

**CITY OF DECORAH  
SPECIAL EVENT APPLICATION**

In accordance with Chapter 5.26 of the Decorah City Code (*Ordinance 994*), all applicants for a "Special Event" License shall complete this application form. The application shall be fully completed and submitted to the City Clerk / Treasurer no later than thirty (30) 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 Event Promoter:

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2. Address & Telephone Number of Special Event Promoter:

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3. Name and Purpose of the Special Event:

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

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5. Map of Proposed Special Event Area  
(REQUIRED)

(Mark 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. USE OF CERTAIN MOTORIZED VEHICLES

The City of Decorah prohibits the use of certain motorized vehicles on city streets/property except by special permission of the Council. Please indicate if any of the vehicles from the list below may be used during your event. If approved, these types of vehicles may be used subject to the liability insurance coverage of the event sponsor.

- Snowmobiles
- ATV (All Terrain Vehicles)
- Off-Road Utility Vehicles
- Golf Carts

IV. 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

V. 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.

VI. REQUESTS TO DISPLAY COMMUNITY-ORIENTED AND SPECIAL INTEREST FLAGS

Any community-oriented organization or special interest group may request that the City fly special flags (Please see City of Decorah Administrative Policy 19-1 for details). Community-oriented and special interest flags shall include flags belonging to those local organizations that serve residents of Decorah and Winneshiek County, provide a broad community interest, appeal to a wide cross-section of residents, and reflects the values of the community. Display of flags shall be in association with and listed in a special event or organized activity as shall be authorized under provisions of City Code Section 5.26 – Special Events.

Displays of flags on city street lights and flag poles shall be at a reimbursable rate of \$300 per event for displays on the entire length of Water Street from Riverside Street to Mill Street or \$100 per event for displays for the one or two blocks of an event area. Event promoter is responsible for providing flags and purchasing city approved mounting poles.

What is the Special Event Promoter's purpose in displaying the requested flag? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the history or association of the City of Decorah with the Special Event Promoter, flag or the flag's message? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VII. 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	

<b>Flag requests review to be completed by city staff*</b>	
1. Do the proposed dates conflict with any existing flag display dates?	
2. What is the City's purpose in allowing the flag to be flown?	
3. What message is the City endorsing/ promoting if it permits the flying of the flag?	
4. What is the history or association of the City of Decorah with the Special Event Promoter, flag and the flag's message?	
Factors 2, 3, and 4 should not individually be a determining factor alone; If there is no conflict under Factor 1, then Factors 2, 3, and 4 should be looked at in their totality.	
<i>*Any requests to display religious themed flags or banners should be reviewed by the City Attorney as such displays raise unique First Amendment Establishment Clause issues.</i>	

VIII. CHECKLIST

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

\_\_\_\_\_  
Submitted by

\_\_\_\_\_  
Date