

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 of applicant and sponsoring organization, if any: HNI Corporation
Address: 408 E. 2nd Street Muscatine Iowa
Telephone Number: 563-272-7907
E-mail address: Starkweather@hnicorp.com

2. Type of event that is planned:
HNI Corporation Family Fun Day and Picnic

3. Proposed location:
Muscatine weed Park including Aquatic Center

4. Date(s)/Time(s): Sunday, August 21, 2016 8:00am - 4:00pm

5. Expected length of use: setup begins on Saturday 8:00 at 10:00am

6. Expected size of group: 5600

7. Names of any person or persons in charge of the proposed use at the specified location:
Kevin Skerich, Director of MCR
Peggy Starkweather, MCR Manager

Address(es): 200 Oak Street Muscatine Iowa
Telephone Number(s): 563-272-7907
E-mail address(es): starkweather@hnicorp.com

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

9. List mechanical or electronic equipment to be used:

mechanical rides/inflatables/games
equipment for food prep and storage
dj equipment for announcements and music

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

(3) golf carts for trash pickup
(2) golf carts for security teams
(6) school buses providing transportation
Vendor will have large trucks parked on street

11. Number and types of animals to be used:

Pony ride with (6) ponies. Vendor is responsible for clean up

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

(3) 400 watt full range speakers with 15" woofers and (2) 700
watt/amp sub-woofers

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:

Park will be closed to traffic with exception of vendors, school buses
and emergency vehicles. Security will man entry points. Event
staff will coordinate set up, tear down and clean up.

14. All plans for the provision of security:

(10) officers will be used to staff entry points and patrol park. Additional officers will provide security beginning at 4:00pm on Saturday for set up.

15. Beer or wine consumption? Yes No

16. Describe any items to be sold or distributed

Nothing will be sold. Food will be consumed during event and prizes will be awarded throughout the day.

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.

If no, please explain:

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

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 results from or arise from the activity of event covered by the permit, including but not limited to the use of public ways, irrespective of whether said claims are frivolous or meritorious.

Peggy Starkweather
Authorized Representative

10/30/15
Date

TO BE COMPLETED BY CITY DEPARTMENTS:

I have reviewed the attached application with the following recommendations:

Recommend
Approval

Comments:

Yes No
Michael Alime 1-15-16
Parks & Recreation Date

Approval subject to attendance
at pre-event Mtg.

Yes No
Karol J. [Signature] 1-13-16
Building & Zoning Date

SUBJECT TO PRE-EVENT
MTG ITEMS BEING RESOLVED
IF REQUIRED

Yes No
Reto Kyp 1/14/16
Public Works Date

Yes No
B. Talgh 1/14/16
Police Chief Date

Would Like our
offices involved w/this

Yes No
[Signature] 1-13-16
Fire Chief Date

FINAL APPROVAL

Yes No

City Administrator Date

