



## City of Davenport Special Events Policy

For More Information Contact:

Jackie E. Holecek, Deputy City Clerk  
City of Davenport  
226 West Fourth Street  
Davenport, Iowa 52801  
563-326-6163 (office)  
563-326-7736 (fax)  
[jet@ci.davenport.ia.us](mailto:jet@ci.davenport.ia.us) (email)

## Table of Contents

Page	
4	Purpose
4	Definitions
6	Criteria for Evaluation and Scheduling of Special Events
7	Special Event Applications
8	Application Review Process
10	Fees and Charges
10	Deposits
11	Application Approval/Denial Notification Process
11	Downtown Area Defined including Festival Area
11	Accessibility to Persons with Disabilities
12	Insurance Requirements
13	Allowance for Cans, Coolers and Bottles on City Property
13	Consumption of Alcoholic Beverages
14	Food Sales
14	Vendors
14	Sanitation & Temporary Restroom Facilities
14	Security
14	Electricity
14	Music, Entertainment and Noise Variances
15	Parking
15	Tents
15	Block Parties
16	Street Closings
16	Temporary No Parking
16	Banner Installation
16	Fireworks
16	Smoking
17	Recognition of the City of Davenport
18	Centennial, Credit Island, LeClaire, and Lindsay Park Management Plan
23	LeClaire Park Map
24	LeClaire Park Utilities
25	Park Pre/Post Event Checklist
26	Clean-up Plan
27	Street Closing Petition
28	Noise Variance Signature Petition
29	Block Party Street Closing Signature Petition

## Special Events Policy

This document sets forth the guidelines for the implementation of a Special Events Policy by the City of Davenport. It defines, categorizes, and sets a fee structure for all Special Events.

### Purpose

It is the purpose of this policy to regulate special outdoor events conducted in the City of Davenport so that such events can be held with the safety and health of participants in mind, the protection of public property considered, and the impact of the event on non-participating citizens minimized. A corollary purpose of this policy is to ensure that those who benefit from an event bear the costs of the event. This corollary purpose is to include costs associated with the special demands placed on City services for the event to be held.

Community festivals and special events can promote tourism, showcase local talent and expose artists and performers to new audiences, invigorate community spirit, revitalize neighborhoods and the downtown corridor; and contribute substantial economic and social benefits to the community. In recognition of these benefits, it is the policy of the City of Davenport to encourage events which promote tourism, foster the economic revitalization of the downtown or neighborhoods and their commercial districts, and increase cultural activities available to residents of the Quad Cities metropolitan area.

### Definitions

Application: An electronic application which sets forth the information required to be provided by this policy.

Block Parties means and includes those social gatherings commonly referred to as block parties and consisting of neighborhood parties wherein a section(s) of a City street(s) is temporarily barricaded to allow residents of the area to hold social activities in said street.

City herein after shall refer to the City of Davenport.

City-Sponsored Event: A public event which is directly related to a recognized function of City government and which is, in a major part, initiated, financed and executed by the City of Davenport. It does not include events in which the City of Davenport is merely listed as a co-sponsor if the City does not carry a major share of the burden of initiating, financing and executing the event.

Downtown & Festival Area Defined: Downtown is described as the area within the City bound by the Mississippi River at the south, Federal Street at the east, Fifth Street at the north and the east side of Marquette Street at the west. The Festival Area is bordered by River Drive at the south, Brady Street at the East, Third Street at the North and Scott Street at the West.

Event Bond, Deposit and Insurance: The sponsor requesting a special event must furnish to the City a Certificate of Liability Insurance on a fully paid comprehensive public liability and property damage insurance policy from a licensed broker, protecting the City of Davenport, its officers, agents, elected officials and appointed officials, and employees from any and all claims which may result from or in connection to the special event. Limits of insurance, at a minimum, are \$1,000,000 for general liability and property damage. Upon review of the special event by the City's Risk Division, requirements, limits and types of insurance may change based on the level of risk associated with the event. The City of Davenport must be identified as a certificate holder and shall be named as an "additional insured" on a primary basis on the certificate. Parties shall produce a copy of the certificate of insurance with all endorsements at least ten (10 ) days prior to the starting date of the special event.

Extra Personnel Hours: The total of the number of all hours worked by all City employees in the particular departments or areas under consideration for classification purposes in connection with the production of the special event in question, to the extent that such hours exceed the total number of hours which would have been worked by those same City employees in the same location had the special event not taken place. Excluded from this definition are the personnel hours worked by the Special Events Coordinator on any particular occasion.

Political Demonstration: A public gathering, procession or parade, or when the primary purpose of which is the exercise of the rights of assembly and free speech as guaranteed by the First Amendment to the Constitution of the United States. The fact that such an event may be advertised as a "special event" does not in and of itself bring such demonstration within the scope of this policy. We encourage organizers and participants in these activities to abide by the City demonstration guidelines.

Special Event refers to outdoor events that include, but are not limited to, the following: fair, carnival, circus, parade, concert, walk or run, graduation, block sponsor or other festival, ceremony, rally, procession, or mass gathering or any other gathering deemed a special event by the City Council. A Special Event may also involve selling, advertising, and/or promoting. This policy includes events held on private property, if the event affects or impacts the City or any part of or otherwise extends beyond the boundaries of the immediate property.

Special Events Committee consist of representatives from City departments affected by a special event. The purpose of the committee shall be to review and evaluate a sponsor's application. The representatives will provide evaluation comments and costs for City services to the Special Events Coordinator for dissemination to the sponsor.

Special Events Coordinator: The person(s) designated by the City Administrator to carry out the functions of this policy. In addition to the functions listed hereafter, the Special Events Coordinator will act as the communicator to the sponsor requesting a special event and will be responsible for monitoring the submittal of charges, fees, deposits and appropriate insurance requirements. The Special Events Coordinator shall review all applications for completeness prior to routing to the Committee for review.

Sponsor shall refer to the applicant who makes a request to hold a Special Event.

User Fee: The fee required to be paid for the issuance of a permit to hold a public festival.

### Criteria for Evaluating and Scheduling Special Events

The City shall be charged with the responsibility of determining whether a particular sponsor shall be entitled to conduct an outdoor special event. In determining whether to grant or deny a particular application, the City shall take into account the effect the proposed special event will have upon the environment and the public health and safety. The City shall also take into account the frequency with which such events are held and the convenience of the public in relation thereto.

The City will also consider:

- How well the applicant, insofar as it can be determined, appears capable or incapable of executing the planned special event;
- Whether any inconvenience which may be suffered by the general public is outweighed by the potential benefit to the community as a whole;
- Whether budgetary considerations at the time of the application create such a heavy burden upon the City's financial and/or human resources that it would not be practical to hold the proposed special event at the time requested; and
- Whether the health and safety of the public would be materially compromised.

In addition to the criteria above, the City shall take into account the following considerations:

- The extent to which the event contributes to the promotion of tourism.
- The extent to which the event contributes to economic revitalization.
- The extent to which the event increases cultural programming available to residents of the metropolitan area.
- The impact of the event on the environment.
- The frequency of the same or similar event(s).

## Special Event Applications

Sponsors who wish to make a request for a special event shall submit an online application located on the City's website. The completed application shall be submitted by the sponsor at minimum ninety (90) days prior to the event date to allow processing time. Applications will be accepted on a first-come, first-serve basis. However, returning special events will have ninety (90) days from the last day of that event to submit their intent to return for the next year's adjusted dates. After the ninety (90) days sponsors can file an application and the dates shall be reserved on a first-come, first-serve basis, regardless of past use.

It is recognized that circumstances surrounding applications for Special Events may require varying amounts of attention, time, and effort devoted to the process and procedure of approving or denying the request. Therefore, it is understood that every effort will be made to respond and make a decision on an application request with a reasonable period of time. It is expected that the sponsor making the application request will anticipate a reasonable length of lead time that may be required to make a final decision.

Any person or organization desiring to hold a special event must make application to hold such event no later than ninety (90) days prior to the commencement of such event to the Special Events Coordinator. The application shall include the following information and may from time-to-time require additional information be submitted by a sponsor:

1. The name of the special event and its purpose in general terms.
2. The name(s) of the person(s) or organization(s) sponsoring said special event, together with contact information.
3. The actual date(s) and time(s) of the proposed special event and setup and removal date(s) and time(s).
4. The specific location(s) within the City where such event is being planned.
5. An estimated number of persons expected to attend such event.
6. When the special event is planned on a City street(s) and such special event requires closing of the street the sponsor will identify how property owners, tenants and businesses will be notified of the proposed street closing. The sponsor shall provide an explanation indicating how property owners, tenants and businesses will be notified. The sponsor will identify a traffic plan for closed streets.
7. Whether any beer, wine, or other spirituous beverages are expected to be present and/or sold for public consumption.

8. Whether entertainment is offered giving details as to the nature, time and place. Should entertainment be provided the sponsor may be required to secure a noise variance permit.
9. Whether there will be vendors or peddlers present. Events with food vendors shall contact the Scott County Health Department.
10. Whether the sponsor proposes either in whole or in part to be responsible for cleaning up the area used which may include surrounding areas directly outside the event, providing details.
11. How the sponsor proposes to provide for security at the event, providing details.
12. Whether utility services such as electrical power or water will be required.
13. A proposed accessible parking plan.
14. A proposed traffic control plan.
15. An emergency plan for health services, if necessary, and approved by the Scott County Health Department.

The sponsor shall specify any service, material, or property that is expected to be provided by the City. Special Events will be limited to City property that can accommodate the proposed event.

#### Application Review Process

When a sponsor submits an application for a special event, the Special Events Committee will review the application to determine the impact that the event will have on the public if special City services will be required and what additional information may be necessary in order for the sponsor to hold the special event on City-owned property. When a special event is considered closed to the public or if holding the event requires the closing of streets, the sponsor shall be required to contact all residents (property owners, tenants and businesses) to advise such individuals that a special event is being proposed that may affect the area.

The following City departments will make up the Special Events Committee and as such will review all applications to determine needs for a proposed special event:

1. The Office of the City Clerk will review submitted applications and route the application and all supplemental materials to all departments for review. The Office of the City Clerk will coordinate all meetings with City staff and the sponsor, assure all necessary information is provided by the sponsor, and provide the sponsor with summary of items that shall be met in order for the special event to be held on City property. The Office of

the City Clerk will direct the sponsor to the appropriate staff for business licenses or beer and liquor license as may be needed.

2. Risk Manager will review the application to determine the level of insurance for the proposed special event, and the sponsor shall provide evidence of insurance prior to the proposed special event being held.
3. Levee Commission allows the Special Events Coordinator to schedule use of Levee Commission property. A fee for use of this property is determined by the Levee Commission and will be paid to the Levee Commission.
4. Davenport Police Department will review all plans for security, on and off the proposed site, traffic control, noise control and crowd control.
5. Public Works Department shall review the applications and determine what is necessary for the department to provide to the sponsor such as, but not limited to, streets to be cleaned, traffic controlled through barricades, temporary no parking, directional signage, installation of banners, transit changes for the special event, and will check for conflicts with construction projects.
6. Parks and Recreation will determine whether requested City park property is available for the proposed dates and times. Parks and Recreation will determine whether the proposed event conforms with park use policy as determined by the ordinance. Parks and Recreation will determine participant capacities for the proposed site.
7. Davenport Fire Department will review all applications to determine life safety hazards and access/egress routes.

The Office of the City Clerk will work with other agencies, such as the Scott County Health Department, when necessary to provide information about a proposed special event.

For classification purposes, the City shall review the application using the following criteria:

- The anticipated amount of extra personnel hours which shall be required to be furnished by the City to accomplish the necessary public safety and sanitation components of the proposed special event; technical assistance required from City staff;
- The anticipated number of persons attending the event over the entire period of the proposed special event.



## Fees and Charges

Each department reviewing the application will determine what City services, property, permits, and licenses will be necessary to assure the proposed special event will be held with the health and safety of all protected.

- Services Charges will be determined and a cost estimated to provide the City services required for the proposed event. These charges are direct costs of the City and will be paid by the sponsor of the proposed special event.
- Rental Charges will be determined and a cost estimated to provide the rental of equipment, such as, but not limited to, signs, barricades, and temporary no parking. These charges are direct costs of the City and will be paid by the sponsor of the proposed special event.
- Regulatory Fees will be determined and the costs of such licenses, permits and inspections necessary for the proposed special event. These charges are direct costs of the City and will be paid by the sponsor of the proposed special event.

## Deposits

A security deposit shall be required by and shall be paid by the sponsor of the proposed special event prior to the event date. The amount of the deposit will be determined by demand on City resources after reviewing the impact the event will have on the area, nature of the event, attendance estimate, and the potential for excessive damage or other liability to the City due to the proposed special event. A deposit in the amount specified shall be filed with the City at least ten (10) days prior to the event.

The sponsor shall be held responsible for all costs of returning the proposed area to the same condition as it was prior to the special event. Pre- and post-inspections of the area shall be conducted with the sponsor. If, for any reason, there is damage to any part of the area which was reserved for the special event, or damage to another area as a direct result of the event, the extent of damage shall be determined and the dollar amount of any repair or replacement shall be deducted from the deposit paid by the sponsor.

In any or all cases, if the amount of damage, extra cleanup, and/or costs for services furnished by the City exceeds the deposit, the sponsor shall be billed for the balance, to be paid in full no more than thirty (30) days from the billing date. Should the sponsor fail to pay the additional costs, all future special event applications will be denied until such time as payment is received by the City. Additionally, the City may take legal action to recover costs owed when the sponsor fails to make such payments. This provision shall also apply in a case(s) where the sponsor is not required to pay a security deposit for the proposed special event.

The security deposit may be kept by the City when the Special Events Coordinator has found that the event sponsor intentionally has not followed the event plan submitted by the sponsor and approved by the City. When the violation is flagrant the Special Events Coordinator can refuse to allow the sponsor to retain the event dates for the following year. The sponsor can appeal the Coordinator's decision to the City's Hearing Officer.

#### Application Approval or Denial Notification

Once the Special Events Committee review has been completed, the Special Events Coordinator or the City Administrator's designee shall notify the sponsor of approval or denial of the special event application.

When the City Administrator or the City Administrator's designee denies a proposed special event, the City Administrator does so by exercising good judgment and in the best interest of the City. The sponsor shall be notified of a denial. A denied sponsor may appeal the denial of the proposed special event to the City Hearing Officer.

A sponsor whose special event application has been approved shall abide by all City and State codes and assumes responsibility for their actions, and any consequence thereof, associated with the special event.

The Special Events Coordinator, or designee, shall make the final determination for the installation or placement of equipment, signs, decorations, lighting, concessions of any type, staging, and other structures or objects, or the allowing of animals. The sponsor shall be required to submit a site map or schematic drawing showing the requested placement of all equipment, signs, concessions, staging, tents, port-a-potties or other items being using for the proposed special event. The erection of certain types of structures, such as temporary stages, must pass inspection for proper fire protection and proper construction. In no case shall the sponsor remove any structure or object from the proposed special event area prior to the event.

The sponsor of a proposed special event shall assume full responsibility for compliance with all conditions, fees and charges.

#### Downtown Festival Area

The Downtown is described as the area within the City bound by the Mississippi River at the south, Federal Street at the east, Fifth Street at the north and the east side of Marquette Street at the west.

Within the Downtown is the designated Downtown Festival Area which includes, within its boundaries, two major State highways: Brady Street (US 61 North) and Harrison Street (US 61 South). The Downtown Festival Area is the area within the Downtown bordered by River Drive at the south, Brady Street at the East, Third Street at the North and Scott Street at the West. Due to the festival area being intersected by the State highway systems all rules

governing use of the State highway and right-of-ways must be strictly adhered to. A request for closure of any proportion of the State highways must be made by the City not less than sixty (60) days prior to use of the festival area. The City submits to the Iowa Department of Transportation a request for closure, as well as the planned detour routes. All State laws which apply to State highways and rights-of-way shall apply to City streets used as detour routes for traffic travelling upon State highways.

#### Accessibility to Persons with Disabilities

The sponsor is encouraged to conduct accessible activities and provide provisions for persons with disabilities in compliance with the Americans with Disabilities Act. The City will review all applications to ensure compliance with ADA requirements.

The sponsor is encouraged to pay special attention to viewing and parking needs of those persons with disabilities. The Special Events Coordinator will determine viewing and parking areas that may be available for use for persons with disabilities as long as the sponsor monitors the areas during the proposed special event.

#### Citibus

When a proposed event impacts the Citibus route, the City will post bus route changes for special events thirty (30) days in advance. Notices will be posted in the buses, passenger shelters and at the Transit Center in a size easily read. City transit bus drivers will also retain a listing of all special event bus route changes.

#### Insurance

The sponsor requesting a special event must furnish to the City a Certificate of Liability Insurance on a fully paid comprehensive public liability and property damage insurance policy from a licensed broker, protecting the City of Davenport, its officers, agents, elected officials and appointed officials, and employees from any and all claims which may result from or in connection to the special event to the City. Limits of insurance, at a minimum, are \$1,000,000 for general liability and property damage. Upon review of the special event by the City's Risk Division, requirements, limits and types of insurance may change based on the level of risk associated with the event. The City of Davenport must be identified as a certificate holder and shall be named as an "additional insured on a primary basis on the certificate. Parties shall produce a copy of the certificate of insurance with all endorsements at least ten (10 ) days prior to the starting date of the special event.

## Allowance for Cans, Coolers and Bottles on City Property

It shall be at the discretion of the sponsor whether or not to allow the attendees to bring cans, coolers, or bottles into the special event area.

## Consumption of Alcoholic Beverages

A sponsor desiring service of alcoholic beverages at a special event shall file the appropriate applications with the City no less than ninety (90) days prior to the proposed special event date(s). All parties obtaining permits for the sale of alcoholic beverages shall comply with all State and local laws.

The sponsor shall submit a plan for distinguishing that persons are of legal drinking age. The Davenport Police Department will work with the sponsor and other on-site security personnel to identify the best method to identify minors in possession of alcohol.

**The sale of alcoholic beverages will not be permitted at a proposed special event where the majority of the participants will be under twenty-one (21) years of age.**

## Food Sales

The sponsor shall be responsible for securing all necessary food permits from the Scott County Health Department. The Scott County Health Department shall inspect all food vendors at a special event and shall have the right to remove vendors operating in violation of health regulations or without permits. All permits shall be clearly displayed.

## Vendors

The sponsor shall be responsible for the selection of vendors at the proposed event. All vendors must be identified with uniform identification indicating that they are part of the special event. Vendors shall have all licenses and permits necessary to operate at the special event. All licenses and permits shall be clearly displayed.

The sponsor may apply for an event transient merchant license which will cover all vendors at the special event. In the absence of a transient merchant license, each vendor shall apply for a transient merchant's license for the length of the event.

## Sanitation and Temporary Restroom Facilities

The sponsor shall properly contain all waste related to the special event. The proper storage and clean-up of the special event site, both during and after the event, shall be completed by the sponsor. Failure to provide proper storage and removal of all waste can result in the forfeiture of the special event deposit.

The number of toilets necessary will be determined by the type of event in consultation with the Scott County Health Department. The sponsor is responsible for providing additional toilets on site during the proposed special event.

## Security

The sponsor shall provide security for the proposed special event based on a determination of need by the Davenport Police Department and fire/life safety/medical protection on a determination of need by the Fire Department. The sponsor shall have a minimum amount of security or support staff which shall include Davenport Police Officers. The appropriate number of both off-duty and on-duty officers and firefighters shall be determined through consultation with the sponsor proposing the special event. Any security personnel hired by the sponsor of the proposed special event will operate under the direction of the Police Chief, Fire Chief or his/her designee. A special event application will not be approved until a security plan has been finalized for the proposed special event.

## Electricity

Any electrical requirements beyond those which already exist at the proposed special event site must be provided by the sponsor through a licensed and bonded electrician in the City of Davenport. Specific requirements for the use of electricity must be submitted and approved as part of the initial application.

## Music and Entertainment

When a proposed special event will include music and/or entertainment requiring sound amplification, the sponsor shall review the City ordinance pertaining to noise. Should the sponsor believe the sound amplification will be in excess of the dBA allowed by ordinance, the sponsor may apply for a noise variance when completing the initial application. A sponsor shall advise surrounding property owners, tenants, and businesses of the noise request by giving all occupants an opportunity to sign a form indicating that they are not opposed to the music/entertainment. The signature must be included with the initial application.

## Parking

The sponsor will provide a parking plan for attendees at special event. The plan should detail how parking will be provided so as to not impact the surrounding neighborhoods and businesses or pose a safety issues.

## Tents

The sponsor will provide a site map showing where all tents are to be erected during a special event. Holes shall not be drilled into the public streets for security of tents at a special event. The Special Events Committee will approve the erection of a tent(s) on public property. The sponsor shall apply for a tent permit for each tent erected and be required to pay a fire inspection fee. When the sponsor desires tents to be erected and water barrels are used the sponsor will need to request filling of such by the Iowa American Water Company.

## Block Parties

A sponsor shall not barricade, block, or otherwise close a City street for the purpose of holding a block party or other special event taking place in or upon a City street without first obtaining written approval from the Special Events Coordinator.

A sponsor shall apply for a block party permit on forms provided by the Special Events Coordinator and shall include a description of the streets to be temporarily closed and street closing petition signed by the property owners of the block to be closed.

All block parties shall end by 10:00 p.m.

All sponsors requesting a block party shall pay a fee for the rental of signs and barricades to close the streets and this fee shall be paid prior to the commencement of the block party.

Block parties are intended as social gatherings for neighborhoods and are not required to file a Certificate of Liability Insurance. Should a block party reach beyond the neighborhood and provide for the public to attend, the sponsor will be required to file a special events application and meet all requirements of such application including insurance requirements and sign and barricade rental.

The Special Events Coordinator will route block party applications to the Fire Department, Police Department and Public Works – Transportation Division for review and notification of proposed streets to be closed.

## Street Closures

The sponsor shall request the proposed streets to be closed for the special event. Streets in the proposed plan shall be closed once approval has been made by the City Council based on the recommendations of the Special Events Committee.

The City will determine after reviewing the street closing(s) requested if the City or the City's barricade contractor will be required to do the set-up and teardown of an event. The sponsor shall pay all costs associated with the rental and placement of signs and barricades for a special event.

When a request for closing of streets includes the closing of State highways, the sponsor shall make the request at least ninety (90) days prior to the special event date. The City will make the appropriate request(s) for closures to the Iowa Department of Transportation.

## Temporary No Parking

When a sponsor desires to have parking removed from a City street the Parking Division will place the appropriate signage required and the costs of that posting and signs will be paid by the sponsor.

## Banner Installation

Any sponsor desiring to hang banners in the City shall comply with the City's banner specifications/dimensions. The City reserves the right to deny a request to hang banners. Banners shall be placed by a company contracted to provide installation, and all costs for the installation will be the responsibility of the sponsor.

## Fireworks

A sponsor desiring to hold a fireworks display in the City shall obtain permits from the Fire Department.

## Smoking

A sponsor shall familiarize themselves and abide by the Iowa Smoke Free Air Act. Call: 1-888-944-2247 or visit: [www.IowaSmokefreeAir.gov](http://www.IowaSmokefreeAir.gov).

## Recognition of City of Davenport

The sponsor shall recognize the City of Davenport at the special event and in all marketing and promotional materials when the City of Davenport has provided resources such as, but not limited to: employees, vehicles, and equipment.

### General/Other

Periodically, a special event may present challenges that have not been outlined under this policy, and those challenges will be reviewed by the Special Events Coordinator in conjunction with the Special Events Committee.

Any conditions not met that have been set forth in the approval of the special event application will be grounds for revocation of the special event approval.

Upon adoption by the Davenport City Council, the provisions of this Special Events Policy became effective on February 8, 2017.



# Centennial, Credit Island, LeClaire, and Lindsay Park Management Plan

## Introduction

The following Management Plan for Special Events in one of the designated City parks is an addendum to the current City-wide Special Events Policy. The intent of this plan is to provide a more specific set of requirements for planning and implementing special events within identified City parks. The current City-wide Special Events Policy shall be followed for filing an application.

## Application

For events in one of the four identified parks, the application must be on file ninety (90) days prior to commencement of the event. A separate application must be filed for each special event date.

The application will be considered as defined in the City-wide Special Events Policy. An application will be accepted and reviewed eleven (11) months prior to the date of commencement of an event. Applications will be accepted on a first-come, first-serve basis. However, returning events have ninety (90) days from the last day of that event to submit their application for the following year's adjusted dates. After ninety (90) days, all events may be scheduled on a first-come, first-serve basis, regardless of past use of the park.

The City reserves the right to change or cancel an event date if such a change is deemed to be in the best interest of the community.

The application for use of one of the identified parks must be completed and submitted on-line to the Special Events Coordinator.

## Scheduling

The scheduling of one of the identified parks will include sufficient time for the management of the City's turf and facility maintenance program. Scheduling of the park includes time requested for set-up, teardown, clean-up, or any other requirements for installation, preparation, or removal of equipment.

## Event Setup

No vehicles or heavy equipment are permitted to be driven or parked on turf areas. Violations of this regulation may result in the forfeiture of the event bond/deposit and possible denial of future park privileges, as determined by the Special Events Coordinator.

### Staging and Equipment Set-up

1. A request for extensions to the bandshell stage in LeClaire Park must be submitted with the event application.
2. Materials, equipment, or supplies must be stored outside of the grass areas within one of the identified parks.
3. Trailers, tents, or temporary structures will be allowed on the grass areas only and require approval. Staking of tents will be coordinated with Davenport Parks and Recreation; staking is not recommended.
4. Temporary freestanding stages will not be allowed under any circumstances on grass areas.

### Vendors

1. Vendors must meet requirements of the Special Events Policy.
2. It will remain the user group's responsibility to ensure vendors adhere to all Health Department standards and licensing requirements.
3. All vendors will be required to set up in an area to be designated by the City. This area will be defined on a map which will be included as part of the approved application.
4. The user group will be required to use utilities as provided by the City at the designated area for vendor operations. Any utilities above and beyond the service currently provided by the City will be the responsibility of the user and will require approval from the City.

### Fencing Control Gates

Events anticipating a significant number of participants (admission or non-admission) may be required to secure the perimeter of one of the identified parks through the use of fencing, thereby establishing a defined entrance and exit area for control purposes. Each event application will be reviewed to determine the level of control necessary. The specific location of perimeter fencing will be outlined on a map to be forwarded as part of the approved application. In LeClaire Park and Centennial Park the recreation trail, public restroom, Dog Off Leash Area, and Spray Park must remain open at all times.

## Temporary Restroom Facilities

1. Temporary restroom facilities must comply with current Health Department requirements, including the provision of handicap accessible facilities.
2. Toilets must be placed in an area of the park which has been designated by the City. The area will be defined on a map to be included as part of the approved application.

## Street Closing

Some special events may require the closing of Beiderbecke Drive from Harrison Street East to Main Street. The expense of temporary signage and barricades will be charged to the user group. This closing request does not require the approval by the City Council.

## Event Clean-up Plan

1. The user group must complete a plan for clean-up of waste during and after an event. An outline for preparation of this plan shall be attached to the application.
2. During an event, waste must be removed from the park grounds on a continuous basis. Upon completion of an event, all waste, including paper, plastic or glass products, food by-products, cigarette butts, can tables, bottle caps, etc., must be removed from the park. The park is expected to be left in the same condition after an event as it was prior to the start of the event.
3. A pre-event inspection of the park grounds will be made by the user group coordinator, the person in charge of the event cleanup, and a City representative before set-up begins. A post-event inspection involving the same parties will be made on the Tuesday following completion of the event or prior to the next scheduled event. Failure by the user group and coordinator of clean-up to attend these inspections will result in a forfeiture of bond/deposit, and/or possible denial of future park privileges. Damaged areas must be repaired as soon as possible at the expense of the sponsor and must pass Parks staff inspection.

## Clean-up of Surrounding Areas

The user group will also be responsible for clean-up of assigned areas which have been impacted by a special event at one of the identified parks. It is the user group's responsibility to inspect these areas.

## User Fees

A \$100 non-refundable application fee is required, payable at the time the application is submitted. A user fee is also required, and this charge will be determined based on event scope and size; user will be assessed accordingly. For use of one of the identified parks a per day fee will be charged and is payable forty-five days prior to event.

## Health and Safety

The user group will be required to comply with all State and City laws and ordinances as they apply to the sale and consumption of alcohol. Security personnel will be required to patrol the event site for underage drinking. It is the user group's responsibility to prohibit underage consumption of alcohol. Failure to do so as documented by the City may result in denial of a future special events request. A written plan for the enforcement of these laws must be included as part of the application.

Vendors must obtain a transient merchant license from the City of Davenport.

Users are required to familiarize themselves and abide by the Iowa Smoke Free Air Act. Call: 1-888-944-2247 or visit: [www.IowaSmokefreeAir.gov](http://www.IowaSmokefreeAir.gov).

## Liability and Insurance Requirements

The sponsor requesting a special event must furnish to the City a Certificate of Liability Insurance on a fully paid comprehensive public liability and property damage insurance policy from a licensed broker, protecting the City of Davenport, its officers, agents, elected officials and appointed officials, and employees from any and all claims which may result from or in connection to the special event to the City. Limits of insurance, at a minimum, are \$1,000,000 for general liability and property damage. Upon review of the special event by the City's Risk Division, requirements, limits and types of insurance may change based on the level of risk associated with the event. The City of Davenport must be identified as a certificate holder and shall be named as an "additional insured on a primary basis on the certificate. Parties shall

produce a copy of the certificate of insurance with all endorsements at least ten (10 ) days prior to the starting date of the special event.

### Security

A security plan for the special event must be submitted at the time of application. The plan should include: Who will provide security services, how many officers will be on site, and who will be in charge of coordinating security.

### Prohibited Activities in One of the identified parks

Prohibited activities are as outlined by law.

### Limits on City-Sponsored Events

Only a public event which is directly related to a recognized function of City government and which is primarily initiated, financed, and executed by the City of Davenport will be defined as a City-sponsored special event. It does not include events in which the City of Davenport is merely listed as a co-sponsor.

### Closing Statement

Enforcement and verification of all requirements within this management plan will be the responsibility of the Special Events Coordinator. A City representative will be available during the course of the event. This person will carry the authority to require the user group and its representatives to adhere to all requirements included within this document. Failure to respond to the requirements of this plan will be documented and result in forfeiture of all deposits. In addition, future use of one of the identified parks may be restricted or prohibited.

All City staff authorized under the Management Plan and responsible for assisting in the implementation of the event will carry identification stating such authority and will be allowed to enter any event at no expense. It will be the responsibility of the user group to inform all gate attendants of this requirement. The approved event application will include names of authorized City staff.

The City will use pre-event and post-event inspections, these written guidelines, written notification, and photographs to verify and enforce all requirements contained herein. The City

will use this information to legally recover any damages or costs or in cases of failure to meet event standards as set out in this document.

# LeClaire Park Map



## LeClaire Park Utilities

### **Along Beiderbecke, from West to East, North side.**

Power #1 on the farthest west light pole

Power #2 on the middle light pole

Power #3, #4 (2) on the west side light pole at Ripley and Beiderbecke

Water #1 at the mid-way point between Ripley and the power complex

#5-10 on the power complex mid-way between Ripley and Harrison

Water #2 at the mid-way point between the power complex and Harrison St

### **Along Beiderbecke, West to East, South side.**

Water #3 at the large green box, South West corner of Ripley and Beiderbecke

Power #11 on 3<sup>rd</sup> light pole

Power #12 on 5<sup>th</sup> light pole

Power #13 on 7<sup>th</sup> light pole

### **Band Shell Area.**

Power #13 100 AMP service on the power complex behind the band shell

Power #14-17 (all 50 AMP) on the South wing of the band shell

Water #4 on the South wing of the band shell

Power #18 and #19 on the band shell stage

**Breaker boxes are located on each of the power complex structures.**



## Parks and Recreation Pre/Post Event Checklist

Pre Event

Post Event

Keys		
Spider Boxes/ Cables		
Roadie Boxes/ Trailer		
Power/ Water requirements		
Bandshell Interior/Exterior		
One of the identified parks Turf		
Litter		
Restrooms		
Equipment Removed	N/A	
Fencing		
Irrigation Checks		
MAP		N/A
Bike Path		
Other		

Parks Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Event Representative Pre Event: \_\_\_\_\_ Date: \_\_\_\_\_

Event Representative Post Event: \_\_\_\_\_ Date: \_\_\_\_\_

CLEAN-UP SUPPLEMENT FOR SPECIAL EVENTS APPLICATION

Name of Event \_\_\_\_\_

Contact person for clean-up:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

I. CONTAINERS

Explanation: Litter containers may already be located in the area where the event is to be held. These are not sufficient for any large gathering. Additional receptables will be needed.

1. # of food/drink booths \_\_\_\_\_
2. # of containers provided for each vendor \_\_\_\_\_
3. # of additional containers to be located in event area \_\_\_\_\_
4. Source of additional containers \_\_\_\_\_

II. STORAGE

Explanation: Normally trash is collected in individual containers lined with plastic bags. Containers are emptied periodically during the event. Bags of trash need to be taken to a central location(s) for storage and removal from the area. Storage receptables should be located where they can be easily reached by the disposal company. Overnight storage must be in metal lidded containers.

Information needed:

1. Size and type of storage containers \_\_\_\_\_
2. # of storage containers \_\_\_\_\_
3. Location of storage containers \_\_\_\_\_
4. How many times will the stored waste be removed?  
\_\_\_\_\_

\_\_\_\_\_  
Name of the waste hauling company doing the transportation \_\_\_\_\_ -

\_\_\_\_\_  
NOTE: Permission needs to be obtained on container placement.

### III. COLLECTION

Explanation: During the event, trash must be collected from individual litter receptacles and stored in large containers.

Information needed:

1. Who will be collecting debris and cleaning area? \_\_\_\_\_volunteers \_\_\_\_\_paid workers
  
2. Number of people who will be keeping the area clean\_\_\_\_\_
  
3. Explain how loose litter on the ground will be picked up and containerized. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Explain how you will prevent litter from accumulating in areas near the location of your event, i.e., routes to the major parking areas, surrounding lots, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### IV. POST EVENT CLEAN-UP

Explanation: Clean-up must be done immediately at the cost of the event. With events held in close proximity to the river, debris left overnight can be blown into the river. For events lasting more than one day, the night's debris must be picked up before the morning crowd.

Information needed:

1. Name and phone # of person responsible for post-event clean-up:  
\_\_\_\_\_

If you have any questions regarding this supplement, please contact the City Clerk's Office, 326-6163.

CITY OF DAVENPORT

STREET CLOSING PETITION FOR SPECIAL EVENTS

On the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, there is proposed a street closing, requested by \_\_\_\_\_, which will require the closing of \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_, during the hours of \_\_\_\_\_.

Please sign your name and print address below and indicate whether you are in favor of the closing, opposed to the closing, or are not concerned (CHECK ONE, PLEASE).

NAME AND ADDRESS	FAVOR	OPPOSED	NOT CONCERNED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If additional space is needed, please attach sheets with additional signatures.



**BLOCK PARTIES STREET CLOSING SIGNATURE PETITION**

**RESIDENTS:** On the front of this petition you will find information regarding a request for a Block Sponsor to be held in your neighborhood. Please sign below your NAME, ADDRESS and whether you are IN FAVOR OF, OPPOSED TO, or are NOT CONCERNED about the closing of the street(s) listed for this Block Sponsor (check one, please). Applicants please list allow address along the streets you are closing and if a resident is not available please indicate.

Name and Address	Favor	Oppose	Not Concerned
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please use additional sheets, if necessary.