

City of Ames Special Event Information Sheet

Date: _____

Applicant's Name _____ Address: _____

Home Phone: _____ E-mail: _____

Name of Sponsoring Organization: _____

Address of Sponsoring Organization: _____

Phone Number of Organization: _____ E-mail: _____

Name of Event: _____

Date of Event: _____ Estimated Number of Participants: _____

Time of Event: _____ Estimated Ending Time: _____

What time will setup for the Event begin? _____

Will you be using City street surfaces? Yes___ No___

Will your event require the closing or blocking of City streets (or lanes in streets) and/or intersections? Yes___ No___

If yes, which ones and what times? _____

Will your race/event require the closure of any City parking lots or spaces? Yes___ No___

If yes, where and what times? _____

Will traffic be halted for any length of time on an arterial (4-lane) street? Yes___ No___

If yes, where and what times? _____

Do you have a need for any medical standby? Yes___ No___

Will Police assistance for either traffic control or security be requested? Yes___ No___

The Police Department may require off-duty personnel to assist with runners and/or traffic. Off-duty personnel are required if you will be using any major street(s), highway(s), or intersections with poor visibility or dangerous traffic situations. You will be responsible for an hourly fee if off-duty personnel are required.

A police escort for the entire race will not be provided.

Please attach a map with the following items:

1. Race course/event area
2. Direction of runners through the race, if applicable
3. Starting and finishing points
4. Meeting points for the racers before and after the race, if applicable
5. Traffic re-routing plan
6. Closed street(s) and lanes
7. Barricade and cone placement plan
8. Traffic signals operation (red-flashing or cycling)
9. Warning sign placement for closure of arterial/collector streets (by Traffic Engineer)
10. Placement of any vendor booths, stages, or other structures

Will you require any barricades or delineators for use during your event? Yes___ No___
Please provide a list naming the volunteers who will staff the barricades at all times.

If barricades or delineators are required for the event, the sponsor is required to provide them. The City Public Works Department Traffic Division (239-5235) can provide up to 20 barricades and 25 traffic cones. The cost of delivery of these materials will be charge if delivery and pickup is necessary outside of normal working hours (7:00 am to 3:30 pm, M-F). Full replacement cost will be charged for materials lost or broken. Other potential sources for barricades and/or delineators include the ISU Physical Plant or private rental firms.

Will there be any food vendors? Yes___ No___
Please provide a separate list of names of any vendors.

Will any other items be sold at the event? Yes___ No___
If so, by whom? _____

Will water need to be supplied by the City? Yes___ No___
If yes, why? _____

How will you dispose of the trash? _____

Will electricity need to be supplied by the City? Yes___ No___
If yes, how many outlets, 110v or 220v, and what kind of equipment will be used? _____

Will a band or DJ be involved? Yes___ No___
If yes, contact information for the band or DJ _____

Will City park property be used? Yes___ No___
If yes, which? _____

Will fireworks be involved? Yes___ No___
If yes, where? _____

Will alcohol be a part of the event? Yes___ No___

Will the event be open to the general public? Yes___ No___

Will a fee be charged for admission? Yes___ No___

The applicant shall furnish the City of Ames a certificate of insurance, written by a company authorized to transact business in the State of Iowa, evidencing the following coverage:

- Comprehensive General Liability Insurance with limits no less than \$500,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
- The policy shall name the City of Ames as an Additional Insured and require 30 days written notice of cancellation. The coverage shall be at least as broad as the ISO Form Number CG0001 covering commercial general liability written on an occurrence basis only.

For road races, in lieu of furnishing an insurance certificate from a commercial carrier, the applicant may furnish the City of Ames with an approved sanction from the athletic congress.

Name of Insurance Company: _____

*Additional permit required.

**Requires approval by Parks and Recreation Commission.

Applicant's Signature

1. Completed applications and any applicable fees must be returned to the Ames City Clerk, 515 Clark Avenue.
2. City Council approval may be needed for some aspects of your event. City Council meets the second and fourth Tuesdays of each month in the evening. Please plan accordingly and submit your application at least one month in advance of your event.
3. All of the questions on the Application Form must be answered completely.
4. Insurance coverage, written by a company authorized to transact business in the State of Iowa, evidencing coverage of comprehensive general liability with limits no less than \$500,000 combined single limit per occurrence for bodily injury, personal injury, and property damage is required. The policy shall name the City of Ames as an additional insured and require 30 days written notice of cancellation. The coverage shall be at least as broad as the ISO Form Number CG0001 covering general commercial general liability written on an occurrence basis only.

The City Risk Manager may be able to assist you in finding this coverage.

5. A contact person and sponsoring organization must be designated. The sponsoring organization must be legally recognized and able to secure insurance and any necessary State or Federal permits or licenses. If you have subcommittee members in charge of portions of the event (i.e. music, logistics, etc.), please provide a list with their names and a way to contact them.
6. You may be asked to meet with a group of City staff members to finalize the details of your event.