For City Use Only:

Name of Special Event: BiKetober

Date of Special Event: 712 Initiative + 100 Block Events LLC

Note to Departments: You are requested to review this application and return it to the city Clerk's Office with any comments shown below. Comments should include pertinent laws and ordinances as well as notice of any required changes, fees, permits, and licenses.

Department Comments: _____

_____

_____

_____

_____

☐ Approved

☐ Denied

Department: _____

Signature/Initials: _____

CD _____

FIRE _____

BUILDING _____

LEGAL _____

PARKS _____

POLICE _____

PW _____

RISK M _____

INS CERT _____

COUNCIL _____

FORMS SENT OUT 8-31-21

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: Julia Woods - The 712 Initiative 100 Block Events LLC
- Name of Event: Biketober / Blocktober
- Contact Name: Julia Woods
- Mailing Address for Contact: 1228 S. Main St Council Bluffs, IA 51503
- Contact Phone Number: 402-213-1274
- Email Jwoods@the712initiative.org
- Address of Event: Vine Street behind Barleys
- Estimate of Number of Participants: 200-250
  - ☐ 1-50
  - ☐ 51-100
  - ☐ 100-150
  - ☐ 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 10-9-21 Date Taken Down 10-9-21
- Date Held 10-9-21 Times Held 3pm-10pm

IV. Brief description of event: Bike ride beginning @ 4pm from behind Barleys to trailhead - no police needed. followed by outdoor beer garden + live music in parking bay behind Barleys.

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_____

_____

_____

_____

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**) alley between Barleys & Dusted Charm only
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 – one bay of Vine Street parking lot.
- ☑ 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:

_____

_____

_____

_____

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

NOISE VARIANCE REQUEST

APPLICATION DATE: 8/31/21
REQUESTING PERSON:
NAME: Julia Woods
MAILING ADDRESS: 1223 S Main St
CB, IA 51503
PHONE NUMBER: 402-213-1274
EMAIL: jwoods@the712initiative.org
ORGANIZATION/EVENT: Bike-toberfest / Blocktober
EVENT LOCATION: Parking bay behind Barleys on Vine St.
EVENT DATE: ~~3PM - 10PM~~ 10-9-21
EVENT TIME: music from 6pm - 9pm

EXPLAIN SOURCE OF NOISE AND SPECIFIC HOURS OF NOISE:
hours are 6pm-9pm - Band - Polka Police playing.

Please return to the City Clerk's Office, 209 Pearl Street, Ste 102, Council Bluffs, IA 51503
Phone Number: 712-890-5261

Please Note: This application is approved/disapproved by the City Council. Applications **MUST** be received 15 days before the event, to ensure enough time to be reviewed by City Council.

****

City Council met on_____, 20___, regarding this application requesting noise variance as described above.

APPROVED ( )
DISAPPROVED ( )
APPROVED WITH STIPULATION ( )

The Police have the authority to cease music or require reduction of volume for the remainder of event if complaints are received.

City Clerk

Date



- Event Organizer will use own Barricades for Parking Lot (From Block Party Trailer)

X - City will provide Barricades for Both Ends of Alley

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/06/2021

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	CONTACT NAME: Brocker Karns Karns	
Brocker, Karns & Karns Inc. Insurance Council Bluffs Office 1317 N 16th St Council Bluffs IA 51501	PHONE (A/C, No, Ext): (712) 322-1228	FAX (A/C, No): (712) 322-1053
	E-MAIL ADDRESS: kristinek@brockerkans.com	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
100 Block Events LLC 114 W Broadway Council Bluffs IA 51503	INSURER A: Western World Insurance Company	13196
	INSURER B: Illinois Casualty Co	15571
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL215611928 **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 [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:	Y		NPP8798970	05/19/2021	11/19/2021	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG [ ]	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) [ ]	$ $ $ $ $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE [ ]	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N [ ] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
B	Liquor Liability	Y		LL109505	05/19/2021	11/19/2021		$1,000,000

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

City of Council Bluffs is listed as additional insured on the general liability and liquor liability.

CERTIFICATE HOLDER

City of Council Bluffs
209 Pearl Street
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

Kristine Karns

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