

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 Soapbox Derby - Matt Wendt, Josh Onken

Address: PO Box 1422, Muscatine, IA 52761

Telephone Number: 309-373-1986

E-mail Address: muscatinederby@gmail.com

2. Type of event that is planned:

Muscatine Soapbox Derby

3. Proposed location:

3rd Street- Closed from Spruce St. through Cedar St. Closure of entire City lot #7
across from City hall. No Parking enforced on Spruce Street between 3rd & 4th.

4. Date(s)/Time(s): July 4th, 2017 Event: 10am-4pm Street Closure: 5am-5pm

5. Expected length of use: 12 hours

6. Expected size of group: 4,000+

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

Matt Wendt
Josh Onken

Address(es): PO Box 1422, Muscatine, IA 52761

Telephone Number(s): 309-373-1986, 563-299-9716

E-mail Address(es): muscatinederby@gmail.com

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

-Race Announcer-TBD

9. List mechanical or electronic equipment to be used:

-Portable PA system, results scree, computers, cameras, trailers for stages, tents.
-Request ~2,00 ft snow fence + 75 L brackets + 150 empty sandbags from PW Dept.
-Request use of Police radar trailer to be placed at 3rd & Iowa from 9am-4pm.
-Request Street be swept or blown before event.
-Electricity to be provided by Stanley or CBI outdoor outlets (TBD)

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

-Est. 40 soapbox derby cars. 2-4 trucks or ATV's for towing cars to top of hill up 4th Street. 5 hay racks for setup/cleanup of hay bales.

11. Number and types of animals to be used:

N/A

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

-Portable PA system for announcer to be placed at 3rd & Iowa. May run remote speakers up the hill.

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:

-Large group of volunteers recruited to assist with setup/cleanup. Volunteers in safety vests will be stationed at all cross streets for crowd/traffic control. Race directors will be visible and stationed throughout the course to direct volunteers. Coordinate with MPD on any issues.

14. All plans for the provision of security:

-Designated volunteer crowd/traffic control. Coordinate with MPD for extra patrol through crowds.

15. Beer or wine consumption? Yes _____ No X

16. Describe any items to be sold or distributed:

-Food vendors will be allowed to set up in designated areas near 3rd & Iowa. Vendors will be 100% responsible for obtaining their own permits/licenses and providing to Derby Directors before they will be allowed to set up. The Derby itself will not be selling anything.

17. Is water connection requested: Yes _____ No X

18. Is electricity requested: Yes _____ No X

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:

20. Do you understand that you will be financially responsible for all site restoration needed to restore the side 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.



Authorized Representative

3/1/17

Date

TO BE COMPLETED BY CITY DEPARTMENTS:

I have reviewed the attached application with the following recommendations:

Recommend
Approval

☒
YES

☐
NO

Michael Blum
Parks & Recreation

3-15-17
Date

Comments:

*Approval subject to
attendance at pre-event
meeting.*

☒
YES

☐
NO

[Signature]
Community Development

3.1.17
Date

*pre pre-event meeting
requirements*

☒
YES

☐
NO

[Signature]
Public Works

3/13/17
Date

*Concerned about effect of Miss. Dr
detour route on this event.*

More discussion needed

☒
YES

☐
NO

B. Telford
Police Chief

3/1/17
Date

** Pre Event meeting required*

☒
YES

☐
NO

[Signature]
Fire Chief

3/1/17
Date

FINAL APPROVAL:

☐
YES

☐
NO

City Administrator

Date

The floor plan shows a large central lobby area with a reception desk and several elevators. To the left of the lobby are several conference rooms and offices. To the right are more offices and a large room labeled 'Room 1000'. The plan includes numerous corridors and smaller rooms, each labeled with a number or name. The overall layout is symmetrical around a central vertical corridor.