

CITY AND OTHER EVENT CONTACTS

City Clerk's Office

(application, special event requests, fireworks, liquor and other licenses)

licensing@cityofmarion.org

319-743-6301

City Manager's Office

(event coordination)

jcarney@cityofmarion.org

319-743-6308

Building Department

(outdoor service area/liquor license requirements)

ghansen@cityofmarion.org

319-743-6332

Engineering Department

(street closures)

engineeringdept@cityofmarion.org

319-743-6340

Fire Department

(tents, propane grills, severe weather)

fireadmin@cityofmarion.org

319-377-8237

Iowa Alcoholic Beverages Division (ABD)

(liquor licenses)

www.abd.iowa.gov

800-469-2223

Linn County Public Health

(temporary food establishment licenses)

foodsafety@linncounty.org

319-892-6000

Parks and Recreation Department

(pavilion rental, park and trail requests)

parks@cityofmarion.org

319-447-3580

Police Department

(traffic control, public safety, security)

extrawork@marionpolice.com

319-377-1511

Public Services

(parking, barricades)

public-services@cityofmarion.org

319-377-6367

SPECIAL EVENT DEADLINES

Please use the below deadlines for additional permits/licenses/requests (as applicable per event).

Minimum Days Prior to Event Date	Task, Additional Permit Required or Request	Contact
60	Liquor License	City Clerk's Office
30	Special Event Application Submitted (park/pavilion reservations must already be made.)	City Clerk's Office
	Fireworks Application	City Clerk's Office
	Park Beer Permit	Parks and Recreation
	Special Event - Certificate of Liability Insurance	City Clerk's Office
	Designated Off-Duty Police Officers	Police Department
	Temporary Food Establishment License	Linn County Public Health
10	Staging/Staking Requests for City Parks	Parks and Recreation
	Tent Permit	Fire Department
5	Barricade/Emergency "No Parking" Signs Request	Public Services