

**DUBUQUE COUNTY CONSERVATION BOARD**

**SPECIAL EVENTS POLICY**



**THIS POLICY ADOPTED BY THE  
DUBUQUE COUNTY CONSERVATION BOARD**

**ON**

**FEBRUARY 20, 2014**

**DUBUQUE COUNTY CONSERVATION BOARD**

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## **SPECIAL EVENTS POLICY**

This document sets forth guidelines for the implementation of a Special Events Policy by the Dubuque County Conservation Board. It defines, categorizes, and sets a flexible fee structure for Special Events.

### **PURPOSE:**

It is the purpose of this policy to regulate Special Events held on any property of the Dubuque County Conservation Board 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. An additional purpose is to ensure that those who benefit from an event bear the associated cost and special demand on Conservation Board services.

Special Events can promote tourism, showcase local talent, expose artists and performers to new audiences, invigorate community spirit, provide educational opportunities, promote recreation and contribute substantial economic and social benefits to the community. In recognition of these benefits, it is the policy of the Dubuque County Conservation Board to encourage such events.

### **DEFINITIONS:**

**Special Event:** A Special Event refers to outdoor events that take place on Conservation Board property that includes, but is not limited to, the following: parade, fishing tournament or derby, concert, walk, run, race of any type, any activity where an admission is charged, charitable event, or where any solicitation will occur, food is sold, or an activity with a planned attendance of over 250 people.

**Party:** shall refer to the applicant who makes a request to hold a Special Event.

**Conservation Board:** shall refer to the Dubuque County Conservation Board.

**Application:** A written request, a special events application.

**Extra Personnel Hours:** The total number of all hours worked by Conservation Board employees in the particular departments or areas under consideration for classification purposes in connection with the production of the Special Events in question, to the extent that such hours exceed the total number of hours which would have been worked by those same employees in the same location had the Special Event not taken place.

**Conservation Board Sponsored Event:** A public event which is directly related to a recognized function of County government and which is in major part initiated, financed, and executed by Dubuque County or the Conservation Board.

## **CRITERIA FOR EVALUATING AND SCHEDULING SPECIAL EVENTS:**

The Conservation Board shall be charged with the responsibility and sole authority of approving or denying all Special Events Applications. The criteria used to make this determination shall include, but not limited to:

- The effect the proposed Special Event will have upon the environment and public health and safety.
- How well the applicant appears capable or incapable of executing the planned Special Event.
- Whether any inconvenience, which may be suffered by the general public, is outweighed by the potential benefit to the community as a whole.
- Whether budgetary considerations at the time of the application create such a heavy burden upon resources that it would not be practical to hold the proposed Special Event at the time requested.
- Whether the holding of the Special Event as planned would create an undue burden upon the manpower resources of the Conservation Board.
- The extent to which the event contributes to the promotion of tourism.
- The extent to which the event contributes to recreational opportunities or environmental education.
- The extent to which the event increases cultural programming available to residents of the tri-state area.
- The frequency of the same or similar event(s).

## **PARKING:**

**No vehicles or heavy equipment may be parked on the grass areas** within public parks under the control of the Conservation Board unless approved by the appropriate Park Ranger or their designee. No vehicles or equipment shall be stored overnight on the park site without specific permission from the appropriate Park Ranger or their designee.

## **SANITATION:**

The Special Event sponsor must make arrangements for the proper storage and cleanup of the Special Event site both during and after the Special Event. An unkept Special Event site can result in forfeiture of the event deposit. Any large Special Event may be required to provide additional portable toilets and additional dumpsters on site. Portable toilet expenses are paid directly by the sponsor. The number of additional toilets required will be determined by the type of event in consultation with the Park Ranger. Dumpsters will be provided by the board, and associated fees will be included in the Special Event fee. The Special Event sponsor must make every effort to reduce waste generated at the event, provide recycling containers and use recyclable products. All beverages must be served in paper or plastic containers that bear the recycling #1-5, which are the #'s recyclable for Dubuque. Styrofoam cups and glass bottles are prohibited. Special Event Recycling Units are required and available free of charge through the Dubuque Metropolitan Area Solid Waste Agency. These bins are easy to assemble and withstand most winds. Please contact DMASWA at (563) 589-4250 or at [www.dmaswa.org](http://www.dmaswa.org).

**FOOD SALES:** The applicant is responsible for coordinating all food and beverage requirements with the appropriate agencies. The Special Event sponsor is also responsible to apply for sales tax permits and pay sales tax to the Internal Revenue Service, if applicable.

**RESTRICTIONS:**

The maximum number of people allowed may be set at the sole discretion of the Conservation Board. No activity or structure not currently provided by the Board, is allowed without prior coordination and approval. (i.e. animal rides, petting zoos, dunk tanks, bounce house, tents etc.)

**MUSIC AND ENTERTAINMENT:**

Events planning entertainment, which will require sound amplification, must be submitted for approval under this policy. The impact on other park activities will be considered.

**ELECTRICITY:**

Any electrical requirements beyond those which already exist at a Special Event site must be approved, and the responsibility of the event sponsor.

**WEDDINGS:**

Weddings in Conservation Board areas are required to submit a Special Events Application.

**SECURITY:**

The Conservation Board has the right to require additional security and support staff, which may need to be supplied by other agencies. These personnel hired by the holder of the event will operate under the direction of the Park Ranger or designee. A Special Event application will not be approved until a security and emergency plan has been finalized for the event.

**SPECIAL EVENTS APPLICATIONS:**

Parties wishing to make a request for a Special Event can obtain information and the application by contacting the Conservation Board Office or by visiting our website at [www.dubuquecounty.org](http://www.dubuquecounty.org). Coordination of event details with the appropriate Park Ranger prior to application submittal is recommended.

**INSURANCE:**

The applicant shall provide a Certificate of General Liability Insurance, naming Dubuque County as Additional Insured (NOT AS A CERTIFICATE HOLDER), with a minimum amount of \$1,000,000 per occurrence coverage. Please see **ALCOHOL** paragraph below for further requirements that apply to alcohol use. The Conservation Board must receive the certificate at least fourteen (14) days prior to the event.

**ALCOHOL:**

Public use and personal consumption of beer and wine only is authorized. **HARD LIQUOR IS NOT ALLOWED.** Any event wishing to provide a keg(s) of beer must note that and the details on their application.

**FEES AND CHARGES:**

The Conservation Board will review the application and determine the amount of staff time, services, and facilities that will be needed, and necessary to assure the event will be held with the health and safety of the participants and the general public in mind. From this, the Board will determine the appropriate fees and deposits to be assessed for the event. These **non-refundable** fees will be due fourteen (14) days prior to the event.

**DEPOSITS:**

In addition to the **non-refundable** fees that will be charged, a clean-up/damage deposit will also be required to be paid fourteen (14) days prior to the event. The amount of deposit, if required, will be determined by the attendance at the Special Event, the area involved, the nature of the event, and the potential for excessive damage or other liability to the County, but typically the deposit amount will be equal to the fees charged.

The party shall be held responsible if the area used is not left in the same condition at the end of the Special Event as it was found to be at the beginning. The area used for the Special Event shall be inspected following the event. If for any reason there is damage to any part of the area which was reserved for the Special Event, or damage to another area as a direct result of the event, the extent of the damage shall be determined and the dollar amount for any repair, replacement, or reimbursement for time and materials will be deducted from the deposit paid by the party.

In any or all cases, if the amount of damage, extra clean-up required, and/or costs for services furnished by the Conservation Board exceeds the deposit paid, the party shall be billed for the balance, to be paid in full no more than thirty (30) days from the billing date. If payment is not received from the party within that time, all future Special Event requests will be denied, and in addition, the Conservation Board will pursue all legal remedies to recover costs. This provision shall apply even in cases where the party was not required to pay a security deposit for the Special Event.

The deposit may also be kept by the Conservation Board when the event holder intentionally has not followed the event plan submitted by the holder and approved by the Conservation Board, or when a violation of laws, regulations, or policies has occurred. If the violation is flagrant, the Conservation Board may also refuse to allow the event holder any future privileges.

**APPLICATION REVIEW AND APPROVAL:**

Once a party submits and application for a Special Event, the Conservation Board staff will review the application and make a recommendation, (see Criteria Section). The Conservation Board will vote on final approval or denial at their regular monthly meeting, and the applicant will be notified in writing of the Board's decision and all fees, deposits and any special conditions that will be required.