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 Expires _____

CITY OF MUSCATINE

**APPLICATION FOR USE OF ANY STREET, SIDEWALK, ROADWAY, ALLEY,
 PARK, PUBLIC WAY, PROPERTY OR FACILITY**

1. Name and address of applicant and sponsoring organization, if any:

Muscatine Soapbox Derby (Josh Onken)
 Address: ~~PO Box to be set-up~~ PO Box 1422, Muscatine (2245 Bentwood Dr, Muscatine)
 Telephone Number: N/A (563-299-9716)
 E-mail Address: muscatinederby@gmail.com (jsonken@monsanto.com)

2. Type of event that is planned:

Adult Soapbox Derby - In conjunction with 4th of July Downtown
 Activities - (see their application)

3. Proposed location:

3rd St from Linn to Sycamore
 City Parking lot on corner of 3rd and Sycamore
 Sycamore between 2nd ~~or 4th St~~
 Will pull derby cars back to starting line via 2nd ~~or 4th~~ St.

4. Date(s)/Time(s): July 4, 2016 / 11 am - 4pm

5. Expected length of use: 5 hours for event, ~12 hours from set-up to tear-down

6. Expected size of group: Similar events attracted 5000 people

7. Names of any person or persons in charge of the proposed use at the specified location:

Kelsey Hodapp 2651 Western Dr, Muscatine 563-260-7261 khodapp@fnbmusc.com
 Tony Kelly 2612 Country Ridge, Muscatine 563-340-6679 agkelly@monsanto.com
 Mike Moyer 1881 Cedar Muscatine Road, Wilton, IA 52778, 563-506-8040 mmoyer@carverpump.com
 Josh Onken 2245 Bentwood Dr, Muscatine 563-299-9716 jsonken@monsanto.com
 Matt Wendt 2128 Cobblestone Dr, Muscatine 309-373-1986 mwendt@muscatineiowa.gov

Address(es): _____

Telephone Number(s): _____

E-mail Address(es): _____

8. Names and addresses of any persons to be featured as entertainers or speakers:

TBD- announcer for race (likely DJ or local radio station), singer for National Anthem

9. List mechanical or electronic equipment to be used:

-PA/Sound system for announcements and music during the race
-iPads for race timing
-scales for weighing Derby cars

10. Number and type of any motor vehicles or other forms of transportation to be used, including bicycles, boats, carriages and golf carts:

-TBD (<50), gravity powered Soapbox Derby cars
-2 trucks for pulling Derby cars back to starting line
-1 four-wheeler for moving derby cars

11. Number and types of animals to be used:

none

12. A description of any sound amplification to be used:

PA/sound system to be used for announcements and music during the event.

13. Proposed monitoring of the group and/or activity including the number of people who will direct traffic, set up, clean up and maintain order, if necessary:

All activities will be monitored by individuals listed above. Volunteers will assist in monitoring the events, directing traffic, and maintaining order. The number of volunteers is TBD but will not be less than 20 additional people. We will also work with the Muscatine Police Department to determine what additional support is needed.

-Clean-up- we request the street sweep clean 3rd St prior to the event if possible.

14. All plans for the provision of security:

Volunteers will be stationed along the race course and in the spectator areas. Race Directors will be free to roam the event and assist where necessary. Course will be barricaded with caution tape, snow fence, and hay bales. We will work with MPD to determine further needs.
If available, we would like to borrow snow fence from the Public Works Dept. / Parks
**Insurance to be provided by

15. Beer or wine consumption? Yes _____ No X

16. Describe any items to be sold or distributed:

This event will not be directly selling any items. Any vendors that sell food, drinks, or other products or services will be operating under their own accord and will be responsible for any required city or state permits. The Event organizers will distribute t-shirts to volunteers and participants and will supply snacks, water, and lunch to volunteers at no cost.

17. Is water connection requested: Yes _____ No X

18. Is electricity requested: Yes X No _____

19. Have you provided a layout site plan for your proposed activity or event? Yes X No _____

If yes, please attach.

If no, please explain:

[Empty box for explanation]

20. Do you understand that you will be financially responsible for all site restoration needed to restore the site to pre-event status? Yes X No _____

The applicant agrees to indemnify, defend and save harmless the City of Muscatine, together with its agents, officers and employees, from any and all claims, lawsuits, damages, losses and expenses, of whatever nature, which may result from or arise from the activity or event covered by the permit, including but not limited to the use of public ways, irrespective of whether said claims are frivolous or meritorious.

Mah WSA
Authorized Representative

2/9/16
Date

TO BE COMPLETED BY CITY DEPARTMENTS:

I have reviewed the attached application with the following recommendations:

Recommend
Approval

YES NO

Richard Almes 2-16-16
Parks & Recreation Date

YES NO

Kandi G... 2-11-16
Community Development Date

YES NO

Kt Kyp 2/10/16
Public Works Date

YES NO

B. Talp 2/10/16
Police Chief Date

YES NO

AP... 2/10/16
Fire Chief Date

Comments:

Approval subject to
attendance at the
pre-event meeting.

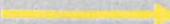
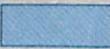
subject to pre-event mtg.

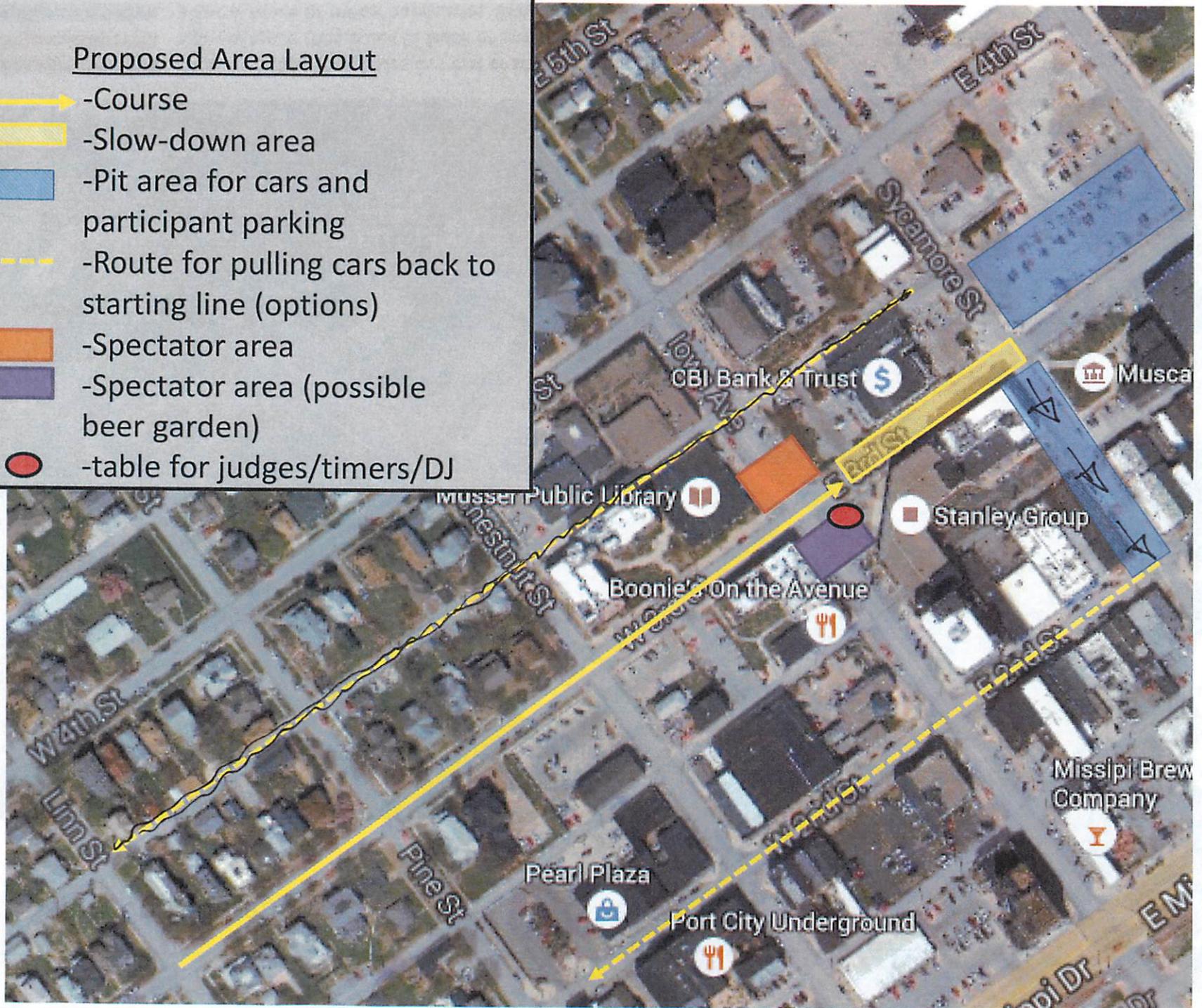
FINAL APPROVAL:

YES NO

City Administrator Date

Proposed Area Layout

-  -Course
-  -Slow-down area
-  -Pit area for cars and participant parking
-  -Route for pulling cars back to starting line (options)
-  -Spectator area
-  -Spectator area (possible beer garden)
-  -table for judges/timers/DJ



Safety Considerations



- > Caution tape (hay bales in front of solid objects) $458' \times 2 = 916'$
- > Snow fence (hay bales in front of solid objects) $(420' \times 2 = 840') + (260' \times 2 = 520') = 1360'$
- > Snow fence or metal barricades (hay bale lined) $325' \times 2 = 650'$