



**110 West 3<sup>rd</sup> Street, Vinton, IA 52349**  
**Phone: (319) 472-4707 \* Fax: (319) 472-4456**  
**Email: [cityhall@vintoniowa.net](mailto:cityhall@vintoniowa.net)**  
**Website: [www.cityofvinton.org](http://www.cityofvinton.org)**

### **SPECIAL EVENT APPLICATION**

This application must be submitted for special events held on City property or that may require the assistance of City services at least 60 days prior to the date of the event. An approved certificate of liability insurance (including additional documentation if required) must be received 30 days prior to the event date. This application is available at the City's website, [www.cityofvinton.org](http://www.cityofvinton.org).

The City of Vinton requires certain special events to submit an event application and insurance information for City approval in order to help ensure a healthy, safe, and enjoyable environment for special event participants and the community at large by ensuring two-way communication between special event organizers and local government and particularly emergency management personnel.

If your event entails multiple venues/activities, please attach additional pages as needed.

All event applications are subject to approval by the City Administrator, Police Chief, and Fire Chief, and any other relevant city department heads or their designees, or the Vinton City Council if a resolution is required.

The Special Events Permit/Resolution approving an event will state conditions which must be met for the event to be held, including insurance requirements.

All Special Event Applications must include a Severe Weather Contingency Plan for approval. This form is also available on the City of Vinton website.

RETURN the completed application to:

City of Vinton  
Attn: City Administrator, Event Application  
110 W. 3<sup>rd</sup> St.  
Vinton, IA 52349

**GENERAL INFORMATION**

NAME OF EVENT:

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DAY & DATE OF EVENT:

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CHECK ONE:      \_\_\_\_\_ NEW EVENT IN VINTON      \_\_\_\_\_ RETURNING EVENT

LOCATION OF EVENT:

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DESCRIPTION OF EVENT: (LIST ALL EVENT ACTIVITIES)

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HOST ORGANIZATION:

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HOST ORGANIZATION ADDRESS:

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HOST ORGANIZATION PHONE NUMBER:

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HOST ORGANIZATION WEBSITE:

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**EVENT CONTACTS**

PRIMARY CONTACT PERSON FOR EVENT:

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HOME ADDRESS:

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CELL PHONE: \_\_\_\_\_ ALTERNATE PHONE NUMBER: \_\_\_\_\_

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

SECONDARY CONTACT PERSON FOR EVENT:

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HOME ADDRESS:

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CELL PHONE: \_\_\_\_\_ ALTERNATE PHONE NUMBER: \_\_\_\_\_

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

**EVENT DATE(S) / TIME(S)**

SETUP START: \_\_\_\_\_ TEAR DOWN END: \_\_\_\_\_  
(INCLUDE DATE/TIME) (INCLUDE DATE/TIME)

EVENT START: \_\_\_\_\_ EVENT END: \_\_\_\_\_  
(INCLUDE DATE/TIME) (INCLUDE DATE/TIME)

NUMBER OF ANTICIPATED PARTICIPANTS AND SPECTATORS: \_\_\_\_\_

NUMBER OF STAFF (PAID AND VOLUNTEER): \_\_\_\_\_

ARE THERE FEES FOR PARTICIPANTS AND/OR SPECTATORS: \_\_\_\_\_ YES \_\_\_\_\_ NO

WILL FEES BE COLLECTED ON-SITE: \_\_\_\_\_ YES \_\_\_\_\_ NO

**PUBLIC SAFETY**

WILL ALCOHOLIC BEVERAGES BE SOLD DURING THIS EVENT: \_\_\_\_YES \_\_\_\_NO

WILL ALCOHOLIC BEVERAGES BE ALLOWED TO BE BROUGHT IN FROM OUTSIDE AND CONSUMED ON-SITE: \_\_\_\_YES \_\_\_\_NO

DO YOU HAVE A LIQUOR LICENSE: \_\_\_\_YES \_\_\_\_NO

DO YOU HAVE DRAM SHOP INSURANCE: \_\_\_\_YES \_\_\_\_NO

WILL FIREWORKS, PYROTECHNICS, OR FLOATING LANTERNS BE USED: \_\_\_\_YES \_\_\_\_NO

ARE YOU REQUESTING APPROVAL TO DISCHARGE FIREWORKS: \_\_\_\_YES \_\_\_\_NO

WILL THE HOST BE PROVIDING PRIVATE SECURITY FOR THIS EVENT: \_\_\_\_YES \_\_\_\_NO

NAME OF SECURITY COMPANY: \_\_\_\_\_

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

PHONE NUMBER: \_\_\_\_\_

IS THE SECURITY COMPANY INSURED: \_\_\_\_YES \_\_\_\_NO

SECURITY CONTACT PERSON: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_

WILL FIRST AID OR EMERGENCY MEDICAL CARE BE PROVIDED ON-SITE: \_\_\_\_YES \_\_\_\_NO

NAME OF MEDICAL CARE ORGANIZATION: \_\_\_\_\_

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

CELL PHONE NUMBER: \_\_\_\_\_

**TRAFFIC CONTROL PLAN**

*(Consultation with the Chief of Police or his/her designee may be required.)*

WILL STREET CLOSURES BE NEEDED: \_\_\_\_ YES \_\_\_\_ NO

WILL TEMPORARY NO-PARKING AREAS BE NEEDED: \_\_\_\_ YES \_\_\_\_ NO

WILL TRAFFIC DIRECTION BE NEEDED: \_\_\_\_ YES \_\_\_\_ NO

WILL VOLUNTEERS BE PROVIDED BY THE HOST ORGANIZATION TO ASSIST WITH TRAFFIC CONTROL:

\_\_\_\_ YES \_\_\_\_ NO

*Any persons assisting with traffic control should wear a high-visibility garment such as an ANSI approved vest, shirt, or jacket.*

**ROUTE / MAP**

(LIST THE DETAILED ROUTE FOR PARADES AND RUNS/WALKS INCLUDING STAGING AREAS.

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**DETAIL REQUESTED STREET CLOSURES AND/OR TEMPORARY NO PARKING AREAS**

(May require City Council approval by resolution. You are required to provide adequate parking for your event. If the event site does not have adequate parking, provide an event parking plan with your application.)

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ATTACH A MAP OF THE PROPOSED ROUTE TO THE COMPLETED APPLICATION.

**PUBLIC WELFARE**

**SOUND SYSTEMS:**

PLEASE CHECK ALL APPROPRIATE BOXES FOR AMPLIFIED SOUND SYSTEMS THAT WILL BE IN USE.

Live music       Recorded music       Public address system

WHAT TIMES WILL APPLIFIED SOUND SYSTEMS BE USED?

\_\_\_\_\_ START TIME      \_\_\_\_\_ END TIME

WHICH DIRECTION WILL APPLIFIED SOUND SYSTEM SPEAKERS BE POINTED?

NORTH     SOUTH     EAST     WEST

PLEASE DESCRIBE ANY OTHER SOURCES OF VERY LOUD NOISE THAT WILL BE LIKELY DURING THIS EVENT AND THE TIME FRAME THEY WILL BE LIKELY TO OCCUR.

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**CAMPING**

WILL CAMPING BE PERMITTED ON-SITE:  YES     NO

PLEASE CHECK APPROPRIATE BOX FOR TYPES OF CAMPING

TENT     CAMPER     BOTH

**CLEAN UP AND TRASH REMOVAL**

TRASH REMOVAL IS THE RESPONSIBILITY OF THE PROPERTY OWNER IF THE EVENT IS BEING HELD ON PRIVATE PROPERTY AND THE RESPONSIBILITY OF THE APPLICANT IF THE EVENT IS HELD ON PUBLIC PROPERTY.

**TOILET FACILITIES**

WILL ADDITIONAL TOILETS BE BROUGHT TO THE EVENT SITE?  YES     NO

HOW MANY? \_\_\_\_\_



**PUBLIC SAFETY ASSESSMENT – ADMINISTRATIVE USE ONLY**

**POLICE**

COMPLETED BY: \_\_\_\_\_ DATE \_\_\_\_\_

Threat assessment completed: \_\_\_\_\_ Severe weather contingency plan completed: \_\_\_\_\_

Extra manpower needed: \_\_\_\_\_ None \_\_\_\_\_ FT \_\_\_\_\_ PT \_\_\_\_\_ Reserve

Cost estimate for additional services: \_\_\_\_\_

Traffic control plan acceptable including ingress/egress from event site: \_\_\_\_\_ YES \_\_\_\_\_ NO

Meeting with applicant(s)? \_\_\_\_\_ YES \_\_\_\_\_ NO Date \_\_\_\_\_

**FIRE**

COMPLETED BY: \_\_\_\_\_ DATE \_\_\_\_\_

Firefighters needed: \_\_\_\_\_ On-site \_\_\_\_\_ On-standby \_\_\_\_\_ No special staffing

Burn ban in effect: \_\_\_\_\_ Yes \_\_\_\_\_ No

Cost estimate for additional services: \_\_\_\_\_

**EMS**

COMPLETED BY: \_\_\_\_\_ DATE \_\_\_\_\_

Staged ambulance(s): \_\_\_\_\_ Required \_\_\_\_\_ Requested \_\_\_\_\_ Not Needed \_\_\_\_\_

Number of staged ambulances: \_\_\_\_\_

Rover team(s): \_\_\_\_\_ Required \_\_\_\_\_ Requested \_\_\_\_\_ Not Needed

\_\_\_\_\_ Number of rover teams

EMS helicopter landing zone(s) identified: \_\_\_\_\_ YES \_\_\_\_\_ NO

Mass Casualty Trailer staged: \_\_\_\_\_ YES \_\_\_\_\_ NO

Cost estimate for additional services: \_\_\_\_\_



## Frequently Asked Questions

1. *Why does the City of Vinton require that I obtain the approval of City government in order to conduct my special event even if it is on private property?*

The purpose of this process is to help ensure a healthy, safe, and enjoyable environment for special event participants and the community at large by ensuring two-way communication between special event organizers and local government and particularly emergency management personnel.

2. *What types of events automatically require a special event application?*

Any special event that is; A) open to the public regardless if admission is free or fee-based and/or B) a private event open only to select persons including members of an organization or association. AND includes any of the following characteristics;

- A) Blocking or partial blocking of the travelled portion of City streets (not including legally parked vehicles)
- B) Anticipated attendance greater than 150 people at any one time
- C) Use of fireworks, pyrotechnics, or aerial lanterns (commonly referred to as "floating lanterns" or "Chinese lanterns").
- D) Sale of alcoholic beverages at a location other than a year-round permit holder's location (bar, restaurant, store, etc).
- E) Amplified music/PA system in an outdoor setting (does not include portable music devices with built in speakers or small portable speakers).

3. *What types of events are automatically exempt from the special event application requirement?*

Special Event applications are not required for the following;

- A) Regular school events on school property (sporting events, banquets, concerts, commencement ceremonies, dances, plays, etc.)
- B) Private events conducted entirely on school property that have the approval of the Vinton-Shellsburg Community School District. Consultation with city officials is still recommended if the event otherwise meets the criteria above.
- C) Religious services, weddings, or funerals conducted on property owned by a church or on other private property.
- D) Birthday parties, graduation parties, or similar private events held at a private residence or on other private property unless the event will include characteristics listed in Question 2.

Consultation with the City is always encouraged and it is recommended if the event otherwise meets the previously listed criteria.

4. *Do we need to complete a Special Event Application to receive a law enforcement escort of a funeral procession?*

No. The Vinton Police Department maintains a good working relationship with local funeral homes. Funeral homes are asked to notify the Police Chief or his/her designee of the anticipated date and time for both the funeral and the procession with as much notice as possible, preferably 36-48 hours. Funeral homes should advise the location of the funeral, the destination of procession, a preferred route, as well as any special procession information or route requests. Special route requests may not be fulfilled due to traffic patterns or emergency staffing requirements at the time of the procession. The Police Chief or his/her designee will respond regarding the final route and any other details within 24 hours from receiving the funeral procession request. Funeral processions are detailed in Iowa Code Section 321.324A;

### 321.324A FUNERAL PROCESSIONS.

1. For purposes of this section, "funeral procession" means a procession of motor vehicles accompanying the body of a deceased person during daylight hours which is being escorted by a vehicle continually displaying its emergency signal lamps flashing simultaneously and using lighted headlamps and identifying flags, or an escort vehicle displaying a flashing or revolving red and amber light visible to pedestrians in all directions, and keeping all other motor vehicles with lighted headlamps in close formation.
2. Upon the immediate approach of a funeral procession, the driver of every other vehicle, except an authorized emergency vehicle, shall yield the right-of-way. An operator of a motor vehicle which is part of a funeral procession shall not be charged with violating traffic rules and regulations relating to traffic signals and devices while participating in the procession unless the operation is reckless.
3. 3. The funeral establishment in charge of the funeral procession is liable only in connection with the procession for any negligent, reckless, or intentional act by the funeral establishment or any employee or agent of the funeral establishment that results in any death, personal injury or property damage suffered during a funeral procession.

Section History: Recent Form 94 Acts, ch 1139, §1; 2006 Acts, ch 1070, §13

Referred to in § 321.423, 321.482A

Flashing lights, see § 321.423

Penalties for violations causing serious injury or death, see §321.482A

5. Is there any fee for submitting a Special Event Application?

No. At this time there is no fee required to submit the application, have it reviewed, or to consult with City officials regarding the event. In rare cases, for large scale or high-security events, the City may consider requiring reimbursement or payment in advance for City services particularly when those extra required services present a significant expenditure of taxpayer funds.

## **EVENT PLANNING CONTACTS FOR QUESTIONS**

### **Council Resolutions, General Information**

City Administrator:    phone  
   Email

### **Fireworks, Burn Bans, Propane Grills**

Fire Chief:                    phone  
   Email

### **Public Safety, Street Closures, Traffic Control, Extra Officers**

Police Chief:                319-472-2321  
   Email:

### **Liquor Licenses, Insurance Certificates**

City Clerk:                    319-472-4707

### **Parks & Recreation Facilities**

Parks & Rec Director:    phone  
   Email