

**SPECIAL EVENT PERMIT APPLICATION  
SCOTT 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: parade, fishing tournament or derby, concert, walk, run, 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 250 people. A written request addressed to the Scott County Conservation Board, should be submitted at least 45 – 60 days prior to the event. 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 is a Non-Profit 501c3 organization?** \_\_\_\_\_ **(Provide proof with application)**
- **Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_
- **E-mail** \_\_\_\_\_
- **Name of Applicant** \_\_\_\_\_ **Day Phone** \_\_\_\_\_
- **Evening Phone** \_\_\_\_\_ **FAX** \_\_\_\_\_ **Cell** \_\_\_\_\_
- **Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_
- **Name of Alternate Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_
- **Description of Event** \_\_\_\_\_

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- **Day(s) & Date(s) of Event** \_\_\_\_\_ **Hours From** \_\_\_\_\_ **to** \_\_\_\_\_
  - **How can the public contact you regarding the event (i.e., email addr, web site, name/phone #)** \_\_\_\_\_

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- **Location/Facility Requested** \_\_\_\_\_
  - **Estimated Number of Participants** \_\_\_\_\_ **Estimated Number of Vehicles** \_\_\_\_\_
  - **Estimated Number of Attendees/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 area and 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 gross revenues, and for what purpose will the collected funds be used?)**

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- **Will food/beverage 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

- Are any additional permits for any other government agencies required? \_\_\_\_\_

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, signs, etc)? \_\_\_\_ Yes \_\_\_\_ No

If yes, provide details - \_\_\_\_\_

- Contact person and means of contact during Event \_\_\_\_\_

**Attachments:**

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

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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 Scott County Conservation Board rules and regulations. The undersigned applicant for a special event permit understands and agrees that neither the Scott County Conservation Board nor Scott County will be responsible for any injury to persons or damage to property arising out of or incident to the activities which are the subject of this application. The undersigned applicant agrees by the execution hereof to indemnify and hold harmless the Scott County Conservation Board 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 Signature \_\_\_\_\_ Date \_\_\_\_\_

Park Manager Coordination \_\_\_\_\_ Date \_\_\_\_\_

**RETURN COMPLETED APPLICATION TO:**

Scott County Conservation Board  
 14910 110<sup>th</sup> Avenue  
 Davenport, Iowa 52804  
 (563) 328-3280  
[www.scottcountyiowa.com/conservation](http://www.scottcountyiowa.com/conservation)