K run. This annual event is geared toward serious runners, families, fitness minded individuals, and people wanting to have a good time.

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).

X 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: street closer and traffic control.

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.

- ☐ animals
- ☐ open fires (other than barbeques)
- ☐ portables (porta-potties) – recommendations based on duration/people attending
- A using a park, sidewalk or street surrounding a park
- ☐ using any portion of a public trail
- B using any public area
- C there will alcoholic beverages be sold
- D there will alcoholic beverages be served
- E 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:

A- Part of the route goes around Bayliss Park
B- We will be using public streets and public sidewalks for mush of the route.
C- Bars and restaurants will sell alcohol outside their place of business. There will also be beer sampling outside. The event itself will not be selling alcohol.
D- Similar information that was included in C.
E- Yes, there is a registration for this event

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..

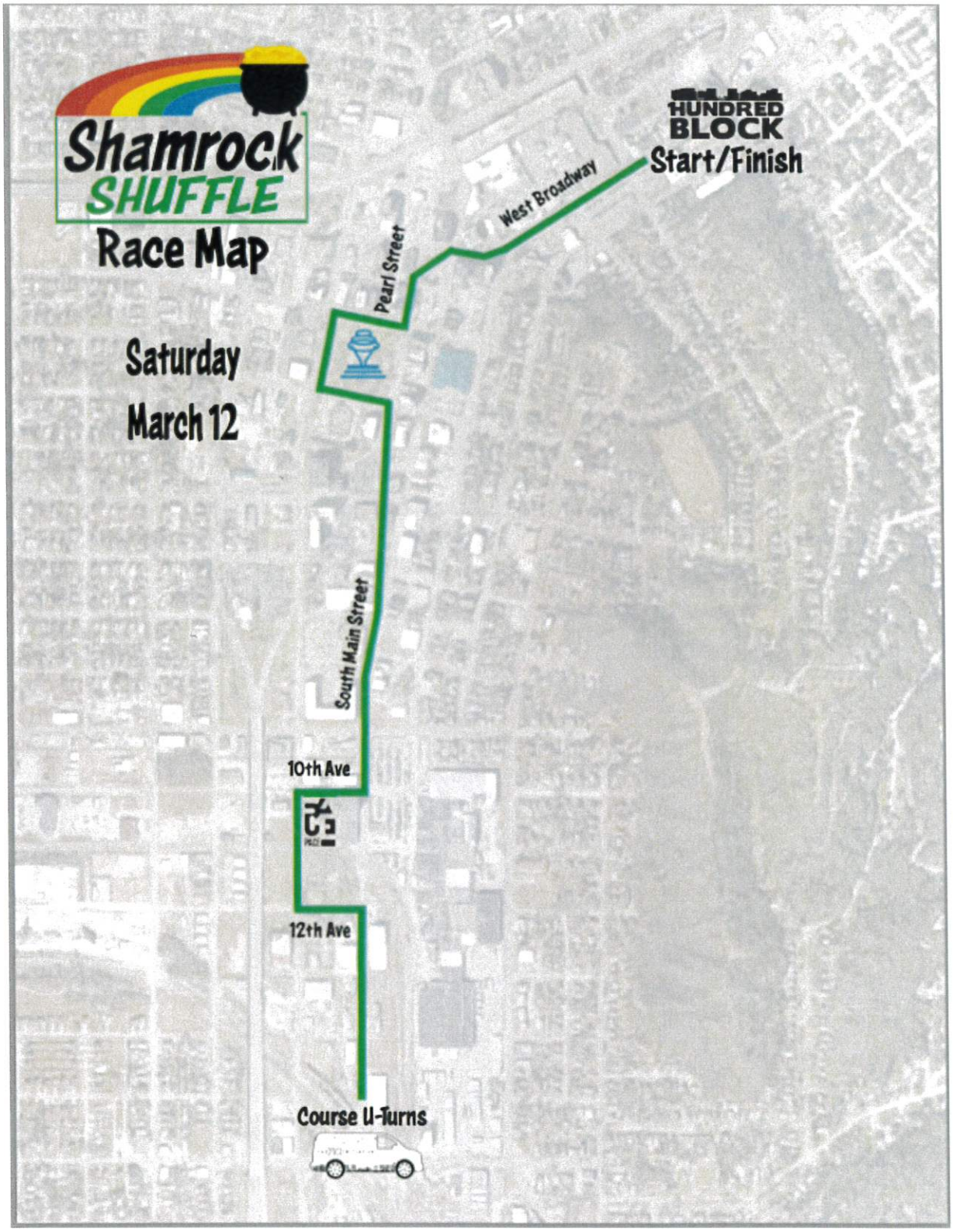
- ☐ Diagram of Street Closure attached
- ☐ Completed Street Closure Permission form, with signatures from all properties affected by the closure.

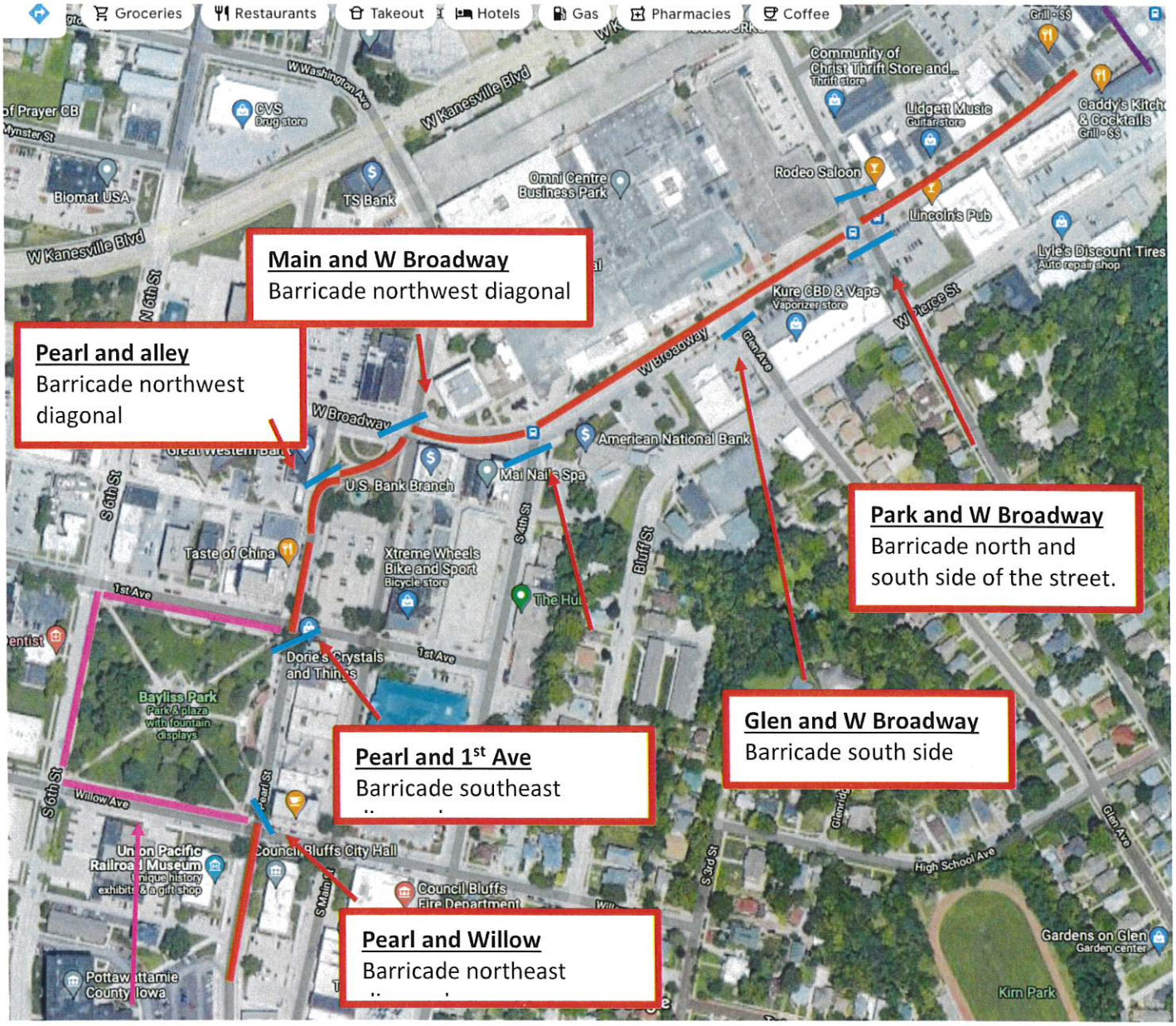
The 712 Initiative will provide the City Clerk's Office with your reservation information once they have approved the use of the trailer.

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

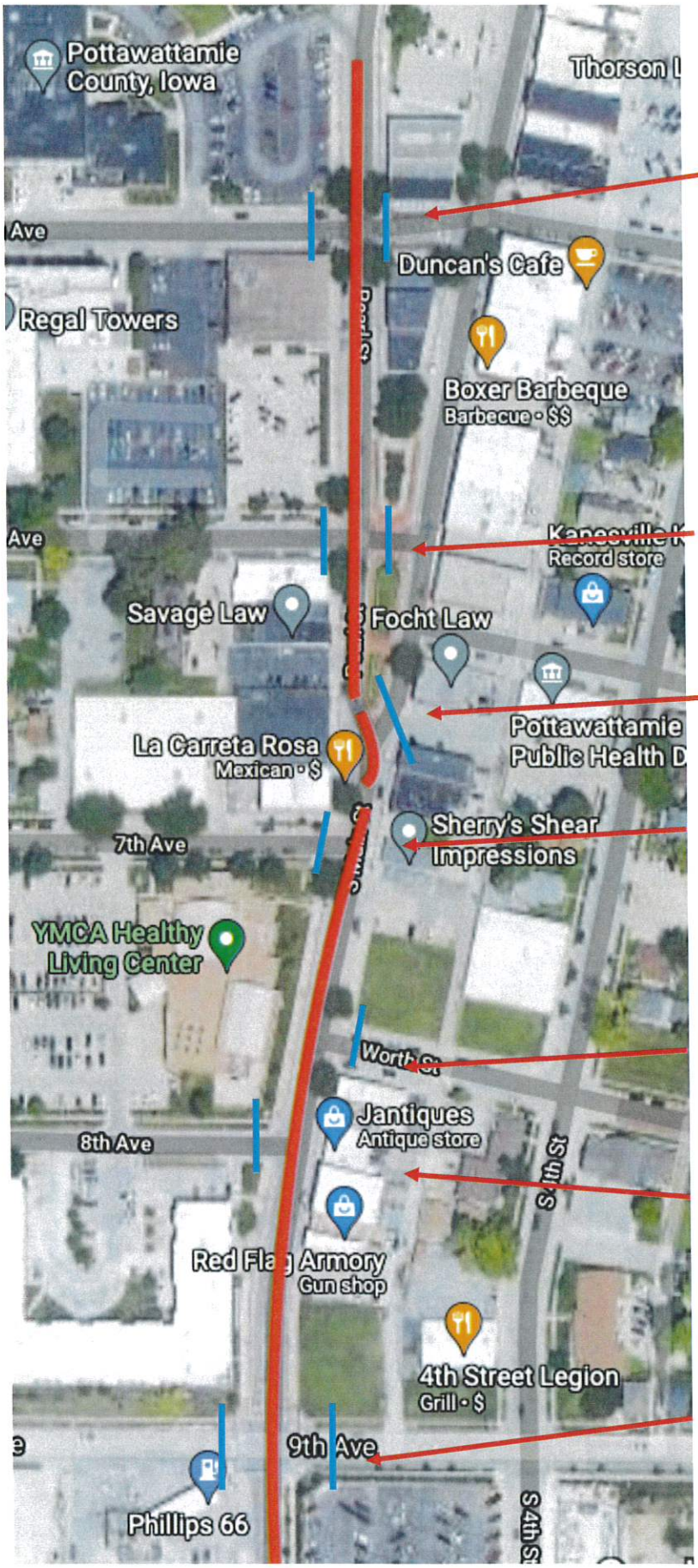
Insurance Requirements: For all events, an *Insurance Certificate* is required in the amount of $1,000,000.00, for Liability coverage, listing the City of Council Bluffs as an Additional Insured and as a Certificate Holder.

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


Shamrock
SHUFFLE
Race Map
Saturday
March 12
HUNDRED
BLOCK
Start/Finish
West Broadway
Pearl Street
South Main Street
10th Ave
12th Ave
Course U-Turns



Bayliss Park
Runners will all be on the sidewalk. We will have volunteers and signs directing them to use the sidewalk



Pearl & 5th Ave
Barricade north and west side of road

Pearl & 6th Ave
Barricade north and west side of road

Pearl & S Main
Barricade east side

7th Ave & S Main
Barricade west side

Worth St & S Main
Barricade east side

8th Ave & S Main
Barricade west side

9th Ave & S Main
Barricade north & west side



6th St & 10th Ave Corner
Barricade northwest diagonal

Main & 10th Ave Corner
Barricade southeast diagonal

Main & 12th Ave Corner
Barricade northeast diagonal

6th St & 12th Ave Corner
Barricade southwest diagonal

Main & 13th Ave Corner
Barricade west side

Main & 14th Ave Corner
Barricade west side

U-TURN
Barricade at end of St.
Cones forming a U-turn

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/1/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Omaha, NE-Silverstone Group-Hub International Great Plains 11516 Miracle Hills Drive Suite 100 Omaha NE 68154	CONTACT NAME: Dawn Hanson PHONE (A/C, No, Ext): 800-288-5501 FAX (A/C, No): 402-964-5454 E-MAIL ADDRESS:
INSURED POTTCOU-05 Pott. County Development Corp. dba The 712 Initiative 1228 S Main Street Council Bluffs IA 51503	INSURER(S) AFFORDING COVERAGE / NAIC # INSURER A : United States Liability Insurance 25895 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 700696123 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			SE 1033887	3/12/2022	3/14/2022	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 1,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 1,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 1,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						PER STATUTE OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N/A						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Shamrock Shuffle, March 12, 2022. The City of Council Bluffs is Additional Insured with respects to General Liability as required by written contract.

CERTIFICATE HOLDER

City of Council Bluffs
209 Pearl St.
Council Bluffs IA 51503

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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