



West Des Moines Special Event Application Guidelines and Requirements

As an individual or organization requesting use of City of West Des Moines public property or right-of-way in the conduct of a special event, you have basic responsibilities to fulfill in order to conduct your event with the approval of the City of West Des Moines. However, receiving approval from the City of West Des Moines does not preclude responsibility for any additional permits, approvals, or state and federal regulations. The City reserves the right to impose special guidelines and restrictions based on the nature of the proposed event and its attendant circumstances. A \$225 non-refundable application fee must accompany the application.

The following general guidelines and responsibilities apply to activities such as parades, timed events, athletic events, street fairs, outdoor concerts, and/or rallies involving the use of public land (Block Parties are governed by a different set of guidelines; contact the City Clerk's office for additional information)

- A. Upon issuance of the permit, the applicant must comply with insurance provisions requiring a certificate of insurance naming the City of West Des Moines and its Boards, Commissions, Officers and Employees as a co-insured in the following amounts:
 1. Public Liability Insurance for any one person not less than \$500,000
 2. Public Liability Insurance for any one accident not less than \$1,000,000
 3. Each policy and certificate shall have endorsed thereon:

"No cancellation of or change in this policy shall become effective until after ten (10) days notice by registered mail to: City Clerk, City of West Des Moines, 4200 Mills Civic Parkway, P.O. Box 65320, West Des Moines, IA 50265"
- B. Upon issuance of the permit, an Indemnification and Hold Harmless Agreement (prepared by the City of West Des Moines) holding the City of West Des Moines and its Boards, Commissions, Officers and Employees harmless must be executed by the applicant or an authorized representative.
- C. The application must include a map of the specific area to be used or route of travel. The map must delineate the City property to be used (Streets/Sidewalks/Trails, etc.), start and finish points and direction of flow, if applicable, as well as location(s) of outdoor toilet and liquor dispensing area(s), if any.
- D. The applicant must comply with all federal, state, county, and city laws, ordinances and regulations including all regulations adopted and established by the City.
- E. The applicant must assume extra costs associated with public safety and sanitation at the level of service recommended by the City of West Des Moines. This includes the number and type of barricades, number of toilets/kybos and trash receptacles, and the number and hours of police/security officers.
- F. If alcoholic beverages are to be sold or if an entrance or admission is charged for an event at which alcoholic beverages will be served, a Liquor Permit and Dram Shop Insurance will be required. This permit, which is not included in the application fee for the Special Event, requires consideration and approval by the West Des Moines City Council and, in some instances, requires approval by the State of Iowa. Additionally, the applicant will need to secure approval by the Park and Recreation Director before the City Council will consider the sale or service of alcoholic beverages or dispensing from kegs in City Parks by individuals/organizations who do not possess a liquor permit for the park site. Questions concerning liquor permits must be directed to the City Clerk's Office.

- G. If the event is held in a secured area, allowance must be made for access for fire emergencies including a minimum of two (2) exits. Events held on public streets must include an allowance for a continuous, through traffic lane for use by public safety personnel in an emergency.
- H. The use of a tent of more than 200 square feet (enclosed) or canopy style(open on three sides) of more than 400 square feet will require the WDM Fire Prevention Bureau to review proof of fire retardancy from the manufacturer or supplier as well as the proposed location and intended use of the tent. Each tent must have a permit issued by the WDM Fire Department. The cost of the tent permit (\$25.00) is not included in the application fee for the Special Event.
- I. A building/electric permit will be required for construction, electric, or plumbing work necessitated by the event. Again, the cost of the permit, issued by the Development Services Department, is not included in the application fee for the Special Event.
- J. Signage for the event must adhere to the City's Sign Ordinance. Compliance may require a sign permit, issued by the Development Services Department, the cost of which is not included in the application fee for the Special Event.
- K. If the event will utilize amplified sound a sound permit will be needed. As indicated above, the cost of the permit, issued by the Development Services Department is not included in the application fee for the Special Event.
- L. Type III barricades are always required, with lights added after dark. The barricades must be sufficient so as to completely close the street or roadway but yet be easily and quickly removable solely for emergency vehicle access.
- M. The following number of portable toilets/kybos is required in accordance with estimated event attendance:
For events with alcohol: 1 toilet/kybo for every 150 people
For events without alcohol: 1 toilet/kybo for every 250 people
- N. The applicant must utilize police/security officers if recommended by the West Des Moines Police Department. When alcohol is available at the event, the applicant must comply with the recommendations of the Police Department. In some instances off-duty police officers may be hired; contact Support Services in the Police Department for details.
- O. The applicant must propose a plan to address sanitation/garbage collection for the event.
- P. If the event is to be held in a residential area, 60% 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. (For events in the Historic Valley Junction Business District, 75% approval is required)
- Q. For special events requiring City Council approval of a lane closure on an arterial or collector street, the fee would be \$325, instead of \$225. If it is known, up front, that City Council approval will be needed, the applicant could pay the full \$325 fee or pay the \$225 fee with the understanding that the additional \$100 would need to be paid prior to the final paperwork being submitted to the City Council.



West Des Moines Special Event Permit Application

Please complete this form and submit it along with a \$150 non-refundable fee 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

Event Name **Date of Event**

Contact Information:

Sponsor/Contact:

Address:

City State Zip

Day Phone: Cell Phone:

Email Address:

Type of Event:

Check all that apply.

- Parade
- Athletic Event
- Walk/Run
- Fair/Festival
- Outdoor Concert
- Other:
- Please Explain: _____

Time of Event:

- Event Set-up
- Event Start/End
- Event Teardown

Event Description: *Please attach additional pages if necessary*

****Please attach a map of the event layout that includes details like tent locations/kybos/sound/stage, e**

Estimated Attendance:

Number of: Pedestrians Animals Vehicles

Admission/Registration Fees: Yes _____ No _____

If yes how much? _____

Product sales on site? Yes _____ No _____

If yes, product liability insurance may be required for sales of food and drinks. Please contact Polk County Health Department for details.

Will alcohol be served or sold?

Yes _____ No _____

A liquor permit and Dram Shop Insurance are required for the sale of alcohol to the public during any event where an admission fee is charged. City Council approval is required for the sale or service of alcohol. If alcohol is served additional security will be required. Off duty WDM Police officers can be hired to provide the additional security.

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 need access to a water source? Yes _____ No _____

If yes, what is the water to be used for? _____
Additional charges may apply.

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.

Will you need access to electricity? Yes _____ No _____

If yes, please explain. _____
Electricity is limited. Please be specific regarding equipment used and amperage needed. On site power may be insufficient to meet all electrical needs.

Is there any special set-up that you will need the City to provide? Yes ___ No ___

If yes, please explain. _____

Sanitation: Number of portable toilets/kybos provided. _____

Garbage collection plans: _____

I hereby certify the above statements are true and correct, to the best of my knowledge, and that false statements(s) may be grounds for denial of the application. It is understood the activities at all times during the event shall comply with all applicable City ordinances. It is further understood the individual and the organization or association will be responsible for any and all damages arising as a result of this event.

In accordance with the executed Indemnification and Hold Harmless Agreement, the applicant hereby waives any and all claims which the applicant may have as a result of this event against the City of West Des Moines, Iowa its 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:

Special Event Application Fee	\$225 per event	
Lane Closure Fee (arterial or collector street)	If necessary, \$100	
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
Special Event Hold Harmless Agreement**

WHEREAS, the City of West Des Moines, Iowa (City) owns certain real property and public right-of-way which are under the direction and control of the West Des Moines City Council.

WHEREAS, (the "Organization") desires to use and occupy certain property containing the facilities and grounds at _____
(Location)

WHEREAS, the Council is willing to grant to the Organization the right to use and occupy the location provided the City, its officers, employees and agents, (collectively called "City" and any applicable Boards and its Board Members, (collectively called "Board").

**NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS
HEREIN CONTAINED**, the City and the Organization agree as follows:

1. The City hereby grants to the Organization the right to use and occupy the facilities and grounds identified above for a period commencing the _____ day of _____, _____ 20__, and ending on the _____ day of _____, 20__, for the purpose of the Organization activities.
2. In consideration of the use and occupancy of the facilities and grounds, the Organization does hereby agree to protect, indemnify, save, defend and hold harmless the City, its officers, employees and agents, (City) and/or the Board, its Board Members, employees and agents from and against any and all liability, losses, damages, injury, bodily injury, property damage, costs, expenses, attorney fees, judgments, awards, claims, suits, actions or other things whatsoever developed, brought or asserted by any person, firm, corporation, entity or estate, against the City or Boards which the City and the Boards may suffer, incur, or sustain by reason of, occasioned by, arising out of, resulting from or relating to directly or indirectly from the performance, undertakings, activity, omission, negligence, fault, or misconduct by the Organization, its officers, employees, agents, contractors, or the failure of the Organization to pay taxes, assessments, sales tax, withholding taxes or other public charges levied or assessed by reason of the operation of the activities or programs by the Organization.

Words and phrases herein shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender, according to context.

Dated this _____ day of _____, 20__

By _____
City Clerk

By _____
Organization

City of West Des Moines Sound Permit Application

**For the Outdoor Use of Sound Amplification
Equipment**



City of West Des Moines
Development Services Department
4200 Mills Civic Parkway – Suite 2D
P.O. Box 65320
West Des Moines, Iowa 50265
Phone: (515) 222-3620
Fax: (515) 273-0602

www.wdm.iowa.gov

REVISED JULY 2011

A complete copy of the West Des Moines Noise Ordinance is available from the Development Services Department. The following is an excerpt from that ordinance as it pertains to the Sound Permit:

4-7-11: REGULATION OF SOUND EQUIPMENT AND SOUND AMPLIFYING EQUIPMENT:

- A. No person shall use or cause to be used any loudspeaker, loudspeaker system, sound amplifier or any other machine or device which produces, reproduces, or amplifies sound outside of buildings or other enclosed structures for the purpose of amplifying a live performance or pre-recorded music without first obtaining a permit to do so.
- B. A permit may be obtained by making application to the Director of Development Services or designee.
- C. Application requests shall be filed with the Development Services Department. No application request shall be accepted for filing and processing unless it conforms to the requirements of this Title, contains in a full, true and correct form the required materials and information prescribed by the forms supplied by the Development Services Department and is accompanied by the appropriate fees.
- D. All permits are subject to approval by the Director of Development Services, or designee. The Director shall have the discretion to refer any sound permit request to the City Council for their review and action. **The City Council must approve any sound permit request that extends past ten o'clock 10:00 P.M.**
- E. The permit requires separate payment for each type of activity and permits shall be nontransferable. A permit for a single event or a series of events at the same location may be issued. The City Council, the Director of Development Services, or designee retains the ability to revoke or modify any issued permits for any alleged violations of this Chapter, including those based upon sound meter readings taken by the City. The Chief of Police or designee may also terminate the permit activity if the activity continues to exceed the maximum permitted sound level after the permit holder or the holder's employee or agent has been advised that the activity has exceeded the maximum permitted sound level.
- F. The permit shall be displayed on or immediately adjacent to the sound equipment.
- G. Each application request shall be accompanied by the fee specified by City Council resolution before it is accepted for filing and processing.
- H. If the property is a rental property, the applicant needs to have written permission from the landlord. If the property is under common ownership, the applicant needs to have written permission from the landlord or association.
- I. The use of any loudspeaker, loudspeaker system, sound amplifier, or any other similar machine or device which is permitted pursuant to this Section is subject to the following regulations:

- 1. The only sound permitted shall be either music or

human speech, or both.

2. The volume of the sound amplified pursuant to this Section shall not exceed the maximum permissive sound levels measured from the receiving land use, as outlined in this Chapter.

- *J. Any radio, record player, stereo, television, compact disc player, tape deck or player that is rated for fifty (50) watts or less of electrical power, does not require a sound permit application.

4-7-12: CONDITIONS OF SOUND PERMIT APPROVAL:

A. The Development Services Department may regulate the issuance of a sound permit as is necessary to meet the purposes of this Chapter and protect the public health, safety, and welfare of adjacent uses. Conditions which may be regulated may include, but are not limited to:

- 1. Setbacks.
- 2. Fences, walls, or other screening necessary to mitigate noise.
- 3. Control of noise, vibration, or other nuisances.
- 4. Hours of operation.

4-7-13: PRIOR DETERMINATION FOR SOUND PERMIT APPROVAL:

- A. The following shall be considered in determination for approval of an application for a sound permit:
 - 1. Adverse impact on the health, safety, and welfare of person or property in the surrounding area.
 - 2. Prior violations of this chapter by the applicant requesting a sound permit.

4-7-14: APPEALS:

- A. Wherein the applicant, the adjacent property owner, or any officer, department, board, or bureau of the City is affected by any decision or order made by the Director of Development Services or designee regarding the approval or denial of a sound permit, such appeal shall be taken within ten (10) days from the decision or order made by the Director of Development Services, by filing a written petition with the City Clerk requesting a hearing on the matter and specifying the grounds thereof. A hearing before the Municipal Code Hearing Officer will be held as provided by subsections 4-4-9(E), (F), and (G) of this Title. An appeal pursuant to this Chapter shall not stay the effect of the decision or order made by the Director of Development Services or designee unless so ordered by the Municipal Code Hearing Officer.

SOUND PERMIT FEES
 ❖ 1-48 hrs event = \$22.00
 ❖ 2-7 days event = \$44.00
 ❖ Multiple events in one calendar year = \$82.50

The City Council
MUST approve any
sound permit request
that extends past ten
o'clock (10:00) P.M.

Permit applications received less
than two (2) weeks before the event
MAY NOT be processed by the City
in time for the event.

CITY OF WEST DES MOINES
SOUND PERMIT
For the Amplification of a Live Performance

***Denotes required field**

Date _____ Fee Received: _____ Permit No. _____

*Applicant's Name: _____ *Phone No. _____

*Applicant's **Complete** Address (**include city/state/zip**): _____

*Applicant's E-mail Address: _____

Have you, the applicant, ever been cited for a violation of the West Des Moines Noise Ordinance? Y/ N
 If yes, explain: _____

*Property owner name: _____

*Property owner address: _____

I, the undersigned, hereby acknowledge and certify that I am the record fee title holder of the property for which this sound permit is requested, and I hereby consent to this application for a sound permit, for the amplification of a live performance, as described on this application.

 *Signature Date

Address of proposed activity: _____
 (*If in a City park, include name of park*)

Describe proposed activity, including time(s), **date(s)**, and number of people attending: _____

How will the parking for this event be handled? _____

****Please refer to Page 2, Paragraph J of this application form regarding wattage requirements for the proposed sound equipment as a sound permit may not be deemed necessary.****

***Attach an 8½" x 11½" sketch plan of the proposed layout of the sound amplification equipment, including the orientation to and approximate distances from the adjoining properties.**

Have the adjoining property owners/residents been notified of the event for which this permit is requested? Y/ N
 If so, please list addresses notified (attach additional sheets if necessary): _____

Describe what measures will be taken, if any, to minimize the effects of this performance on surrounding property owners. _____

Provide any additional information that pertains to this application for a Sound Permit.

APPLICANT'S CERTIFICATION - I hereby certify under penalty of perjury that the statements furnished including the drawing, present all information required for this application, and that the facts, statements and information presented are true and correct, and based upon my personal knowledge. I hereby acknowledge my obligation to comply with the West Des Moines Municipal Code as it pertains to this activity and to obtain any and all necessary City, County, State and Federal permits, approvals and/or clearances, if applicable. Further, I hereby certify that I have read, understand and have received a copy of the conditions for the operation of the Sound Permit, and hereby agree to comply with such conditions. I also understand that should I fail to comply with the agreed upon conditions, my permit may be immediately revoked and that all other applicable penalties, including criminal prosecution may be pursued.

*Applicant's Signature

Date

FOR STAFF USE ONLY

APPROVAL OF SOUND PERMIT

Approved by: _____

Date:

City Council Approval Date:

This sound permit is approved subject to the following exhibits and conditions.

Exhibits:

Conditions:

Expiration Date:

DENIAL OF SOUND PERMIT

Denied by: _____

Date:

This sound permit is denied based upon the following findings.

Findings:

Copies of this permit have been distributed to the following departments:

Development Services Department

Police Department

City Clerk's Office

Parks and Recreation Department



WEST DES MOINES FIRE DEPARTMENT

TENT, CANOPY, OR INFLATABLE (MEMBRANE STRUCTURE)

PERMIT APPLICATION

Application Date: _____ Type: Tent Canopy Inflatable (Membrane)

Applicant's Name (print) _____

Cell: _____ Office: _____ Fax: _____

Email Address: _____

NOTE: An email address or fax number is needed to send our tent review and/or permit.

Name of Event (or Business): _____

Address of Event / Activity: _____

Proposed use (Meeting, Party/Dance, Meal, etc.): _____

Date(s) of Use: _____ Time of Use: _____ Alcohol served? YES NO

Scheduled Set-up Date/Time (Completed): _____

STRUCTURE / INFLATABLE INFORMATION

<input type="checkbox"/> Structure dimensions:	Tent #1: _____(ft) X _____(ft)	Tent Sides: <input type="checkbox"/> YES <input type="checkbox"/> NO
	Tent #2: _____(ft) X _____(ft)	Tent Sides: <input type="checkbox"/> YES <input type="checkbox"/> NO
	Tent #3: _____(ft) X _____(ft)	Tent Sides: <input type="checkbox"/> YES <input type="checkbox"/> NO

Will there be any heating or cooking equipment in the structure? YES NO

If "Yes" please explain _____

Inflatable Info: Number of Inflatables: _____

Description(s) _____

Provider/Vendor of Structure(s) _____

Contact Name: _____ Office: _____ Cell: _____

I certify the above information is true to the best of my knowledge. I agree to install and to use the tent, canopy, membrane structure in accordance with the West Des Moines Fire Code requirements. I further certify that I have read the permit requirements provided on the back of this application.

Applicant Signature _____ Printed Name _____

Return the following items to: **WDM Fire, 3421 Ashworth Road, Monday – Friday; 8 AM - 4:30 PM.**
(By mail send to: WDM Fire Dept, PO Box 65320, WDM, IA 50265-0320)

- Completed Application Form with the Permit fee of \$50.00.**
- Certificate of Flame Resistance.**
- Site Plan and Interior Layout (i.e. tables & chairs, stage, etc)**

If the permit application for the tent or inflatable is not received prior to 5 business days of the date of the event, the fee will be \$100.00.

[OFFICE USE ONLY]

Application Received Date: _____ Review Date: _____ Inspection Date: _____ Passed: YES NO

Payment Type: Visa MC Cash Money Order Check # _____ Receipt No. _____

WEST DES MOINES FIRE DEPARTMENT

Tent, Canopy, Inflatable (Membrane Structure)

Permit Requirements

The West Des Moines Fire Department has established the following requirements for the use of any **TENT, CANOPY OR INFLATABLE (MEMBRANE) STRUCTURE** having an area greater than 200 square feet for any tent, greater than 400 square feet for any canopy, and any inflatable (membrane) structure. Exception: tents used exclusively for camping.

1. An application and site plan is required to be submitted with a \$50.00 permit application fee a minimum of 5 business days prior to the date of the event to the address on the front or the fee will be \$100.00 The site plan will need to be legible showing the location of the tent, in feet, from other structures, access roads, streets, vehicle parking, and property lines. The interior plan layout shall indicate tables, stages, etc.
2. A certificate of flame-retardant treatment is to be provided with the application for each structure being permitted.
3. Fire extinguishers shall be 10-pound ABC and are to be provided in each tent or canopy by the exits.
4. An occupant load sign shall be established for the tent based upon 1 person for every 15 square feet when tables and chairs are used, one person for every 7 square feet when only chairs are used and one person for every 5 square feet for standing room. Only the usable floor space needs to be calculated when determining the occupant load. This sign shall be posted by the main entrance.
5. Exits shall be spaced at approximately equal intervals around the perimeter of the tent so that no point within the tent is more than 100 feet from an exit. The numbers of exits is dependant upon the occupant load. Exit openings from tents shall remain open unless covered by a flame-resistant curtain and shall be of a color, or colors, which contrasts with the color of the tent.
6. Self-luminous, internally or externally illuminated exit signs are required when the occupant load exceeds 50 persons.
7. Emergency lights shall be placed in any tent when the occupant load exceeds 50.
8. Smoking is prohibited by any persons in any tent, canopy or membrane structure. "No Smoking Signs" are required to be posted in conspicuous locations.
9. Tents, canopies and membrane structures shall not be located within 20 feet of property lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines.

NOTE: This is just a highlight of the fire code regulations. There are some exceptions to these regulations. This list is not an all inclusive list. Source: International Fire Code, 2009 edition. If you have any questions, please contact us at 515-222-3420.