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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 Holiday Stroll

Address: 208 W 2nd St, # 213, Muscatine, IA 52761

Telephone Number: 563.333.2686

E-mail Address: jjohnson@qctimes.com

2. Type of event that is planned:

Holiday Stroll, this annual event features entertainment inside and out, holiday refreshments and holiday displays. The large turnout is what dictates the street closure for the safety of the attendees.

3. Proposed location:

2nd St from Pine St to Mulberry Ave

4. Date(s)/Time(s): Friday, December 7th, 5:00 pm - 8:30 pm

5. Expected length of use: 4-6 hours including clean-up

6. Expected size of group: attendance is usually in the thousands

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

Janet Johnson

Address(es): 301 E 3rd St, Muscatine, IA 52761

Telephone Number(s): work cell: 563.449.2114, daytime work # 563.333.2686

E-mail Address(es): jjohnson@qctimes.com

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

N/A

9. List mechanical or electronic equipment to be used:

None known at this time on public property.

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

golf cart for use by event staff.

11. Number and types of animals to be used:

None are known at this time but if we receive any requests we can pass them along.

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

Band and public address sound systems may be in use.

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:

This year's event is being coordinated by a committee who is recruiting area organizations to assist in set-up and clean-up. We request assistance from the Muscatine Police Dept. to direct traffic as needed. We also request use of city barricades.

14. All plans for the provision of security:

Businesses are responsible for the security in their own stores. Request cooperation with the Muscatine Police department for security on 2nd St.

15. Beer or wine consumption? Yes _____ No X

16. Describe any items to be sold or distributed:

No items are being requested at this time and any vendors/organizations will be referred to the city for permits.

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 _____ No X

If yes, please attach.

If no, please explain:

We will discuss at the pre-event meeting with city staff.

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.

Janet Johnson
Authorized Representative

10/17/18
Date

TO BE COMPLETED BY CITY DEPARTMENTS:

I have reviewed the attached application with the following recommendations:

Recommend
Approval

Comments:

YES NO

[Signature] 10-30-18
Parks & Recreation Date

Approval subject to attendance at pre-event mtg.

YES NO

[Signature] 10-29-18
Community Development Date

per police dept approval

YES NO

[Signature] 10/23/18
Public Works Date

YES NO

B. Taff 10/30/18
Police Chief Date

YES NO

[Signature] 10/23/18
Fire Chief Date

* Discuss fire regulations during pre event meeting in regards to decorations, etc.

FINAL APPROVAL:

YES NO

City Administrator Date

