



Special Events Application

City of Pleasant Hill Parks and Recreation

www.ci.pleasant-hill.ia.us

515-262-9368 Fax: 515-262-9570

5160 Maple Drive, Suite A, Pleasant Hill Iowa 50327

Contact Information

Organization:		Applicant's Name:	
Category <input type="checkbox"/> Private <input type="checkbox"/> Commercial <input type="checkbox"/> Nonprofit/Civic <input type="checkbox"/> Government/School <input type="checkbox"/> Other (specify below)			
Home Phone:	Work Phone:	Cell Phone:	
Email:		State ID# (for non-profit):	
Address:			
City:		State:	Zip:

Rental Details

Name of Park/Location:		Site within Park:	
Date of Event:		Estimated Attendance	
Set Up Date and Time:	Event Time:	Clean Up Date and Time:	
Type of Event: <input type="checkbox"/> Reunion <input type="checkbox"/> Wedding/Reception <input type="checkbox"/> Party/Picnic <input type="checkbox"/> Fundraiser <input type="checkbox"/> Other (specify below)			

Additional Event Uses

Permits or additional documents may be required for any of the following activities

Alcohol <input type="checkbox"/> Yes <input type="checkbox"/> No	Fireworks <input type="checkbox"/> Yes <input type="checkbox"/> No	Road Closing <input type="checkbox"/> Yes <input type="checkbox"/> No	Amplified Sound <input type="checkbox"/> Yes <input type="checkbox"/> No
Event insurance <input type="checkbox"/> Yes <input type="checkbox"/> No	A copy of the certificate of insurance with the City of Pleasant Hill added as an additional insured must be provided. Minimum coverage and limits of liability are \$1,000,000 per occurrence, \$2,000,000 aggregate Commercial General Liability Insurance, including Liquor Liability if alcoholic beverages are served.		
Additional electricity <input type="checkbox"/> Yes <input type="checkbox"/> No	Most parks have 110V/20 amp electricity. This may not be adequate for some event. If additional power is needed the user may bring a generator. Specify size and type of generator: _____		
Additional toilets <input type="checkbox"/> Yes <input type="checkbox"/> No	The applicant must provide portable restrooms at city approved locations for each 100 people expected in attendance, The units must be maintained throughout the event and removed the next business day after the completion of the event.		
Catering / selling food <input type="checkbox"/> Yes <input type="checkbox"/> No	Specify the type and size of power source needed (generator, park power, etc): _____ _____		

Additional information/Signature required on back (over)

Additional Event Uses (continued)
 Permits or additional documents may be required for any of the following activities

Erecting inflatable(s), tents, rides, games, signs, etc. <input type="checkbox"/> Yes <input type="checkbox"/> No	Please indicate type and quantity: <input type="checkbox"/> Inflatable Rides _____ <input type="checkbox"/> Tent or Canopy _____ Climbing Wall _____ <input type="checkbox"/> Dunk Tank _____ <input type="checkbox"/> Stage _____ <input type="checkbox"/> Signs _____ <input type="checkbox"/> Other _____ Park rental must be paid for all days that the structures and/or equipment are placed.
Limited public access to park <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe location and type of fencing or other structures used to limit access.
Vehicle access off of road/parking lot <input type="checkbox"/> Yes <input type="checkbox"/> No	Driving off of road or parking lots shall be for loading and unloading only. No vehicles are allowed to park for an extended period of time off of the road or parking areas in any city park.
Open to the public <input type="checkbox"/> Yes <input type="checkbox"/> No	Is an admission charged or donation requested? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how much \$ _____
Additional trash containers needed <input type="checkbox"/> Yes <input type="checkbox"/> No	Dumpsters will be required for event with over 150 participants. All garbage must be removed from the park by the applicant at the close of the event. Recycle stations are highly encouraged.
Partnership with city <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, specify which city department(s) _____ Staff person: _____ Staff contact phone #: _____

Site Plan

The plan must include: Parking (for <input type="checkbox"/> Handicap, <input type="checkbox"/> Volunteers, <input type="checkbox"/> Vendors, and <input type="checkbox"/> Participants) <input type="checkbox"/> Stages, <input type="checkbox"/> Generators, <input type="checkbox"/> Dumpsters, <input type="checkbox"/> Rides, <input type="checkbox"/> Tents, <input type="checkbox"/> Vendor Booths, <input type="checkbox"/> Portable Restrooms, <input type="checkbox"/> Fencing, <input type="checkbox"/> Promotional Signs, <input type="checkbox"/> Traffic Management Signs, <input type="checkbox"/> Traffic Controllers	
Race/walk routes	Any type of contest, tournament, race or walk must show the course layout and route on the site plan.
On site conference	The applicant must schedule an on-site conference with City representatives at least 30 days before the event to review the site plan. The site plan must be approved by the City before the event may be set up.

(Office Use Only)

Fees & Charges (Payable by cash or check) Make checks payable to the City of Pleasant Hill

Estimated Fee: \$ _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____	Receipt # _____	Process by: _____	Date: _____
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_____ Applicant Signature	_____ Date
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