

**SPECIAL EVENT PERMIT APPLICATION**  
**BLACK HAWK COUNTY CONSERVATION BOARD**

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. A written request addressed to the Black Hawk County Conservation Board, should be submitted at least 45 – 60 days prior to the event. Advertising events prior to receiving a signed special event permit is not allowed. Attach additional information if required.

Today's Date \_\_\_\_\_

Sponsoring Organization(s) \_\_\_\_\_ Phone \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Day Phone \_\_\_\_\_

Evening Phone \_\_\_\_\_ Cell \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Name of Alternate Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Description of Event \_\_\_\_\_  
\_\_\_\_\_

Day(s) & Date(s) of Event \_\_\_\_\_ Hours From \_\_\_\_\_ to \_\_\_\_\_

How can the public contact you regarding the event (i.e., email address, web site, name/phone #)  
\_\_\_\_\_

Location/Facility Requested \_\_\_\_\_

Estimated Number of Participants \_\_\_\_\_ Estimated Number of Vehicles \_\_\_\_\_

Estimated Number of Attendees/Spectators \_\_\_\_\_

Will the event interfere with/impede normal use of the area or park by the public? \_\_\_\_\_

How do you plan to control traffic to and from the event area and not interfere with nonparticipating park users?  
\_\_\_\_\_

Will an admission fee or donation be charged? \_\_\_\_ Yes \_\_\_\_ No

If yes, please give details (i.e. What fees are being charged, anticipated gross revenues, and for what purpose will the collected funds be used?)  
\_\_\_\_\_  
\_\_\_\_\_

Will food/beverage be served/sold? \_\_\_\_ Yes \_\_\_\_ No

If yes, please give details \_\_\_\_\_

Will additional grills, porta-potties or dumpsters be required? \_\_\_\_ Yes \_\_\_\_ No

If yes, provide supplier name & phone - \_\_\_\_\_

Will the event involve vendors? \_\_\_\_ Yes \_\_\_\_ No

If yes, attach a separate listing of all vendors with contact information.

Will first-aid, fire and rescue services, or other safety and security measures be needed? \_\_\_\_ Yes \_\_\_\_ No

If yes, attach a separate listing with details/contact information.

Are any additional permits for any other government agencies required? \_\_\_\_\_

If yes, list all agencies, contact information and type of permits separately.

Are there any special requests or circumstances (i.e. inflatable bounce houses, toys, slides, amplified music, banners, signs, tents, etc)? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, provide details - \_\_\_\_\_  
\_\_\_\_\_

Contact person and means of contact during Event \_\_\_\_\_

Attachments:

- Parking/Traffic Plan     Safety & Security Plan     Map/Site Plan     Request for Other Services
- Other Agency Permits     Non-Profit Verification     Vendor Lists     Certificate of

Insurance \*\*\*\*\*

Approval of this application will reserve for the applicant the requested event date and place, providing all requirements outlined by the Special Event Policy are met. Once approved, the sponsor shall assume full responsibility for compliance with all conditions, administrative fee and deposit and further agrees to pay any cost associated with damage to Conservation Board property, cleanup, or any other additional expense caused by this event, over and above the damage deposit amount. *I have a copy of the Special Events Policy, and will supply the required insurance certificate (if applicable), permits and other assessed fees (deposit and fee) by the submittal deadlines set. I understand that failure to provide any of these items is grounds for cancellation of the event. (See Special Events Policy)*

Applicant agrees to leave the used site in the same condition as found, cleaning up all litter and debris after the event. Applicant is responsible for any damages to county property during the event either by participants or spectators. Applicant agrees to abide by all state laws and Black Hawk County Conservation Board rules and regulations. The undersigned applicant for a special event permit understands and agrees that neither the Black Hawk County Conservation Board nor Black Hawk County will be responsible for any injury to persons or damage to property arising out of or incident to the activities which are the subject of this application. The undersigned applicant agrees by the execution hereof to indemnify and hold harmless Black Hawk County and the Black Hawk County Conservation Board against all liabilities, costs, and expenses which may arise in consequence of the granting of this permit.

The undersigned has full authority to represent the sponsoring organization:

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Park Ranger Coordination \_\_\_\_\_ Date \_\_\_\_\_

RETURN COMPLETED APPLICATION TO:

Black Hawk County Conservation Board  
1346 W. Airline Highway  
Waterloo, IA 50703  
(319) 433-7275  
[conservation@co.black-hawk.ia.us](mailto:conservation@co.black-hawk.ia.us)