



Special Events Policy

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SPECIAL EVENTS POLICY

This document sets forth guidelines for the implementation of a Special Events Policy by the Black Hawk County Conservation Board. This plan defines, categorizes, and sets fees for Special Events.

PURPOSE:

It is the purpose of this policy to regulate Special Events held on any property owned or managed by the Black Hawk County Conservation Board so that such events can be held with the safety of the participants evaluated, the protection of public property considered, and the impact of the event on non-participating citizens minimized. In addition, this policy ensures that those who benefit from an event bear the associated cost and special demands on Conservation Board services.

Black Hawk County Conservation Board recognizes that special events can promote tourism and recreation as well as contribute substantial economic and social benefits to the community

DEFINITIONS:

Special Event: A Special Event refers to an outdoor activity which will attract a large number of participants and/or spectators or other activity which the area is not designed to accommodate, could potentially impact other park users or have safety concerns. It also includes activities with a planned attendance of 200** people or more.

Sponsor: shall refer to the applicant who makes a request to hold a Special Event.

Conservation Board: shall refer to the Black Hawk County Conservation Board.

Application: A written request, a special events application.

Extra Personnel Hours: The total number of all hours worked by all Conservation Board employees in connection with the production of the Special Event in question; to the extent that such hours exceed the total number of hours which would have been worked by those same employees in the same location had the Special Event not taken place.

Conservation Board Sponsored Event: A public event which is directly related to a recognized function of County government and which is in major part initiated, financed, and executed by Black Hawk County or the Conservation Board.

*****NOTE: Please estimate your event attendance as closely as possible. If the estimated number of participants/attendees is significantly higher than estimated, Park Staff reserves the right to limit the event on site by shutting down the event or asking that some people leave.***

CRITERIA FOR EVALUATING AND SCHEDULING SPECIAL EVENTS:

The Conservation Board Staff shall be charged with the responsibility and sole authority of approving or denying all Special Event Applications. The criteria used to make this determination shall include, but is not limited to:

- The effect the proposed Special Event will have upon the environment and the public health and safety.
- How well the applicant appears capable of executing the planned Special Event.
- Whether any inconvenience, which may be suffered by the general public, is outweighed by the potential benefit to the community as a whole.
- Whether budgetary considerations at the time of the application create such a heavy burden upon resources that it would not be practical to hold the proposed Special Event at the time requested.
- Whether the holding of the Special Event as planned would create an undue burden upon the manpower resources of the Conservation Board.
- The extent to which the event contributes to the promotion of tourism.
- The extent to which the event contributes to recreational opportunities or environmental education.
- The extent to which the event increases cultural programming available to residents of Black Hawk County.
- The frequency of the same or similar event(s).

The Conservation Board Staff has full discretion to weigh the circumstances of individual requests in making decisions on applications.

PARKING:

No vehicles or heavy equipment may be parked on the grass areas within public parks under management or ownership of the Conservation Board unless approved by the Park Ranger or his designee. No vehicles or equipment shall be stored overnight on the park site without specific permission from the Park Ranger or his designee.

SANITATION:

The Special Event sponsor must make arrangements for the proper cleanup of the Special Event site both during and after the Special Event. An unkempt Special Event site can result in forfeiture of the event deposit. Any large Special Event may be required to provide additional portable toilets and additional dumpsters on site. Portable toilet expenses are paid directly by the sponsor. The number of additional toilets required will be determined by the type of event in consultation with the Park Ranger. Additional and/or larger dumpsters may be required and associated rental fees will be paid directly by the event sponsor.

FOOD SALES:

The applicant is responsible for coordinating all food and beverage requirements with the Black Hawk County Health Department. The Special Event sponsor is also responsible to apply for sales tax permits and pay sales tax to the Internal Revenue Service, if applicable.

RESTRICTIONS:

The maximum number of people allowed may be set at the sole discretion of the Park Ranger. No activity or structure not currently provided by the Board is allowed without prior coordination and approval. (i.e. animal rides, petting zoos, dunk tanks, moon walks, tents, etc.)

MUSIC AND ENTERTAINMENT:

Events planning entertainment, which will require sound amplification, must be submitted for approval under this policy. The impact on other park activities will be considered.

ELECTRICITY:

Any electrical requirements beyond those which already exist at the Special Event site must be pre-approved, and are the responsibility of the event sponsor.

WEDDINGS:

Weddings at locations other than at Hartman Reserve Nature Center, Rotary Reserve, Lakeview Lodge, or Archer's Shelter are required to submit a Special Events Application.

SECURITY:

The Conservation Board has the right to require additional security and support staff, which may need to be supplied by other agencies. These personnel hired by the event sponsor will operate under the direction of the Park Ranger, or designee. A Special Event Application will not be approved until a security and emergency plan has been finalized for the event (if applicable).

SPECIAL EVENT APPLICATIONS:

Parties wishing to make a request for a Special Event can obtain information and the application by contacting the Conservation Board Office at (319) 433-7275 or by visiting our web site at www.blackhawcountyparks.com.

Coordination of event details with the appropriate Park Ranger prior to application submittal is recommended.

INSURANCE:

The applicant may be required to provide a Certificate of General Liability Insurance, naming Black Hawk County as Additional Named insured (NOT AS A CERTIFICATE HOLDER), with a minimum amount of one million, (\$1,000,000) per occurrence coverage. Please see Alcohol paragraph below for further requirements that apply to alcohol use.

ALCOHOL:

Public use and personal consumption of beer and wine only is authorized. **HARD LIQUOR IS NOT ALLOWED.** Any event wishing to provide a keg(s) of beer must note that and the details on their application. Additional deposit fees may apply. Sale of Alcohol in Black Hawk County Conservation Areas is prohibited.

FEES AND CHARGES:

The Conservation Board Staff will review the application and determine what services and facilities will be needed to assure the event will be held with the health and safety of the participants and the general public in mind. If the application for a Special Event Permit is approved, a **non-refundable \$25 administrative fee** will be due prior to receipt of the permit form.

DEPOSITS:

In addition to the non-refundable administrative fee, a \$500.00 cleanup/damage deposit will be required to be paid by the sponsor (on a separate check/money order) two weeks prior to the event date. Cleanup/damage deposits will be returned to the event sponsor following the event if the area used is left in the same condition at the end of the event as it was found to be at the beginning.

The area used for the Special Event shall be inspected following the event. If for any reason there is damage to any part of the area which was reserved for the Special Event, or damage to another area as a direct result of the event, the extent of the damage shall be determined and the dollar amount for any repair, replacement, or reimbursement for time and materials will be deducted from the deposit paid by the sponsor.

In any or all cases, if the amount of damage and/or extra cleanup required exceeds the deposit paid, the sponsor shall be billed for the balance, to be paid in full no more than 30 days from the billing date. If payment is not received from the sponsor within that time, all future Special Event requests will be denied, and in addition, the Conservation Board will pursue all legal remedies to recover costs.

The deposit may also be kept by the Conservation Board when the event sponsor intentionally has not followed the event plan submitted by the sponsor and approved by the Conservation Board Staff, or when a violation of laws, regulations, or policies has occurred. If the violation is flagrant, the Conservation Board may also refuse to allow the event sponsor any future privileges.

APPLICATION REVIEW AND DECISION:

Once a sponsor submits an application for a Special Event, the Conservation Board staff will review the application and determine denial or approval of the application, (see Criteria section). The applicant will be notified of the decision. At that time, any special conditions that may be required will be outlined and the administrative fee and deposit will be due prior to receipt of special event permit.