



CITY OF JOHNSTON SPECIAL EVENT APPLICATION

The City of Johnston welcomes your event and wants to be of assistance to you. However, it is not appropriate for taxpayers of Johnston to pay the cost of conducting special events. For this reason the following fees and charges will apply.

FEES AND CHARGES

- There is a \$45.00 per hour charge for each Fire Department personnel, Public Works or Park employee needed for the event.
- There is a \$50.00 per hour charge for each Police Department personnel needed for the event.
- Any street closures must be coordinated with the Public Works Department. Major thoroughfare closures will require Public Works Staff or hiring a Traffic Control Firm.
- Cones and barricades will be provided free of charge for block party street closures and traffic control in parking lots. It is the event organizers responsibility to arrange pick up/delivery and return of equipment.
- There is no charge to place “no parking” signs along the road if it is done during regular business hours. The event organizers must pay for the signs, which must be approved by the city.
- Cost for Fire Department and/or Police Department if necessary
- For some Events, the City will bill the Event Organizer after the event for the actual hours of services provided. Payment will be due 30 days after the event.

RULES AND REGULATIONS

- All volunteers involved in traffic control must wear an orange safety vest or bright colored clothing.
- Any signage or course markings must be removed immediately after the event.

- Painted pavement markings are not permitted.
- The city requires proof of general liability insurance in the amount of \$1,000,000 per occurrence, \$2,000,000 aggregate, with the City named as an additional insured. The certificate must accompany this application.
- Notice to neighbors is required. Your Communications Plan (how you plan to notify neighbors regarding parking, road closures and traffic changes) must be given to the City Communications Specialist as part of this application, 60 days prior to the Event. The City Communications Specialist will approve or make suggested changes to your Communications Plan. Communication with neighbors must begin a minimum of 14 days before your Event
- [If alcohol is to be served, please contact appropriate person\(s\).](#)
- Application must be returned 60 days prior to date of Event.



**CITY OF JOHNSTON
PUBLIC STREETS/TRAILS/PARKS
SPECIAL EVENTS REQUEST**

Date: _____

Name of Event: _____

Organization for which the event is being held: _____

Primary Contact Person: _____

Address: _____

Daytime phone number: _____

Contact phone number on day of event: _____

Fax Number: _____

Email Address: _____

Secondary Contact Person: _____

Daytime Phone Number: _____

Contact phone number on day of event: _____

Type of Event: Walk____ Run____ Bicycle Ride____ Festival in park____

Other _____

Date of Event: _____

Time of Event: _____

Estimated Number of Participants: _____

Briefly describe the event and the Public Facilities Required (attach a map/site of the facilities to be used): _____

Describe the assistance you are requesting from the City of Johnston: _____

Number of Police Officers needed _____. What locations are the officers needed and what responsibilities will they have _____

Number of Public Works Employees needed _____. What locations are the employees needed and what responsibilities will they have _____

Number of Barricades Needed _____

Number of Cones Needed _____

Number of Parks Department Employees needed _____. What locations are the employees needed and what responsibilities will they have _____

Describe the staging area and parking for the event: _____

Describe how emergency measures and first aid needs will be handled: _____

Describe restroom accommodations: _____

Signature of Event Organizer: _____

Copies will be forwarded to the following:

Administration

Police Department

Fire Department

Public Works Department

Parks Department

Attachments needed:

Site Plan/ Course Map

- Proof of Insurance

| [Please mail completed Application to:](#)

| City Of Johnston

| [6400 Beaver Drive](#)

| [PO Box 410](#)

| [Johnston, IA 50131-0410](#)

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POLICE DEPARTMENT REVIEW

The Johnston Police Department has reviewed the request for use of Public Streets/Park/Trail for _____
(Name of event)

In order for the event to be approved the Police Department would require the following number of officers performing the noted duties: _____

Number of officers _____ multiplied by number of hours _____ @ \$50.00 per hour.

Total cost to the event _____.

Other considerations/needs: _____

Signed: _____
(Johnston Police Department)

Date: _____

FIRE DEPARTMENT REVIEW

The Johnston Fire Department has reviewed the request for use of Public Streets/Trails/
and Parks for: _____
(Name of Event)

In order for the event to be approved, the Fire Department calls for the following
requirements to assure the first aid and safety needs of the event are addressed:

Number of personnel _____ multiplied by number of hours _____ @
\$45.00 per hour.

Total cost to the event _____

Other considerations/requirements: _____

Signed: _____
(Johnston Fire Department)

Date: _____

PARKS DEPARTMENT REVIEW

The Johnston Parks Department has reviewed the request for use of Public Trails and Parks for: _____
(Name of Event)

In order for the event to be approved, the Parks Department would require the following number of employees performing the noted duties: _____

Number of Employees _____ multiplied by number of hours _____ @ \$45.00 per hour.

Total cost to the event _____

Other considerations/requirements: _____

Signed: _____
(Johnston Parks Department)

Date: _____

PUBLIC WORKS DEPARTMENT REVIEW

The Johnston Public Works Department has reviewed the request for use of Public Streets for: _____
(Name of Event)

In order for the event to be approved, the Public Works Department would require the following number of employees performing the noted duties: _____

Number of Employees _____ multiplied by number of hours _____ @ \$45.00 per hour.

Total cost to the event _____

Other considerations/requirements: _____

Signed: _____
(Johnston Public Works)

Date: _____

