SPECIAL EVENTS APPLICATION
BETTENDORF PARKS & RECREATION

A Special Event refers to outdoor events that take place in a City park that include, but are not limited to, the following: parade, bring attractions into the park, concert, walk, run, keg beer, hog roasts, any activity where an admission fee is charged, food is sold, or an activity with a planned attendance of over 150 people.

A written request addressed to the Park Board of Commissioners, along with the fee(s) & deposit, should be submitted at least six weeks prior to the event. The Board meets the second Tuesday and following Wednesday of each month.

Today's Date _____

Name of Applicant _____**Phone(s)** _____

Address _____**City**_____**Zip**_____

Name of Contact Person _____ **Phone** _____

Sponsoring Organization(s) _____ **Phone** _____

Address _____**City**_____**Zip**_____**E-mail**_____

Description of Event _____

Day(s) & Date(s) of Event _____ **Hours From** _____ **to** _____

Location/Facility Requested _____

Estimated Number of Participants/Attendees _____ **Number & Size of Tents** _____

Will an admission fee or donation be charged? _____ Yes _____ No

If yes, please give details _____

Will food/beverage be served/sold _____ Yes _____ No

If yes, please give details _____

Attachments: **( ) Parking Plan** **( ) Security Plan**
( ) Request for Other City Services **( ) Map/Site Plan**

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Approval of this application will reserve for the applicant the requested event date/place, providing all requirements outlined by the Special Event Policy in writing to the applicant are met. If the special event request is approved, the sponsor shall assume full responsibility for compliance with all conditions, fees and charges and further agrees to pay any cost associated with damage to City property, lost barricades/signs, cleanup by Parks and Recreation crews, or any other additional City expense caused by this event, over and above the security deposit. I have a copy of the Special Events Policy, have supplied the two required checks (fee & deposit) and will supply the required insurance certificate (Page 7 of Policy) at least 15 days before the event. **I certify that I am at least 21 years of age.**

Applicant's Signature _____ Date _____

RETURN COMPLETED APPLICATION, FEES & DEPOSIT TO:
Bettendorf Parks & Recreation Department
1609 State Street
Bettendorf, IA 52722
Fee(s) _____ Deposit _____
Insurance_____

( ) Approved
( ) Denied

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Authorized Signature