



SPECIAL EVENT PERMIT APPLICATION

(Must be turned in at least 60 days prior to event)

A Special Event Permit is required from the City of Orange City for any special activity that requires exclusive use of city streets, sidewalks, parks, and requires special assistance of a city department, or is likely to have a large impact on traffic. **(Excludes Tulip Festival and RAGBRAI)**

1. General Information.

- Organization/Person Requesting: _____
- Name of Event: _____
- Contact Name: _____
- Mailing Address for Contact: _____

- Contact Phone Number: _____
- Email: _____
- Address of Event: _____
- Estimate of Number of Participants:
_____ 1-100 _____ 101-200 _____ 201-300 _____ 301-500 _____ > 500
- Attach map of event location, set-up, and/or route.

2. Type of Event:

_____ Carnival _____ Walk, Run, Bicycle Event _____ Fireworks
_____ Concert _____ Neighborhood/Block or Private Party
_____ Other: _____

***The above events require City Council approval, which could take 30 days to obtain.**

3. Date of Event:

Date Set Up: _____ Date Taken Down: _____
Date(s) Held: _____ Time(s) Held: _____

4. Brief Description of Event: _____

Applicant Signature: _____

City Official Signature: _____

4. Additional permits required when event includes:

_____ Sale of Alcoholic Beverages

- The Application for a temporary liquor license must be reported to the City Clerk’s Office and approved by the City Council. (This process could take 60 days)
- Requires temporary liquor license from the Iowa Beverage Division. Apply on-line at www.iowaabd.com.

_____ Sale of Food Products

- Mobile Food and Beverage Vendors require a separate license from the City
- The applicant selling pursuant to this permit shall comply with all applicable State food and health rules and regulations.

_____ Sound Equipment

- If the event includes music, a live band, or noise of any kind a request for a Sound Equipment Permit must be made. See attached form.

_____ Fireworks

5. Please check any of the following boxes that apply to this event.

_____ Portable restrooms – recommended based on duration/people attending.

_____ using a park, sidewalk or street surrounding a park.

_____ using any public area.

_____ using any portion of a public trail.

_____ there will be alcoholic beverages sold/served.

_____ there will be a fee/charge to take part in this event.

If you checked any of the boxes above, please give a brief description: _____

Insurance Requirements: For all events, an Insurance Certificate is required in the amount of \$1,000,000.00, for liability coverage.

PLEASE NOTE: The request form must be returned to Janet Brown at the City Clerk’s Office, 125 Central Ave. SE, at least 60 days prior to the event or the event will be denied. If you have any questions, please contact us at 712-707-4885.