

**SPECIAL EVENT PERMIT APPLICATION
DUBUQUE COUNTY CONSERVATION**



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 fee is charged, charitable event, or where any solicitation will occur, food is sold, or any activity with a planned attendance of over 250 people. A written request addressed to the Dubuque County Conservation Board, should be submitted at least 45-60 days prior to event. Advertising your event prior to receiving a signed special event permit is not allowed. Attach additional information if required.

Today's Date: _____

Sponsoring Organization(s): _____ **Phone:** _____

Is this organization a Non-Profit 501c3 organization? _____ (Provide proof with application)

Address: _____ **City:** _____ **Zip:** _____ **Email:** _____

Name of Applicant: _____ **Day Phone:** _____

Evening Phone: _____ **FAX:** _____ **Cell:** _____

Address: _____ **City:** _____ **Zip:** _____

Name of Alternate Contact Person: _____ **Phone:** _____

Description of Event: _____

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

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 non-participating 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 picnic tables, grills, porta-potties or dumpster be required? _____ **Yes** _____ **No**

If yes, provide details _____

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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, etc.)? _____ Yes _____ No

If yes, provide details _____

Contact person and means of contact during Event: _____

Attachments:

- | | | |
|---|---|--|
| <input type="checkbox"/> Parking/Traffic Plan | <input type="checkbox"/> Safety & Security Plan | <input type="checkbox"/> Map/Site Plan |
| <input type="checkbox"/> Request for Other Services | <input type="checkbox"/> Certificate of Insurance | <input type="checkbox"/> Vendor Lists |
| <input type="checkbox"/> Other Agency Permits | <input type="checkbox"/> Non-Profit Verification | |

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, fees and charges 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 security deposit. I have a copy of the Special Events Policy, and will supply the required insurance certificate, permits and other assessed fees (deposit and fees) at least 14 days prior to 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 Dubuque County Conservation Board rules and regulations. The undersigned applicant for a special event permit understands and agrees that neither the Dubuque County Conservation Board nor Dubuque 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 the Dubuque 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 Signature _____ Date _____

Park Ranger Coordination _____ Date _____

RETURNED COMPLETED APPLICATION TO:

Dubuque County Conservation Board
13606 Swiss Valley Rd.
Peosta, IA 52068
(563)-556-6745

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OFFICE USE ONLY:

() APPROVED

() DENIED

Authorized Signature

Date

Fee(s) _____

Deposit _____

Fee Assessment:

Description	Cost per item	Qty	Total
Ranger	\$40.00/hr	_____	_____
Picnic Tables	\$10.00 each	_____	_____
Maintenance Staff	\$30.00/hr	_____	_____
Facility Charges	_____	_____	_____
Other Fees	_____	_____	_____
	_____	_____	_____
Administrative Fee	\$50.00		<u>\$50.00</u>
		Total Fees	\$ _____

Refundable Damage Deposit Recommended: \$ _____

Insurance Certificate Received _____

NOTE: Fees subject to change without notice or posting. The Conservation Board reserves the right to waive any and all fees.

Special Considerations and Conditions: _____

Initials: _____