

SPECIAL EVENT PERMIT APPLICATION FORM

1. SPONSOR Knoxville Farmers' Market (Cathy Priest)

ADDRESS 52946 235th TL Chariton PHONE 641 862-3220

2. EVENT TYPE:

Parade Festival Assembly Street Closure Block Party

Rally Marches Walks Fund Raisers

City Property Rental Other Open air market

3. EVENT CONTACT PERSON(S) Cathy Priest PHONE 641 862-3220

ADDRESS 52946 235th TL Chariton E-MAIL alvettal@yahoo.com

4. ON-SITE CONTACT PERSON(S) Cathy Priest PHONE 641 414-0892

LOCATION DURING EVENT West side of court house middle or walking around

5. EVENT LOCATION West + South Sides of Courthouse

6. PARKING AND TRAFFIC PLAN We use parking spots corresponding on side walks
W/ stalls w/ step up on sidewalk

STREET CLOSURE YES NO LOCATION(S): Note on attached site plan.

7. EVENT DATE 5-21 Sat → Oct 29 EVENT START TIME 8:00 AM EVENT END TIME 12:00 pm

5-24 Tues → Oct 25 TAKE DOWN TIME 2:30 pm Sat 1:00 pm 6:00 pm

8. SET UP TIME Sat. 6:30 AM TAKE DOWN TIME Sat 1:00 pm Tues 7:00 pm

9. RAIN DATE/TIME Tues 1:00 pm market will take place rain or shine

10. SIZE OF EVENT (estimated number of people on-site at one time)

- | | | |
|---|--|--|
| <input type="checkbox"/> 1 - 25 | <input type="checkbox"/> 701 - 900 | <input type="checkbox"/> 5,001 - 7,000 |
| <input type="checkbox"/> 26 - 100 | <input type="checkbox"/> 901 - 1,000 | <input type="checkbox"/> 7,001 - 9,000 |
| <input checked="" type="checkbox"/> 101 - 200 | <input type="checkbox"/> 1,001 - 1,500 | <input type="checkbox"/> 9,001 - 10,000 |
| <input type="checkbox"/> 201 - 300 | <input type="checkbox"/> 1,501 - 1,700 | <input type="checkbox"/> 10,001 - 15,000 |
| <input type="checkbox"/> 300 - 500 | <input type="checkbox"/> 1,701 - 2,000 | <input type="checkbox"/> 15,001 - 20,000 |
| <input type="checkbox"/> 500 - 700 | <input type="checkbox"/> 2,001 - 5,000 | <input type="checkbox"/> over 20,000 |

11. PORTABLE TOILETS: NUMBER OF TOILETS BEING PROVIDED Seeking to use

LOCATION(S) OF TOILETS Courthouse or
local businesses

12. TYPES OF ACTIVITIES/VENUES music, craft + food vendors
demonstrations, kids activities

12a. NON-FOOD VENDORS, CONCESSIONAIRES, RIDES (name, address, phone for each)

I will bring a list of vendors the first week of June. We continue to accept vendors throughout the market season

12b. FOOD VENDORS (name, address, phone for each)

I will bring a list of vendors the first week of June. We continue to accept vendors throughout the market season.

12c. TENTS

Vendors may use free standing canopies depending on the weather no larger than 12x14

13. UTILITIES TO BE USED (LIST EQUIPMENT TYPES) We are seeking permission from the county for electric + water

13a. ELECTRICAL SOURCE poles + gazebos - county

13b. WATER SOURCE County faucet

14. ALCOHOLIC BEVERAGES SERVED? LICENSE CLASS None

ALCOHOLIC BEVERAGE LICENSE OBTAINED? YES NO

15. SECURITY not necessary

HAVE THE POLICE BEEN CONTACTED ABOUT CROWD OR TRAFFIC CONTROL?

YES NO

16. SOURCE OF GARBAGE/RUBBISH REMOVAL SERVICE:

Each vendor will provide a trash receipt

17. SITE PLAN ATTACHED.

YES NO

18. INDEMNITY AGREEMENT SIGNED AND ATTACHED.

YES NO

19. INSURANCE CERTIFICATE ATTACHED.

YES NO

Insurance company will mail or fax

20. DAMAGE DEPOSIT INCLUDED (AMOUNT \$ _____)

YES NO

asking for Waiver

21. PERMIT FEE INCLUDED AMOUNT \$100.00

YES NO

If no, proof of non-profit status must included.

I have read this Special Event Agreement and Permit Application packet and have accurately and truthfully completed the Application. I agree that I will obtain any other permits necessary and will follow the guidelines and requirements set forth in the packet.

Cathy Priest

Signature

4-20-16

Date

INDEMNITY AGREEMENT

In consideration for the granting of permission by the City of Knoxville, Iowa to the undersigned for the use of the following described property:

For the following purpose only:

On the following date(s):

The undersigned agrees to defend, indemnify and hold harmless the City of Knoxville, its agents, officers and employees, from and against any and all claims for injury or damages to persons or property arising out of or caused by the use of such property.

The undersigned further agrees upon receipt of notice from the City of Knoxville to defend at its own expense the City of Knoxville, its agents, officers and employees from any action or proceeding against the City of Knoxville, its agents, officers or employees arising out of or caused by the use of such property. The undersigned agrees that a judgment obtained in any such action or proceeding shall be conclusive in any action by the City, its agents, officers or employees against the undersigned, when so notified as to the undersigned's cause of the injury or damage, as to the liability of the City, its agents, officers and employees to the plaintiff in the first named action, and as to the amount of the damage or injury. The City of Knoxville, its agents, officers and employees may maintain an action against the undersigned to recover the amount of the judgment together with all the expenses incurred by the City, its agents, officers and employees in the action.

I HAVE READ THIS INDEMNITY AGREEMENT, I UNDERSTAND THE EFFECT OF THIS INDEMNITY AGREEMENT, I AM AUTHORIZED TO SIGN THIS INDEMNITY AGREEMENT, AND I AM SIGNING THIS INDEMNITY AGREEMENT VOLUNTARILY.

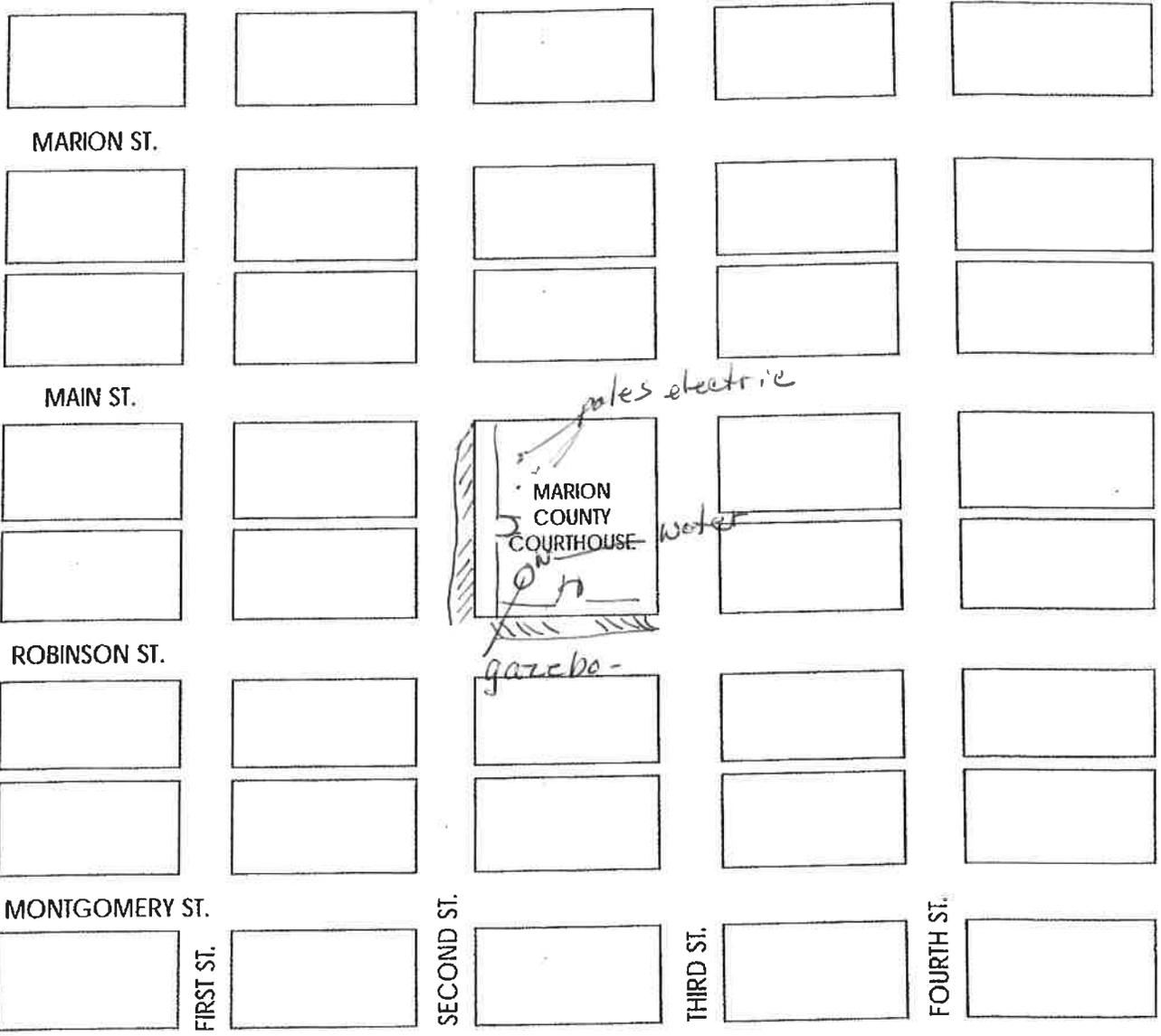
Dated this 20 day of April, 20 .

Organization: Knoxville Farmers' Market

By: Cathy Priest

Title: manager

CITY OF KNOXVILLE
Downtown Street Map



SITE PLAN

Attach site plan here.

Highlight areas of street closures, right-of-way closures and sidewalk closures being used for the event. Show all locations of signs relating to event.

2nd + Robinson

We use the west + south side sidewalks. We set up our tables + canopies along street. We use parking stalls corresponding to vendor stall.

We use electric from the poles + the gazebo on the west + south sides of Courthouse. We use gazebo for live music.

We use middle side walks for demonstrations. Our vendor change during the season. We may have a lot or few. This depends on the weather + vendors circumstances.

Tuesday we place signs, asking residents not to park in stalls where market will be held.

We place market signs on the North + South ends of 2nd Street, during market hours.

We may also set up canopies in the middle circular sections for demonstrations.

INSURANCE CERTIFICATE

Attach certificate here.

*Will be faxed or mailed from
insurance company.*

