

BETTENDORF PARKS & RECREATION DEPARTMENT

SPECIAL EVENTS POLICY

**THIS POLICY ADOPTED AS AMENDED BY THE
BETTENDORF PARKS & RECREATION
BOARD OF PARK COMMISSIONERS**

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SPECIAL EVENTS POLICY

This document sets forth guidelines for the implementation of a Special Events Policy by the Bettendorf Parks and Recreation Department. It defines, categorizes, and sets a fee structure for Special Events.

PURPOSE

It is the purpose of this policy to regulate Special Outdoor Events held in the City of Bettendorf so that such events can be held with the safety and health of the 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 insure that those who benefit from an event bear the cost of the event. This corollary purpose is to include special demands on City services.

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 contribute substantial economic and social benefits to the community. In recognition of these benefits, it is the policy of the Bettendorf Parks and Recreation Board of Park Commissioners to encourage events, which promote tourism, foster the economic revitalization of downtown or neighborhoods and their commercial districts, and increase cultural activities available to residents of the metropolitan area.

DEFINITIONS

Special Event refers to events that include, but are not limited to, the following: parade, concert, walk, run, keg beer is served or sold, any activity where an admission fee is charged, or an activity with a planned attendance of over 150 people taking place in a City park, ongoing use (4 or more consecutive weeks) of a Bettendorf Parks and Recreation athletic field by an organization other than Bettendorf Parks and Recreation for either practice or league purposes, and any event that involves selling, advertising or promoting.

Political Demonstration: A public gathering, procession, or parade, 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 a demonstration within the scope of this policy.

Park Board Sponsored Event: A public event which is directly related to a recognized function of City government and which is in major part initiated, financed, and executed by the City of Bettendorf. It does not include events in which the City of Bettendorf 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.

CRITERIA FOR EVALUATION

The Park Board shall use the following criteria when evaluating whether or not a particular applicant shall be entitled to hold an outdoor special event.

1. The applicant must be at least 21 years of age.
2. How well the applicant, insofar as it can be determined, appears capable or incapable of executing the planned Special Event;

3. Whether any inconvenience, which may be suffered by the general public, is outweighed by the potential benefit to the community as a whole;
4. Whether budgetary considerations at the time of the application create such a heavy burden upon the City's resources that it would not be practical to hold the proposed Special Event at the time requested;
5. Whether the holding of the Special Event as planned would create an undue burden upon the manpower resources of the City; and:
6. Whether the health and safety of the public would be compromised substantially.
7. The extent to which the event contributes to the promotion of tourism.
8. The extent to which the event contributes to economic revitalization.
9. The extent to which the event increases cultural programming available to residents of the metropolitan area.
10. The impact of the event on the environment.
11. The frequency of the same or similar event(s).

PARKING

No vehicles or heavy equipment may be parked on the grass areas within public parks within the City of Bettendorf unless approved by the Director of Parks and Recreation or his designee. No vehicles or equipment shall be stored overnight on the park site without specific permission from the Director of Parks and Recreation or his designee and identified with the application form.

1. Middle Park Band Shell Shelter provides parking spaces for 125 vehicles. (89 close / 36 away).
2. Middle Park Lagoon Shelter provides parking spaces for 47 vehicles.

SECURITY

Depending upon the nature of the event and the expected number of participants, a minimum amount of security or support staff may be required by City of Bettendorf police officers and can be supplemented by other security and support staff. The appropriate number of both off-duty and on-duty officers shall be determined by the Police Department in consultation with the Director of Parks and Recreation. Any security personnel hired by the holder of the event will operate under the direction of the Chief of Police, or designee. A Special Event application will not be approved until a security plan has been finalized for the event. All costs for security will be paid in advance by the party requesting the event.

EXTRA PERSONNEL HOURS: The total 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. This can include, but is not limited to off duty police officers and parks maintenance personnel.

SANITATION

The Special Event sponsor must make arrangements for the proper storage and cleanup of the Special Event site both during and after the Special Event. An unkempt Special Event site can result in forfeiture of the damage deposit.

Any large Special Event over 250 people will be required to provide 1 portable toilet for each additional 250 people and one four-yard dumpster on site. This will be arranged through the Parks and Recreation Department and fees will be determined at time of approval. The number of additional toilets required will be determined by the type of event in consultation with the Director of Parks and Recreation.

FOOD SALES

A copy of all Special Event applications at which food and beverages will be sold and prepared will be forwarded to the Scott County Health Department. The Special Event sponsor is responsible for arranging ALL food permits from the Scott County Health Department. Health inspectors will visit each Special Event and have the right to close booths operating outside of health regulations. The Special Event sponsor is also responsible to apply for sales tax permits and pay sales tax to the Internal Revenue Service, if applicable.

RESTRICTIONS

The maximum number of people per special event is 400, unless otherwise authorized by the Park Board. No animal rides or petting zoos will be allowed. Inflatable play apparatus shall be limited to two. The vendor of the inflatable play apparatus will be required to provide liability insurance. See page 7, "Insurance." Only one stake tent with a maximum size of 40' x 40' is allowed. Pop-up tents are allowed.

MUSIC AND ENTERTAINMENT

For events planning entertainment which will require sound amplification the applicant will ensure that the sound level remains at or below the City noise ordinance of 60 decibels. City Code 5-5A9.

ELECTRICITY

Any electrical requirements beyond those which already exist at the Special Event site must be provided by the event sponsor's own licensed electrician. All additional electrical work on site must be approved by the City Electrician for compliance with City Codes. Specific requirements for the use of electricity must be submitted and approved at the time of the application for a Special Event.

WEDDINGS

Weddings in the parks are permitted when the Park Board has approved a special event application. The maximum number of people is 100 and must be stand up events with seating limited to available on-site amenities, unless otherwise authorized by the Park Board. Other chairs, tables and structures are not allowed unless approved by the park board. Tents without stakes are allowed, but can be put up only one hour before the scheduled event and must be taken down within one hour after the event ends.

Decorations, food and drink, and receptions are not allowed at every location. Music is allowed, but electrical outlets are not available at every location. (see Music and Entertainment paragraph). Please remember the parks are public areas. The general public has access to the park during operating hours, including areas where ceremonies are held.

SPECIAL EVENT APPLICATIONS

Parties who wish to make a request for a Special Event should contact the Bettendorf Parks and Recreation Office between 8:00am – 5:00pm Monday – Friday to complete a Special Event Application form. The completed request form can be submitted to the office no more than twelve month prior to the requested date, **but should be at least 60 days prior to the event.** Applications will be accepted on a first-come, first-serve basis. The party will be notified of other departments and organizations that should be contacted. **Requests for events less than 60 days in the future will be required to pay a late application administrative fee of \$25.00.**

It is recognized that circumstances surrounding requests 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 special event applications will be reviewed and, if appropriate, approved at the Bettendorf Park Board Regular Meeting, which takes place on the Wednesday following the second Tuesday of every month. Special Event applications must be turned in to the Bettendorf Parks & Recreation Office no later than the Thursday prior to this meeting.

INSURANCE

The applicant shall provide a Certificate of General Liability Insurance, naming the City of Bettendorf as an additional named insured (and NOT AS A CERTIFICATE HOLDER) in an amount of \$300,000 combined single limit per occurrence. If the applicant is an organization, and not a private individual, the insurance amount shall be no less than \$500,000. Please see Alcohol paragraph below for further requirements that apply to alcohol use. The Bettendorf Parks & Recreation Office must receive the certificate at least 10 days prior to the event. ALL permissions or permits issued are expressly subject to receipt of the insurance coverage PRIOR to the event.

Vendors of “outside entertainment” i.e. inflatable play apparatus will also provide a Certificate of General Liability Insurance, naming the City of Bettendorf as an additional named insured (and NOT AS A CERTIFICATE HOLDER) in an amount of \$500,000 combined single limit per occurrence.

ALCOHOL

Public use and personal consumption of beer in cans only is authorized within two hundred (200) feet of any shelter only in the following parks: Crow Creek Park, Middle Park, Devils Glen Park, Veteran’s Memorial Park, McManus Park, Kiwanis Park, and Forest Grove Park.

Any person providing a keg or kegs of beer in the parks shall provide the following:

1. A special event application to be approved by the Park Board at their monthly meeting.
2. A minimum \$150 refundable deposit is required for any event with alcohol.
3. If the applicant is going to distribute alcohol to others (**gifting**, not selling), the applicant must provide a certificate, naming the City of Bettendorf as an additional named insured (and NOT AS A CERTIFICATE HOLDER), verifying host liquor coverage in an amount not less than \$300,000 per occurrence. This is **in addition** to the required general liability insurance listed above under Insurance.
4. If the applicant is going to distribute alcohol to others (**selling**, not gifting), the applicant must provide, as defined in state law and regulation, dram shop coverage in the amount of \$1,000,000. This is **in addition** to the required general liability insurance listed above under Insurance.

DEPOSITS

A deposit will be required to be paid by the party. This amount will be a minimum of \$150-\$300 with the actual amount of deposit, if required, to be determined by the attendance at the Special Event, the area involved, the nature of the event, and the potential for excessive damage or other liability to the City. A deposit in the amount specified by the Director of Parks and Recreation shall be filed with the City at least ten (10) days prior to the event.

The party shall be held responsible if the area used is not left in the same condition at the end of the Special Event as it was found to be at the beginning. The area used for the Special Event shall be inspected following the event. 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 the damage shall be determined and the dollar amount for any repair or replacement will be deducted from the deposit paid by the party. If the cleanup involves City staff, a restitution fee shall be assessed.

In any or all cases, if the amount of damage, extra cleanup required, and/or costs for services furnished by the City exceeds the deposit paid, the party shall be billed for the balance, to be paid in full no more than 30 days from the billing date. If payment is not received from the party within that time, all future Special Event requests will be denied until such time as payment is received and, in addition, the Park Board may take legal action to recover costs. This provision shall also apply in the case where the party is not required to pay a security deposit for the Special Event.

The security deposit may be kept by the Park Board when the event holder intentionally has not followed the event plan submitted by the holder and approved by the Park Board. When the violation is flagrant, the Park Board may refuse to allow subsequent requests.

FEES

If use of a City Park facility is included in the Special Event Application, then the rental fee and deposit of that particular facility will be charged to the party along with the following charges and deposits according to the specifications of the party's Special Event. The rental fees are as follows:

Basic Special Event Fee for 0-150 people	\$100.00
Basic Special Event Fee for 151-400 people	\$150.00
Band Shell Shelter Rental	\$55.00
All other Shelters Rental	\$33.00
Band Shell Stage	\$27.50
Regular Porta Potty	\$85.00
Handicapped Porta Potty	\$107.00
Hand Washing Station	\$50.00
Rental of Dumpster	\$175.00
Empty Existing On-Site Dumpster	\$40.00
Field Rentals	\$15.00 per hour
Bases and Lights Per Field Per Day	\$50.00

Tournaments have their own fee structure – see below.

A refund minus 20% up to \$20 for processing fees will be given if the reservation is cancelled at least five (5) working days in advance.

TOURNAMENTS

Tournament Flat Fee of \$350.00: Covers wear and tear on grounds, dumpster rental for the weekend, use of score boards, clean up by parks and recreation department when over, used chalk and field dry, and basic special event fee.

Additional Fees Per Day:

NUMBER OF FIELDS	PORTA POTTY (\$85 PER TOURNAMENT)	FIELD RENTAL	USE OF LIGHTS AND BASES	OPTIONAL P&R STAFF WILL CHALK AND DRAG FIELDS PRIOR TO TOURNAMENT (\$150 FOR 2 FIELDS PER DAY PLUS \$40 EACH ADDITIONAL FIELD PER DAY)
2	N/A	\$50	\$100	\$150
3	N/A	\$75	\$150	\$190
4	\$85	\$100	\$200	\$230
5	\$85	\$125	\$250	\$270
6	\$85	\$150	\$300	\$310
7	\$85	\$175	\$350	\$350

Example: Your tournament is on 4 fields for 2 days, and you want parks and recreation to chalk/drag your fields prior to your tournament starting. Your total cost would be:

**\$350 Tournament Flat Fee
\$300 (Day1) Field Rental
\$300 (Day2) Field Rental
\$85 Porta Potty
\$230 (Day1) Staff Chalk/Drag
\$230 (Day2) Staff Chalk/Drag
\$1495 TOTAL**

All tournaments require a \$100.00 per field per day damage deposit.

SHELTER DISCLAIMERS

1. The schedule for usage of the shelters will be posted in the enclosed glass case at each site. In case of a problem, we recommend you have your copy of the rental agreement with you.
2. Charcoal or wood fires are only permitted in the designated grills. Open fires are not permitted. Please extinguish your grill when you are done.
3. If you are putting up decorations or signs, you are asked to please remove them at the conclusion of your event.
4. Cars are only permitted to park in the designated parking areas.
5. At the conclusion of your event, you shall put all trash in the garbage containers that are provided.
6. Can beer (12oz) only is permitted at Crow Creek Park, Middle Park, Veterans Memorial Park, Kiwanis Park, McManus Park, Forest Grove Park and Devils Glen Park shelters. All keg beer must be approved by submitting a Special Usage Request. Please allow **at least** one month for processing a keg request.
7. Dogs **MUST** be on a leash at all times.
8. All posted park and city ordinances are enforced.
9. Problems with your shelter or reservation should be reported to the Administration Office by calling 344-4113 during normal business hours. Please call 344-4015 after hours or on weekends. **Press 9.**
10. No Styrofoam cups are permitted in the park.
11. Other special events and/or activities occasionally scheduled within park areas may cause some inconveniences to your reservation or may require your cooperation in rescheduling your reservation.
12. The shelters are cleaned once each morning. Because it is a public area, you may want to take extra trash bags, toilet paper and a broom.
13. Consumption of alcohol in violation of Chapter 20 and/or this permit application is a violation of law.

Shelter reservations are accepted beginning up to 12 months in advance of the event. Phone reservations are accepted with a credit card only, otherwise, reservations can be made in person during normal business hours or online at www.bettendorf.org/register. To finalize the reservation and to have the reservation posted at the park, you **MUST** come in during normal business hours, which are Monday-Friday 8:00am to 5:00pm to sign a rental contract or sign and return the contract via email or fax or email.

If proper time allows, multiple reservations will be accepted per day per shelter. Please be advised that you should bring with you extra trash bags, as our parks maintenance staff empties trash cans and cleans shelters only once daily during the early morning hours.