

ORDINANCE NO. 587

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF GRUNDY CENTER, IOWA, TO ADD THE PROVISIONS FOR CHAPTER 126 SPECIAL EVENTS

Be It Ordained By the Council of the City of Grundy Center, Iowa:

SECTION 1. PURPOSE. The purpose of this Ordinance is to amend the present Code of Ordinances pertaining to special events.

SECTION 2. ADDITION. Chapter 126 – Special Events to the Code of Ordinances of the City of Grundy Center, Iowa, as previously amended, is adding the following:

CHAPTER 126 SPECIAL EVENTS

126.01 Permit Required
126.02 Exemptions
126.03 Application
126.04 Other Permits and Licenses Required

126.05 Permit Fee.
126.06 Authority of City Council
126.07 Penalty

126.01 PERMIT REQUIRED. A Special Event Permit is required for all the following events:

1. Events on public or private property with 200 or more persons at any one time which have one or more of the following:
 - A. Partial or full closure of a public street;
 - B. Blocking or restricting access to private property of others or blocking or restricting access to a public property;
 - C. Use of pyrotechnics or special effects;
 - D. Use of open flame or other potentially dangerous displays;
 - E. Sale or distribution of merchandise, food or beverages including alcoholic beverages;
 - F. Erection of a tent or canopy requiring a permit;
 - G. Installation of a stage, band shell, truck, trailer, van, portable building, booth, grandstand or bleachers;
 - H. Placement of portable toilets;
 - I. Placement of temporary signs or banners;
 - J. Amplified sound.

Special Event Permit may be waived by resolution of the City Council under circumstances deemed to be in the best interest of the City.

126.02 EXEMPTIONS. The following events are exempt from obtaining a Special Event Permit:

1. An event conducted entirely on the property of a church, educational institution, college, or university campus;
2. An event conducted entirely on City-owned property subject to a contract, lease, or agreement;
3. An event conducted entirely on property containing an occupied private residence;
4. Annual community designated celebrations as designated by resolution of the City Council;
5. Sports facilities located on City property;

126.03 APPLICATION. A completed application on forms furnished by the City of Grundy Center shall be filed with the City Clerk at least 30 days prior to the event requiring the Special Event Permit, except for a Special Event Permit when a liquor license is required, then the time period shall be 45 days.

126.04 OTHER PERMITS AND LICENSES REQUIRED. All sponsors, applicants, and vendors shall obtain and maintain all necessary permits and licenses required for the event, as required elsewhere in this Municipal Code or by law.

126.05 PERMIT FEE. The City Council may establish a permit fee by resolution.

126.06 AUTHORITY OF CITY COUNCIL. The Mayor or City Council designee has the authority to accept or reject events and to terminate or suspend an event which is in violation of this chapter and/or the rules and regulations for Special Events as adopted from time to time by resolution of the City Council. In addition, the Mayor or City Clerk has the right to deny or delay a Special Event Permit if sufficient time has not been allowed for the approval process. The City shall have the authority to revoke a Special Event Permit by reason of disaster, public riot or other public safety emergency, or violations to local, State and Federal requirements.

126.07 PENALTY. A violation of this chapter is a municipal infraction subject to the provisions of Chapter 4 of this Municipal Code.

SECTION 3. SEPARABILITY OF PROVISIONS. It is the intention of the City Council that each section, paragraph, sentence, clause and provision of this Ordinance is separable, and if any such provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this Ordinance or any part thereof other than that affected by such decision.

SECTION 4. REPEALER. All Ordinances or parts of Ordinances heretofore enacted by the City Council of the City of Grundy Center, Iowa, in conflict with the provisions of this Ordinance and of the Municipal Code are hereby expressly repealed.

SECTION 5. EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage and publication as provided by law.



CITY OF GRUNDY CENTER

CHAPTER 126 SPECIAL PERMIT APPLICATION

Special event permit applications are subject to Council approval.

1. Council meetings are held twice a month; therefore, all items listed below must be completed/provided at least **one month (30 days)** prior to the requested event date in order to be placed on a Council agenda. Applications turned in less than one month prior to the event date are not guaranteed to be processed in time.
2. To be considered complete, the following items must be received at City Hall: Fee payment (\$250 for per event), insurance certificate (\$1 million in liability listing the City as an additional insured), and map of the City property to be used.

1. Name of event _____

2. Event description _____

3. Event promoter _____

4. Event promoter's street address _____

5. Point of contact _____

6. Email address _____ 8. Phone number _____

7. Event START date and time _____ Event END date and time _____

Applications must be submitted at least one month prior to the requested event date

8. **Additional dates** _____

9. Does the event occur on more than one date?

10. **Rain date (if applicable)** _____

11. Does the events involve street closures? **No** **Yes**

12. Does event involve street parking space closures? **No** **Yes**
(Only check yes if the parking spaces are not within a previously identified street closure)

13. **Event map** - Map must include event location and any street or parking space closures

14. **Police officers** - Are police officers needed during the event? **No** **Yes**

15. **Vendor sales** - Will vendors be selling during the event? **No** **Yes**

16. **Signage** - Will signage be placed before or during the event? **No** **Yes**

17. **Electricity** - Will extra electricity be needed during the event? **No** **Yes**
18. **Other City services** - Are any other City services requested that have not been covered on this application?
No **Yes**
19. **Private property** - Is any part of the event held on private property? **No** **Yes**
20. **Certificate of insurance** - An insurance certificate with \$1,000,000 in liability coverage listing the City as an additional insured for this specific event must be provided for this application to be considered complete. The certificate can be provided by uploading using this form, or by email to cityclerk@grundycenter.com.
21. **Notifications** - Would you like to receive an email confirming when the application has been placed on a Council agenda? **No** **Yes**
22. **Applicant Signature** - By signing, I acknowledge I have reviewed and understand requirements of special events under City Code chapter 123. After completing your application, the applicable fee of \$50 for a single event or \$250 for a seasonal event must be sent to:
City of Grundy Center City Hall
Attn: City Clerk
703 F Avenue Suite 2
Grundy Center, IA 50638
23. If you have questions regarding this process, contact Kristy Sawyer at 319-825-6118 or cityclerk@grundycenter.com.