

CITY OF DECORAH
SPECIAL EVENTS APPLICATION

In accordance with Chapter 5.26 of the Decorah City Code (Ordinance 994), all applicants for a "Special Events" License shall complete this application form. The application shall be fully completed and submitted to the City Clerk no later than four days prior to the City Council meeting at which consideration of this License is requested. The applicant shall also pay a filing fee of \$20.00 per each day of the Special Event for an approved application. This fee is to be paid prior to the issuance of the Permit.

I. INITIAL INFORMATION

1. Name of Special Events Promoter:

2. Address & Telephone Number of Special Events Promoter:

3. Name and Purpose of the Special Event:

4. Dates and Hours (by date) of Special Event
(attach separate page if needed)

5. Map of Proposed Special Events Area
(REQUIRED)

(Circle if attached) YES NO

7. A Certificate of Insurance on a form acceptable to the City must be provided as an attachment to the application with evidence of liability insurance with the City of Decorah listed as an insured in an amount not less than \$1,000,000. Submitted: YES NO

II. List of Requested Street or Alley Closures

Indicate on this or a separate form the list of requested closures specifying the street or alley and the beginning and ending points of the closures. Indicate the dates and hours of the closures if different than that of the Special Event.

Street or Alley (Other Public Property)	Location - From	Location - To	Date(s)	Hours
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

Applicant acknowledges that approval of this request is subject to the applicant providing all of the appropriate barricades and attendants to effectively close these rights-of-way to all unauthorized traffic. The applicant further acknowledges that any requirements imposed by the Police Chief to ensure the effective closure of the streets and maintain necessary safety measures will be followed.

III. EXCLUSIONS FROM REGULAR LICENSING REQUIREMENTS

An applicant may request the City Council to consider a temporary limitation by the City for the issuance of Peddlers' Licenses. This request may ask the Council to consider limiting the area in which such licenses are issued during the period approved for the Special Event. In considering this, the City Council must recognize in a separate Resolution, the City-wide interest in promoting the Special Event and in limiting the issuance of Peddlers' Licenses. If the applicant so desires, such a request should be attached to this application for the City Council's consideration.

Indicate whether a request for the limitation of the issuance of "Peddlers' Licenses" is being requested and, as such, attached to this application. YES NO

IV. DETAILED MAP

The City Code requires that the applicant submit a detailed map of the Special Events area. This map is to show where all features associated with the Special Event will be located. Examples of such features include booths, stages, trailers, and bleachers. This detailed map need not be included with the application but must be submitted to the City before issuance of the permit. The detailed map shall be submitted in accordance with the following schedule:

1. One week in advance of a one day Event.
2. Two weeks in advance of a two day Event.
3. Three weeks in advance of a three day Event.
4. Four weeks in advance of a four day Event.

V. DEPARTMENT REVIEW

All affected departments are to review the application and provide written comments for the City Clerk to compile and submit to the City Council and applicant prior to City Council consideration. Such comments are to finalize any details with regard to coordination, responsibilities, specific charges for particular services, and any other relevant details related to the preparation, conduct and conclusion of the Special Event.

Department	Comments Attached (Yes/No/NA)
Police	
Fire	
Streets	
Utilities	
Parks & Recreation	
Other	

VI. CHECKLIST

REQUIREMENT	DATE
Application Submittal Date	
Council Review	
Council Approval	
Fee Paid	
Detailed Map Submitted	
Permit Issued	

Submitted by _____

Date _____