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Marshalltown Parks and Recreation Department
Application Form For Special Event at a park or recreational trail

Date of Event _____ Start time _____ End time _____

Renter/Contact Name _____

Home Phone _____ Cell Phone _____ Work Phone _____

Address _____ City _____ Zip _____

Email Address _____

If business/group sponsored event, name and address of organization:

Organization _____ Address _____

City _____ Zip _____

Type of Event _____

Number of Guests Expected _____

Event Location (Name of Park) _____

If trail: Starting & ending point; direction & distance _____

Is event open to public? ___ Yes ___ No Will signs or banners be used? ___ Yes ___ No

Will an amplified sound system be used? ___ Yes ___ No Will alcohol be served? ___ Yes ___ No

Will extra picnic tables be needed? ___ Yes ___ No If Yes, how many (up to 4) _____

Will extra trash receptacles be needed? ___ Yes ___ No If Yes, how many _____

Special Requests: _____

\$100 Damage Deposit paid (DATE) _____

\$200 Damage Deposit paid (DATE) _____

Will this event be using any city streets or right of way other than park facilities? ___ Yes ___ No

If Yes, please submit a sketch of area requested for use and / or barricade placement map.

DEPARTMENT REVIEW	COST	DEPARTMENTAL REQUIREMENTS
Police Appv by:		
Fire Appv by:		
Parks Appv by:		
Public Works Appv By:		

The City of Marshalltown reserves the right to decline acceptance of this application based on the nature of the event and to make inspections at any time. Failure to adhere to policies set forth may result in loss of deposit.

Dogs are prohibited at most public events. Sponsors are responsible for advertising the event as a dog-free event if attendance is expected to exceed 100 persons.

“My signature below indicates I have read and understand the City Park and Trail Special Event policy and agree to adhere to these policies. I also understand I am responsible for any/all damages to the property, and/or equipment while said premises are occupied by me and/or my guests. In addition I agree to indemnify and hold harmless the City of Marshalltown, Marshalltown Parks & Recreation and City personnel from all liability to myself or my guests as a result of my conduct or the conduct of my guests.”

Signature _____ **Date** _____

Return completed form to: Marshalltown Parks and Recreation, 803 N 3rd Ave., Marshalltown, IA 50158

City Park and Recreational Trail Special Event Policy

The Special Event Application, along with fees and deposits, should be submitted at least four weeks in advance of the event.

It is the purpose of this policy to regulate special outdoor events held in Marshalltown parks, including the Linn Creek Recreational Trail, so that such events can be held with the safety and health of the participants in mind, the protection of public property considered, and the impact of the event on non-participating citizens minimized. This policy is also to insure that those who benefit from an event help defray the cost of the event.

It is the policy of the City that community events may generally use city property without any charge to the organizers. Events that are closed to the public will be charged a nominal fee. Refundable deposits are required for all events.

If a park shelter or any other fee-based amenity is being used as a part of the special event, the cost of that facility and its deposit would be charged in addition to the special event fees and deposits.

Outdoor events taking place in a city park include, but are not limited to, the following:

- ❑ Concert
- ❑ Walk/run/bike ride
- ❑ An activity where alcohol is served or sold
- ❑ An activity where food is sold
- ❑ An activity where an admission fee is charged
- ❑ Weddings or other ceremonies
- ❑ An activity with a planned attendance of over 150 people

Special Event Fees & Refundable Deposits

Number of People	Deposit (All Events)	Fee (Private Events Only)
0-150	\$100.00	\$ 50.00
>150	\$200.00	\$100.00

Trail Use: No markings are allowed on the trail except by a washable means such as chalk.

Parking: Parking areas must be defined and approved by the Parks and Recreation Director or designee.

Banners/Signs/Tents/Inflatables: No stakes or posts may be pounded into any areas without prior approval. Placement of such items requiring staking must be designated and Iowa One Call may need to be called: 800-292-8989. No utility poles may be used for attaching signs.

Food Vendors: Vendors or organizers serving food at a public event are required by law to be licensed through the Iowa Department of Inspections and Appeals. An application is attached.

Sanitation: The city will provide trashcans and liners. Any event with a planned attendance of over 250 will require the organizer to provide a four-yard dumpster. Organizers of events along the trail may be required to provide trash bags or receptacles along the trail and haul it away.

Event Cleanup: The organizer is responsible to leave the area free of litter and debris. If a dumpster is required, all trash must be placed in the dumpster

Toilets: Portable toilets must be provided by the organizer based on planned attendance and other facilities available. Attendance of 250 or more requires a minimum of 2 additional toilets.

Picnic Tables: The city will provide 4-6 extra picnic tables for the event. Event organizers may move tables to the event area, but are required to put them back.

Alcohol: Council approval is required and is only for events at Riverview Park.

Distributing (serving, not selling) alcohol requires a certificate naming the City of Marshalltown as an additional name insured, verifying host liquor coverage in an amount not less than \$300,000 per occurrence.

Selling alcohol requires adherence to all state laws and local regulations. Contact the City Clerk's office for procedures.

Public consumption of alcohol associated with a building rental is only authorized in the building.

Smoking: All events are regulated by the Iowa Smokefree Air act. No smoking is allowed in buildings, adjoining patios and sidewalks or any public restroom.

Electricity: Electrical requirements beyond those that exist will be discussed with the City Electrician. Additional work may need to be done at the organizer's expense after approval by the City Electrician.

Music: Music must end by 10:00 p.m., but may be extended to 11:00 p.m. at Riverview Park with special permission. Event may be closed down by the Police Department if noise level exceeds acceptable limits. Music or other amplified entertainment with vulgar or obscene language will not be permitted.

Security: Minimum security may be required upon recommendation of the Chief of Police. Event may be closed down by the Police Department if security is deemed inadequate.

Insurance: The applicant must provide a Certificate of General Liability Insurance upon request naming the City of Marshalltown as additional name insured. This requirement varies according to event type and anticipated number of participants.

Public Areas: Parks are public areas and the public has access to the park during operating hours, including the areas where events or ceremonies may be held.

Other Charges: Organizers of the event may be charged for any unusual expenses incurred by the Marshalltown Parks and Recreation Department resulting from the activity.

Application Review

When an application is submitted, affected city departments will review the application to determine the impact the event will have on the area, if other City services are required, and what additional licenses and permits are needed.