

SPECIAL EVENT PERMIT APPLICATION
BLACK HAWK COUNTY CONSERVATION BOARD

A Special Event refers to an outdoor activity which will attract a large number of participants and/or spectators or other activity which the area is not designed to accommodate, could potentially impact other park users or have safety concerns. It also includes activities with a planned attendance of 200 people or more. A written request addressed to the Black Hawk County Conservation Board, should be submitted at least 45 – 60 days prior to the event. Advertising events prior to receiving a signed special event permit is not allowed. Attach additional information if required.

Today's Date _____

Sponsoring Organization(s) _____ Phone _____

Name of Applicant _____ Day Phone _____

Evening Phone _____ Cell _____

Address _____ City _____ Zip _____

Name of Alternate Contact Person _____ Phone _____

Description of Event _____

Day(s) & Date(s) of Event _____ Hours From _____ to _____

How can the public contact you regarding the event (i.e., email address, web site, name/phone #)

Location/Facility Requested _____

Estimated Number of Participants _____ Estimated Number of Vehicles _____

Estimated Number of Attendees/Spectators _____

Will the event interfere with/impede normal use of the area or park by the public? _____

How do you plan to control traffic to and from the event area and not interfere with nonparticipating park users?

Will an admission fee or donation be charged? ____ Yes ____ No

If yes, please give details (i.e. What fees are being charged, anticipated gross revenues, and for what purpose will the collected funds be used?)

Will food/beverage be served/sold? ____ Yes ____ No

If yes, please give details _____

Will additional grills, porta-potties or dumpsters be required? ____ Yes ____ No

If yes, provide supplier name & phone - _____

Will the event involve vendors? ____ Yes ____ No

If yes, attach a separate listing of all vendors with contact information.

Will first-aid, fire and rescue services, or other safety and security measures be needed? ____ Yes ____ No

If yes, attach a separate listing with details/contact information.

Are any additional permits for any other government agencies required? _____

If yes, list all agencies, contact information and type of permits separately.

Are there any special requests or circumstances (i.e. inflatable bounce houses, toys, slides, amplified music, banners, signs, tents, etc)? _____ Yes _____ No

If yes, provide details - _____

Contact person and means of contact during Event _____

Attachments:

- Parking/Traffic Plan Safety & Security Plan Map/Site Plan Request for Other Services
- Other Agency Permits Non-Profit Verification Vendor Lists Certificate of

Insurance *****

Approval of this application will reserve for the applicant the requested event date and place, providing all requirements outlined by the Special Event Policy are met. Once approved, the sponsor shall assume full responsibility for compliance with all conditions, administrative fee and deposit and further agrees to pay any cost associated with damage to Conservation Board property, cleanup, or any other additional expense caused by this event, over and above the damage deposit amount. *I have a copy of the Special Events Policy, and will supply the required insurance certificate (if applicable), permits and other assessed fees (deposit and fee) by the submittal deadlines set. I understand that failure to provide any of these items is grounds for cancellation of the event. (See Special Events Policy)*

Applicant agrees to leave the used site in the same condition as found, cleaning up all litter and debris after the event. Applicant is responsible for any damages to county property during the event either by participants or spectators. Applicant agrees to abide by all state laws and Black Hawk County Conservation Board rules and regulations. The undersigned applicant for a special event permit understands and agrees that neither the Black Hawk County Conservation Board nor Black Hawk County will be responsible for any injury to persons or damage to property arising out of or incident to the activities which are the subject of this application. The undersigned applicant agrees by the execution hereof to indemnify and hold harmless Black Hawk County and the Black Hawk County Conservation Board against all liabilities, costs, and expenses which may arise in consequence of the granting of this permit.

The undersigned has full authority to represent the sponsoring organization:

Applicant's Signature _____ Date _____

Park Ranger Coordination _____ Date _____

RETURN COMPLETED APPLICATION TO:

Black Hawk County Conservation Board
1346 W. Airline Highway
Waterloo, IA 50703
(319) 433-7275
conservation@blackhawkcounty.iowa.gov