



Special Events Handbook

This guide is intended to assist as you plan your special event and apply for a Special Event Permit. Additional requirements may be placed upon your organization after your Special Events Application is submitted and reviewed.

TABLE OF CONTENTS

Special Events Contact List	4	Event Safety.....	17
Introduction	5	Role of the Police Department.....	17
Special Event Definitions.....	6	Emergency Action Plan and Weather	18
Special Event Permit Application.....	7	Weather Conditions.....	18
Application Deadlines.....	8	Medical Support.....	18
Permit Process Overview	9	Other Requirements.....	19
Roles and Responsibilities	10	Accessibility	19
Special Events Committee.....	10	Restrooms	19
Event Organizer.....	10	Event Site Map.....	19
Additional Permits.....	11	Waste Management Plan	20
Alcohol Licenses.....	11	Notification Policy.....	20
Animal Permits.....	12	Fees.....	21
Beer Permits.....	12	Special Event Permit Fees	21
Fire Department Permits.....	12	Making Payments.....	21
Food Vendor Permits.....	13	Insurance.....	22
Reserving Event Venue Space.....	14	Section I - Insurance Requirements	22
Street Closures & Traffic Control.....	15	General Liability Insurance - Occurrence Form:	22
Street Closures.....	15	Certificate of Liability Insurance Requirements.....	23
Traffic	16		

SPECIAL EVENTS CONTACT LIST

Contact	Purpose	Email	Phone
City Manager's Office	Special Event Application, Permit, Insurance Certificate, Resolution, and Special Event Committee Requests	specialevents@cedar-rapids.org	(319) 286-5080
Animal Control	Animal Display Permit	animalcontrolmgmt@cedar-rapids.org	(319) 286-5993
City Clerk's Office	Alcohol License(s)	clerklicensing@cedar-rapids.org	(319) 286-5060
Fire Department	Fireworks, Tents, Propane Grills, and Outdoor Place of Assembly Permits	fireadmin@cedar-rapids.org	(319) 286-5166
Iowa One Call	Underground Utility Locates	IowaOneCall.com	(800) 292-8989
Linn County Public Health	Food & Beverages	foodsafety@linncounty.org	(319) 892-6000
Park Cedar Rapids	Downtown Parking, Parkades, and Meter Hooding	contactus@parkcedarrapids.com	(319) 365-7275
Parks & Recreation Department	Park and Trail Requests, Pavilion Reservations, and Beer Permits	parks@cedar-rapids.org	(319) 286-5760
Police Department	Street Closures, Traffic Control, Public Safety, Off-Duty Police Officers	policespecialevents@cedar-rapids.org	(319) 286-5529
Traffic Engineering Division	Street Closures, Block Parties, Traffic Contractor (Barricade) Information	traffic@cedar-rapids.org	(319) 286-5176

INTRODUCTION

Welcome to the City of Cedar Rapids' Special Events Handbook! Our goal is to create a standardized approach to events held in Cedar Rapids. It is important we work together to ensure all events adhere to rules, regulations, and ordinances without violating any laws.

We are excited that you are considering Cedar Rapids for your event. We are here to support your efforts — in line with the guidelines outlined in this handbook.

Our staff developed this book to assist you through the Special Event Permit Application process. The following pages detail the guidelines and requirements for managing special events in the City of Cedar Rapids. As you complete your Special Event Permit Application, keep in mind that this information covers a broad range of event types and elements. You only need to provide details relevant to your specific event-planning elements.

Thank you for contributing to the spirit and vitality of our community with your special event. On behalf of the City of Cedar Rapids, we appreciate your involvement!

SPECIAL EVENT DEFINITIONS

The City of Cedar Rapids requires a **Special Event Permit** whenever an event or its components use public spaces, such as:

- Public streets;
- Sidewalks;
- Public rights-of-way;
- Public parks and City-owned property;
- Outdoor private property when the property is part of a special event venue that includes City public property (e.g. a private property used as a parking lot for part of a festival event where City property is used during the event); and
- Coordination involving multiple City Departments or other agencies (e.g. for alcohol use, on-site cooking, food sales, large temporary structures).

Examples of events that fall under the Special Event Permit scope may include:

- Festivals;
- Parades;
- Runs/walks;
- Farmers' markets; and
- Other events that meet the outlined criteria.

We categorize special events into specific types, including:

Parades, Races, and Walks: Organized activities with a set course, involving full or partial closure of City streets, sidewalks, or greenways.

General Events: Organized activities with a stationary footprint, requiring road or public square/plaza closures. These often involve amplified noise, food, beverage, merchandise, or other entertainment. Examples are festivals, markets, and ceremonies.

Neighborhood Events: Small-scale, organized activities closing local-service residential, streets. These gatherings are initiated by local residents and are intended only for the neighborhood residents and their guests.

Important to note:

First Amendment Rights: Protests, demonstrations, candlelight vigils and rallies are considered First Amendment rights. Therefore, a Special Event permit **may not be needed for these types of events**. We encourage organizers to contact the City Manager's Office at (319) 286-5080 and verify no scheduled events conflict with planned protests. This also helps us ensure proper City departments are notified of your event.

SPECIAL EVENT PERMIT APPLICATION

To ensure a smooth experience, individuals, organizations, and businesses hosting Special Events **MUST** submit a permit application at least sixty (60) days prior to the event date.

You will need a Special Event Permit if your event falls under any of the following:

- An organized gathering of 50 or more persons outdoors at any public park, trail, public place, or upon any public right-of-way, except for use of public facilities being utilized within their design specifications (i.e. large park pavilions, amphitheaters, etc.);
- An organized activity on private property that affects a public right-of-way, significantly altering conditions normally experienced on the public right-of-way; and
- An event, gathering, or organized activity on either public or private property that presents significant public safety or other concerns, as determined by the City Manager or City Manager's Designee.

Our staff will review all Special Event Applications, providing a Special Event Permit with outlined conditions that must be met for your event to be held. This may include necessary insurance requirements. We require applicants to sign and agree to all requirements and submit necessary documentation. The permit will not be approved if these conditions are not met.

Please be aware that we may revoke a Special Event Permit if an event does not adhere to the permitted requirements.

All Special Event applications must undergo final approval by the Cedar Rapids City Manager and/or City Council.

If you are not sure what type of event you are hosting:

Contact the City Manager's Office before submitting your Special Event Permit application.

City Manager's Office — Special Events Coordinator

specialevents@cedar-rapids.org | (319) 286-5080 | CityofCR.com/SpecialEvents

Application Deadlines

Special Event organizers must submit a Special Event Permit Application at least sixty (60) days before the event date. Late submissions may be subject to additional fees.

Deadlines for Additional Permits/Requests (as applicable)

Special events may require additional permits and requests beyond a Special Event Application (see page 11). The below table outlines the minimum number of days required to request additional resources and/or apply for additional required permits.

Minimum Days Before Event	Task / Additional Permit Required / Requests	Agency/Department/ Division
60	Special Event Application (Includes Certificate of Liability Insurance, complete location maps, traffic control contractor hired, and park/pavilion reservations made) Submit applications through My CR: CityofCR.com/MyCR	City Manager's Office
45	Alcohol Permit Contact the City Clerk's Office: (319) 286-5060 or visit CityofCR.com/Permits	City Clerk's Office
30	Fireworks/Pyrotechnic Application Contact the Fire Department: (319) 286-5166	Fire Department
	Animal Display Permit Contact the Cedar Rapids Animal Care & Control Division: (319) 286-5993	Animal Care & Control
	Park Beer Permit Purchase permits at: Northwest Recreation Center (1340 11th Street NW) or Parks & Recreation Department (500 15th Avenue SW)	Parks & Recreation
	Off-Duty Police Officers Find additional information on page 17. Contact the Police Department: (319) 286-5529	Police Department
10	Parking Meter Hoods Contact Park CR: (319) 365-7275	Park Cedar Rapids
	Staging/Staking Requests for City Parks Contact the Parks & Recreation Department: (319) 286-5760	Parks & Recreation
	Tent Permit Contact the Fire Department: (319) 286-5166	Fire Department
5	Temporary Food Establishment License Find more information: LinnCountyIowa.gov/603/Food-Safety	Linn County Public Health

Permit Process Overview

» How does it work?

1. The permit process begins when you electronically submit your application to the City Manager's Office using My CR at CityofCR.com/MyCR — or through the City's mobile app, [Mobile CR](#).
 - **In-person or mailed-in applications are NOT accepted.**
 - Please be sure to submit all necessary attachments, supporting documentation, and application fees with your initial application.
 - Additional fees required by individual City Departments must be submitted to each Department individually.
2. Once you submit your application, we will begin to process your materials.
 - During the permit-review process, you may provide additional information or documents requested by a member of the Special Events Committee to clarify your application.
 - At City of Cedar Rapids' sole discretion, you may be authorized or requested to submit written amendments to your initial permit application to account for unique or changing circumstances related to the event. Amendments must be submitted electronically.
 - Delays in responding to requests for additional information may impact the review timeline or result in deeming your permit application incomplete or not granted.
3. We will coordinate with various City Departments and external agencies to assess your event's specific need.
4. Throughout this process, we will maintain regular contact with you, providing updates and requesting any additional information as needed for a seamless approval process.
5. The City will then determine whether to approve, place conditions upon, or deny your request for a Special Event Permit.

Submitting a permit application initiates the review process and does not constitute final approval of your application/permit request. Application fees are nonrefundable, even if a permit is not granted.

» How long will it take?

Processing time may vary based on your event type, ranging from a few weeks to a few months. **It is crucial you adhere to the corresponding application deadline for your event type to ensure a smooth process.**

You must submit application materials no later than the date specified in the table on **page 8**. For events involving street closures, timely submittal is essential so Committee Members can process your application and potentially submit it for inclusion on a City Council meeting agenda prior to the event when required by ordinance. You can find City Council Meeting dates at CityofCR.com.

ROLES AND RESPONSIBILITIES

Special Events Committee

Facilitating special events is one important way the City works to achieve its goals of improving residents' lives and promoting economic prosperity. The Special Events Committee, made up of several City Departments, plays a key role in this work. The Committee reviews event applications, ensures compliance with City Code and policies, and serves as a vital link between event organizers, City Departments, and partner agencies during the permitting process and event execution phases.

Event Organizer

Event organizers play a key role in ensuring the success of their special events while maintaining a balance that respects the needs of both residents and business owners impacted by their events.

Organizers should be responsive to communication from the Special Events Committee. They must submit all required items within the specified deadlines. Communication with the Special Events Committee is critical before, during, and after the event to ensure a smooth permitting process and successful event execution.

All special events are subject to the conditions outlined in their approved Special Event Permit. Organizers bear the responsibility of ensuring compliance with their permit. When submitting a Special Event Application, organizers fulfill the application fee requirement. Organizers should anticipate additional fees related to the cost of services required for their events. Any outstanding balances owed to the City of Cedar Rapids must be settled before new applications are considered.

This collaborative effort ensures a strong relationship between organizers and the City, contributing the overall success of special events in Cedar Rapids.

ADDITIONAL PERMITS

Depending upon the nature of your event, additional permits may be required. The following information outlines the types of permits that may be necessary before gaining event approval.

Alcohol Licenses

If you plan to sell and/or serve alcohol at your event, you must apply for the appropriate liquor alcohol license by contacting the City Clerk's office at (319) 286-5060 at least 45 days prior to your event.

The following items are **required of all applicants**:

- Completed Alcohol License Application (available at CityofCR.com/Permits)
- Completed State online application through the Iowa Alcoholic Beverages Division (ABD) website: ABD.Iowa.Gov/Licensing/eLAPS — for questions, call (866) 469-2223.

You will need to submit the following with your State application:

- A detailed diagram of the premises, including square footage, seating for 25, restrooms (2), bar, kitchen, storage areas, and entries/exits. Included any dance floor space and outdoor service areas as applicable, and
- A copy of the warranty deed or lease identifying the applicant has control of the premises.

You will need to use barriers, fencing, chains, stanchions, and/or similar material to define the alcohol service area during your event. Event participants may not take alcohol outside of the service area.

Once your City application has been submitted, you will need to contact the following Departments:

- Building Services Department: (319) 286-5831
 - For onsite consumption locations only (bar/restaurants)
- Fire Marshal's Office: (319) 286-5166

*Inspection approvals should be received by the Clerk's Office at least one week before the Council meeting in which applications will be considered for approval.

The following additional information is also **required of all new Alcohol License applicants**:

- Contact the Linn County Public Health Department to apply for a Food Service License and schedule an inspection: (319) 892-6000
- Complete the Iowa DCI Criminal History Record Request Form for all persons owning at least 10% of the business and submit to the Clerk's Office.
 - Owners residing outside of Iowa must submit a criminal history report from the state or law enforcement agency from the state in which they reside.

- There is a fee of \$15 per each form submitted which is payable to the City Treasurer by cash, check, or credit card.
- For permanent licenses only, complete the Alcohol and Tobacco Use Certification Form — for questions, call the Economic & Development Services Department: (319) 286-5836

You can find the City Alcohol License application and additional alcohol license information at CityofCR.com/Permits.

Animal Permits

If you plan to include animals with your event, contact the City of Cedar Rapids Animal Care and Control Division at (319) 286-5993.

Beer Permit

Canned and bottled beer is allowed in most City parks. Containers larger than one quart size require a \$12 permit, purchased in person at least five (5) business days before the event. The Police Department receives a copy of all beer permits and verifies compliance.

- You may purchase permits at the following locations:
 - **Northwest Recreation Center** | 1340 11th Street NW
 - **Parks and Recreation Department** | 500 15th Avenue SW
- The person(s) obtaining a Beer Permit must show their photo ID. Permit holder(s) are responsible for the following:
 - Ensure minors are NOT served;
 - Ensure beer is NOT sold; and
 - Permit holder(s) must be present during the entire event.

Fire Department Permits

Tents, Inflatables, and Flame-Related Activities — call the Fire Department at (319) 286-5166

Your event will require a Fire Department Permit if it involves:

- A tent over 400 sq. feet (a tent has 2+ sides)
- A canopy over 700 sq. feet (a canopy has 0-1 sides)
- Any inflatable that people will enter, such as a bouncy house
- An amusement building, such as a fun house or haunted house
- Fireworks displays
- Pyrotechnics or fire performances
- Luminaries, or any other use of open flame (Releasing sky lanterns is prohibited, they may be tethered)
- Large Bonfires please contact Linn County Public Health at (319) 892-6000.

Exceptions

- Tents used exclusively for recreational camping purposes.
- Tents open on all sides which comply with all of the following:

- Individual tents having a maximum size of 700 square feet.
- The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet total.
- A minimum clearance of 12 feet to all structures and other tents.

Please note: Event applicants shall not use any equipment that penetrates or damages the City Street or sidewalk surface. All tents, stages, and other structures shall be supported by water barrels or sand weights.

If your event is in a park, you must obtain permission to erect a tent due to sprinkler systems and other obstacles that may not be visible. Contact the Parks Department at (319) 286-5750 for further information.

Food Vendor Permits

If your event involves food, you and your food vendor must obtain appropriate approval from the Linn County Public Health Department at (319) 892-6000. The City's Transient Merchant and Mobile Food Vendor license is not required for vendors approved to operate under a Special Event Permit.

RESERVING EVENT VENUE SPACE

If your event will take place on property other than, or in addition to, City streets and public right-of-ways, you must secure use of your desired venue prior to submitting a Special Event Application. If you plan to hold your event on City property, such as on a City parking lot or in a City park, you must contact the Parks and Recreation Department to secure the use of your proposed venue. Your Special Event Application will not be considered complete without a Park Reservation form, issued by the Parks and Recreation Department.

Park Rentals/Electricity

Electricity is available at multiple sites within parks, noted below. Area/site fees include access to electrical outlets when available.

Bever Park

- Bever Pavilion
- Grandview Pavilion
- Red Oak Pavilion
- Zoo Hill Pavilion

Cedar Valley Park

- Cedar Valley Pavilion

Cherry Hill Park

- Cherry Hill Pavilion

Daniels Park

- Upper Pavilion
- Splash Pad Pavilion

Ellis Park

- Duck Pond Pavilion
- Horseshoe Pavilion
- Harborview Pavilion
- Lakeview Pavilion
- Manhattan Pavilion
- Overlook Pavilion
- Pool Pavilion
- Rose Garden Pavilion

Hughes Park

- Hughes Pavilion

Jones Park

- Lagoon Pavilion
- Oak Pavilion
- Parkview Pavilion

Mohawk Park

- Mohawk Pavilion

Noelridge Park

- Creekside Pavilion
- ITC Pavilion

Seminole Park

- Valley View Pavilion

Shawnee Park

- Shawnee Pavilion

Van Vechten Park

- Van Vechten Pavilion

Mays Island

- Center Area of Park

Redmond Park

- Center Area of Park

Czech Village Park

- Kosek Bandstand

Greene Square

- Multiple Sites

Cleveland Park

- Shelter

Kenwood Park

- Shelter

Viola Gibson Park

- Center Area of Park

Jacolyn Park

- Shelter

Please contact the Parks Department for specific details on park rentals at (319) 286-5760.

STREET CLOSURES & TRAFFIC CONTROL

Street Closures

If your event requires the temporary closure of City streets, you must designate this on your Special Event Application. When street closures are granted, applicants MUST:

- Hire an insured traffic control contractor to provide all barricades/traffic controls required by the City for the temporary closure;
- Provide the name and phone number of the company providing barricades/traffic controls to the Police Department at (319) 286-5439, and Traffic Engineering at (319) 286-5176 at least one week prior to the event;
- Contact the Police Department at (319) 286-5378 to hire off-duty police officers for traffic enforcement. Nonprofit event applicants may qualify for reimbursement of fees associated with off-duty officers. Find more information and rates on [page 17](#).

If your street closure involves Downtown streets containing parking spaces with meters, applicants must:

- Arrange all necessary parking meter hooding and event loading zone operations per the requirements of Republic Parking/Park CR. Call (319) 365-7275 a minimum of one week before the event.

Signs

Applicants must contact the Development Services Department at (319) 286-5780 to obtain any required permits before erecting any signage.

Temporary “No Parking” Signs

For information on when to use Temporary “No Parking” Signs, contact the Development Services Department at (319) 286-5780.

Example:



Traffic

You should have a plan for traffic control prior to applying for a Special Event Permit, **regardless of your event's size**. Even when your event does not require street, alley, or sidewalk closings, it may generate unusual human/automobile traffic patterns. This affects not only the event participants, but also those who live, work, and shop in the event area.

Along with the application, you will be required to supply a map of the event area, including event parking and any requested street closures. Please consider changes in traffic flow (closures and detours) in this planning process. See **page 19** for additional details.

If your event impacts nearby commercial or residential properties, you must notify the respective property owners of any potential impacts (including street closures) in advance of the event (See **Notification Policy, page 20**).

EVENT SAFETY

Organizers must always provide a safe and secure environment for event staff, volunteers, participants, and spectators. In some cases, the City may require you hire City Police Department officers, contract private security, designate staff/volunteer marshals, or use a combination of these measures to ensure a safe event.

Role of the Police Department

The Cedar Rapids Police Department will determine the number of police officers, police vehicles, and other personnel required. Their calculation may include the following and other considerations:

- Expected Attendance
- Level of Advertising
- Location
- Timeframe
- Presence of Alcohol
- Event Safety History
- Nature of Event
- Street and Right-of-Way Closures

The Police Department may require your event to hire sworn officers to ensure the event’s safety. The primary responsibility of these off-duty officers is to enforce municipal ordinances and State and Federal laws; protect life and property; and keep the peace. These officers cannot be made responsible for providing services that fall within the scope of private security or staff/volunteer safety marshals.

Rates for Police Services*

- **Off-Duty Officer** | 3-hour minimum
- **Off-Duty Commander** | 3-hour minimum
- **Sergeant(s)** | Required when the number of officers present necessitate supervisory oversight; typically, with more than four officers.

Dates	Per Officer	Short Notice & Holiday	Commander	Commander on a Holiday
Current – 6/30/2023	\$73.00	\$98.00	\$98.00	\$123.00
7/1/2023 – 6/30/2024	\$76.00	\$101.00	\$101.00	\$126.00
7/1/2024 – 6/30/2025	\$79.00	\$104.00	\$104.00	\$129.00

For more information, please contact the Cedar Rapids Police Department at (319) 286-5529.

**Rates were current at the time of publication and are subject to change without notice.*

EMERGENCY ACTION PLAN AND WEATHER

Please contact Linn County Emergency Management to assist in creating your event's Emergency Action Plan — LinnCounty-EMA.org or (319) 892-6500.

Emergency Action Plan

You are required to submit an Emergency Action Plan (EAP) during the application process. Your EAP must detail emergency access, crowd managers, emergency notification methods, and methods for emergency management. The Special Events Committee will review submitted plans and make recommendations. EAPs must be submitted prior to permit approval.

Weather Conditions

The event organizer must track and monitor the weather and make a call on potential event cancellations. City staff may provide guidance, but the event organizer is responsible for the final decision. The only exception to this is in times of a major crisis or an occurrence that is a direct threat to public health and safety. Organizers must submit a plan for inclement weather with their EAP before the event is approved.

Medical Support

Organizers of events with more than 100 participants will need to contact Area Ambulance Service at (319) 533-5906 and the Cedar Rapids Fire Department at (319) 286-5166 to determine whether ambulance and Fire Department backup medical support services will be needed for their event.

OTHER REQUIREMENTS

Accessibility

Event Organizers are required to comply with the Americans with Disability Act (ADA). All Event venues, structures and activities shall be accessible to persons with disabilities. If a portion of the event cannot be made accessible, an alternate area must be provided with the same activities that are in the inaccessible area. This area must include signage indicating that it is an ADA accessible area. Consider the following access areas when creating the event: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms, seating, signage, drinking fountains, transportation, and access to vendors. If all areas are not accessible, directional signage or a map or program must be provided to attendees indicating the location of accessible restrooms, parking, drinking fountains, etc. Compliance with the Americans with Disabilities Act and all amendments to the act shall be the sole responsibility of the Event Organizer. The Event Organizer agrees to defend and hold the City harmless from any expense or liability arising from the event or organizer’s non-compliance. For more information about the Americans with Disabilities Act and compliance at events, please visit ADA.gov.

Restrooms

Event organizers must provide restroom facilities for participants and attendees, with at least 5% (and a minimum of 1) fulfilling ADA compliance requirements. The minimum requirement is 1 toilet per every 100 attendees. Event organizers can meet this minimum by either renting portable toilets or utilizing the venue’s existing facilities (or a combination of both). Portable toilets in parks cannot be used for special events. Event holders must provide their own units.

Event Site Map

Detailed event maps are required with your application. Base maps are available for most parks, Downtown and various other locations. Please contact the City Manager’s Office at (319) 286-5080 for additional information.

The following items, at a minimum, must be identified and labeled on a map indicating the event location (including identification of adjacent street names):

Alcohol serving/consuming area	A	Restroom facilities (including portable)	R
Barricades	B	Routes for races, parades, etc.	→
Canopies	C	Severe Weather Location	SW
Fencing	----	Stages	S
First aid facilities	F	Tents	T
Off duty police officers	P		

Waste Management Plan

Event coordinators/volunteers/contractors are responsible for cleaning up after events. This may include regular emptying of trash receptacles during the event, scheduled servicing of restrooms, and litter collection following the event. **When cleanup is not adequate, the City may provide post-event clean up and bill associated charges to the event applicant when necessary.**

NOTIFICATION POLICY

At least four weeks prior to the event, the event organizer must notify all affected community members — including residents, businesses, schools, and places of worship — about the event, associated road closures, and other impacts.

Any establishment that will be blocked, detoured, or heavily inconvenienced must be notified. Notification must include the following:

- Name of Event;
- Sponsoring Organization;
- Date and Timeframe;
- Description of Road Closures (locations and times);
- Information and Timeframe for Noise Impacts (such as music);
- Organizer's Name, Phone Number, and Email Address; and
- Any Website Associated with the Event.

The event organizer must upload a copy of all notification(s) as an attachment in the online submission portal, providing details regarding notification delivery date(s) and method(s).

FEES

Special Event Permit Fees

Starting July 1, 2025, applicants must submit a payment of \$200 as a Special Event Application fee at the time of application submission. The application fee is mandatory and must be submitted with the permit application. The fee is calculated based upon a rate model that considers the costs associated with permit processing. Failure to adhere to specified deadlines may result in additional late fees.

Beyond the permit application fee, your event may incur additional fees associated with various City Departments, services offered, and other necessary permits. It is important to note that these fees contribute to the overall costs to those Departments/agencies helping to facilitate your event's unique needs.

Making Payments

All fees must be submitted with the application by following the directions outlined during the online application process. Application fees must be paid online. Payments are not accepted in person or by mail.

Applicants will be invoiced from the Parks Department for rental fees related to their event. For more information, please contact the Department at (319) 286-5760.

Payments for Extra-Duty Police Officers must be made to The Cedar Rapids Police Special Duty Association. An invoice will be sent to the event holder upon completion of the event. For more information, please contact (319) 286-5378.

For Fire Department Site Assessment information, please visit: https://www.cedar-rapids.org/local_government/departments_a_-_f/fire/fire_marshall_s_office.php

INSURANCE

A Certificate of Insurance is required to show that an insurance policy exists and the policy coverage and limits meet the City's requirements. Event applicants can purchase event insurance through a Tenants' and Users' Liability Insurance Program. For more information contact the City's Risk Manager at (319) 286-5008.

Section I - Insurance Requirements

PERMITEE, at its own expense, shall procure and maintain insurance to cover all risk, which shall arise directly or indirectly from the special event for which the City provides a permit. At a minimum, the following insurance is required and the requirement level will be determined based on the number of participants and attendees, nature of the event's activities, and type of City property or other resources involved:

General Liability Insurance - Occurrence Form:

- a. **Low/Medium Risk Event - minimum liability limit \$1,000,000**
 1. Events with little or no impact on the public
 2. Events in City parks or on public property without alcohol
 3. Church picnics in parks exceeding shelter occupancy and using other park areas
 4. Fund raising walks and/or runs without street closures
 5. Sports contests in City parks (softball or volleyball tournaments)
- b. **High Risk Event - minimum liability \$2,000,000**
(Additional insured and governmental immunities endorsement is required.*)
 1. Fireworks displays
 2. Parades
 3. Events requiring street closures
 4. Events that expect large crowds on public property
 5. Large event taking place for more than one day
 6. Large events that include alcohol on public property

* Endorsements When Required Must Read:

1. **Additional Insurance Endorsement:**

Except for Workers' Compensation and Professional Liability, the policies shall include the City Additional Endorsement of: The City of Cedar Rapids, Iowa, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions, and/or authorities and their board members, employees, and volunteers, are included as additional insureds with respect to liability arising out of the Insured's work and/or Services performed for the City of Cedar Rapids, Iowa. This coverage shall be primary to the additional insureds, and not contributing with any other insurance of similar protection available to the additional insureds, whether available coverage be primary, contributing or excess.
2. **Governmental Immunities Endorsement:**
 1. Non-waiver of Government Immunity The insurance carrier expressly agrees and states that the purchase of this policy and the including of the City of Cedar Rapids, Iowa, as an Additional Insured does not waive any of the defenses of governmental immunity available to the City of Cedar Rapids, Iowa, under Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.
 2. Claims Coverage The insurance carrier further agrees that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under the Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.
 3. Assertion of Government Immunity The City of Cedar Rapids, Iowa, shall be responsible for asserting any defense of governmental immunity, and may do so at any time and shall do so upon the timely written request of the insurance carrier. Nothing contained in this endorsement shall prevent the carrier from asserting the defense of governmental immunity on behalf of the City of Cedar Rapids, Iowa.
 4. Non-Denial of Coverage The insurance carrier shall not deny coverage under this policy and the insurance carrier shall not deny any of the rights and benefits accruing to the City of Cedar Rapids, Iowa, under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in favor of the defense(s) of governmental immunity asserted by the City of Cedar Rapids, Iowa.
 5. No Other Change in Policy The insurance carrier and the City of Cedar Rapids, Iowa, agree that the above preservation of governmental immunities shall not otherwise change or alter the coverage available under the policy.


Certificate of Liability Insurance Requirements

A Certificate of Liability Insurance — evidencing all required insurance coverage as provided above, with any required endorsements attached to evidence their inclusion in the coverage — is a requirement for all special events. The Certificate of Insurance is 30 days due prior to Permit approval.

1. Document must be dated less than ninety (90) days from the submittal date to the City
2. Producer Contact information must include name, phone number and/or e-mail address
3. Policy Expiration date must cover all event dates
4. Description of Operations must list Event Date and Event Name
5. Certificate Holder must be listed as follows:

City of Cedar Rapids Special Events
 101 First Street SE Cedar Rapids, IA 52401

* Endorsements, as required, shall be included with the Certificate of Insurance as evidence that the policy has been endorsed.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
 12/06/2017

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 endorsements.

PRODUCER West Bend Mutual Insurance Company 1900 South 18th Avenue West Bend WI 53095	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">CONTACT Customer Care</td> </tr> <tr> <td>PHONE (866)826-4244</td> <td>FAX (262)365-2200</td> </tr> <tr> <td>E-MAIL customercare@wbmi.com</td> <td></td> </tr> <tr> <td colspan="2">ADDRESS customercare@wbmi.com</td> </tr> </table>	CONTACT Customer Care		PHONE (866)826-4244	FAX (262)365-2200	E-MAIL customercare@wbmi.com		ADDRESS customercare@wbmi.com	
CONTACT Customer Care									
PHONE (866)826-4244	FAX (262)365-2200								
E-MAIL customercare@wbmi.com									
ADDRESS customercare@wbmi.com									

INSURER A: West Bend Mutual Insurance Company	NAIC # 15350
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
 PO Box 2771
 Cedar Rapids IA 52406

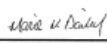
COVERAGES	CERTIFICATE NUMBER: 16-19 Master	REVISION NUMBER:
------------------	---	-------------------------

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.

TYPE OF INSURANCE	AGGREGATE LIMIT (USD)	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/>	Y	A110023	01/06/2018	01/06/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (per occurrence) \$ 100,000 MED EXP (any one person) \$ Excluded PERSONAL & ADY INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NONOWNED AUTOS ONLY					COMBINED SINGLE LIMIT \$ BODILY INJURY (per person) \$ BODILY INJURY (per accident) \$ PROPERTY DAMAGE \$ GEN. AGGREGATE \$
<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE \$ AGGREGATE \$
<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in IA) If "No", describe date DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE OR CNTR. \$ 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)
 The City of Cedar Rapids, its elected & appointed officials, employees & volunteers, boards, commissions &/or authorities & their members, employees & volunteers are additional insureds with respect to liability arising out of insureds services performed for the City of Cedar Rapids per form CG0208 The Governmental Activities Endorsement. WB1882, is attached to this policy.

Event Date: 03/17/2018
 Event Name: 43rd Annual SaPaDaPaSo Saint Patrick's Day Parade

CERTIFICATE HOLDER	CANCELLATION
City of Cedar Rapids Special Events 101 First Street SE Cedar Rapids IA 52401	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 

ACORD 25 (2016/03) © 1988-2015 ACORD CORPORATION. All rights reserved.

