

**CITY OF DES MOINES
RESIDENTIAL EVENT
STREET USE PERMIT APPLICATION AND AGREEMENT**

Complete and submit this form to the City Clerk's Office, 400 Robert D. Ray Drive, Des Moines, IA 50309, phone 283-4209 **30 days prior** to the event along with:

- \$25 (nonrefundable) for only one block in length, six hours or less and ends before sunset; **or**
 - \$10 (nonrefundable) **plus** barricades/signs fee:
 - If more than one block in length **or**
 - More than six hours **or**
 - Lasts beyond sunset **or**
 - Sponsored by a recognized neighborhood association.
 - Late fee add: \$5 (nonrefundable) if received 14-30 days prior to event
 \$10 (nonrefundable) if received less than 14 days before event.
 - Diagram of the area to be closed (sheet attached).
 - Flyer/Notification (attach a copy) How do you plan to distribute to neighbors?
-

Sponsor/Applicant _____

Contact Person _____

Address (**include zip code, barricades delivered and picked up at this address**)

Daytime Phone _____ Fax _____ Cell _____

Phone _____ email address _____

Alternate Contact _____

Address (**include zip code**) _____

Daytime Phone _____ Fax _____ Cell Phone _____

email address _____

Street to be blocked _____

From _____ To _____

Day & Date of Activity _____ Rain Date _____

Time of Activity From _____ To _____

During Hours of Darkness? (Circle) YES NO

Purpose of permit _____ Estimated Attendance _____

Describe activities planned (music, etc.) _____

I hereby certify that the above statements are true and correct, to the best of my knowledge. It is understood that compliance with all the provisions set forth in the ordinances of the City will be adhered to and it is further understood that the individual and the organization or association will be responsible for any and all damage arising as a result of this event.

The applicant hereby waives any and all claims, which the applicant may have as a result of this event against the City of Des Moines, Iowa, its Police Department, its officers, agents or employees.

In the event that an organization is the applicant, I have the legal authority to represent the organization, and I have read the foregoing waiver, understand its terms, and freely and voluntarily sign it.

Signature of Applicant _____ Date _____

ADDITIONAL INSTRUCTIONS

- 1. Resident traffic is always allowed access, maintain 20 ft. access aisle for Fire department equipment.**
- 2. Event Sponsors are responsible for the collection and cleanup of trash from the event. Groups who leave the street in a condition that requires cleanup will be charged for the cost of cleanup.**
- 3. Applicant is responsible for maintaining appropriate signage and barricades/blinkers at all times.**
- 4. Street closures during the hours of darkness require flashing blinkers.**
- 5. Barricades are to be placed 1 per traffic lane.**
- 6. Additional signs may be required to indicate "Street Closed Ahead" or "No Through Traffic".**
- 7. There may be additional permits or fees required for alcoholic beverages, sound permits, building permits, temporary structure permits, Police and Fire department costs or other related permits.**

Fee Schedule

- Traffic Barricades (delivered & picked up) \$5 each
- Traffic Blinkers \$5 each (required between sunset & sunrise)
- Traffic Cones \$1.00 each (based upon availability)
- Traffic Signs \$5.00

This fee schedule may be updated periodically due to increased costs incurred by the City.

Clerks Office Use Only:

Fee _____ Receipt # _____ Check # _____

EVENT NAME _____
DIAGRAM OF THE EVENT SITE

A detailed map of the event site **MUST** be drawn here or attached to this application.

The following must be identified and labeled (Do not use color to identify these references, as it will not photo copy)

1. The site of the event (label streets, etc.)
2. Barricades (if known)

