

**CITY OF PANORA**  
**SPECIAL EVENTS APPLICATION &**  
**HOLD HARMLESS AGREEMENT**

Please complete all sections of this application. An incomplete application will be returned to applicant. Once all required documentation and signatures are received, only then will it be considered by the City Council for final approval. Application must be considered and approved by the Council **30 days** prior to the date of the event. A representative must be present at the Council Meeting where the application is considered.

PLEASE RETURN TO: Panora City Hall

**1. APPLICANT INFORMATION**

Applicant \_\_\_\_\_

Name/Event \_\_\_\_\_

Coordinator: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

Evening Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**2. EVENT INFORMATION**

Type of Event: \_\_\_\_\_

Days/Dates of Event: \_\_\_\_\_

Time(s) of Event: (Include Set Up/Tear Down Time) \_\_\_\_\_

Event Location: \_\_\_\_\_

Will event require an alcohol license or require modification of an existing license? \_\_\_\_\_ Yes \_\_\_\_\_ No

**3. REQUEST INFORMATION (Check All Applicable Lines)**

If you are requesting the closing of a city street, a lane must be maintained for emergency vehicles at all times. **Adjoining property owners must sign request showing they have been notified** by requestor and Driveway access must be maintained at all times.

\_\_\_\_\_ Temporarily park in a "No Parking" area (specify location :) \_\_\_\_\_

\_\_\_\_\_ Temporarily close a street for a block party (specify street :) \_\_\_\_\_

\_\_\_\_\_ Temporarily install structure in street right-of-way

\_\_\_\_\_ Permanently install structure in street right-of-way

\_\_\_\_\_ Use of City Park (specify park :) \_\_\_\_\_

\_\_\_\_\_ Parade (attach map of route and indicate streets to be closed)

\_\_\_\_\_ Walk/Run (attach map of route and indicate streets to be closed)

\_\_\_\_\_ Banner (specify location :) \_\_\_\_\_

\_\_\_\_\_ Tent(s) to be used – over 400 sq ft or canopies over 1,000 sq ft

\_\_\_\_\_ Other (please specify :) \_\_\_\_\_

4. **ITEMS REQUESTED FROM THE CITY OF PANORA** (\$25 rental fee required per item requested)

- Street barricades
- Emergency "No Parking" Signs  Fencing
- If closing street, applicant must notify affected residents
- Other (please specify :) \_\_\_\_\_

5. **SOUND SYSTEMS PERMIT**

NOTE: You must comply with the City of Panora Noise Ordinance (Chapter 52). If temporary electric is needed, there is a \$200 fee for hook up/tear down and power supplied.

Duration of event: \_\_\_\_\_ Sound Permit required:  Yes  No

Please indicate if the following will be used:

- Amplified Sound/Speaker System  Live Music
- Recorded Music  Public Address System

6. **SANITATION/TRASH**

Applicant is responsible for the clean-up of the event area immediately following the event, including trash removal from the site.

Will additional restrooms be brought to the site?  Yes  No If yes, how many? \_\_\_\_\_

Please name the individual, organization, or contractor responsible for clean-up and trash removal:

Contact Person: \_\_\_\_\_ Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

7. **SECURITY**

Certified personnel are required by the Chief of Police at the applicant's expense for all events requiring an alcohol license. At a minimum, 2 certified police officers in the State of Iowa will be required, no exceptions.

What type of security will be provided? Sheriff's Office can be contacted for Reserve Deputies – 641-747-2214

2 Off Duty Police Officers – Names: \_\_\_\_\_

8. **INSURANCE.** Applicant shall obtain and maintain a general liability insurance policy naming the City of Panora as additional insured using form IL7305 so as not to waive Owner's Governmental Immunity when conducting an **event on public property**. For **events** requiring an **alcohol license**, the minimum amount of coverage in the general liability insurance policy shall be \$2,000,000 general aggregate, \$1,000,000 personal injury and \$1,000,000 each occurrence. For all other **events** held on **public property**, the minimum amount of coverage for the general liability insurance policy will be \$500,000. This application will not be considered by the Panora City Council until the proper insurance certificate is submitted and approved by the City Administrator.

Certificate of Insurance provided and accepted  Certificate of Insurance not required

9. **AGREEMENT**

In consideration of the City of Panora, Iowa, granting permission for the activity described above, the undersigned indemnifies and holds harmless the City of Panora, Iowa, its employees, representatives and agents against all claims, liabilities, losses or damage for personal injury and/or property damage or any other damage whatsoever on account of the activity described above and/or deviation from normal City regulations in the area. The undersigned further agrees to indemnify and hold harmless the City of Panora, Iowa, its employees, representatives and agents against any loss, injury, death or damage to person or property and against all claims, demands, fines, suits, actions, proceedings, orders, decrees and judgments of any kind or nature and from and against any and all costs and expenses including reasonable attorney fees which at any time may be suffered or sustained by the undersigned or by any person who may, at any time, be using or occupying or visiting the premises of the undersigned or the above-referenced public property or be in, on or about the same, when such loss, injury, death or damage shall be caused by or in any way result from or rising out of any act, omission or negligence of any of the undersigned or any occupant, visitor, or user of any portion of the premises or shall result from or be caused by any other matters or things whether the same kind, as, or of a different kind that the matters or things above set forth. The undersigned hereby waives all claims against the city for damages to the building or improvements that are now adjacent to said public property or hereafter built or placed on the premises adjacent to said property or in, on or about the premises and for injuries to persons or property in or about the premises, from any cause arising at any time during the activity described above. The undersigned further agrees to comply with all the rules, regulations, terms and conditions established by the City of Panora, Iowa.

THE UNDERSIGNED HAS READ AND FULLY UNDERSTANDS THIS DOCUMENT, INCLUDING THE FACT IT IS RELEASING AND WAIVING CERTAIN POTENTIAL RIGHTS, AND VOLUNTARILY AND FREELY AGREES TO THE TERMS AND CONDITIONS AS SET FORTH HEREIN.

\_\_\_\_\_ Applicant/Sponsor Signature

\_\_\_\_\_ Date

<b>CITY REVIEW &amp; APPROVAL – THIS SECTION FOR CITY USE ONLY</b>			
1. SPECIAL EVENTS FEE	FEE: \$50	Received by:	Date:
2. SPECIAL ITEMS REQUESTED FEE	FEE: \$	Received by:	Date:
3. SPECIAL ELECTRICAL HOOK UP	FEE:\$200	Received by:	Date:
4. OTHER	Fee:\$	Received by:	Date:

Total \$ \_\_\_\_\_

**DEPARTMENT APPROVALS**

The request has been reviewed by the undersigned and recommended for approval from Council with the condition as noted:

**POLICE DEPARTMENT**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended Conditions: \_\_\_\_\_

**FIRE DEPARTMENT**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended Conditions: \_\_\_\_\_

**PUBLIC WORKS DEPARTMENT**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended Conditions: \_\_\_\_\_

**ELECTRIC DEPARTMENT**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended Conditions: \_\_\_\_\_

**PARKS DEPARTMENT**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended Conditions: \_\_\_\_\_

**OTHER**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended Conditions: \_\_\_\_\_

**CITY COUNCIL APPROVAL**

\_\_\_\_\_  
City Administrator Signature

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

CONDITIONS IMPOSED: \_\_\_\_\_

\_\_\_\_\_

