

Special Events Permit

Webster County Conservation

Kennedy Park, 1415 Nelson Avenue, Fort Dodge, Iowa 50501

(515) 576-4258 email – conservation@webstercountyia.org

A permit shall be required to hold a special event in county parks and open areas under the jurisdiction of the Webster County Conservation Board that meet the following criteria:

1. Any event or gathering not sponsored by the Board and numbering two-hundred and fifty (250) people or more (with the exception of family gatherings); or
2. Any event or gathering charging admission or charging for services regardless of the number of people.
3. Any organized event/activity that is scheduled to take place at the Veteran's Memorial Park.

The following specific conditions and provisions shall apply to those seeking a special events permit:

- A. The permit application must be filed with the Board at least sixty (60) days in advance of the event or gathering. The Director may waive the deadline if all other conditions are satisfactorily met.
- B. A certificate of liability insurance shall be required for all special events. Arrangement for insurance coverage must be cleared by the Director prior to the event.
- C. The Board reserves the right to charge a fee for special events. The fee will be agreed upon by both parties and paid thirty (30) days prior to the event.
- D. Sanitary facilities shall be provided (in excess to any already present at the proposed site) for special events at a minimum rate of one (1) unit per fifty (50) people. The applicant is responsible for securing and paying for this service.
- E. Security shall be required for events or gatherings of two hundred and fifty (250) or more people at a minimum rate of one (1) uniformed officer per two-hundred and fifty (250) people. The applicant is responsible for securing and paying for this service.
- F. First aid personnel may be required at the discretion of the Board at special events. The applicant is responsible for securing and paying for this service.
- G. Contracts with third parties shall be included with the application and are subject to approval of the Board.
- H. All local and state laws apply.
- I. Any event requiring a permit must not exceed the natural or physical limits of the proposed site or facility.
- J. Additional requirements must be agreed upon by both parties, signed and dated, and included with the special event application. The Board reserves the right to review all applications and to deny a permit based on failure to meet any or all of the above requirements.

A. APPLICANT INFORMATION (Print)

Group/Individual Name	# People Expected		
Type of Event	Date of Activity		
Location of Event	Shelter Reservation <input type="checkbox"/> Yes <input type="checkbox"/> No		
Start Time	End Time		
Authorized Representative			
Address	City	State	Zip
Home Phone	Work Phone		
Email Address			

B. FEES & DEPOSITS

Special Events Fee @	non-refundable	
Bob Heun Shelter		
(\$125.00/day weekdays, \$250.00/day Fri., Sat., Sun.)		
(\$50.00/day Mon.-Thurs. only - non-profit)		
Shelter Security Deposit @ (\$100.00/day)	refundable	
Veteran's Memorial Park Amphitheater		
(\$75.00/day)	non-refundable	
(Military-free)		
Keg Permit <input type="checkbox"/> Yes <input type="checkbox"/> No		
Keg Security Deposit @ (\$100.00-1st key/\$50.00 each additional)		
Total Amount Due		

C. CONTRACT TERMS

Agreement: I, undersigned, acting in either my individual capacity or as a group representative, agree that this document and all attachments compose the entire agreement between the Webster County Conservation Board and the undersigned. The applicant affirms all statements made on this form are true and agrees to present/produce this form to any peace officer or county conservation employee upon request. The applicant further agrees that any false statements or conduct by the applicant or any member of the applicant's group/party contrary to the terms of this agreement and its attachments shall constitute grounds for immediate cancellation of the contract/permit and removal of all persons in the contracting group/party from county areas. **NO** fees will be refunded in the event of cancellation of the contract/permit. The applicant agrees to abide by all local and state laws and to notify the county conservation board or sheriff of any violations. It is further agreed that the applicant will leave the site in the same condition as found.

HOLD HARMLESS/INDEMNITY CLAUSE

The applicant agrees in either their individual or group capacity to indemnify, defend, and hold the Webster County Conservation Board and its employees harmless from any and all legal action for any damages arising during the use of county areas by the applicant or the applicant's group.

SIGNED

Individual/Group Representative	Date	Director	Date
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