

# SPECIAL EVENT PERMIT APPLICATION

Franklin County Conservation  
P.O. Box 164  
1002 Central Ave W  
Hampton, IA 50441  
641-456-4375



*Events larger than 250 people will require a Special Event Permit. If your event will require a special event permit, you must begin the application process a minimum of 45 days prior to the requested date of the event. Advertising your event prior to receiving a signed Special Event Permit is not allowed. This application must be completed in its entirety before a permit will be issued.*

## 1. EVENT INFORMATION:

NAME OF EVENT (Example: ABC fun run)

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DATE OF EVENT: \_\_\_\_\_ LOCATION: \_\_\_\_\_

(Example: Maynes Grove)

STARTING TIME: \_\_\_\_\_ ENDING TIME: \_\_\_\_\_

TYPE OF EVENT:

A) Ceremony \_\_\_\_\_

B) Company Activity \_\_\_\_\_

C) Race Event \_\_\_\_\_

D) Cultural Event \_\_\_\_\_

E) Fund Raiser \_\_\_\_\_

F) Other \_\_\_\_\_

(Please List)

DESCRIBE ACTIVITIES AT THE EVENT:

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## 2. CONTACT INFORMATION:

PERSON RESPONSIBLE FOR APPLICATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT TELEPHONE NUMBER: DAY \_\_\_\_\_ EVENING \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ALTERNATE CONTACT PERSON: \_\_\_\_\_

ALTERNATE CONTACT NUMBERS: DAY \_\_\_\_\_ EVENING \_\_\_\_\_

### **3. EVENT DETAILS:**

#### **A. PARTICIPANTS:**

- Number of People \_\_\_\_\_
- Number of Vehicles \_\_\_\_\_
- Invited Guests Only \_\_\_\_\_ Yes \_\_\_\_\_ No
- Open to General Public \_\_\_\_\_ Yes \_\_\_\_\_ No
- Organization/Club Members Only \_\_\_\_\_ Yes \_\_\_\_\_ No
- Registered Participants Only \_\_\_\_\_ Yes \_\_\_\_\_ No

#### **B. VENDOR PARTICIPANTS:**

- Number of Vendors \_\_\_\_\_
- List of Vendors and type of business:

_____	_____
_____	_____
_____	_____
_____	_____

#### **C. SPECIAL CIRCUMSTANCES (Describe if any of the items listed below will be brought in by the user for the event. All items brought in must be removed immediately following the event otherwise maintenance staff fees may be assessed. Insurance coverage may be required for some activities listed below):**

- Tents \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Qty.
  - If yes, describe tent, size, number and location \_\_\_\_\_

- Inflatable Bounce Houses/Toys/Slides \_\_\_\_\_ Yes \_\_\_\_\_ No
  - If yes, describe type, number and location \_\_\_\_\_

- Amplified Music \_\_\_\_\_ Yes \_\_\_\_\_ No
  - If yes, describe use of \_\_\_\_\_

- Banners\* \_\_\_\_\_ Yes \_\_\_\_\_ No
  - If yes, describe use of \_\_\_\_\_

\* Banners may be placed along roadways to guide people to your event, but in no way may be affixed to trees or park signs. Signs are to be removed immediately following event. Failure to do so will result in maintenance fees and/or fines according to littering ordinances.

- Signs\* \_\_\_\_\_ Yes \_\_\_\_\_ No
  - If yes, describe use of \_\_\_\_\_

\* Small directional signs may be placed along roadways to guide people to your event, but in no way may be affixed to trees or park signs. Signs are to be removed immediately following event. Failure to do so will result in maintenance fees and/or fines according to littering ordinances.

- Trash Containers \_\_\_\_\_ Yes \_\_\_\_\_ No
  - Date Brought In: \_\_\_\_\_ Date Removed: \_\_\_\_\_

- Portable Toilets \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Qty.
  - Date Brought In: \_\_\_\_\_ Date Removed: \_\_\_\_\_
- Alcoholic Beverages to be Served? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Intoxicating liquors are not allowed; beer and wine only).

**D. SPECIAL PROVISIONS (Need for items provided by Franklin County Conservation staff):**

- Ranger/ Staff (\$40/hour per staff person) \_\_\_\_\_ Yes \_\_\_\_\_ No
  - Number of staff requested \_\_\_\_\_
- Other (Describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. TRAFFIC & EMERGENCY SAFETY**

- Access to Event – Will your event interfere with non-participating vehicle traffic?  
\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ unsure

**If yes, event planner must arrange for traffic control a minimum of 14 days prior to the event**

(Franklin County Sheriff, Iowa State Patrol, or other). Adequate signage must be used when event traffic will be crossing public highways.

- Event cannot collect entrance or parking fees
- Park access must be maintained during the event and no fences or barricades may be used to restrict public access
- Emergency Preparedness --Do you anticipate the need for first aid booths, fire / rescue units present during your event? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ unsure

**F. FEES/CHARGES/DEPOSITS – All fees, charges and deposits must be paid before a Special Event Permit will be issued.**

- **Rental Charges** – Associated rental facility fees and damage deposits shall apply should a facility within the FCC jurisdiction be used in conjunction with the event.
- **Administration Fee** – A \$50.00 administration fee will be charged to process the Special Event Application and must be received by FCC before permit will be issued. (FCC reserves the right to waive this fee)
- **Damage Deposit** – A damage deposit (amount determined by FCC staff) may be required. Following the event, FCC staff will inspect the area and if the area is not left in the condition prior to the event, the damage deposit will be forfeited. If the dollar amount for any repair/clean-up exceeds the deposit, additional fees at \$75/hr/maintenance person will apply. The party shall be billed for the balance and shall be paid in full no more than 30 days from the billing date.

FCC looks forward in assisting you in determining these concerns as well as any other concerns or issues you may have in this application process.

I have completed the Special Event Application, enclosed appropriate fees and understand the conditions under which it is issued and agree to comply with these conditions for this event.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

# SPECIAL EVENT PERMIT

Franklin County Conservation  
P.O. Box 164  
1002 Central Ave W  
Hampton, IA 50441  
641-456-4375



**Special Event Permit #:** \_\_\_\_\_

**PERMIT GRANTED TO:** \_\_\_\_\_

**DATE OF EVENT:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

The issuance of this permit is subject to the following terms, conditions and fees (if applicable).

**\*FEES:**

<u>Description</u>	<u>Cost per Item</u>	<u>Qty.</u>	<u>Total Item Fee</u>
Ranger/Staff	\$40.00/Hour	_____	_____
Administration Fee	\$50.00	_____	_____
Deposit:	\$ _____	Less deposit ( _____ )	
<b>Total Fees for Event:</b>			<b>\$ _____</b>

\* Additional fees may be incurred for any changes during the application process and issuance of the Special Event Permit.

**Terms/Conditions:**

- A. This document and the Special Events Application shall constitute the Special Events Permit and shall be used to interpret any conflicts of information herein.
- B. That the proposed use of the land shall be without cost, expense or obligation on the part of the Franklin County Conservation Board;
- C. That no permanent facilities or structures of any kind will be constructed, erected or maintained;
- D. Proof of insurance may be required for your event. If applicable, permittee agrees to indemnify and hold the Franklin County Conservation Board, Franklin County Government, Elected Officials, Agents and Assigns harmless from liability for all claims for damages to or injury of persons or property or death of persons arising out of any activities resulting from the issuance of this permit. Permittee, for such purposes, shall procure and maintain during the period of its activities under this permit, the following minimum insurance:

TYPE	AMOUNT
Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000

Fire Damage (Any One Fire)	\$ 100,000
Personal & Advertising Injury	\$1,000,000
Medical Expense (Any One Person)	\$ 10,000

Prior to issuance of this permit, permittee shall furnish the Director of the Conservation Board or his/her designated representative a written statement or certificate of the above-required insurance plus all applicable fees.

- D. A damage deposit of \$\_\_\_\_\_ will be furnished to the Director of the Conservation Board or his/her designated representative prior to the issuance of the permit. The deposit will be returned after inspection of the area used for the special event reveals that the area has been returned by the permittee to its condition before the event.
- E. The Franklin County Conservation Board makes no guarantees that the location will be usable on the date specified above in the event of high water or flood emergency conditions that may change the conditions of this permit. In the event of high water closing park recreational facilities, the permittee will contact our office at least one week prior to the event to discuss alternate arrangements.
- F. Admission to view the event will be open to the general public without discrimination on the grounds of race, color, religion, national original, sex, age or ability. Participation in the event may be limited to members of the sponsoring group provided that the group does not unlawfully discriminate against participation in the event on grounds of race, color, religion, national origin, sex or age. Requests for special events permits citing “special circumstances” for participation requiring gender or age discrimination must be accompanied by an exceedingly persuasive justification. Fishing tournaments do not qualify for discrimination based on gender.
- G. This permit does not give any property rights either in real estate or material, and in no way contemplates exclusive use and such use will not in any way prevent, interfere, or deny the public use and enjoyment of the area.
- H.  Additional considerations and conditions listed, if applicable.
- I. A meeting must be arranged with the Park Ranger to review all special considerations. The permittee is responsible for coordinating this meeting.

**Special Considerations and Conditions (List if Section H is checked):**

I have read the Special Event Permit Application and this Special Event Permit and understand the conditions under which it is issued and agree to comply with these conditions in conducting the event.

\_\_\_\_\_  
 Permittee Date

\_\_\_\_\_  
 Franklin County Conservation Date