

**SPECIAL USE PERMIT APPLICATION
WAPELLO COUNTY CONSERVATION BOARD**



A Special Event refers to outdoor events that take place on Conservation Board property that includes, but is not limited to, the following: *Wedding; parade; dog trials; trapping or hunting on no specified area, fishing tournament or derby; fireworks; concert; walk, run, or race of any type; any activity where an admission fee is charged; charitable event or where any solicitation will occur, food is sold, or an activity with a planned attendance of over 100 people.* A special event permit application addressed to the Wapello County Conservation Board must be received at least **30 days** prior to the event to be considered. Advertising your event prior to receiving a signed special event permit is not allowed. Attach additional information if required.

- Today's Date _____
- Sponsoring Organization(s) _____ Phone _____
- Is this organization classified nonprofit 501(c)(3)? _____ (Provide proof with application.)
- Address _____ City _____ Zip _____
- E-Mail _____
- Name of Applicant _____ Day Phone _____
- Evening Phone _____ FAX _____ Cell Phone _____
- Address _____ City _____ Zip _____
- Name of alternate contact person _____ Phone _____
- Description of Event or Activity _____

- Day(s) & Date(s) of Event _____ Hours from _____ to _____
- How can the public contact you regarding the event (i.e. e-mail, website, name, phone number)?

- Location/Facility requested _____
- Estimated number of participants _____ Estimated number of vehicles _____
- Estimated number of spectators _____
- Will the event interfere with/impede normal use of the area or park by the public? _____
- How do you plan to control traffic to and from the event as to not interfere with non-participating park users?

- Will an admission fee or donation be charged? _____ Yes _____ No
If yes, please give details (i.e. what fees are being charged, anticipated revenues, and for what purpose will the collected funds be used?)

- Will food/beverages be served/sold? _____ Yes _____ No
If yes, please give details. _____
- Will additional picnic tables, grills, porta-potties, or dumpsters be required? _____ Yes _____ No
If yes, provide details. _____
- Will the event involve vendors? _____ Yes _____ No If yes, attach a separate listing of all vendors with contact information.
- Will first-aid, fire and rescue services, or other safety and security measures be needed?
_____ Yes _____ No. If yes, attach a separate listing with details/contact information.

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- Are any additional permits for any other government agencies required? _____ Yes _____ No
If yes, list all agencies, contact information, and type of permits separately.
- Are there any special requests or circumstances (i.e. inflatable bounce houses, toys, slides, amplified music, banners, sign, etc.)? _____ Yes _____ No
If yes, provide details. _____

- **Note:** Event permit applications for Government Agencies, nonprofits, and charitable organizations wishing to have the permit fee waived must submit a request in writing that states why they wish the fee to be waived. This request can be written below or mailed along with the completed event permit application and both will be reviewed at a monthly meeting prior to the event.
- **Reason for fee waiver:** _____

- Are you asking for the Board to consider waving the fee? _____ Yes _____ No

Attachments:

- () Parking/Traffic Plan () Safety & Security Plan () Map/Site Plan () Request for Other Services
() Certificate of Insurance () Vendor Lists () Other Agency Permits () Nonprofit Verification

Approval of this application will reserve for the applicant the requested event date and place, providing all requirements outlined by the Special Event Policy are met. Once 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 Conservation Board property, cleanup, or any other additional expense caused by this event over and above the security deposit. I have a copy of the Special Events policy and will supply the required insurance certificate, permits, and other assessed fees (deposit and fees) at least 30 days prior to the event. I understand that failure to provide any of these items is grounds for cancellation of the event. (See Special Events Policy).

Applicant agrees to leave the used site in the same condition as found, cleaning up all litter and debris after the event. Applicant is responsible for any damages to county property during the event either by participants or spectators. Applicant agrees to abide by all state laws and Wapello County Conservation Board rules and regulations. The undersigned applicant for a special event permit understands and agrees that neither the Wapello County Conservation Board nor Wapello County will be responsible for any injury to persons or damage to property arising out of or incidental to the activities which are the subject of this application. The undersigned applicant agrees by the execution hereof to indemnify and hold harmless the Wapello County Conservation Board and Wapello County against all liabilities, costs, and expenses which may arise in consequence of the granting of this permit.

The undersigned has full authority to represent the sponsoring organization:

Applicant's Name (print) _____ **Title Position** _____

Signature _____ **Name (print)** _____ **Date** _____

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RETURN COMPLETED APPLICATION TO:

Wapello County Conservation Board
1339 Highway 61
Bloomfield, IA 52537
641-682-3091

WAPELLO COUNTY CONSERVATION BOARD OFFICE USE ONLY

NAME OF EVENT: _____

Date / Location: _____

Approved

Denied

Authorized Signature

Date

Service Fee Assessment:

Special Event Permit Fee: \$50.00

Refundable Damage Deposit: \$50.00 (submitted by separate check)

TOTAL FEES: _____

NOTE: Fees subject to change without notice or posting. The Conservation Board reserves the right to waive any and all fees.

Insurance Certificate Received: _____

Date

Other Special Considerations and Conditions:

- *Event is **approved** subject to conditions as stated below within the Special Event Permit Application.*
- *If severe/dangerous weather or unsafe conditions occur, the WCCB staff will coordinate with the event organizer to determine if there is a need to cancel the event.*
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Please sign below and return one (1) copy of the agreement to the WCCB within seven (7) days of receiving.

Event Manager (print) _____ Signature _____ Date _____

The Privacy Act of 1974 requires that each individual asked or required to furnish personal information be advised of the following:
Authority 5 P.I. 93-579

Purpose: To provide a contact in connection with permit activities.

Routine Uses: Permit is issued under the direction of the Wapello County Conservation Board. The names and addresses of those who obtain the permit are not reported, but are kept on file at the Conservation Board office to provide a point of contact in case of emergency. This information is not maintained alphabetically or by other personal identifier. Disclosure of information is voluntary. Failure to provide the requested information will preclude issuance of permit. Failure to meet the terms of this Special Permit Application may prompt additional fees to be charged at a rate to be determined by the Wapello County Conservation Board.