

# SPECIAL EVENT PERMIT APPLICATION FORM

1. SPONSOR Knoxville Farmers Market  
ADDRESS 52946 235th TC Charleston, IA PHONE 641 414-0892  
50849

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 641 414-0892  
ADDRESS 52946 235th TC Charleston E-MAIL alvettal@yahoo.com

4. ON-SITE CONTACT PERSON(S) Cathy Priest PHONE 641 414-0892  
LOCATION DURING EVENT West side south of middle or walking around

5. EVENT LOCATION West + South sidewalks of Courthouse

6. PARKING AND TRAFFIC PLAN We use parking corresponding with spots on sidewalk.

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

7. EVENT DATE 5-21 5-24    EVENT START TIME 8:00 AM    EVENT END TIME 12:00 PM

8. SET UP TIME Set 6:30    TAKE DOWN TIME 2:30 PM 1:00 6:00 PM

9. RAIN DATE/TIME Thes 1:30    market will take place rain or shine 7:00

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 8

LOCATION(S) OF TOILETS Local Businesses.  
Coffee Connection, Main Street Market

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

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

see attached list. We add vendors throughout season, so it is not finalized

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

see attached list. We add vendors throughout the season, so it is not finalized.

12c. TENTS

free standing pop-up canopies  
~~provided for the county~~

13. UTILITIES TO BE USED (LIST EQUIPMENT TYPES)

We are seeking permission from the county for electric + water

13a. ELECTRICAL SOURCE

County goyels and poles

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 provides a trash receipt

17. SITE PLAN ATTACHED.  YES  NO

18. INDEMNITY AGREEMENT SIGNED AND ATTACHED.  YES  NO

19. INSURANCE CERTIFICATE ATTACHED.  YES  NO

20. DAMAGE DEPOSIT INCLUDED (AMOUNT \$ \_\_\_\_\_)  YES  NO

21. PERMIT FEE INCLUDED <sup>asking for waiver</sup> 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.*

Signature

Cathy Shiesh

Date

5-10-16

# INSURANCE CERTIFICATE

Attach certificate here.

)



## 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:

sidewalks on west + south side of square

For the following purpose only:

Knoxville Farmers Market

On the following date(s):

May 21 - Oct 29

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, 2016.

Organization: Knoxville Farmers Market

By: Cathy Priest

Title: manager

# BUSINESS NOTIFICATION LIST

\*Note: Your signature on this list is for the sole purpose of businesses being affected by special events being notified of the event. It is not intended to indicate whether you are for or against the event. If you have comments and/or arguments concerning the event, they must be put in writing and delivered to the Zoning Administrator's Office at City Hall as soon as possible to be considered prior to the special event application being approved.

Business Name And Signature	Address	Telephone #
Main Street Market	209 E Main	641-842-3222
A 6FT Geek	207 E Main St	641-218-9777
Shotz	E Main St	No Phone
Knox Shoes & Printing	203 Grand St	641-891-5935
Whyte's Eye Care Center	1238 Main	641-842-2020
Wells Fargo Bank	102 S. 2 <sup>nd</sup> St.	641-828-7500
D & R Block	110 S 2 <sup>nd</sup>	641-842-6912
The Skill	124 S 2 <sup>nd</sup>	641 218 1704
Raymond Myers)	206 E Robinson	641-265-8889
Optimal / Sue Van Puersen	204 E Robinson	641-275-5471
Kendall Kelle	208 E Robinson	641 780-2932
Denise Bryson-Jenkins	125 S. Third St.	641-828-7800
Candis Flowers	123 S Third	641-828-7720
Myers Ins. Agency	121 S. Third	641 842-5939
Blossom Seweloy	119 South 3 <sup>rd</sup> St	641-842-2253
Hush Pony	109 S. 3 <sup>rd</sup> St.	641 828 6121
New Day E Cigs	107 S 3 <sup>rd</sup> St	641-205-8057

This That + The Other	103 S. 3rd	641-842-4200
Dani Graves	1401 W Madison	641-842-4101
Central Cellular	225 E Main St	641-828-8745
OKay Dines	217 E Main St	641-842-2161
Coffee Connection	213 E Main St	641-828-8141
HCI Care Services	213 E. Main St.	641-842-4312

