

**CITY OF SULLY**  
**SPECIAL EVENTS PERMIT APPLICATION**

Please complete all sections of this application. It is highly recommended that Application be completed and submitted **30 days** prior to the date of the event to ensure proper review and approval.

1. **APPLICANT INFORMATION**

Applicant: \_\_\_\_\_

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

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

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

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

Evening Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

2. **EVENT INFORMATION**

Type of Event with general description – **attach a map** of the location and layout:

Open to Public

Private Event

Days/Dates of Event:

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

Event Location:

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Attach any flyers or brochures associated with event.

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

Describe proposed controls for sale of alcoholic beverages where minors may be present.

REQUESTED INFORMATION (Check All Applicable Lines)

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

\_\_\_\_\_ **If closing street, applicant must notify affected owners/residents - describe how residents will be notified** (For Private events it is recommended that adjoining property owners sign a form (provided by applicant) showing they have been notified of the event by the applicant.):

\_\_\_\_\_ Use of City Park (specify park and attach map of setup)

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

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

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

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

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**3. ITEMS REQUESTED FROM THE CITY OF SULLY**

\_\_\_\_\_ Street barricades                      \_\_\_\_\_ Safety Cones

\_\_\_\_\_ Emergency “No Parking” Signs

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

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**4. SOUND SYSTEMS**

Please indicate if the following will be used:

\_\_\_\_\_ Amplified Sound/Speaker System                      \_\_\_\_\_ Live Music

\_\_\_\_\_ Recorded Music

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**5. 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: \_\_\_\_\_

**(Event applicant will be invoiced for any additional cost incurred by the City for clean-up or trash removal after an event)**

6. **SECURITY**

Police personnel required, at the applicant's expense, for all outdoor events requiring an alcohol license.

What type of security will be provided?

7. **INSURANCE.** Applicant shall obtain and maintain a general liability insurance policy naming the City of Sully as additional insured 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 until the proper insurance certificate is given. Residential block parties are exempt from insurance requirements.

\_\_\_\_\_ Certificate of Insurance provided and accepted \_\_\_\_\_ Certificate of Insurance not required

8. **AGREEMENT**

In consideration of granting permission for the activity described above, the undersigned indemnifies and holds harmless the City of Sully, 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 event sponsor shall assume full responsibility for compliance with all ordinances, rules, regulations, conditions, fees, and charges and further agrees to pay any cost associated with damage to city property, lost barricades/signs, clean up by city crews, or any other additional city expenses caused by this event.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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

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

CONDITIONS IMPOSED:

TOTAL ESTIMATED CHARGES: \$