

Application for Use of Ankeny Market & Pavilion

Return completed application at least 45 days in advance to Parks & Recreation – 220 W First Street



Name of Applicant (Organization or Individual): _____

Event Description:

Contact:

Email:

Best Phone:

Address:

City/Zip:

Day of event contact if different from above:

Phone:

Date of Event:

Hours of Event:

Public or Private Event (please circle)

Approximate Number to Attend (200+ insurance required):

Are you using amplified sound? (permit and pre-approval required; additional \$50)

Yes

No

Is food being sold? (license required)

Yes

No

Is alcohol being sold? (permit and insurance required 45 days in advance)

Yes

No

Is your event going off-site? (route plan required)

Yes

No

Will you be posting temporary signs or banners? (allowed day of event only)

Yes

No

Erecting a tent over 400 sq. ft. or canopy over 700 sq. ft.? (permit required; additional \$50)

Yes

No

Will you be renting portable restrooms? (required for events 350+ attendance)

Yes

No

Do you need additional city services for your event? (fee for services may apply)

Yes

No

For what Purpose: _____

Do you have your own security?

Yes

No

If yes, which Company? _____ **Contact:** _____ **Phone#** _____

FEE STRUCTURE – PER DAY

Non-profit organizations (Must provide proof of 501(c)(3) or 501(c)(6) status to qualify for this rate)	\$350.00
Private Rental – Ankeny resident *	\$350.00
Private Rental - Non-resident	\$650.00

*To qualify for this rate, the resident must provide a copy of their driver's license. For weddings or receptions, the bride or groom or their respective mother, father, or legal guardian must reside within the City of Ankeny at the time of application as well as the time of the event. For all other social events, the host, hostess, or guest of honor must reside within the City of Ankeny at the time of application as well as the time of the event.

TOTAL RENTAL FEE: _____

POLICIES AND CONDITIONS FOR USE

The following outlines policies, fees, and procedures governing the use of the pavilions.

Reservations - The pavilions are available for rental daily from 7:00 am - 10:00 pm. From May through September during the Uptown Farmers' Market, pavilions will not be available to rent until 1 pm on Saturdays. If you are having a weekend rental, you will need to pick up the key on the preceding Friday by 4:00 pm at the Parks & Recreation Office, located at 220 W First Street.

Reservations for the pavilions are on a first-come, first-serve basis and may be made no more than one year in advance. Any renter or organization that establishes an annual public activity on a specific day or date will have 7 days after the event to reserve the same day or date for the following year. After this deadline, the date will become open and available for reservation.

Security Deposit - The standard security deposit is \$100.00 for Ankeny Residents and \$250.00 for non-Ankeny Residents. The City of Ankeny reserves the right to require a higher security deposit depending on the number of people expected to attend and/or the nature of the event. Upon receiving a contract, a renter will have ten days to return a signed contract along with a post-dated security deposit check to confirm their reservation. The security deposit is returnable upon satisfactory completion of the agreement and all policies and conditions listed herein. The security deposit will be refunded to the individual or organization represented on the contract. Charges for damages, cleaning, security or violation of the agreement will be deducted from the deposit. Any charges in excess of the deposit will be billed to the applicant. The City of Ankeny reserves the right to take legal action to collect any monies due and will seek reimbursement of attorney fees.

Payment - City of Ankeny must receive full payment of all charges at least 90 days prior to event. Payment may be made with cash, check or credit card and should be made payable to the City of Ankeny.

Cancellations/Refund - It is the responsibility of the rental party to cancel a reservation at least 90 days prior to the date booked. Failure to give 90 day notice of cancellation will cause forfeiture of your security/damage deposit.

Permits - All necessary permits and inspections are the sole responsibility of the rental party. This may include, but is not limited to, concessions, transient merchant, health, building, electrical, fire, and hazard permits. Permits must be displayed as required.

Serving of Alcohol - In accordance with Chapter 130 of the City's Municipal Code, no person shall manufacture for sale, import, sell, or offer or keep for sale; alcoholic liquor, wine, or beer without first securing a liquor control license, wine permit, or beer permit. The City Clerk's office processes all beer permits and liquor licenses in accordance with the Iowa Alcoholic Beverage Division's rules and regulations. All beer permits and wine permits must be approved by City Council. Please allow 45 days for processing and approval of alcoholic beverage permit.

Information on purchasing a permit for your event can be found at: <https://abd.iowa.gov/> or by calling the State of Iowa Alcohol Beverages Division at 866.469.2223.

Injuries/Insurance – Renter is responsible for all injuries to all guests. Renter is required to furnish "Certificate of Insurance for Public Liability Insurance" naming the City of Ankeny as additional insured for \$1,000,000 if renter's application meets either of the following conditions:

- **Capacity** - If renter is anticipating over 200 guests, he/she is required to furnish the "Certificate of Insurance for Public Liability Insurance". Each pavilion will comfortably accommodate up to 300 total guests. Recommended capacity for the entire park is 3,000.

- **Alcoholic Beverages** – If alcohol is planned to be sold, renter is required to furnish the “Certificate of Insurance for Public Liability Insurance”. Alcohol is allowed to be consumed on site without an insurance certificate, but is limited to beer, wine and champagne. Hard alcohol, including “mixed drinks” and “cocktails” are not permitted in the park.

Arrival at the Pavilion - Caterers and others should be instructed not to arrive before the contracted rental time. Deliveries of rental equipment, cakes, flowers, etc. must be made during the rental period. The City of Ankeny will not accept any deliveries for any renters at the Pavilion.

Music/Amplified Sound – Only a limited number of noise permits will be issued annually for this location. Consult with City Clerk when applying. A Noise Permit Application will need to be completed and approved before amplified sound is allowed. Permit application and \$50 non-refundable application fee must be turned in no later than 10 working days prior to date requested for noise permit. Application shall receive approval from the Police Department and City Clerk before the function can be held. Any application submitted less than 10 working days before the scheduled event will not be processed.

Sound limits must be adhered to in accordance with Municipal Code Chapter 44.06 (6). Sound is intended for those listening to the performance in the park, but should not be disruptive to the surrounding neighborhood. Should sound exceed limitations, City authorities will have full authority to stop the event. No music is allowed which contains lyrics with swear words, suggestive or vulgar language or connotations.

Decorations - No decorations or other items may be tacked, taped or affixed in any way to the pillars, beams or any other surface of the Pavilion inside or out. No rice or confetti may be used at the site. Birdseed and bubbles are permitted. The rental party must make every effort to protect the Pavilion and the surrounding grounds from oils, greases, and other substances that may cause damage to any surfaces.

Cooking, Open Flames and Electricity - The planned use of cooking and/or use of open flames must be approved by City of Ankeny in consultation with the City Fire Marshal prior to event. Ankeny Fire Marshal can be contacted at 515-965-6475. Electrical outlets are available throughout the pavilion. Electrical cords are the responsibility of the rental party, must be in good working order, and must be securely taped down or covered in areas of foot traffic.

Security - City of Ankeny reserves the right to require that security be provided for any event at the pavilion or require the development of a security plan acceptable to the Chief of Police for the City of Ankeny. The rental party may provide designated event staff, private uniformed security staff, or off-duty City of Ankeny police officers (at a cost to the rental party).

Clean-up - The rental party is responsible for all clean up of the Pavilion and surrounding site. Rental party may incur additional costs for any costs to return the Pavilion to "as found" condition. These costs will be deducted from the security deposit. Trash must be removed from the Pavilion and placed in designated areas.

Other regulations and considerations:

- Access to the sidewalks, restrooms, driveways and streets must be available to the public at all times.
- Only City of Ankeny vehicles are allowed on Park grounds. You may park only in designated parking areas, and must comply with all zoning and traffic ordinances.
- Weather is at the rental party’s own risk. No refunds or rescheduling due to adverse weather conditions.
- No skateboards, roller blades, or other such non-motorized equipment are permitted at the pavilions. This restriction shall not apply to wheelchairs or strollers for use by the disabled or by young children.

- Bicycles shall be parked in authorized areas only. City of Ankeny accepts no responsibility for loss, damage, or theft of bicycles kept, parked, placed or stored in such authorized areas.
- All individuals shall maintain appropriate and respectful behavior at all times. Public disturbances, including vulgar language and excessive noise are prohibited.
- Fireworks are not allowed in the park due to the close proximity of residential and commercial properties.
- Bounce Houses and other similar inflatable/apparatus, including but not limited to those that use water or have water features as part of the bounce house/inflatable/apparatus, are prohibited in City parks and facilities.

Parking: There are 152 parking stalls located on-site, including 6 handicapped parking stalls. Recognizing that this is a public lot designed to serve pavilion users, as well as an access point to the High Trestle Trail, regular vehicle traffic is anticipated. The rental party is entitled to the 43 adjacent parking stalls next to the pavilions (designated stalls). The remaining parking stalls located within the park are on a first-come, first-served basis. Additional overflow parking is available directly north of the park at the Ankeny Park & Ride - 210 NW Ash Dr.

Restrooms: The permanent restroom facilities are always available for the public to utilize. Additional restrooms are required for over 350+ guests and shall be grouped near the existing restroom building. Please refer to the right hand column on portable restroom needs. The existing restrooms are handicapped accessible.

Total Occupants (M + F)	Additional Portable Restrooms Needed
1 – 350 people	Accommodated by Current City Restrooms
351 - 539	2
540 – 729	4
730 – 919	6
920 – 1,109	8
1,110 – 1,299	10
1,300 – 1,430	12
1,430 – 1,494	13
1,495 – 1,559	14
1,560 – 1,624	15
1,625 – 1,689	16
1,690 – 1,754	17
1,755 – 1,819	18
1,820 – 1,884	19

**(1) unit provides approximately 180 uses*

Violations of Law and Failure to Comply - Violation of any laws prevailing in the City of Ankeny by any person while in attendance will be sufficient grounds for termination of the event, with forfeiture of fee and security deposit. Failure to comply with these policies and conditions will result in immediate termination of the event, with forfeiture of fee and security deposit. Renters that violate the policies and conditions listed herein may be denied the privilege of scheduling future events at the pavilions.

Route/Site Plan Sketch

The City of Ankeny reserves the right to decline acceptance of this rental application based on the nature of the event and to make inspections at any time. My signature below indicates I have read and understand the stated rental policy and agree to adhere to these policies. I also understand I am responsible for any/all damages to the building, property and/or equipment while said premises are occupied by myself and/or my guests. In addition, I agree to indemnify and hold harmless the City of Ankeny, Ankeny Parks and Recreation and City personnel from all liability to myself or my guests as a result of my conduct or the conduct of my guests.

Applicant Signature: _____

Date: _____

Approved By: _____

Date: _____