

CITY OF MUSCATINE

TITLE 3, CHAPTER 14

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:

**Muscatine Soapbox Derby; Brian Stineman**

Address: 1459 Washington Street, Muscatine, IA 52761

Telephone number: 563-263-8933

E-mail address: bstineman@cityofmuscatine.gov

2. Type of event that is planned:

**Muscatine Soapbox Derby**

3. Proposed location:

3rd Street: Closed from Spruce through Cedar.

Cedar Street: Closed from 3rd to 4th

4th Street: No parking on north side

Closure of entire city lot #7 across from city hall

No parking on both side of Spruce Street between 3rd and 4th

4. Date(s)/Time(s): July 4, 2018 10am to 8pm. Street Closure 8am to 7pm

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:

**Brian Stineman, Kelcey Brackett, Josh Onken**

Address(es): 1459 Washington Street, Muscatine, IA 52761

Telephone Number(s): 563-263-8933, 563-320-3453

E-mail address(es): bstineman@muscatineiowa.gov

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

TBD

9. List mechanical or electronic equipment to be used:

Portable PA System, computers, cameras, trailers for stages, tents  
Request: 200ft. snow fence, 75L brackets, 150 sandbags from P.W. Dept.  
Request use of Police radar trailer to be placed at 3rd and Iowa  
Request cleaning of 3rd Street from Spruce to Cedar

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

Estimate 40 soapbox derby cars, 2-4 trucks or ATV's to tow cars uphill, 5 hay racks for setup & take down of hay bales. 2-4 big-wheels or tricycles for audience races

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 hill and separate PA in pit area (Lot #7)

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 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. Coordination for safety will also be done with MFD and MPD

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

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

18. Is electricity requested? Yes \_\_\_\_\_ No

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

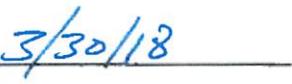
If yes, please attach.

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 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

  
Date

**TO BE COMPLETED BY CITY DEPARTMENTS:**

I have reviewed the attached application with the following recommendations:

Recommend  
Approval

YES  NO

*Amber Miles* 4-5-18  
Parks & Recreation Date  
  
 YES  NO  
*K. D. H.* 4.5.18  
Building & Zoning Date

Comments:

Approval subject to  
attendance at pre-event  
meetings

YES  NO

*J. H.* 3/30/18  
Public Works Date

YES  NO

*B. Taeth* 4/5/18  
Police Chief Date

YES  NO

*M.* 4/5/18  
Fire Chief Date

**FINAL APPROVAL:**

YES  NO

*City Administrator* Date

