



**Special Events Application**

City of Tiffin · 300 Railroad St. PO Box 259 · Tiffin, IA 52340

**ALL APPLICATIONS MUST BE SUBMITTED 30 DAYS PRIOR TO EVENT**

Event Description: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

Person Responsible for Monitoring Event: \_\_\_\_\_

Plan for Restroom Facilities: \_\_\_\_\_

Plan for Police Protection: \_\_\_\_\_

Describe Clean Up Plans: \_\_\_\_\_

Parking Plan: \_\_\_\_\_

Description of Mechanical or Electronic Equipment to be used for Sound Amplification: \_\_\_\_\_

Number and Type of Vehicles Including Bicycles to be Used in Event: \_\_\_\_\_

Temporary Signage Request: \_\_\_\_\_

Special Circumstances Requested from City: \_\_\_\_\_

Proof of Insurance Attached:  or \_\_\_\_\_

I certify that I am the person authorized to act on behalf of the event to request this permit and understand and agree to pay on behalf of the City all sums which the City shall be obligated to pay by reason of any liability imposed upon the City for damages of any kind resulting from use of public property and the public right of way, whether sustained by any person or persons, caused by accident or otherwise and shall defend as its own expense and on behalf of the City any claim against the City arising out of the use of public property and the public right of way and agree to follow all other ordinances that shall pertain including Ordinance 2006-277, City of Tiffin, Iowa. I understand that I will not erect any temporary signage for the event prior to City Approval of signage.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For City Use:**

\_\_\_\_\_  
Authorized City Signature

\_\_\_\_\_  
Date

Copy to Applicant \_\_\_\_\_ Johnson Co. Sheriff Notified \_\_\_\_\_ Fees Collected \_\_\_\_\_

Public Works Notified \_\_\_\_\_ Tiffin Fire Department Notified \_\_\_\_\_ Council Approval \_\_\_\_\_

# Fee Schedule

## 1. Public Assemblies or Parades in Public Places

### a. Assemblies

- i. Groups from 60 to 100 people .....\$20.00
- ii. Groups from 101 to 200 people ..... \$30.00
- iii. Groups above 201 people..... \$40.00
- iv. Churches, schools and governments are exempt from fees

### b. Parades

- i. Groups from 60 to 100 people .....\$20.00
- ii. Groups from 101 to 200 people ..... \$30.00
- iii. Groups above 201 people..... \$50.00
- iv. Churches, schools and governments are exempt from fees

## 2. Not For Profit Private Assemblies or Parades in Private Places

- i. Groups from 60 to 100 people .....\$10.00
- ii. Groups from 101 to 150 people ..... \$15.00
- iii. Groups from 151 to 200 people ..... \$20.00
- iv. Groups from 201 to 300 people ..... \$30.00
- v. Groups above 301 people..... \$50.00
- vi. Churches, schools and governments are exempt from fees

## 3. Private For Profit Assemblies or Parades Using Public Places

- i. Groups from 60 to 100 people .....\$100.00
- ii. Groups from 101 to 150 people ..... \$150.00
- iii. Groups from 151 to 200 people ..... \$200.00
- iv. Groups from 201 to 300 people ..... \$300.00
- v. Groups from 301 to 600 people ..... \$500.00
- vi. Groups from 601 to 800 people ..... \$750.00
- vii. Groups from 801 to 2,000 people ..... \$2,000.00
- viii. Groups from 2,001 to 5,000 people ..... \$5,000.00
- ix. Churches, schools and governments are exempt from fees

## 4. Private For Profit Assemblies or Parades Using Private Places

- i. Groups from 80 to 150 people .....\$25.00
- ii. Groups from 151 to 250 people ..... \$50.00
- iii. Groups from 251 to 350 people ..... \$75.00
- iv. Groups from 351 to 500 people ..... \$100.00
- v. Groups from 501 to 1,000 people ..... \$200.00
- vi. Groups from 1,001 to 3,000 people ..... \$600.00
- vii. Groups from 3,001 to 5,000 people ..... \$1,000.00
- viii. Groups from 5,001 to 10,000 people..... \$2,000.00
- ix. Groups above 10,001 ..... \$3,000.00
- x. Churches, schools and governments are exempt from fees