

Take Back  
to Council for  
Add Start Date  
Wed.

CITY OF MUSCATINE

License # \_\_\_\_\_  
Wallet # \_\_\_\_\_  
Sticker # \_\_\_\_\_  
Receipt # \_\_\_\_\_  
Issued \_\_\_\_\_  
Expires \_\_\_\_\_

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 Chamber of Commerce Foundation (partnership with  
Address: <sup>Big Brothers Big Sisters Special Olympics</sup> 100 W 2nd Street, Muscatine IA 52761  
Telephone Number: 563-263-8895  
E-mail Address: SSides@muscatine.com

2. Type of event that is planned:

Fundraising event for GmccI, Big Brothers Big Sisters and special Olympics. There will be day of activities in the area or block of where folks will rappel from the top of the Laurel Building - main event.

3. Proposed location:

Rappels will be at Laurel Building - 209 Iowa Ave and we are requesting that Iowa Avenue, between 2nd + 3rd Street be closed for the rappel site and ground activities. (2nd + 3rd streets remain open).

4. Date(s)/Time(s): from 6pm on Wednesday 10/17/18  
from Noon on Thursday 10/18/18 thru Noon on Sat. 10/20/18 (Thursday for setup / Friday for event / Sat for cleanup)  
5. Expected length of use: Thursday 10/18/18 thru Saturday 10/20/18 (noon)  
Wednesday 10/17/18 (noon)  
6. Expected size of group: Not to exceed 400 people @ any given time?  
7. Names of any person or persons in charge of the proposed use at the specified location:

Shelley Sides - GmccI  
Lindsey Phillips - Big Brothers Big Sisters  
Jason Miller - special Olympics

Address(es): Muscatine IA

Telephone Number(s): SS = 563-506-8786 LP = 563-571-5459 Jm = 563-299-9169

E-mail Address(es): SSides@muscatine.com; Lphillips@muscatiney.org;

Jmiller@muscatiney.org

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

Details to come - Not determined yet.  
Media coverage throughout day on Friday -  
October 19th (8am - 5pm)

9. List mechanical or electronic equipment to be used: *Thursday - 10/18/18 - 5-7pm (OMCC I BAH) 7-11pm Live Entertainment  
Fri 10/19/18 - Andy mindav - AJ*

Sound System including P.A. - provided by Media  
Video Recording equipment provided by Media  
Cameras operated by Professional Photographers,  
Over the Edge. Technical team will provide supporting equipment

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

None anticipated.

11. Number and types of animals to be used:

None anticipated

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

Sound system provided by Media/Entertainment

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:

Setup + Clean up will be done by <sup>(3)</sup> organization's volunteers.  
will request road barricades and sanitation from City of Muscatine.  
Requesting assistance for safety / traffic concerns  
from the Muscatine Police Dept.

14. All plans for the provision of security:

Over the Edge will secure OSHA work area required in landing area.  
Barricades requested to block c/f traffic on Iowa Ave between 2nd + 3rd St.  
Requesting assistance from Muscatine Police Dept on Friday - Oct 19th from 8am-6pm

15. Beer or wine consumption? Yes  No

16. Describe any items to be sold or distributed:

VIP area with food/drinks from licensed caterer/Restaurants. (Boonies ~~etc~~)  
More items could be added by Event Committee with proper licensing + fees.

17. Is water connection requested: Yes  No

18. Is electricity requested: Yes  No

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

If yes, please attach. attached...

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  No

\* Looking for 12-15 volunteers for rope belaying, staging and rappelling training

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.

Shelley Siders  
Authorized Representative

May 1, 2018  
Date

requires training on Thurs. 10/18 - between 4p+ 7p, and some 4m-8hr block of time to help on 10/19? Interested?? (Police and fire Dept?) (Friday)

**TO BE COMPLETED BY CITY DEPARTMENTS:**

I have reviewed the attached application with the following recommendations:

Recommend  
Approval

Comments:

YES  NO

*[Signature]* 5-11-18  
Parks & Recreation Date

Approval subject to  
attendance at pre-event mtg.

YES  NO

*[Signature]* 5-9-18  
Community Development Date

I defer to the PD, Fire  
& DPW descriptions

YES  NO

*[Signature]* 5/8/18  
Public Works Date

Pre event mtg?

YES  NO

*[Signature]* 05/8/18  
Police Chief Date

YES  NO

*[Signature]* 5/8/18  
Fire Chief Date

**FINAL APPROVAL:**

YES  NO

*[Signature]* 5/8/18  
City Administrator Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3rd Street

Stage

Boonies

Picnic tables  
Trash cans

VIP  
Tent

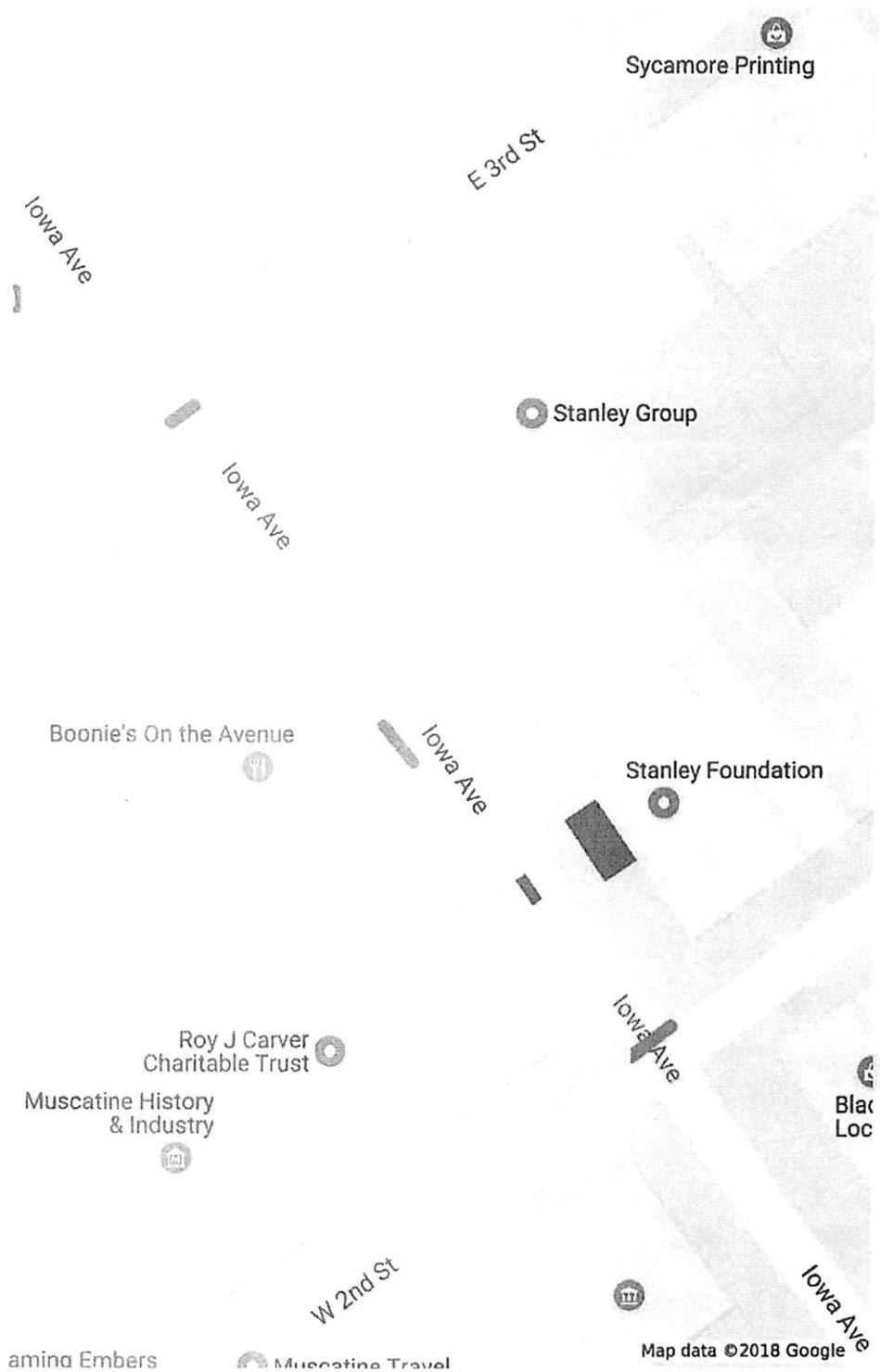
DJ  
Rappel

2nd Street

# OTE Map

Untitled layer

-  Barricade
-  Barricade
-  Barricade
-  Stage
-  Rappel landing area



# Schedule of Activities

## Wednesday

### Time

5 – 6pm

### Activity

Road closes at 6pm on Iowa between 2<sup>nd</sup> & 3<sup>rd</sup> for stage and tent/table setup

## Thursday

### Time

8 – 9 am

### Activity

OTE, Exec Committee, Stanley Safety Meeting

9 – Noon

OTE sets up ropes, worksite area

12 – 5pm

Finish setup of stage, tent, tables, etc.  
Bring in picnic table and trash cans  
Post the flag (if decided)  
~~Set up climbing wall~~  
Set up silent auction baskets

4 – 7pm

Rope Volunteer training & free rappels

5 – 6pm

Host dinner for football team

5 – 7 pm

GMCCI BAH hosted by CAN & YPN

5 – 7pm

Joey Peate, opening band *Contact = Booniu @ 263-0626*

7 – 9pm

On the Wall Band, second band *Contact = Dave Bender @ Benderdavea*

9 – 11pm

Matt Hepker, closing band *Contact = Booniu @ 263-0626*

*DFUSA.COM*

## Friday

### Time

6 – 8am

### Activity

Setup DJ equipment and tent *Andy Minder -*  
Setup first aid tent and photo booth *UPH-Trinity - 264-9100*  
Setup company and team tents? *(Bayer)*  
Setup Registration table w/laptop for web access,  
Money deposits and rappel check in and waivers  
Setup table for Contrary sampling  
7:30am Rope volunteers check in and go to assigned areas

8 – 5pm

OTE rappels (including registration, staging & rappel)  
DJ playing and announcing throughout the day  
Speaking presentation by 3 orgs, Platinum & Gold Sponsors  
Pictures taken throughout the day

3 – 5pm

Food provided at VIP tent throughout the day  
BBBS, Special Olympics and CAN to attend to collect \$

4 – 6pm

Setup for first band on stage

6 – 9pm

NEED A BAND

9 – 12am

Tim Stapp Band - Contact = Boonie 263-8626

## Saturday

Before Noon

All tables, tents, chairs, trash, etc removed for street to be reopened by noon.