



West Des Moines Block Party Permit Application

Please complete this form and submit it along with completed map and petition to the City Clerk's Office
4200 Mills Civic Parkway, P.O. Box 65320, West Des Moines, IA 50265 at least 30 days prior to proposed event

Location Date of Event

Contact Information:

Contact:

Address:

City State Zip

Day Phone: Cell Phone:

Email Address:

Time of Event:

Event Set-up	<input type="text"/>
Event Start/End	<input type="text"/>
Event Teardown	<input type="text"/>

Other plans or information that would be useful for City staff.

Included with application:

Map of Street with Type III Barricade Placement: Yes _____

Resident Block Party Petition: Yes _____

Estimated Attendance:

Will you be using outdoor tents greater than 200 square feet? Yes _____ No _____

Will you be using an outdoor canopy greater than 400 square feet? Yes _____ No _____

If yes to either, a tent permit is required. Location of the tent or canopy must be coordinated with the City Staff.

If using a tent, permission must be granted before tent stakes are drilled or pounded into parking lots or grounds, and the applicant must pay for any repairs associated with the installation of the tent. Tent permit is included with this packet.

Will you be using inflatable rides or devices: Yes _____ No _____

If yes, a tent permit is required. Location of the inflatable must be coordinated with City Staff.

The tent permit is included with this packet. Please complete and return with fees.

Will you be using live amplified sound? Yes _____ No _____

If yes, a \$22 sound permit is required. The Sound Permit Form is included in the packet. Please complete and return with fees.

I have been advised of the requirements for the conduct of a Block Party in West Des Moines and I, or the organization I represent, have met or will meet all requirements established by the City. Further I understand that if all requirements are not met, the Block Party Permit can be canceled by the City at any time including at the start of or during the event.

In the event that an organization is the applicant, I hereby certify I have the legal authority to represent the applicant and/or the participants, and I have read the above requirement, understand the provisions, and freely and voluntarily sign it officers, agents, employees, or board members. It is further understood a certificate of public liability insurance will be required before conducting the proposed event.

I have been advised of the requirements for the conduct of a special event in West Des Moines and I, or the organization I represent, have met or will meet all requirements established by the City. Further, I understand that if all requirements are not met, the Special Event Permit can be canceled by the City at any time including at the start of or during the event. If this event is sponsored by an organization, I hereby certify I have the legal authority to represent the applicant and/or the participants, and I have read the requirements for issuance of the permit and the Hold Harmless Agreement, understand their provisions, and freely and voluntarily sign this application

It is further understood the West Des Moines City Clerk has the authority to grant or deny permission for this event.

Applicant Name (please print)

Signature

Date

Calculate Your Fees (if necessary):

Tent Permit Fee

If necessary, \$50

Sound Permit Fee

If necessary, \$22

TOTAL DUE

Please make check payable to The City of West Des Moines



West Des Moines *Block Party Guidelines and Requirements*

A Block Party is defined as an event open to a specific/defined neighborhood or area; where no admission fee is charged for attendance; where alcoholic beverages are not sold or where no entrance fee or admission is charged for service of alcoholic beverages; where a street closure, if necessary, will not exceed 6 hours; where the use of Kybos/Porta Potties is not necessary.

- Completion of the City's Block Party Application and submission of the application must be made to the City Clerk's Office at least 30 days prior to the event.
- The application must include a map of the specific area to be used and blocked off. NOTE: Except for very limited circumstances, the City will require that a street closing be from cross intersection to cross intersection so that no traffic can turn onto a closed street.
- The applicant must comply with all federal, state, county, and city laws. Any dunk tank, recreational inflatable item, semi-permanent exhibit or any other item of any kind that may prevent or limit the access of public safety vehicles shall be prohibited from being placed in the street or right of way.
- Permits may be necessary for Tent/Canopy/Membrane (inflatables) as well as sound, the applications are separate and included in this packet of information.
- The City does not provide barricades for Block Parties; the applicant must assume any extra costs associated for the appropriate number and type of barricades.

Standard, orange and white safety Type III barricades are always required, with lights added after sunset. The barricades must be positioned so as to completely close the street. A minimum of two barricades per traffic lane shall be evenly spaced so that vehicles are not able to detour around the closed street segment. Saw horses, ropes and flags are NOT permitted as alternatives. It is strongly encouraged that someone in the group be responsible for always maintaining the proper position of the barricades, as their displacement is a risk assumed by the attendees. For additional safety, it is also recommended that the Block Party activities be held no less than 100 feet inside the barricaded area.

- 90% of the residents within the enclosed area, including any listing agent with a home for sale within the area, must be in favor of and/or approve the request. NOTE: Approvals must be in writing using either a petition or letter format.
- Finally, the City expects that the barricades will be removed from the roadway or street immediately following the event and the area shall be cleared of all trash and debris.
- Return Application, Petition and Map to:

City of West Des Moines
ATTN: City Clerk's Office
P.O. Box 65320
West Des Moines, IA 50265-0320

