SPECIAL EVENT PERMIT APPLICATION
DUBUQUE COUNTY CONSERVATION

A Special Event refers to an outdoor activity held on any property owned or managed by the Dubuque County Conservation Board, which will attract a large number of participants and/or spectators or other activity that includes, but is not limited to, the following: parade, wedding, 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 150 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: ______________________________________
Phone:__________________________ Cell Phone:__________________________
Address: __________________________________________ City: _______________ Zip: ______
Name of Alternate Contact Person:________________________ Phone:__________________________
Description of Event:________________________________________________________________________________________________
________________________________________________________________________________________________________________________

Day(s) & Date(s) of Event:_________________________ Hours: Start time:_______ End time:_______
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

*We encourage you to loan portable recycling frames thru www.dmaswa.org Special Event Recycling Units.

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? ____Yes ____No

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:

( ) Parking/Traffic Plan   ( ) Safety & Security Plan   ( ) Map/Site Plan
( ) Request for Other Services   ( ) Certificate of Insurance   ( ) Vendor Lists
( ) Other Agency Permits   ( ) 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 _______________________
Fee(s) ____________________________  Deposit ____________________________  

**Fee Assessment:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost per item</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ranger</td>
<td>$75.00/hr</td>
<td>___</td>
<td>______</td>
</tr>
<tr>
<td>Picnic Tables</td>
<td>$20.00 each</td>
<td>___</td>
<td>______</td>
</tr>
<tr>
<td>Maintenance Staff</td>
<td>$40.00/hr</td>
<td>___</td>
<td>______</td>
</tr>
<tr>
<td>Facility Charges</td>
<td>______</td>
<td>___</td>
<td>______</td>
</tr>
<tr>
<td>Other Fees</td>
<td>______</td>
<td>___</td>
<td>______</td>
</tr>
<tr>
<td>Administrative Fee</td>
<td>$50.00</td>
<td></td>
<td>$50.00</td>
</tr>
</tbody>
</table>

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:_________