



CITY OF MARION SPECIAL EVENTS APPLICATION & HOLD HARMLESS AGREEMENT

Please complete all sections of this application. An incomplete application will be returned to applicant.

PLEASE RETURN TO:

Marion City Manager's Office, Attn: Traci Miller, 1225 6th Avenue, Suite 110, Marion, IA 52302
Phone: 319-743-6350 Fax: 319-377-7892 Email: tracim@cityofmarion.org

1. **APPLICANT INFORMATION**

Applicant Name/Event Coordinator: _____

Mailing Address: _____

Daytime Phone #: _____ Evening Phone #: _____

Email Address: _____

2. **EVENT INFORMATION**

Type of Event: _____

Days/Dates of Event: _____

Time(s) of Event: (Include Set Up/Tear Down Time) _____

Event Location: _____

3. **REQUEST INFORMATION (Check All Applicable Lines)**

If you are requesting the closing of a city street, a lane must be maintained for emergency vehicles at all times. Driveway access for adjoining property owners must be maintained at all times. Applicant is responsible for obtaining all additional permits and paying any associated fees.

_____ Temporarily park in a "No Parking" area (specify location:) _____

_____ Temporarily close a street for a block party (specify street:) _____

_____ Temporarily install structure in street right-of-way

_____ Permanently install structure in street right-of-way

_____ Use of City Park (specify park; applicant responsible for reserving park/facility:) _____

_____ Parade (attach map of route and indicate streets to be closed)

_____ Walk/Run (attach map of route and indicate streets to be closed)

_____ Banner (specify location; applicant responsible for associated fee – contact Parks) _____

_____ Tent(s) to be used – over 400 sq ft or canopies over 1,000 sq ft (applicant responsible for obtaining permit from Fire Dept)

_____ Other (please specify:) _____

4. **ITEMS NEEDED FROM THE CITY OF MARION**

Applicant responsible for contacting Public Services Department.

_____ Street barricades (\$25 deposit required – will be returned when the barricades are returned to the Public Services Department, 195 35th Street, 319-377-6367)

_____ Emergency “No Parking” Signs _____ Fencing

_____ If closing street for more than 24 hours, applicant must notify affected residents

_____ Other (please specify:) _____

5. **SOUND SYSTEMS**

NOTE: You must comply with the City of Marion Noise Ordinance – Chapter 53. Upon request, City Council may authorize time extensions or sound levels up to 75 decibels.

Please indicate if the following will be used:

_____ Amplified Sound/Speaker System _____ Live Music

_____ Recorded Music _____ Public Address System

6. **SANITATION/TRASH**

Applicant is responsible for the clean-up of the event area immediately following the event, including trash removal from the site.

Will additional restrooms be brought to the site? _____ Yes _____ No If yes, how many? _____

Please name the individual, organization, or contractor responsible for clean-up and trash removal:

Contact Person: _____ Address: _____

Daytime Phone: _____ Evening Phone: _____

7. **SECURITY**

Security personnel may be required by the Chief of Police at the applicant’s expense. If required, what type of security will be provided?

_____ Off Duty Marion Police Officers (applicant responsible for contacting police department)

_____ Private Firm – Name of Security Firm: _____

Contact Person: _____ Phone: _____

Address: _____

8. **APPLICANT CHECKLIST**

All applicable parade or run/walk route maps attached _____ Yes _____ No _____ N/A

All applicable permits obtained _____ Yes _____ No _____ N/A

All applicable fees paid _____ Yes _____ No _____ N/A

All applicable City of Marion departments contacted _____ Yes _____ No _____ N/A

9. **AGREEMENT**

In consideration of the City of Marion, Iowa, granting permission for the activity described above, the undersigned indemnifies and holds harmless the City of Marion, Iowa, its employees, representatives and agents against all claims, liabilities, losses or damage for personal injury and/or property damage or any other damage whatsoever on account of the activity described above and/or deviation from normal City regulations in the area. The undersigned further agrees to indemnify and hold harmless the City of Marion, Iowa, its employees, representatives and agents against any loss, in-jury, death or damage to person or property and against all claims, demands, fines, suits, actions, proceedings, orders, decrees and judgments of any kind or nature and from and against any and all costs and expenses including reasonable attorney fees which at any time may be suffered or sustained by the undersigned or by any person who may, at any time, be using or occupying or visiting the premises of the undersigned or the above-referenced public property or be in, on or about the same, when such loss, injury, death or damage shall be caused by or in any way result from or rising out of any act, omission or negligence of any of the undersigned or any occupant, visitor, or user of any portion of the premises or shall result from or be caused by any other matters or things whether the same kind, as, or of a different kind that the matters or things above set forth. The undersigned hereby waives all claims against the city for damages to the building or improvements that are now adjacent to said public property or hereafter built or placed on the premises adjacent to said property or in, on or about the premises and for injuries to persons or property in or about the premises, from any cause arising at any time during the activity described above. The undersigned further agrees to comply with all the rules, regulations, terms and conditions established by the City of Marion, Iowa.

THE UNDERSIGNED HAS READ AND FULLY UNDERSTANDS THIS DOCUMENT, INCLUDING THE FACT IT IS RELEASING AND WAIVING CERTAIN POTENTIAL RIGHTS, AND VOLUNTARILY AND FREELY AGREES TO THE TERMS AND CONDITIONS AS SET FORTH HEREIN.

Applicant/Sponsor Signature

Date

CONTACTS AT THE CITY OF MARION

Please contact any of the following individuals regarding your event.

GENERAL INFORMATION:

Traci Miller, City Manager's Office
1225 6th Avenue, Suite 110
743-6301

PARKING/BARRICADES:

Ryan Miller, Public Services Department
195 35th Street
377-6367

FIRE CODES/TENTS:
Tent Permit

Fire Prevention Bureau, Fire Department
3933 Katz Drive
377-8237

POLICE

Traffic, Control Security,
Public Safety

Chief Harry Daugherty, Police Department
3911 Katz Drive
377-1511

FOOD PERMITS

Linn County Public Health Department
501 13th Street NW, Cedar Rapids, IA 52405
892-6000

PARKS

Park Reservations, Banner Fee

Mike Carolan, Parks Department
343 Marion Blvd
447-3580

LIQUOR LICENSES

Lianne Kula, Finance/City Clerk Department
1225 6th Avenue, Suite 170
743-6350