



DOWNTOWN SQUARE COMMISSION MEETING

April 16, 2024

9:00 AM

City Council Chambers

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Approval**
- 4. Minutes Approval**
 - A. Approval of the meeting minutes from February 20th, 2024.
 - B. Approval of the meeting minutes from March 19th, 2024.
- 5. Public Comment**
- 6. Old Business**
- 7. New Business**
 - A. Consider recommendation of a Special Event Application for the Veterans Memorial Day Parade May 27th, 2024, submitted by American Legion Post 165.
 - B. Consider recommendation of a Special Event Application for the Suds on Salem on June 28th, 2024, submitted by Bob's Custom Trophies.
 - C. Consider recommendation of a Special Event Application for the Summer Nights Live, submitted by the Indianola Chamber and Downtown Businesses
- 8. Comments**
- 9. Adjourn**



MEMORANDUM

To: Downtown Square Commission
From:
Date: April 16, 2024
Subject: Approval of the meeting minutes from February 20th, 2024.

Discussion:

Recommendation:

Attachments: 1. February meeting minutes



DOWNTOWN SQUARE COMMISSION MEETING

February 20, 2024

1:00 PM

City Council Chambers

Minutes

1. Call to Order

The meeting was called to order at 1:08.

2. Roll Call

Commission members present: Amanda Ripperger, Jamie Parrot, Rob Keller, Tim Bryan.
Staff members present: Emily Rizvic, Miranda Chadwick.

3. Agenda Approval

Tim Bryan made a motion to approve the agenda.

Jamie Parrot seconded the motion.

Motion passed.

4. Minutes Approval

A. Approval of the November 28, 2023 meeting minutes.

Tim Bryan made a motion to approve the meeting minutes.

Jamie Parrot seconded the motion.

The motion was passed.

5. Public Comment

6. Old Business

7. New Business

A. Consider recommendation on reimbursement for 102 W Ashland Avenue (The Zoo Bar) for the Downtown Facade and Interior Improvement Grant Program

Rob Keller made a motion to approve the recommendation.

Tim Bryan seconded the motion.

The motion was passed.

8. Comments

A. 2023 Annual Report

B. Update on CDBG Downtown Revitalization Grant

C. Update on Main Street Iowa Program

9. Adjourn

The meeting was adjourned at 1:35.



MEMORANDUM

To: Downtown Square Commission
From:
Date: April 16, 2024
Subject: Approval of the meeting minutes from March 19th, 2024.

Discussion:

Recommendation:

Attachments: 1. March 19th meeting minutes



DOWNTOWN SQUARE COMMISSION MEETING

March 19, 2024

9:00 AM

City Council Chambers

Minutes

1. Call to Order

The meeting was called to order at 9:03.

2. Roll Call

Commission Members Present: Amanda Ripperger, Leslie Held, Marvin Gribbins, Tim Bryan

Staff Members Present: Ben Reeves, Charlie Dissell, Miranda Chadwick

3. Agenda Approval

A. Approval of the agenda.

Tim Bryan made a motion to approve the agenda.

Leslie Held seconded the motion.

Motion was passed.

4. Minutes Approval

A. Approval of the meeting minutes from February 20th, 2024.

5. Public Comment

6. Old Business

7. New Business

A. Consider recommendation of a Special Event Application for the Spring Market Kickoff on May 4, 2024, submitted by the Indianola Downtown Farmers Market.

Tim Bryan made a motion to approve the special event application.

Leslie Held seconded the motion.

The motion was passed.

B. Consider recommendation of a Special Event Application for the Log Cabin Day Parade on September 28th, 2024, submitted by Warren County Historical Society.

Leslie Held made a motion to approve the special event application.

Tim Bryan seconded the motion.

The motion was passed.

8. Comments

9. Adjourn

The meeting was adjourned at 9:16 AM.



MEMORANDUM

To: Downtown Square Commission
From: Charlie Dissell, Deputy City Manager Development and Operations
Date: April 16, 2024
Subject: Consider recommendation of a Special Event Application for the Veterans Memorial Day Parade May 27th, 2024, submitted by American Legion Post 165.

Discussion: American Legion Post 165 is proposing to host the Annual Veterans Memorial Day Parade on Monday, May 27, 2024 at 10 AM. Setup for the parade would begin at 9:00 AM, and would be dismantled at 11:30 AM. The parade route will begin at the Warren County Administration Building, located at 301 North Buxton Street. The route will then head south on Buxton Street, east on Ashland Avenue, south on Howard Street, east on Salem Avenue, south on 1st Street across Iowa Highway 92, east on 5th, and south onto Jefferson to the I.O.O.F. Cemetery. Anticipated attendance for the parade is 200 people.

Recommendation: Staff recommends approval of the special event application.

- Attachments:**
- 1. Special Event Application Fillable 2024
 - 2. MEMORIAL DAY PARADE MAP 2024 _

CITY OF INDIANOLA SPECIAL EVENT APPLICATION



Dear Event Organizer,

Thank you for your interest in planning and holding an event in Indianola. Through public events and activities, a sense of community and pride is developed. Public events are also a means to stimulate our local economy. The information below provides key information for a safe, fun and successful event.

Please take time to read the information in the application form thoroughly. If you have any questions, please contact City Hall at 515-961-9410 or email cityclerk@indianolaiowa.gov. We appreciate your time and interest in planning an event, whether for local residents or the entire Warren County region. A well-planned event translates to a successful activity that benefits both public and private interests.

General Event Information

- If an event is held on City Streets, applications will be reviewed by the City Manager, Public Works Director, Human Resources/Risk Manager, Fire Chief and Police Chief.
- If the event is held on a combination of City streets and trails, applications will be reviewed by the City Manager, Public Works Director, Human Resources/Risk Manager, Fire Chief, Police Chief, and the Parks and Recreation Director.
- If an event is held exclusively within City Parks or Trails the Parks and Recreation Department will review the event application to verify if it is in accordance with the City's park policies, rules and regulations.
- Applications for events held on City streets or combination of streets and trails are sent to City Council for approval or denial. Applications need to be received in a timely manner. The Clerk's office reserves the right to reject any applications not submitted in a timely manner.
- All applicants will need to complete a map (A) showing street/lane closures, and parks and trails you will be using, and locations of barriers/barricades, stages, platforms, events/activities, vendors, parking etc. If the event involves a moving route, indicate the direction of travel. Please include as much detail as possible when listing the activities and vendors.
- The Sheriff's Department shall have complete and unobstructed access to the entrance of the Warren County Justice Center. The applicant shall have volunteers at barricades around the Square to let emergency personnel in and out of the Justice Center (this includes EMS).
- If the Square is blocked off, west bound traffic on Ashland should be able to turn north on Howard; south bound traffic on Buxton should be able to turn west on Ashland, east bound traffic on Salem should be able to turn south on Buxton and north bound traffic on Howard should be able to turn east on Salem.
- If the Square and one block in each direction are blocked-off, be sure to include plans for barricades one block west and east of the Square on Ashland and Salem, one block north and south of the Square on Howard and Buxton.
- When a street is closed off for the event an access lane needs to be maintained at a minimum of 20' wide per IFC 503.1.1 for emergency vehicles. If the event has a moving route this requirement is not applicable.
- Vendors are expected to park vehicles off of the Square once their booths/trailers have been set up— applicants will need to complete a map (B) showing parking of vehicles which also includes address of parking lot.
- Always be sensitive to neighbors and area businesses when interrupting normal traffic flow and using amplified music.
- An insurance certificate showing the City as an additional insured in the amount of \$1,000,000 or more will be required.
- You will receive communication after the request has been to Council or approved by staff, unless there are questions regarding your application.

Event Details



Event Name:

Event Sponsor(s):

Event Type (Check all that apply): Parade

Bike Ride/Race

Concert

Fun Run

Timed Race

Other

Date(s) of Event:

Time of Event:

Setup Date and Time:

Dismantle Date and Time:

Location of Event:

Anticipated Attendance Per Day:

Total Anticipated Attendance:

Contact Name:

Contact or Organization Address:

Contact Telephone Number:

Contact Email Address:

Please describe your event and requests:

What streets, trails or parks are you planning to use? Please state if these areas will be closed and if you need barricades and/or signage. (Not all requests for barricades and signage will be approved.)

Please describe your safety plan, including crowd control. Public Safety will review your safety plans to determine if safety is adequate for the planned event. The anticipated crowd size, demographics, entertainment, alcohol, and prior history with this event or similar events will be considered. Attach additional sheets if necessary.

Event Details



Please describe your emergency/medical plan, including your communication procedures. Attach additional sheets if necessary.

Please describe your plan for cleanup and removal of recyclable goods and garbage during and after your event.

Please be sure to submit the following with this application:

- Map A, showing the streets/trails/parks/lane closures, locations of barricades/barriers, stages, platforms, events/activities, vendors, parking, etc. Please be as detailed as possible.
- Map B, showing where vendors are expected to park vehicles.
- Noise permit application, if applicable. The application is available on our [website](#) under "How do I apply for noise permit."
- An insurance certificate showing the City as additional insured in the amount of \$1,000,000.

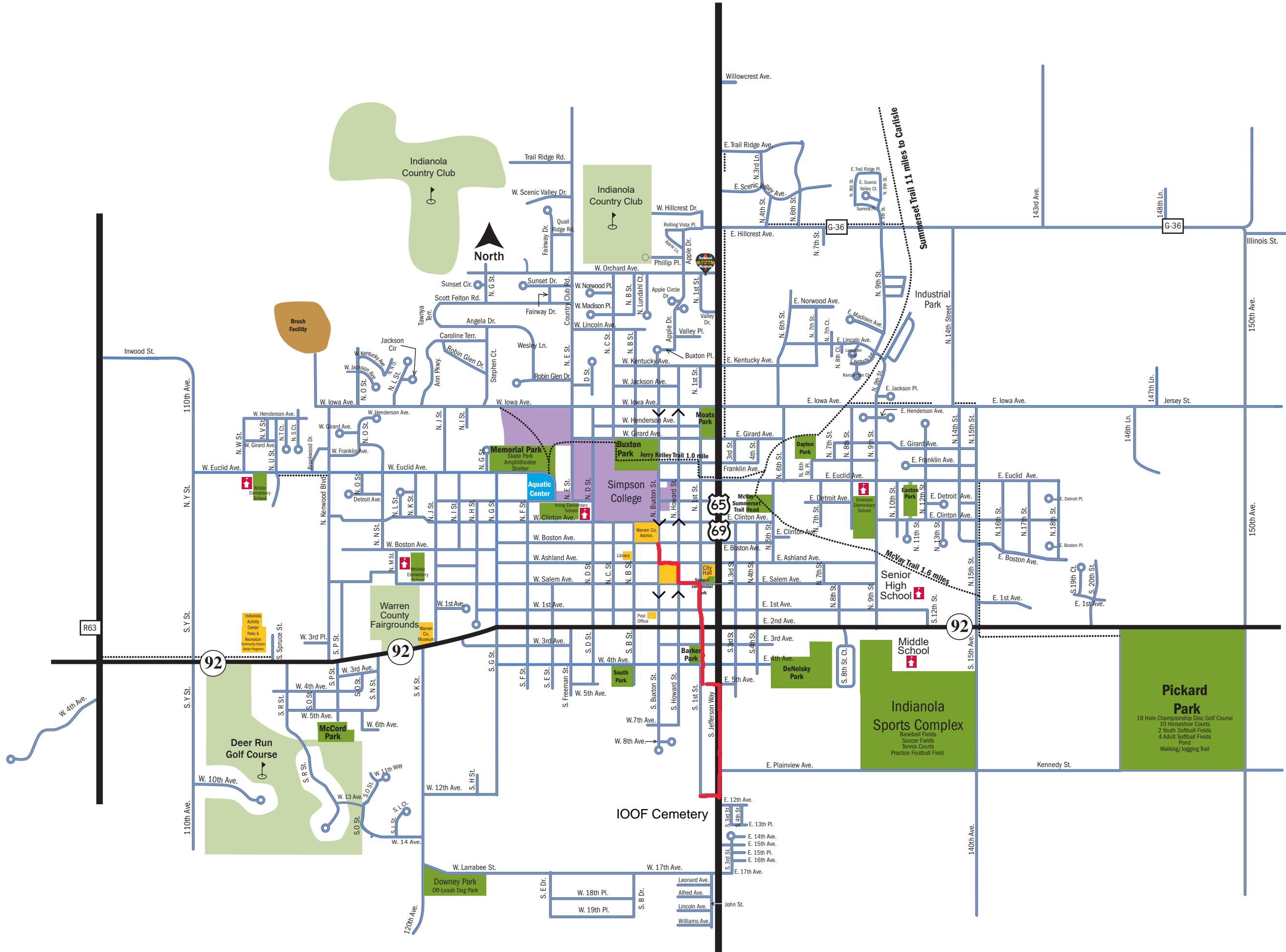
As the event sponsor, I have read the rules and certify that our event abides by the rules and regulations set by the Indianola City Council.

Applicant Signature:

Date:

Return completed application to:

City of Indianola
PO Box 299
110 N 1st St
Indianola, Iowa 50125
cityclerk@indianolaiowa.gov
www.indianolaiowa.gov





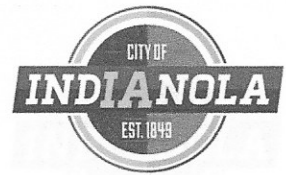
MEMORANDUM

To: Downtown Square Commission
From: Charlie Dissell, Deputy City Manager Development and Operations
Date: April 16, 2024
Subject: Consider recommendation of a Special Event Application for the Suds on Salem on June 28th, 2024, submitted by Bob's Custom Trophies.

Discussion: Bob's Custom Trophies, West Hill Brewing, Little Shed on Salem, Crain Chiropractic, and Clearpath Financial jointly propose hosting the Suds on Salem event on Friday, June 28, 2024, on West Salem Avenue between B Street and Boston Avenue. The event will begin at 5 PM and conclude at 8 PM. Setup would begin at 3:30 PM and would be dismantled by 9 PM. This closure includes West Salem Avenue between B Street and Boston Avenue. All intersections would remain open. The event is anticipated to have over 300 people.

Recommendation: Staff recommends approval of the special event application.

Attachments: 1. Suds on Salem app



Event Details

Event Name: Suds on Salem

Event Sponsor(s): Bob's Custom Trophies, West Hill, Little Shed on Salem, Crain Chiropractic, Clearp

Event Type (Check all that apply): Parade Bike Ride/Race Concert

Fun Run Timed Race Other Outdoor Community Happy Hour

Date(s) of Event: 6/28/24

Time of Event: 5-8pm

Setup Date and Time: 3:30-4:30pm

Dismantle Date and Time: 8pm-9pm

Location of Event: West Salem between B Street & Buxton Ave

Anticipated Attendance Per Day: 200-300

Total Anticipated Attendance: 200-300

Contact Name: Leslie Held

Contact or Organization Address: 216 West Salem Ave

Contact Telephone Number: 515-975-9740

Contact Email Address: leslie@bobscustomtrophies.com

Please describe your event and requests:

Free community outdoor happy hour. Our purpose is to promote the bars & restaurants downtown; promote our own businesses; provide a placemaking event for our community and tourism.

Join us on West Salem Ave in Indianola between Buxton & B Streets as we toast the weekend!

West Hill Brewing Company will be serving outdoors. Or grab your favorite unopened beverage/bottle of wine from any downtown business (and open it inside our barricades.) Hungry?

Grab take out from our downtown restaurants or hit the food truck. The Suds rules are... 1)

Anything inside our barricades must be purchased from a Indianola Downtown business. 2) No open containers outside of the barricades. We'll have suds especially for them with a foam party (sponsored by Little Shed on Salem) and live music (sponsored by West Hill). Inclement weather plan: We will encourage them to come down & eat/drink indoors at their favorite places.

What streets, trails or parks are you planning to use? Please state if these areas will be closed and if you need barricades and/or signage. (Not all requests for barricades and signage will be approved.)

West Salem between B Street & Buxton Ave.

We will need barricades at both ends and the south alley. The north alley is already blocked.)

Is it possible to utilize 2 cones with signs about the impending closure placed in the street in this block during the day? We struggle on a way that adequately alerts people in a manner they see it.

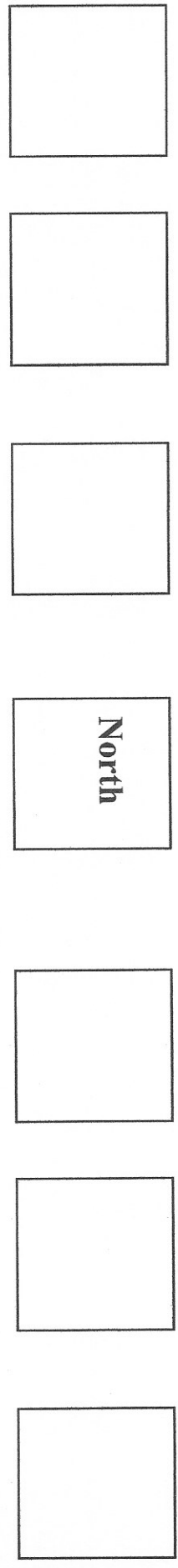
We are open to suggestions but signs on the sidewalks are not being seen.

Please describe your safety plan, including crowd control. Public Safety will review your safety plans to determine if safety is adequate for the planned event. The anticipated crowd size, demographics, entertainment, alcohol, and prior history with this event or similar events will be considered. Attach additional sheets if necessary.

We will utilize the 9-1-1 system for emergencies.

We are requesting the lifting of the open container ordinance within the barricaded area.

Our intent is for West Hill to serve outdoors; and that patrons may purchase unopened or covered beverages from other downtown businesses as their individual liquor licenses allow. Those can be opened within the barricades. We will post that open alcoholic beverages cannot go outside of the barricades (including the alleys) and are subject to the city's open container law.



-----Boston Avenue-----

North

West

C St.

B St.

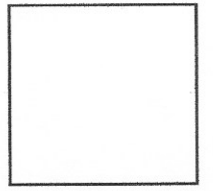
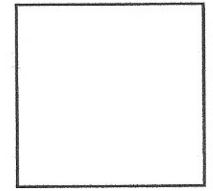
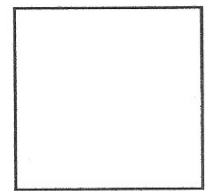
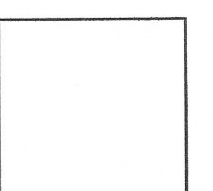
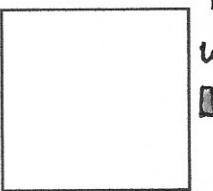
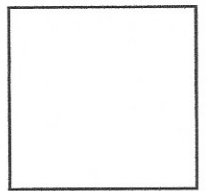
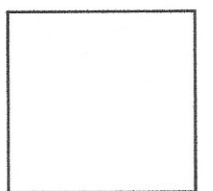
Courthouse

Buxton St.

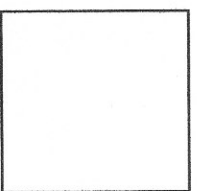
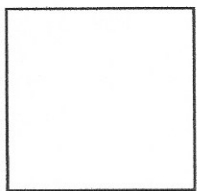
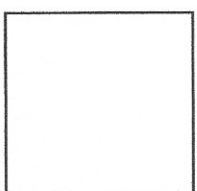
Howard St.

First St.

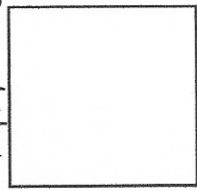
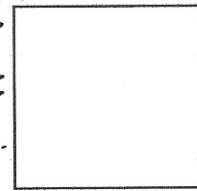
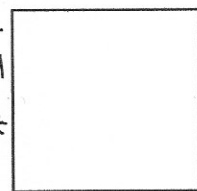
East



-----First Avenue-----



South



Handwritten: K, S, X, O, O

Salem Avenue

Ashland Avenue

Highway 65/69

Handwritten: Barricades (not blocking intersections)

Highway 92

Handwritten: D - Food Truck, X - Foam Party

Handwritten: M - Music, K - Kyo

Handwritten: S - West Hill outdoor sales

APPLICATION FOR TEMPORARY STREET /OR LANE CLOSURE



110 North 1st Street
 Indianola, IA 50125
 Phone #: 961-9430
 Fax #: 961-9402

Check which applies:

- STREET CLOSURE
 RIGHT-OF-WAY/LANE CLOSURE
 TRAILER/DUMPSTER/ STORAGE UNIT
 SIDEWALK CLOSURE

Applicant Details

Company Name: _____ Application date: 3/27/24
 Company Address: _____
 Contact Name: _____ Emergency Phone # (After hours): _____
 Phone #: (____) _____ Fax #: (____) _____
 Email Address: _____

Details for street or lane closure:

Exact Location: West Salem Avenue between B Street & Buxton Ave

Check All that applies for this request:

- Utility Construction
 Sidewalk / Trail Construction
 Drainage Improvements
 Driveway Construction
 Pavement Repairs Maintenance
 Other
 None of above

Provide details for request: Request one block to be closed for event (Suds on Salem) not to affect intersections.

Start date: 6/28/24 End date: Same
 # of days needed: 6 hours Including weekends: Yes No

All Street and Lane Closures require a site map depicting the exact area to be closed, along with all applicable detour information and proposed signage in accordance with MUTCD guidelines.

Site map included: Yes No Detour route map included: Yes No

Hold Harmless Clause: The City shall not be liable to applicant's employees, agents, invitees, licensee, visitors, or to any other person, for injury to person or damage to property caused by the negligence or misconduct of user, its agents, servant or employees. The applicant agrees to indemnify and hold harmless the City from any loss, attorney's fees, and expenses or claims arising out of any such damage or injury. The City reserves the right to revoke this application at any time. I do hereby agree to all terms and stipulations as listed in this application:

Requested By: [Signature] Leslie Held
 Signature Print Name

<p>Office Use Only:</p> Received By: _____ Permit Number: _____ Payment Type: _____ Permit Fee: _____	<p> <input type="checkbox"/> Approved <input type="checkbox"/> Denied By: _____ Signature Date </p>
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A copy of this permit must always be kept on site during the street or lane closure.



City of Indianola

Noise Permit Application

Today's Date: 3/24/24

Event Name: Suds on Salem

Date/Time/ Location of Event: 6/28/24 5-8pm

Event Sponsor(s): Bob's Custom Trophies, West Hill, Little Shed on Salem, Craun Chiropractic,

Contact Information Clearpath Financial and ITown Realty

Organization: West Salem businesses

Contact Name: Leslie Held

Address: 216 West Salem Ave Indianola

Telephone Number: (515) 975-9740 Cell Phone: same

Email Address: leslie@bobscustomtrophies.com

Anticipated Attendance: 200 - 300 Per Day — Total

Event Information:

Event Starts: Date: 6/28/24 Time: 5pm Day of Week: Friday

Event Ends: Date: " Time: 8pm Day of Week: "

Previous Event Information:

Date of Event: 1st time Time of Event: —

Please provide a map showing the event location and location of band/music, please specify:

Band ^{1-2 ppl.} DJ Other (please specify)

Applicant Signature: [Signature]

Office Use Only:

Date Received in office: —

Return completed noise application to:

City of Indianola
Attn: Noise Permit Application

110 N 1st Street

PO Box 299

Indianola, Iowa 50125

Email: cityclerk@indianolaiowa.gov



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/11/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER River Valley Insurance, LLC. 819 Main St. Adel, IA 50003 Angela Johnston	515-993-3515	CONTACT NAME: River Valley Ins PHONE (A/C, No, Ext): 515-993-3515 FAX (A/C, No): E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE	
INSURER A: Auto-Owners Insurance Company		NAIC # 18988
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED
 Indianola Downtown Merchants
 Jenny Bauer Treasurer
 120 N Howard St
 Indianola, IA 50125

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		222307-39854164-23	05/10/2023	05/10/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

EVENT October 27th, 2023 (5:00AM - 9:00PM)
Wine, Witches & Brew

CERTIFICATE HOLDER

CANCELLATION

City of Indianola 110 North 1st St Indianola, IA 50125	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Angela Johnston</i>
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MEMORANDUM

To: Downtown Square Commission
From: Charlie Dissell, Deputy City Manager Development and Operations
Date: April 16, 2024
Subject: Consider recommendation of a Special Event Application for the Summer Nights Live, submitted by the Indianola Chamber and Downtown Businesses

Discussion: The Indianola Chamber and Downtown Businesses propose hosting the Chamber Concert Series-Friday Night Live Street Party on the Downtown Square. These events will occur on Friday, May 31, 2024, and Saturday, August 24, 2024. The events will begin at 6 PM and conclude at 10 PM. Setup would begin at 2 PM and would be dismantled at 10:15 PM.

For the May 31st concert - Salem Avenue will be closed from B Street to just beyond the Corner of Buxton and Salem, and Buxton Street will be closed from the south alley to the Buxton and Ashland intersection. This will include full closure of the Buxton intersections with Salem and Ashland.

For the August 24th concert- Buxton Street will be closed between Salem and Ashland and Ashland Avenue will be closed between Buxton and Howard. This will include a full closure of the intersection of Buxton and Ashland.

The event is anticipated to have over 300 people attend.

Recommendation: Staff recommends approval of the special event application.

- Attachments:**
1. City Application - Summer Nights Live
 2. Event Map Outline - August 24
 3. Event Map Outline - May 31
 4. Noise Application- Chamber Concert Series 2024
 5. Street-Closing Chamber Concerts 2024



City of Indianola

Special Event Application

Dear Event Organizer:

Thank you for your interest in planning and holding an event in Indianola. Through public events and activities a sense of community and pride is developed. Public events are also a means to stimulate our local economy. The following pages provide key information for a safe, fun and successful event.

Please take time to read the information in the application form thoroughly. Please contact City Hall at 515-961-9410 or email cityclerk@indianolaiowa.gov. We appreciate your time and interest in planning an event whether for local residents or the entire south central region of Iowa. A well planned event translates to a successful activity that benefits both public and private interests.

General Event Information:

- If an event is held on City Streets applications will be reviewed by the City Manager, Public Works, Human Resources/Risk Manager, Fire and Police Departments.
- If the event is held on a combination of City streets and trails applications will be reviewed by the City Manger, Public Works, Human Resources/Risk Manager, Fire, Police as well as the Parks and Recreation Departments.
- If an event is held exclusively within City Parks or Trails the Parks and Recreation Department will review the event application to verify if it is in accordance with City park policies as well as rules and regulations.
- Applications for events held on City streets or combination of streets and trails are sent to City Council for approval or denial. Applications need to be received no later than **60 days prior to your event**. If received less than 60 days prior to the event, staff will deny the application. It may be appealed to the City Council with a \$50 late fee.
- All applicants will need to complete a map (A) showing street/lane closures, and parks and trails you will be using, and locations of barriers/barricades, stages, platforms, parking etc. If the event involves a moving route, indicate the direction of travel.
- The Sheriff's Department shall have complete and unobstructed access to the entrance of the Warren County Justice Center.
- If the Square is blocked off, west bound traffic on Ashland should be able to turn north on Howard; south bound traffic on Buxton should be able to turn west on Ashland, east bound traffic on Salem should be able to turn south on Buxton and north bound traffic on Howard should be able to turn east on Salem.
- If the Square and one block in each direction are blocked-off, be sure to include plans for barricades one block west and east of the Square on Ashland and Salem, one block north and south of the Square on Howard and Buxton.
- When a street is closed off for the event an access lane needs to be maintained at a minimum of 20' wide per IFC 503.1.1 for emergency vehicles. If the event has a moving route this requirement is not applicable.
- Vendors are expected to park vehicles off of the Square once their booths/trailers have been set up– applicants will need to complete a map (B) showing parking of vehicles which also includes address of parking lot.
- Always be sensitive to neighbors and area businesses when interrupting normal traffic flow and using amplified music.
- An insurance certificate showing the City as an additional insured in the amount of \$1,000,000 or more will be required.
- You will receive communication after the request has been to Council unless there are questions regarding your application.



Event Details:

Event Name: _____

Event Sponsor(s): _____

Event Type (Check all that apply): _____ Parade _____ Bike Ride/Race _____ Concert

Running Event: Fun Run _____ Timed Race _____ Will trails/sidewalks be utilized? Yes _____ No _____

Other: _____

Date/Time of event: _____

Location of event: _____

Anticipated Attendance: _____ Per Day _____ Total

Organization: _____

Contact Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email address: _____

Today's Date: _____

Please describe your request and event:



Please describe what streets, trails or parks you are planning to close or use:

Set Up Begins	Date _____	Time _____	Day of Week _____
Event Starts	Date _____	Time _____	Day of week _____
Event Ends	Date _____	Time _____	Day of week _____
Dismantle	Date _____	Time _____	Day of week _____



Please describe your safety plan including crowd control. The Indianola Police and Fire Departments will review your safety plans to determine if safety is adequate for the planned event. In reviewing the application, they will be looking at anticipated crowd size, demographics, entertainment, alcohol, prior history with this event or similar events and other criteria. Attach additional sheets if necessary.

Please describe your emergency/medical plan, including your communication procedures. Attach additional sheets if necessary.

Please describe your plan for clean up and removal of recyclable goods and garbage during and after your event.

Before submitting this application be sure to complete the following:

- _____ The event application is completely filled out
- _____ Map A attached – showing streets/trails/parks/lane closures, location of barrier/barricades, stages, platforms, parking, etc.
- _____ Map B attached – shows where vendors are expected to park vehicles off the Square
- _____ Street closure permit application if applicable, attached to application. Application is on [website](#) under “How Do I submit”.
- _____ Noise permit application if applicable, attached to application. Application available on [website](#) under “How do I apply for noise permit”.
- _____ Insurance certificate showing the City as an additional insured in the amount of \$1,000,000 is attached to the application.

As the event sponsor(s) I have read through the rules and certify that our event abides by the rules and regulations set by the Indianola Iowa City Council.

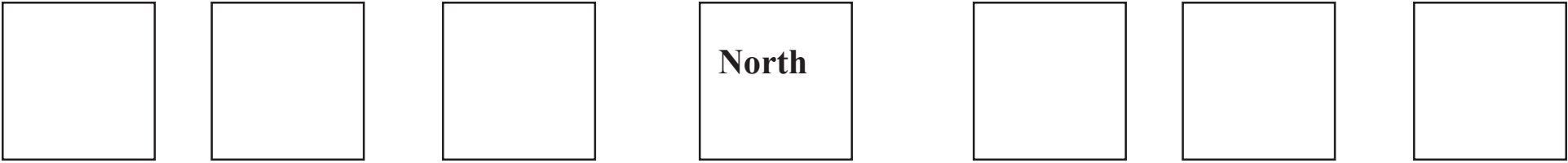
Applicant Signature: _____ Date: _____

Thank you for your interest in holding a neighborhood or community event!

Return Application with attachments to:

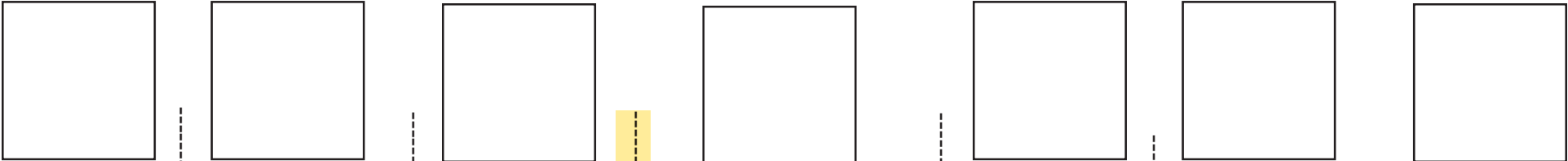
City of Indianola
 Attn: Event Applications
 110 N 1st St PO Box 299
 Indianola, Iowa 50125
 email cityclerk@indianolaiowa.gov

City website indianolaiowa.gov



North

-----Boston Avenue-----



-----Ashland Avenue-----

West

C St.

B St.

Buxton St.



Courthouse

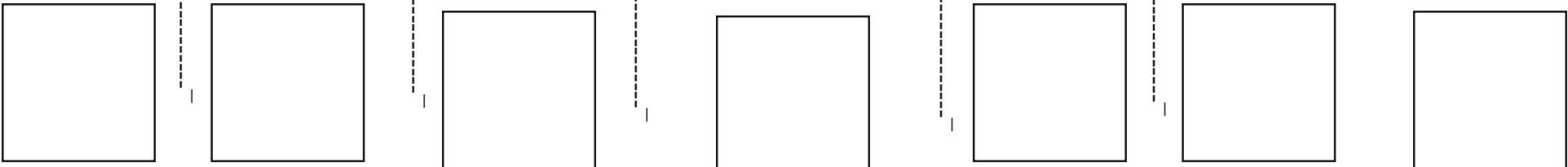
Howard St.

First St.

Highway 65/69

East

-----Salem Avenue-----

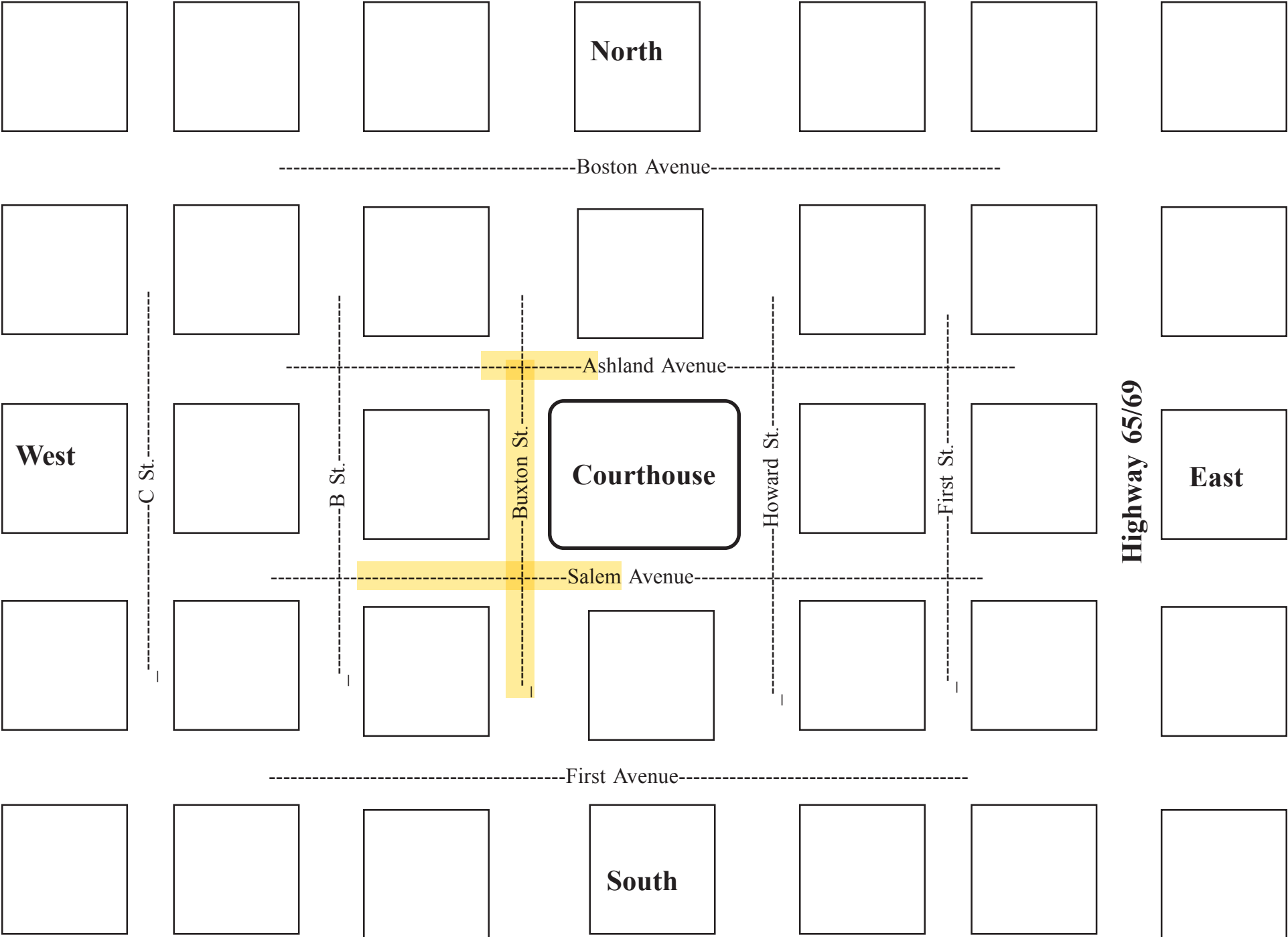


-----First Avenue-----



South

Highway 92



North

Boston Avenue

Ashland Avenue

Courthouse

Salem Avenue

First Avenue

South

West

East

Highway 65/69

Highway 92



City of Indianola

Noise Permit Application

Dear Event Organizer:

From time to time residents and visitors to our community wish to hold events that would normally be in violation of laws and ordinances pertaining to noise. In an effort to allow such events and still maintain quality of life issues for our residents, the City developed this process to allow outdoor events that have music or extraordinary noise.

This application provides the information to petition the Police Chief for a noise permit. Please read the application thoroughly and contact City Hall with any questions at 515-961-9410 or email cityclerk@indianolaiowa.gov.

Rules and Regulations:

- The City Manager and Police Department shall review all applications.
- All applications will be approved or denied by the Police Chief.
- Events that have received prior complaints, or are multiple days in length shall have City Council approval.
- The City Clerk's Office reserves the right to reject any applications that have not been timely submitted to the City Clerk's Office.
- Multiple events may be requested on one application, i.e. 6 events in a single year.
- The Indianola Police Department reserves the right to order noise reduction or to cancel any permit, dependent upon the activity or complaints related to the event.
- In the event that the Police Department discovers an outdoor music event without a permit, the Department shall cause the source of the noise to cease.
- The application must include a cell phone number for the contact person.
- Bands, DJs and any source of loud noise should be directed away from residential areas to every extent possible.
- For information regarding City Code, please click [here](#). Or visit <http://indianolaiowa.gov/151/City-Code-and-Policies>

Return completed noise application to:

City of Indianola
Attn: Noise Permit Application
110 N 1st Street
PO Box 299
Indianola, Iowa 50125
Email: cityclerk@indianolaiowa.gov
Phone: 515-961-9410



City of Indianola

Noise Permit Application

Today's Date: _____

Event Name: _____

Date/Time/ Location of Event: _____

Event Sponsor(s): _____

Contact Information

Organization: _____

Contact Name: _____

Address: _____

Telephone Number: _____ Cell Phone: _____

Email Address: _____

Anticipated Attendance: _____ Per Day _____ Total

Event Information:

Event Starts: Date: _____ Time: _____ Day of Week: _____

Event Ends: Date: _____ Time: _____ Day of Week: _____

Previous Event Information:

Date of Event: _____ Time of Event: _____

Please provide a map showing the event location and location of band/music, please specify:

_____ Band _____ DJ _____ Other (please specify)

Applicant Signature: _____

Office Use Only:

Date Received in office: _____

Return completed noise application to:

City of Indianola
Attn: Noise Permit Application

110 N 1st Street

PO Box 299

Indianola, Iowa 50125

Email: cityclerk@indianolaiowa.gov

APPLICATION FOR TEMPORARY STREET /OR LANE CLOSURE



110 North 1st Street
Indianola, IA 50125
Phone #: 961-9430
Fax #: 961-9402

Check which applies:

- | | |
|---|--|
| <input type="checkbox"/> STREET CLOSURE | <input type="checkbox"/> RIGHT-OF-WAY/LANE CLOSURE |
| <input type="checkbox"/> TRAILER/DUMPSTER/ STORAGE UNIT | <input type="checkbox"/> SIDEWALK CLOSURE |

Applicant Details

Company Name: _____	Application date: _____
Company Address: _____	
Contact Name: _____	Emergency Phone # (After hours): _____
Phone #: (_____) _____	Fax #: (_____) _____
Email Address: _____	

Details for street or lane closure:

Exact Location: _____	
Check All that applies for this request:	
<input type="checkbox"/> Utility Construction	<input type="checkbox"/> Sidewalk / Trail Construction
<input type="checkbox"/> Driveway Construction	<input type="checkbox"/> Pavement Repairs Maintenance
<input type="checkbox"/> Drainage Improvements	<input type="checkbox"/> Other
<input type="checkbox"/> None of above	
Provide details for request: _____	
Start date: _____	End date: _____
# of days needed: _____	Including weekends: <input type="checkbox"/> Yes <input type="checkbox"/> No
All Street and Lane Closures require a site map depicting the exact area to be closed, along with all applicable detour information and proposed signage in accordance with MUTCD guidelines.	
Site map included: <input type="checkbox"/> Yes <input type="checkbox"/> No	Detour route map included: <input type="checkbox"/> Yes <input type="checkbox"/> No
<small>Hold Harmless Clause: The City shall not be liable to applicant's employees, agents, invitees, licensee, visitors, or to any other person, for injury to person or damage to property caused by the negligence or misconduct of user, its agents, servant or employees. The applicant agrees to indemnify and hold harmless the City from any loss, attorney's fees, and expenses or claims arising out of any such damage or injury. The City reserves the right to revoke this application at any time. I do hereby agree to all terms and stipulations as listed in this application:</small>	
Requested By: _____	_____
Signature	Print Name

<p>Office Use Only:</p> <p>Received By: _____</p> <p>Permit Number: _____</p> <p>Payment Type: _____</p> <p>Permit Fee: _____</p>	<p><input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <p>By: _____</p> <p style="text-align: center;">Signature Date</p>
--	---

A copy of this permit must always be kept on site during the street or lane closure.