

TOM HANAFAN RIVER'S EDGE PARK APPLICATION FOR SPECIAL USE PERMIT

APPLICANT INFORMATION

Contact Name: _____ Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ E-mail: _____

EVENT INFORMATION

Name of Event: _____

Type of Event (circle one):

Wedding Concert Walk/Run Family Reunion/Picnic
Reception Festival Athletic Competition Other: _____

Event Date(s): _____ Start Time: _____ End Time: _____

Set Up Date(s): _____ Time: _____ Tear Down Date: _____ Time: _____

Projected Attendance: _____ Will tickets be sold? _____ If yes, ticket price(s): _____

Event Description: Describe the activities and entertainment involved in your event in detail:

Rental Fees (Rental Fees are assessed in accordance with the *USAGE POLICY FOR TOM HANAFAN PARK*)

	<u>2 Hr Rate</u>	<u>½ Day Rate</u>	<u>All Day Rate</u>
Great Lawn	\$50.00	\$200.00	\$300.00
Beachfront	\$100.00	\$400.00	\$700.00
Amphitheater	\$150.00	\$600.00	\$1,000.00
Entire Park	\$300.00	\$1,200.00	\$2,000.00

Other Fees (the following direct, in park costs will be charged)

City Stage	\$200 plus staff time (see Showmobile Portable Stage policy)
Additional Portable Restrooms	Price to be determined based on number and length of use
Fencing for Small Beer Garden	\$400.00
Fencing entire park for Large Beer Garden	\$1,000.00
Additional Fencing	\$1.25 per foot installed and removed
City Labor Costs	Cost assessed for non-park staff, depending on usage
Electrical Power	\$200 if an electrical distribution unit(s) are required
Other Fees	Depending upon use

Rental periods begin from the point of set-up and ends after event clean-up. Park hours are Monday through Sunday 7:00 am – 11:00 pm. The ½ day rate hours are considered 7 am – 3 pm or 3 pm – 11 pm. Establishment of event priorities, fee structure policies, advance reservation timeframes, availability of multi-year reservations and other details are provided within the [Usage Policy for Tom Hanafan River's Edge Park](#). All Large Events will require at least one meeting with park staff to discuss event details, park capability and limitations, event set up and take down, etc. Contact Geoff Hubbard at (712) 328-4650 or gghubbard@councilbluffs-ia.gov for more information.

ALL APPLICANTS MUST READ AND RESPOND TO THE FOLLOWING:

Food and Non Alcoholic Drink: Will your event sell food or Non Alcoholic drinks? **YES NO**

Events wishing to sell these items may do so upon securing the necessary permits including a temporary food permit from the Council Bluffs Department of Public Health at (712) 328-4666. Additionally, park staff must review and pre-approve the vendor locations, electrical needs, vendor staff parking/access, etc.

Alcohol: Will your event sell or allow consumption of alcohol? **YES NO**

Events wishing to sell alcohol may do so upon receipt of all required permits. Sale of alcohol and consumption of alcohol requires the establishment of a Beer Garden with a fenced perimeter. Typical fencing costs for both a small Beer Garden and full park fencing, to allow alcohol throughout the park, are provided in this permit. Harrah's Catering has provided both Beer Garden and Full Park alcohol sales; they can be contacted at (712) 326-9860. Event Sponsors may utilize other alcohol vendors but their vending plan (vending stations locations, electrical uses, and cleanup plan) requires park staff approval.

Fireworks: Will your event have a firework show? **YES NO**

Production of fireworks requires a permit from the Council Bluffs Fire Department at (712) 328-4671. The park staff must also approve the location.

Noise: Will your event have loud music, live band, or any kind of music? **YES NO**

Provide brief details if "Yes" _____

If an event includes music, a live band, or noise of any kind, a request for a noise variance must be made. A form is available from the Council Bluffs Department of Public Health at (712) 328-4666.

Stage: Would you like to use the City's mobile stage? **YES NO**

The City has a large portable stage which may be available. A Mobil Stage Rental Application will be furnished to those wishing to rent the stage.

Electricity: Will your event require electrical use of more than the standard 100 volts? **YES NO**

Basic power is available at many locations. For events requiring more power, one or more electrical distribution units will be provided to allow access to the larger electrical service. If this is required, a \$200 power fee will be assessed.

Portable Toilets: Will your event require more than two portable toilets? **YES NO**

Additional portable toilets and hand wash stations may be necessary. The number will be determined by the park staff consulting with event staff. The city will order and direct toilet placement; the event Sponsor will pay the vendor. The city may however allow the event Sponsor to secure their own toilets.

Medical Services: Have you made provisions for onsite medical services? **YES NO**

The city may determine medical services are required. This will incur additional cost to the Event Sponsor.

Security: Have you made provisions for onsite security? **YES NO**

The city may determine a police presence be required. This will incur additional costs to the Event Sponsor.

Tents, Tables, Chairs, Water Stations, etc.: Will your event be utilizing these types of materials? **YES NO**
If needed, users must acquire them and coordinate placement and removal with park staff.

Light Show: Will your event conflict with the Great Lawn *Rays* Light Show? **YES NO**
The light show begins every night at dusk and runs every half hour. It can be turned off for events.

GENERAL POLICIES

Payment of Fees: Full payment must be submitted with the application. For large events however, 50% of the fee is due on application submittal and the remainder due the last working day before the rental. Payment is accepted by check, cash or credit card. Check and credit card payments must be made at City Hall.

Weather Related Cancellation: The Event Sponsor is hereby advised that no immediate shelter from weather is available in the park and users are to use caution with continuing events during inclement weather. The city also reserves the right to direct the cancellation or delay of the event due to weather conditions and or other elements and activities associated with security and safety of the attendees.

Insurance Requirements: For events with an expected attendance of over 1,000 people, an insurance certificate is required in the amount of \$1,000,000, for Liability coverage, listing the City of Council Bluffs as an additional insured, for all events. A copy of the insurance certificate must be submitted with the application.

Parking: The park's two parking lots will remain open to the public, unless otherwise agreed by the city. Additional parking may be available in Playland Park, if approved in advance by the city. Even if approved, the city may terminate parking in Playland Park for any reason including weather. Parking may also be available in the Harrahs parking lot, contact the park staff for details.

Clean Up/Damages: The user is solely responsible for cleanup of the Park area following the end of the use period. The user accepts responsibility and agrees to be liable for any and all damage to the area(s) used at the park during the duration of the rental period. Large events must discuss clean up requirements with park staff. The City will bill the user should additional city cleanup be required.

Set up and Take Down: Event set up and taken down times must be accurately indicated on the application form. Event breakdown must begin immediately following the event. All items must be set up and removed within the rental time frame.

Protection of the Park: To protect the park its Great Lawn and irrigation system, any item to be driven into the ground must be coordinated with park staff. Additionally, issues regarding availability of power, water, approved areas for event staff vehicles to travel, setup of stages, booths, etc. and many other details must be coordinated with and received approval of park staff. Event Sponsors shall insure that all details have been discussed with park staff and approval has been given at least a week before the event. Failure to address these issues adequately and in advance of the event will be grounds for termination of the permit. **DRIVING ON THE GREAT LAWN OR OTHER TURF AREAS IS NOT PERMITTED UNLESS SPECIFICALLY APPROVED BY THE CITY.**

Other: Unless coordinated ahead of time, River's Edge Park will remain open to the public throughout the duration of the rental. This Agreement applies only to a specific area(s) being used by the Renter. The city recognizes the complexity of large events and the desirability of such events to the community and the region. The Director of Parks, Recreation and Public Property shall represent the city in the interpretations of all elements of this agreement, the *Usage Policy for Tom Hanafan River's Edge Park* and the final assessment of fees and requirements.

INDEMNIFICATION

To the fullest extent permitted by Law, the Renter shall indemnify and hold harmless the City of Council Bluffs, their agents, and employees from and against all claims, damages, losses, and expenses, including but not limited to attorney’s fees arising out of or resulting from the rental of the mobile stage, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefore, and (2) is caused in whole or in part by any negligent act or omission of the Renter, anyone directly or indirectly employed by the Renter, or anyone for whose acts the Renter may be liable.

This agreement confirms the terms and conditions to which the Renter agrees to rent a portion of River’s Edge Park provided by the City of Council Bluffs through the Council Bluffs Parks, Recreation & Public Property Department.

Payable by check to: City of Council Bluffs Parks, Recreation & Public Property
209 Pearl St
Council Bluffs, IA 51503

Renter’s Signature

Date

City of Council Bluffs

Date