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

Complete this form for a residential block party event (a neighborhood-centered activity on a non-primary street in an area that is not zoned commercial or industrial). Submit the completed form to streetuse@dmgov.org or mail to City Hall, City Manager’s Office, 400 Robert D. Ray Drive, Des Moines, IA 50309 or fax to 515-237-1300, 30 calendar days prior to the event, along with a copy of the flyer/notification.

- Determine if your event fits #1 or #2 below:
  1. $25 (non-refundable) fee for only one block in length, six hours or less and ends before sunset. This includes the cost of barricades and signs.
  2. If any of the following apply a $10 (non-refundable) fee plus barricades/signs/blinkers fee (See Page 5 Traffic Control Fee Schedule).
     - If more than one block in length OR
     - An alley intersects the street OR
     - More than six hours OR
     - Lasts beyond sunset OR
     - Sponsored by a recognized neighborhood association

- Late fee add:
  - $5 (non-refundable) if received 14-30 calendar days prior to event
  - $10 (non-refundable) if received less than 14 calendar days prior to event

- This application will not be accepted without the following:

  **Flyer/Notification Must Be Provided to the Neighborhood Association & Impacted Properties.**

  Attach a copy of the flyer/notice, which must include the following information: date and time of barricades put up, “no thru traffic allowed but local residents allowed access”, time of amplified sound (if applicable), and contact information (cell phone & email address) for person hosting the event.

  How do you plan to distribute the flyer/notification?

You can find your neighborhood association contact person by using the link online at findneighborhoods.dsm.city.

Revised 4/2021

<table>
<thead>
<tr>
<th>CITY MANAGER’S OFFICE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date _______________</td>
</tr>
</tbody>
</table>
Event Details

Name of Event Sponsor: ______________________________________________________________

Purpose: ___________________________________________________________________________

Estimated Number of Attendance: ______________________________

Will you need a sound permit for amplified sound?  ☐ Yes  ☐ No

If “Yes”, contact DZ@dmgov.org for assistance at least two business days prior to the street use permit date. Applications for a sound permit will not be approved, without approval of this application first.

*Type “D” permit--residential event* - A type “D” permit may be issued for sound equipment emitting music or human speech registering not more than 65 decibels (dB) when measured at the real property boundary of the permitted property or 50 feet from the sound equipment, whichever distance is closer. Sound equipment permitted under a type “D” permit may be used only pursuant to a permitted street closing under chapter 102 of this Code, from 9:00 a.m. to 10:00 p.m. A type “D” permit will be issued for one day up to one week with the days to be designated on the permit application. You may contact staff in Neighborhood Services Department at DZ@dmgov.org for assistance.

Describe the activities planned (music, tents, food, propane, etc.):

Will amusement rides or inflatables be set up on the sidewalk or street?  ☐ Yes  ☐ No

(If yes, see Page 6 - Attachment 1 Amusement Rides and Inflatables)

Time of Barricade Placement / Closure (including set up and tear down)

From: _______________ a.m./p.m. To: _______________ a.m./p.m.

During hours of twilight or darkness?  ☐ Yes  ☐ No

Location

Street to be blocked: _______________________________________________________________

From cross street: ____________________________ to ____________________________

If applicable, alley location: ______________________________________________________
Contact Person

Name: ________________________________________________________________
Address: __________________________________________________________________________
City: ___________________________ State: __________ Zip Code: ___________________________
Cell Phone: ____________________________
E-mail: ________________________________

Alternate Contact (Required)

Name: ________________________________________________________________
Address: __________________________________________________________________________
City: ___________________________ State: __________ Zip Code: ___________________________
Cell Phone: ____________________________
E-mail: ________________________________

I hereby certify that as the Applicant, I am the individual or the legally authorized agent of the organization or association applying for this Permit. I further certify that, to the best of my knowledge, the above statements are true and correct. I hereby agree that the activities that occur under the use of this Permit will comply with (1) all the provisions set forth in the ordinance of the City, (2) all conditions required by the City’s Street Use Team, and (3) the City of Des Moines, Iowa Risk Management Special Events Policy. Accordingly, I further agree, to the extent permitted by law, to defend, indemnify and hold harmless the City of Des Moines, Iowa, its elected and appointed officials, its employees and volunteers and its agents, from and against any and all losses arising out of the activities that occur under the use of this Permit.

I hereby certify that I have read the foregoing Permit requirements, understand its terms, and freely and voluntarily sign this Permit application and agreement.

Signature of Applicant: _____________________________________________________________

Date: ____________________________
MAP OF THE EVENT SITE

Event Name: ____________________________________________________________

The following must be identified and labeled below or in an attached document:

1. The site of the event (label streets, alleys, etc.)
2. Location for barricades/signs (if known)
3. Tent, stage, inflatable, etc.
4. 20-foot fire lane
ADDITIONAL INSTRUCTIONS

1. A 20-foot wide fire lane must be accessible for Fire Department equipment.

2. Applicant is responsible for the collection and cleanup of trash from the event. An applicant who leaves the street in a condition that requires cleanup will be charged for the cost of cleanup and may be denied a future permit.

3. Applicant is responsible for maintaining appropriate signage and barricades/blinkers at all times.

4. Street closures after sunset and during the hours of darkness require flashing blinkers.

5. Barricades are to be placed one (1) per traffic lane.

6. Additional signs may be required to indicate “Street Closed Ahead” or “No Through Traffic”. If this is applicable to your event, staff will alert you to this requirement at least a week before the permit date.

7. There may be additional permits or fees required such as sound permits, building permits, temporary structure permits, Police and Fire department costs or other related permits. If this is applicable to your event, staff will alert you to this requirement at least a week before the permit date.

Traffic Control Fee Schedule

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Barricades (delivered &amp; retrieved by staff)</td>
<td>$5 each</td>
</tr>
<tr>
<td>Traffic Blinkers (delivered &amp; picked up by staff)</td>
<td>$5 each</td>
</tr>
<tr>
<td>Road Closed Signs (delivered &amp; picked up by staff)</td>
<td>$5</td>
</tr>
</tbody>
</table>

Example #1: SW 13th Street from Amos Ave. to Wade St., from 5 p.m. to 9 p.m. hours during hours of darkness:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$10</td>
</tr>
<tr>
<td>Barricades</td>
<td>4</td>
</tr>
<tr>
<td>Traffic Blinkers</td>
<td>2</td>
</tr>
<tr>
<td>Road Closed Signs</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$45</strong></td>
</tr>
</tbody>
</table>

Example #2: Cherokee Ave. from Pennsylvania Ave. to E. 8th St., with alley south of Cherokee Ave. from 11 a.m. to 4 p.m., submitted eight days before permit date:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$10</td>
</tr>
<tr>
<td>Barricades</td>
<td>5</td>
</tr>
<tr>
<td>Road Closed Signs</td>
<td>3</td>
</tr>
<tr>
<td>Late Fee – less than 14 days</td>
<td>$10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$50</strong></td>
</tr>
</tbody>
</table>

*This fee schedule may be updated periodically due to increased costs incurred by the City.*
ATTACHMENT 1
AMUSEMENT RIDES AND INFLATABLES

Amusement Rides and Inflatables will only be permitted on City property when the use of City property is allowed under the issuance of a City permit or license. The following conditions shall be required but are not intended to be definitive in scope nor as a replacement of or substitute for any industry standards or manufacturer’s instructions regarding the proper use and operation of such devices.

1. **NO USE OF PERSONAL AMUSEMENT RIDES OR INFLATABLES WILL BE ALLOWED ON CITY PROPERTY.** Only Amusement Rides or Inflatables provided by an amusement device operator possessing a current permit issued by Iowa Workforce Development - Division of Labor Services - Amusements will be allowed. The permitee/applicant must show evidence of such Division of Labor Services permit, if requested by the City.

2. The permitee/applicant shall assure that each ride or inflatable has a current Division of Labor Services - Amusements inspection tag attached to it or other State of Iowa documentation demonstrating that it has been inspected within the twelve-month period preceding the date of the City permit.

3. The amusement device operator must set-up the ride or inflatable, monitor and supervise its operation and use, and disassemble the ride or inflatable at the end of the permitted use.

4. The permitee/applicant shall affirm to the permitee/applicant’s satisfaction that the amusement device operator’s personnel are adequately trained, in accordance with the ride or inflatable’s manufacturer’s instructions as well as to take all necessary and reasonable safety measures that may be required.

5. The permitee/applicant shall ensure that the amusement device operator’s insurance, as required by Workforce Development – Division of Labor – Amusements, is current. **DO NOT SUBMIT to the City.**

6. The permitee/applicant shall be responsible for ensuring that the amusement device operator discontinues operation and use of the ride or inflatable in the event of gusty winds or rain or any other inclement weather conditions that may merit such action, as determined by the amusement device operator or permitee/applicant or as recommended by the device manufacturer.

7. At a minimum, operation of any Amusement Ride or Inflatable will be classified as a Moderate Hazard and the permitee/applicant shall purchase and maintain insurance in the name of the permitee/applicant in accordance with the requirements of this Special Events policy. **SUBMIT Certificate of Insurance to the City 15 days in advance.**

The permitee/applicant will be solely responsible for ensuring that the above conditions for use of an Amusement Ride or Inflatable are complied with when such devices are used in conjunction with a permitted use of City property.