



Special Events Planning Guide

This booklet is intended as a guide to assist with planning your event. There may be additional requirements placed upon your organization after review of the submitted application.

SPECIAL EVENTS INFORMATION BOOKLET
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INTRODUCTION

Would you or your organization like to hold a special event in Sioux City but don't know where to begin?

This guide is designed to help you fully prepare to hold a safe, successful, and enjoyable event for everyone involved. The policies and guidelines included were developed in order to provide coordination of efforts and ensure consistency in the support from the City. Both large and small events benefit by good planning. We urge you to read all the information in this booklet.

To maintain a community rich in spirit and creativity, the City of Sioux City strives to promote an environment that is conducive to hold City-wide special events. We are happy that you are considering Sioux City for a special event and will support your efforts as long as the guidelines set forth in this guide book are followed.

The City of Sioux City has staff members available to assist with the following:

1. Put the event coordinator in touch with the appropriate public agencies and private agencies that can assist with fulfilling the requirements for safety, security, health, and organization.
2. Answer any questions you may have coordinating your event. Our assistance may save a lot of time and effort in securing background material on the appropriate agencies and institutions with which you will need to work with to ensure the success of your event.
3. Provide logistical assistance during event planning meetings with regard to event set-up, event routes for walks and parades, parking and transportation coordination.
4. **ALL** Special Events that impact City infrastructure requires City Council approval. The Parks and Recreation Department will develop and request approval on the behalf of the event for any and all temporary street and/or alley closures needed for an event. These requests are presented for approval at Regular City Council meetings.

Special Event Request **MUST** be submitted to the Parks and Recreation Department **60 days prior to the event date**. Events that do not meet this deadline are subject to denial of the request. We strongly suggest no marketing materials be developed or event promotion distributed until your event is approved and permitted. A special event permit will be issued once all requirements are met and approved by designated City staff and City Council members (if required).

STEP 1

Determine Where and When to Hold Your Event

Following are suggested times that you may want to avoid in an effort to lessen congestion and/or avoid disruption for the general public: Monday through Friday between the hours of 7:00 to 9:00 a.m., 11:30 a.m. to 1:00 p.m., and 3:30 p.m. to 6:30 p.m.

In addition:

1. Parade routes are highly advised to be reviewed with the City Staff prior to form submission to discuss designated or pre-approved routes.
2. Dances may be held only during the hours between 8:00 a.m. and 12:00 a.m.; teen dances may be scheduled only between 8:00 a.m. and 11:00 p.m.
3. Inclusion of alcohol requires a special alcohol designated permit. Otherwise, City Ordinances prohibit alcohol consumption in most parks and public places.
4. If you would like to hold your event in a City park you must contact the Parks and Recreation Office to reserve the park for the date on which you would like to hold your event. Rental fees apply for the use of City facilities. A “Request for Use of Park Facilities” form is included in this packet. It is advised to book your facility prior to routing of this Special Event Application to ensure your location is reserved.

STEP 2

Contact the Parks and Recreation Office

Based on the nature of your event a variety of special permits may be required. Parade, Block Party, Walk/Runs, and other Special Events Permits are issued through the Parks and Recreation Office (279-6126) and must be submitted for review no later than **60 days prior to the date of the event.** Reservations or permits are required for use of City Park facilities and are available through the Parks and Recreation Office. Sound Permits are issued through the Police Records Office, 712-279-6440, but can be routed through the Parks and Recreation Office if part of a Special Event Application. Transient Merchant’s Permits, Carnival Permits, Alcohol Licensing, and other requirements for outdoor vendors are available in the City Clerk’s Office, 712-279-6313. Fireworks Permits are obtained through the Sioux City Fire Department, 712-279-6377.

STEP 3

Pick an Alternate Date

The date and time of an event must be approved by the Parks and Recreation Office. Choosing an alternate date and time is recommended in case another event is scheduled on your preferred date.

STEP 4

Consider the Weather

Even if every detail of your event is carefully planned, weather can create an issue for your event. An alternate plan that takes the weather into account should be developed. This alternate plan should be outlined before the event. Determine what specific weather conditions would cause a cancellation or postponement. For example, a primary concern is weather that could jeopardize the safety of participants. Set guidelines to avoid undue risk and follow pre-planned procedures during the event.

As the date of the event approaches, pay attention to weather forecasts. Certain conditions should be considered risky: wind conditions including wind-chill, temperature (extreme highs/lows), snow, and rain. Make plans for each weather situation and follow them.

Cancellation

The cancellation of an event should be made by the requesting organization as early as possible. To avoid being charged applicable labor costs the event should be canceled the preceding day; or at minimum, four hours before the scheduled starting time.

Delay or postponement as an alternative

An event may be postponed by the requesting organization to an alternate date only if the alternate date is shown on the permit at the time of approval.

1. An event may be delayed up to one hour under emergency conditions. Emergency conditions may be defined to include: weather, road conditions, accidents, etc.

Notification

When canceling or postponing an event the requesting organization should notify the following agencies or persons:

1. Parks and Recreation Office should be notified when canceling or postponing an event during regular workdays (Monday-Friday, 8:00 a.m. to 4:30 p.m.) at 712-279-6126. When canceling or postponing an event outside a regularly scheduled workday (evenings and weekends), notify the Communications Center at 712-279-6960.
2. You should also contact the local media to enlist their help in informing the general public of the changes.

STEP 5

Law Enforcement and Traffic Safety

Obtain Adequate Law Enforcement

The event may require the need for public safety assistance. Events such as parades, walks/runs, outdoor festivals or concerts, etc. if held on public right-of-ways may require street closures. For the safety of your participants, public safety personnel may be a necessity. Events including alcohol or minors may involve higher risk and may require more security. The Sioux City Police Department may require public safety officers be present to provide law enforcement at your event. Please consult with the Sioux City Police Department to determine if public safety or security personnel are recommended.

The Sioux City Police Department will review and approve traffic safety plans and recommend volunteer staffing for events both large and small. If your event provides an unsafe environment for attendees, the Sioux City Police Department maintains the right to shut down any or all components of your event and/or to provide additional police services that will be billed directly to the organizer.

The requesting organization is responsible for all fees associated with hiring public safety officers, security personnel, safety signage, parking signage, and labor or equipment required for the event.

Consider Traffic Issues

Regardless of the size of your event you should have a plan for traffic control before turning in an application. You **MUST** supply a map of the event area including any requested street closures and event parking. We recommend you contact the Transit System at 712-279-6405 to determine if transit bus routes will conflict with the location and time of your event. If you need to have clear streets in metered parking areas you will need to request meters be marked “No Parking”. Contact the Parking Division at 712-279-6831 to make the request and determine if there is a cost associated with this service.

Remember, even though your event may not require street, alley or sidewalk closings, the event may generate unusual pedestrian and/or vehicular traffic. This not only affects the participants but also those who live, work, and shop in the area. Please consider changes in traffic flow (closures and detours) in the planning process. Additionally, if your event impacts area commercial or residential properties, property owners **MUST** be contacted and notified of any potential impacts your event may cause. In some cases, written approval may be requested.

In the case of large events in congested areas, such as downtown, you should consider establishing off-site parking in other sections of town and shuttling participants to the event (i.e. Tyson Events Center/Long Lines Family Recreation Center). Prior to designating parking areas you **MUST** obtain written permission from the business(es) to use their lots and hire a fully-licensed shuttle company to transport participants.

If your event includes shuttling participants on public streets please follow these regulations:

1. All drivers must have a valid license.
2. All vehicles must be “street legal.” They must have brake lights, turn signals, headlights (for night driving), a slow vehicle sign (if they are moving below the speed of normal traffic), and they must be licensed. They must also fit the length, width and height restrictions prescribed by the City. The Sioux City Police Department can assist with questions in this area and provide approval.
3. If the vehicle will be carrying more than 16 people, the driver must have a commercial driver’s license.

Provide Safe, Accessible Parking

When choosing parking facilities, consider the condition of the lots the public will use. Check the quality of lighting and sidewalks in the event area and parking areas. Security within parking lots may also be required.

The following guidelines reduce risks within parking lots:

1. Make parking lots safer (i.e., security personnel and adequate lighting).

2. Maintain security before, during, and after the event.
3. Provide adequate, clearly-marked handicapped parking spaces. As per Iowa Code “not less than 2% of the total parking space” must be designated as handicapped parking and be appropriately marked. (*The usage of existing handicapped parking spaces can be included in total number of parking spaces.*)

Barricades

The organizer will be responsible for reserving barricades prior to the event with a local vendor. Barricades will no longer be provided by the City (with the exception of parades and City sponsored community events).

A Traffic Control Plan must be submitted with the application for approval by City Traffic Administration.

The following needs should be considered when planning barricade numbers for your event:

1. Entry points
2. Access to bordering streets and alleys between the location of your event and parking area(s)
3. Parking lots
4. Emergency vehicle response access

STEP 6

Plans for Alcohol and/or Vendors at the Event

If you plan to sell alcohol contact the City Clerk’s Office (712-279-6313) for information on license applications and outdoor service regulations.

If your event involves vendor sales a Transient Merchant’s License from the City Clerk’s Office is required. As the organizer, you may choose to purchase a blanket license to cover all vendors – by doing so this authorizes your group to control who vends; otherwise, vendors can obtain their own license from the City Clerk’s Office. You are required to submit your application **SEVEN WEEKS** prior to your event. If the vendors are selling food the District Health Department must be informed (712-279-6119)

Event vendors must contact the Field Services Division (712-279-6886) for electrical and water needs and availability.

STEP 7

Mobile Food Vending Booth

All Mobile Food Vending Booths will be inspected prior to opening at an event. This may require inspections by City Departments such as the Fire and Rescue Division (712-279-6377), Inspection Services (712-224-5126), and or by Iowa Public Health Department (712-279-6119). It will be the vendor’s responsibility to contact each service to ensure you are meeting all requirements (*see pages **32-33***).

STEP 8

Sound Permits

Chapter 8.68 of the Municipal Code of Sioux City requires written consent from the Police Chief to “transmit directly or indirectly any sound produced by radio or electronic device... which shall open upon or have unobstructed exposure to any street, alley or public place in the city whether within or without a building or other structure.”

A sound permit application is included in this booklet. Please complete and return with your application. **A fee of \$25.00 will be applied if a sound permit is needed.** The Parks and Recreation Department will submit the application to the Police Records Division for approval. Please note: if a bona fide complaint is registered and requires police intervention the permit may be revoked.

STEP 9

Obtain Adequate Insurance

During the permit application process the City Legal Department determines the amount of coverage needed for the event. **ALL EVENTS REQUIRE THE MINIMUM COVERAGE OF \$1,000,000 (\$1 MILLION).** Larger events may require higher coverage. The amount will vary depending on the size, attendance estimates, and risks involved at your event.

If you are planning an event for the first time or the event includes alcohol, the required amount of insurance may be higher. You may wish to contact the City Legal Department at 712-279-6318 in advance to discuss adequate requirements.

After the City Legal Department determines the amount of insurance required for the event, you must contact an insurance agency to obtain an adequate policy. If your event is held on public property the **CERTIFICATE OF INSURANCE MUST READ: “THE CITY OF SIOUX CITY IS AN ADDITIONAL INSURED”.** A copy of the certificate must be included with the application submitted to the City.

STEP 10

Facility Requirements

RESTROOMS

Portable restrooms are required for large events and must be placed in either parking lot east or west of the Anderson Dance Pavilion; or if in other parks, the Parks Superintendent will approve the location within that park. All events in excess of 200 attendees will require portable restroom facilities.

TRASH AND CLEAN UP

Event coordinators/volunteers are responsible for cleaning up the event. It may include regular emptying of trash receptacles, scheduled servicing of restrooms, and collecting litter after the event. When clean-up is not adequate, the City may provide post event clean-up; however, clean-up charges will be billed to the event coordinator when applicable.

ELECTRICITY

City Parks – Electricity available on site is the only source for the event’s use. Electrical outlets provide a basic 15 amp service. Most park shelters have only two outlets. If the event requires additional electrical needs (i.e. 220 volt lines) the vendor must contact the Parks Maintenance Division (712-279-6886) for assistance. The Anderson Dance Pavilion and Grandview Park Bandshell have additional options available. Charges for additional electrical needs (beyond what is provided by the City) will be at the vendor’s expense. Please contact the Park Maintenance Division to request approval for electrical work.

Other City-Owned Locations – Locations may vary with how many outlets are available. If your event is being held on a City Street, Sidewalk or Right-of-Way, please contact Field Services Division (712-279-6886) to discuss electrical needs for your event.

SMOKING

As per Iowa Smoking Ban HF2212 passed on 7/1/2008: The smoke free air act prohibits smoking of tobacco products which produce smoke in public places. Please ensure your event complies with this ruling.

STEP 11

Fees

Special Event Permit fee is \$50.00, non-refundable, payable to the City of Sioux City at the time the application is submitted. There may be other fees associated with your event dependent upon use of services (such as facility rental, water, electric, barricades etc.). After review of the Special Events Permit Questionnaire and Application, the affected City Department will assign the appropriate fee(s). Certain facilities may require additional deposits (i.e. key deposit, damage deposit, maintenance deposit, etc.).

The Parks and Recreation Department will route the application to required departments for review. When all departments and the City Council have approved the event application, a permit letter will be sent to the event organizer.

Additional Fees

- **The Special Event Sound Permit is \$25.00**, non-refundable, payable to the City of Sioux City at the time the application is submitted. A sound permit application is included in the Special Events booklet. Please complete and return with booklet.
- **Barricades:** Rental of traffic control equipment must be coordinated through a certified vendor of choice. A Traffic Control Plan (map) must be submitted with the application for approval. *Excludes parades and City sponsored community events.*
- **Residential Block Party Permit fee is \$25.00**, non-refundable, payable to the City of Sioux City at the time the application is submitted.
- **Police Officers are \$200.00** (if requested), non-refundable, payable to the City of Sioux City at the time the application is submitted. A request form is included in the Special Events booklet. *Fee Exclude Parades*

EVENT EMERGENCY OPERATIONS PLAN

Your organization is responsible and should be prepared for ALL emergencies. With that being stated, there should be a plan in place and all volunteers should be trained accordingly. For serious emergencies please use the 911 emergency response system.

For unexpected problems the City will assist as much as possible in the scope available for the circumstance. During City Hall business hours (8:00 a.m. – 4:30 p.m., Monday – Friday) your initial contact should be the department best able to assist with your situation – phone numbers are listed below. Call Parks and Recreation Department Mon – Fri 8:00 a.m. – 4:30 p.m. at 712-279-6126 if you are unsure of the correct department from whom you need assistance. Please call the non-emergency line of the Communication Center at 712-279-6960 for assistance after hours.

Building Maintenance.....	712-279-6308
City Clerks (Permits)	712-279-6313
Customer Service (Water Meters)	712-279-6132
Events Facility (Tyson Event Center).....	712-279-4800
Fire Department	712-279-6377
Legal (Insurance)	712-279-6318
Parking (No parking signs).....	712-279-6381
Parks Maintenance.....	712-279-6886
Planning/Zoning	712-279-6226
Police Department (Records Division).....	712-279-6440
Field Services Division (Barricades)	712-279-6886
Traffic Division	712-279-6324
Transit.....	712-279-6885
After Hours (Communications Center)	712-279-6960

Non-City entities:

City Wide Collections (Trash Collection)	712-279-0151
Dakota Traffic Services (Barricades)	712-944-4961
MidAmerican Energy	888-427-5632
Lindblom (Portable Toilets)	712-276-8900

SPECIAL EVENTS, PARADES, BLOCK PARTIES, SIDEWALK SALES

Licenses/permits/certificates or “courtesy” permission may be required to complete approval for your event. Below is a list of the most common necessities for an event. This is not intended to be a complete listing. As this list is subject to revisions effective upon policy-making, please make sure to contact all necessary departments to insure your event is properly organized. There may be instances where you need to begin the routing of your information with one department, and upon receipt of basic approval, continue obtaining permits through other divisions.

Requirement

Block Party
Carnival/circus/exhibition/side show
Certificate of Insurance Information
Event Signage (ROW)
Fireworks
Horse Drawn Carriage
Inspections (food)
Inspection (health)
Inspections (electrical)
Inspections (fire safety)
Parade/Run/Walk Permits
Parking Permits
Sound Permits
Solicitation in Right-of-Way
Temporary outdoor liquor licenses/beer permits
Transient Merchant

Location

Parks and Recreation
City Clerks
City Legal
Planning and Zoning
Fire Department
City Clerks
Public Health Dept.
Public Health Dept.
Inspection Services
Fire Department
Parks and Recreation
Parking Division
Police Department
City Clerks
City Clerks
City Clerks

EVENT NAME: _____ **EVENT DATE:** _____

**APPLICATIONS MUST BE SUBMITTED
60 DAYS PRIOR TO THE EVENT**

**THIS PAGE MUST BE COMPLETED AND RETURNED WITH ALL FORMS OF
APPLICATION REQUEST - NO EXCEPTIONS.**

Please checkmark items that pertain to your event needs and complete any corresponding pages or supporting documents

- If this is your first event, please set up a meeting with Parks & Recreation to review your expectations, application, and needs. Schedule meeting: Yes _____ No _____

- Will you require Police Services/Escort Yes _____ No _____
Fees May be associated with this request. Please contact the Police Department (279-6440).

- Do you need special permits or licenses (i.e. carnival, liquor, merchant)? *Please contact the City Clerk's Office (279-6313)*

- Do you have adequate insurance and list the City as additionally insured? Yes _____ No _____
Please contact the City Legal Department (279-6318)

- Do you need barricades or cones for a temporary street or alley closure? Yes _____ No _____
Rental of traffic control equipment must be coordinated through a certified vendor of choice. A Traffic Control Plan must be submitted with the application for approval. (Excludes parades and City sponsored community events).

- Do you need "No Parking" signs? Yes _____ how many _____ No _____
There may be fees associated with this request. Please contact the Parking Division to make arrangements (279-6381).

- Will you temporarily close alley(s) or street(s) for your event? Yes _____ No _____
If you need assistance with your route, please have your route reviewed with the Engineering Division (279-6324) or Field Services Division (279-6886).

Please attach a MAP of your event listing all affected areas.

- Will you need to reserve the Portable Stage? (Rental fees apply) Yes _____ No _____
Ascertain your electrical needs. Will you need 110 _____ 220 Metered electric _____
Certain events may require electrician services. Contact Parks Maintenance Supervisor to discuss City Park requirements (279-6886) and Field Services Manager for Non-Park City facility requirements (279-6886).

- Are you willing to be a **SMOKE FREE** event? Yes _____ No _____
**Per Iowa Smoking Ban HF2212 – "Smoke Free Air Act"*

- Other request or concerns:

**EVENTS PERMIT QUESTIONNAIRE
GENERAL INFORMATION**

Date of Application _____

Organization _____ Phone _____

Contact Person _____

Address _____ City _____ Zip _____

Cell Phone _____ E-mail Address _____

Is the Organization a non-profit Yes _____ No _____
(The " 501 (C)3 " non-profit documentation is required for verification).

EVENT INFORMATION

Name of Event _____

Proposed Date(s) _____ Set up time _____ Event time _____ to _____ Clean up time _____

Alternate Date(s) _____ Set up time _____ Event time _____ to _____ Clean up time _____

Purpose and Description of Event (i.e. fundraiser, community awareness) _____

Expected Attendance _____

Has event been held previously? () Yes () No

Location _____ Date _____

Please describe any admission charges _____

STREET / ALLEY CLOSURE(S)

Exact location and route, list any streets and/or alleys with possible alternate streets requested to be temporarily closed. Include day, date, and time of closing and reopening. You are required to secure, man and supervise the barricades during all times of the event: _____

A map layout of your plans to include barricade placement, signs, cones, etc. is required with this application. Your layout must be approved by City Engineering Division (279-6324) and Field Services Division (279-6886). If the event is located downtown, you may be required to notify all business impacted by the street closure(s) prior to City approval.

BARRICADES

How will the barricades be used? **Please submit a Traffic Control Plan for approval:**

Rental of traffic control equipment must be coordinated through a certified vendor of choice. A Traffic Control Plan must be submitted with the application for approval.. Excludes parades and City sponsored community events.

TRAFFIC SAFETY OR EVENT SECURITY

What are your plans for traffic safety or event security?_____

If you plan to use Sioux City Police Department Officers, please contact the Police Department (712- 279-6339) to make arrangements. (Fees may apply)

PARKING

What are your plans for parking? If you are planning on using any city facility or business (i.e. Tyson Event Center, Long Lines Family Rec Center, Convention Center or local business) please include written approval from management.

Will you require “No Parking” signs to be posted prior to your event to prevent cars from parking where you will set up? Yes ___ No ___ Where will signs need to be posted?_____

Note: There may be fees associated with this request. Please contact the Parking Division (279-6381) to make arrangements.

How will you provide handicapped parking?_____ (Iowa Code requires 2% of parking must be dedicated to handicapped parking and must be clearly marked. Pre-existing handicap parking stalls are applicable).

EVENT SET-UP REQUIREMENTS

Will you utilize temporary structures? If yes, describe in detail each type and location.
() Portable Stage ()Tents ()Scaffolding () Concession Stands ()Fencing () Signage
No staking of any kind is allowed in City Parks. You will need to provide alternative anchoring.

RESTROOMS

Do you plan to provide additional portable restrooms? Yes ____ No ____

If Yes, where will they be located?_____

TRASH

Have trash arrangements been made with an outside vendor? Yes _____ No ____

If you require additional trash receptacles, contact City Wide Collections (279-0151) or feel free to contact the vendor of your choice. *Note: Fees may apply if clean-up is provided by the City.*

ELECTRONIC EQUIPMENT/LIGHTING

You must contact Park Maintenance Division (279-6886) if additional power is needed at a City Park. Contact Field Services Division if power is needed at a non-City Park location (279-6886).

VENDORS (Food, Beverage or Merchandise)

Will there be vendors or transient merchants? Yes ___ No ___

Describe in detail items for sale: _____

ALCOHOLIC BEVERAGES

Will alcoholic beverages be dispensed or sold? Yes ___ No ___

If an alcohol permit is needed, who will be named on the license? _____

Are they a licensed alcohol establishment? Yes ___ No ___

How and where will the alcohol be dispensed? _____

How will admittance to the alcohol area be controlled? _____

Note: There may be fees associated with permits. Contact City Clerk's Office (279-6313) to obtain permit and licensing requirements.

VOLUNTEERS

Will volunteers be utilized? Yes ___ No ___ If yes, how many? _____

Volunteer duties include: _____

Will volunteers be trained? Yes ___ No ___ If yes, by whom? _____

FIRST AID/SAFETY

Will first aid be provided? Yes ___ No ___

If yes, by whom? _____

SPECIAL EFFECTS & MISC.

Are fireworks to be used? Yes ___ No ___

If yes, please contact the Fire Prevention Bureau (279-6377) for appropriate paperwork and fee information. A copy of the approved fireworks permit must be filed with the Parks and Recreation Office before your event.

Are live animals involved? Yes ____ No ____

If yes, type of animals _____

How will these animals be contained on site? _____

How will clean-up after the animals be handled? _____

LIABILITY INSURANCE

Applications **WILL NOT** be routed if you have not provided the Certificate of Insurance listing the:

CITY OF SIOUX CITY IS AN ADDITIONAL INSURED

Please call City Legal at 279-6318 if you have questions or concerns

Insurance Company (must be registered by State of Iowa) _____

Address _____ City _____ Zip _____

Agency _____ Agent _____

Is a copy of the certificate of liability attached? Yes ____ No ____

Is the City of Sioux City listed as additional insured? Yes ____ **NO EXCEPTIONS**

If the City is not listed as an additional insured the certificate will be returned.

Is a copy of all licenses and permits attached? Yes ____ No ____

I verify I have read and kept a copy of this booklet and application outlining the details and requirements of sponsoring an event.

Applicant Signature

Date

**Parks and Recreation Department
401 Gordon Drive, P.O. Box 447 Sioux City, IA 51102
(712) 279-6126**



PARKS & RECREATION DEPARTMENT
401 Gordon Drive, P.O. Box 447
Sioux City, IA 51102
PH: 712-279-6126
FAX 712-279-6194

Fee: \$
 PD:

 Permit/card

REQUEST FOR RENTAL OF CITY PARK FACILITIES

PLEASE COMPLETE & RETURN PAGE 1 OF THE FORM BEFORE YOUR EVENT.

Date of Application: _____

Renter's Name: _____

If Company List Contact: _____

Address: _____ City/St/Zip : _____

Home Phone: _____ Work /Cell: _____

E-Mail Address: _____

1. Give a brief description of your program or activity: _____

2. Number of Participants Expected: _____

3. Facility Requested: _____

4. Date(s) Requested: _____

(Rental times must include setup, decorating, picture taking, and cleanup.)

5. Hours Requested: From: _____ To: _____

HOLD HARMLESS AGREEMENT

I hereby agree to abide by the rules and regulations set forth by the City of Sioux City regarding the scheduled use of their facility (ies). I further agree to return the area used by my organization back to its original condition, and to assume full responsibility for any damage directly caused by this event. For and in consideration of the use of this area, I do hereby agree to indemnify, defend, and hold harmless the Parks and Recreation Department of the City of Sioux City from liability in case of accident or injury to persons or property arising out of the use of this facility by my organization except such damages or injuries as may be caused by the sole negligence of the City of Sioux City. Finally, we agree to abide by the laws set forth by the City of Sioux City and the State of Iowa.

Rental Signature: _____ **Date:** _____

GENERAL INFORMATION FOR CITY PARK FACILITY RENTALS

Payment, deposit, and application are required at the time of the reservation request.

Parks and Recreation requires thirty days cancellation notice to refund your full payment. No refunds are given due to inclement weather or for uncontrollable shelter conditions. Please be courteous and cancel if you do not need this reservation so others may use the facility.

Due to the general public use of the facilities, facilities are “as is.” The City does not guarantee condition/cleanliness of any facility. ***Although not required, the City strongly urges renters to take any trash they generate with them.*** It is recommended you bring hand sanitizer for your personal use. No guarantee on electrical; there is a push button reset. Please try that before you call the non-emergency weekend number.

Smoking: As per Iowa Smoking Ban HF2212 passed on 7/1/2008: The smoke free air act **prohibits smoking of tobacco products which produce smoke in public places. Please ensure** your event complies with this ruling.

- City restroom facilities are only open from April 15 to October 15 each year. Group events with over 200 participants are required to rent additional port-a-pots; which is the responsibility of the organizers.
- Group events with over 200 participants must submit a parking and traffic plan before request is approved. Upon review, group may be required to apply for a Special Event permit.
- Organizers must rent a dumpster to handle trash for catered events.
- Clean-up is the responsibility of the organizers.
- Alcoholic beverages of beer/wine can be consumed in specified City Parks with completed rental application. Permit is required and is printed on the receipt for payment.
- Due to public usage and vandalism in the **public restrooms**, the City cannot guarantee proper restroom supplies will be available at all times. It is recommended park renters bring hand sanitizer for personal use.
- Inflatable structures are not allowed on City property without certification of insurance listing the City of Sioux City as an additional insured. Additional fees will be required.

ANDERSON DANCE PAVILION Users

- Lights, electricity, and permanent restroom facilities are provided by the City.
- Tables and chairs are allowed on the hard surfaces only. Upper concrete area is 100'x48'.
- Bridal waiting area/changing area should be provided by the rental party either by setting up a small temporary tent or parking a camper/recreational vehicle in the vicinity of the Pavilion.
- No staking allowed anywhere without prior consultation & approval of Park Superintendent.

ROSE GARDEN /BANDSHELL Rentals

- Chairs w/rubber tips are allowed; none shall be set in the garden beds.
- Public restrooms are available at the outside back of the Bandshell or in the northeast section of the park. Restrooms/dressing rooms located in the lower level of the Bandshell are locked. Please specify on line 7 (additional comments) if you will need them open. There will be additional charges and a deposit for this service.
- Bridal waiting area/changing area should be provided by the rental party either by setting up a tent or by parking a camper/recreational vehicle on the street closest to the facility. No staking anywhere.

SHELTER Rentals

- Electrical plug-ins are located in the shelters. **Plug-ins are suitable for small electrical appliances** (i.e. coffee pot, radio, small crock pot). Push the reset button if necessary. No guarantee on electrical can be made due to public usage.
- Trash receptacles are located in each park. ***Although not required, the City strongly urges renters to take any trash they generate with them.***
- Shelters are **as-is**, because of general public access no guarantee is made for cleanliness.



PARKS AND RECREATION DEPARTMENT
P.O. BOX 447 SIOUX CITY, IA 51102
PH: 712-279-6126
FAX: 712-279-6194

***REQUEST FOR USE OF CITY PORTABLE STAGE**
THIS FORM MUST BE RETURNED PRIOR TO YOUR EQUIPMENT RENTAL

Date of Application: _____

◆ APPLICANT: _____

If Agency or Company -- person in charge: _____

Address: _____ City/St/Zip: _____

Cell Phone: _____ Work Phone: _____

E-Mail Address: _____

1. Give a brief description of your program or activity _____

2. Specify Location Equipment Will Be Setup _____

A map layout of stage placement is required with this application.

3. List Any Special Setup Needs: _____
(City does not guarantee these can be met. Upon review City will outline if needs do not follow recommended guidelines and offer alternative suggestions).

4. Date(s) Requested: _____

5. Hours Requested Setup : _____ Event Time: _____ Pickup: _____
(Rental times must include setup and tear down time.)

****Additional Rental Fees will be applied. Contact the Parks and Recreation Department for details.***

NOTE: Payment in full for all rental fees, deposits and application form must be completed at time of the reservation request. Please be courteous and cancel if you do not need this reservation so that others may use the equipment. The Parks and Recreation Department requires one month's cancelation notice to refund your full payment. **No refunds will be given due to inclement weather.**

6. Additional Comments: _____

HOLD HARMLESS AGREEMENT

I hereby agree to abide by the rules and regulations set forth by the Sioux City Parks and Recreation Department regarding the scheduled use of their facility (ies) and equipment. I further agree to return the equipment used by my organization back to its original condition, and to assume full responsibility for any damage directly caused by this event. For and in consideration of the use of this equipment, I do hereby agree to indemnify, defend and hold harmless the Parks and Recreation Division of the City of Sioux City from liability in case of accident or injury to persons or property arising out of the use of this equipment by my organization except such damages or injuries as may be caused by the sole negligence of the City of Sioux City. And finally, we agree to abide by the laws set forth by the City of Sioux City and the State of Iowa.

Rental Signature: _____ **Date:** _____

GENERAL INFORMATION FOR EQUIPMENT RENTALS

Smoking: As per Iowa Smoking Ban HF2212 passed on 7/1/2008: The smoke free air act prohibits smoking of tobacco products which produce smoke in public places. Please ensure your event complies with this ruling.

Portable Stage Rental Requirements

1. All portable stage rental fees must be paid prior to event.
2. Additional Fees are for weekday and /or weekend delivery and setup.
3. City staff will deliver, setup, tear down and pick up the portable stage (no exceptions).
4. Damage deposit will be required for rental in addition to rental fees and deliver / set up fees.
5. Equipment may not be rented for personal events.
6. If you are non-profit, a 501 C3 will be required proof.



PARKS AND RECREATION DEPARTMENT
P.O. BOX 447 SIOUX CITY, IA 51102
PH: 712-279-6126
FAX: 712-279-6194

APPLICATION FOR PARADE/WALK/RUN PERMIT

Application must be received by the Parks and Recreation Office a minimum of **60 days** prior to the parade.
 Any questions regarding completion of this form, please call 712-279-6126

Name of Sponsor/Organization: _____

Address: _____

Contact Person: _____ Daytime Phone: _____

Email Address: _____

Type of Parade/Walk/Run (i.e. homecoming, public awareness, memorial) _____

Date of Parade/Walk/Run: _____

Time: Staging _____ Event start _____ Event end _____

of Volunteers _____

PARADE DETAILS

Please provide detailed map of the proposed route. Any deviations from this route must be approved by City staff.

YOU ARE REQUIRED TO INCLUDE A MAP OF THE PROPOSED ROUTE

Include on the map the parade staging location

Also include the following information: Traffic Control Plan, Barricades, and No Parking signs.

Number of: Units _____ People _____ Floats _____ Animals _____

NOTE: If animals are involved, you must choose one of the following options for cleanup:

_____ A. A street sweeper provided at a rate of \$75.00 per hour (2 hr. min)

_____ B. Will provide own cleanup personnel and equipment.

Contact Field Services Division (279-6886) to make arrangement for post clean-up.

Will you need a Police Escort? Yes ____ No ____ If yes, contact PD Traffic Coordinator to make arrangements (279-6440).

Do you need signs posted "No Parking" prior to your event: Yes ____ No ____ (Please indicate on your map where signs will be posted.)

BARRICADES

To assist with traffic control and the safety of the event, traffic barricades are MANDATORY. Please contact the Field Services Division for details. **There will be a fee of \$50.00 for barricades are provided through the City.** Note: All barricades must be Department of Transportation approved. Additional barricades may be required from a local vendor.

PARADE/WALK/RUN PERMIT

Chapter 10.30.260 of the Municipal Code of Sioux City requires that no procession, parade or street party containing fifty or more persons or twenty or more vehicles, except the forces of the United States Army or Navy, the military forces of this state or any state of the United States and the forces of the police and fire department, shall occupy, march or proceed upon or along any city street except in accordance with a permit issued by the city manager or chief of police and such other regulations as set forth herein which may apply. A nonrefundable fee of \$50.00 shall accompany every permit application. The city manager shall have the authority to waive such fees when the activity is sponsored directly or indirectly by the city. (Ord. 95/U-3533; 91/T-10306)

Animals: If animals are involved, it will be necessary for you to provide cleanup immediately after the event.

Insurance: All events require liability insurance. All events require a minimum coverage of \$1,000,000. Larger or high risk events may require higher coverage. You may contact the City Legal Department to discuss adequate requirements for your event. If your event is held on public property, the City must be named as additional insured on the insurance certificate. **A COPY OF THE CERTIFICATE MUST BE INCLUDED WITH THE APPLICATION SUBMITTED TO THE CITY. YOUR APPLICATION WILL NOT BE APPROVED UNTIL THE PARKS AND RECREATION OFFICE HAS RECEIVED YOUR INSURANCE CERTIFICATE.**

PERMIT FEE: \$50.00 non-refundable routing fee payable to "CITY OF SIOUX CITY"

HOLD HARMLESS AGREEMENT

The undersigned applicant/person responsible, on behalf of myself and on behalf of the aforesaid organization which I represent (if any), agree to indemnify, save harmless and defend the City of Sioux City, its officials and employees from any and all claims and expenses for injuries to persons and damages to property directly or indirectly arising out of the activities permitted herein.

The undersigned applicant/person responsible agrees, at all times hereafter, to comply with all municipal ordinances, rules and regulations of the City of Sioux City, Iowa.

Signature: _____

Date: _____

**RETURN THIS APPLICATION ALONG WITH \$50.00 FEE TO:
PARKS AND RECREATION DEPARTMENT
401 Gordon Drive, P.O. BOX 447 SIOUX CITY IA 51102**



PARKS AND RECREATION DEPARTMENT
P.O. BOX 447 SIOUX CITY, IA 51102
PH: 712-279-6126
FAX: 712-279-6194

APPLICATION FOR PRIVATE USE OF STREETS OR SIDEWALKS IN DISTRICTS ZONED RESIDENTIAL (BLOCK PARTIES)

Please file at the Parks and Recreation Office, 401 Gordon Drive, P.O. Box 447, Sioux City, IA 51102-0447, at least 60 DAYS in advance of the event.

- 1. Name of Applicant:
2. Address: Daytime Phone:
3. If the use is requested for, on behalf of, or by an organization, the NAME, ADDRESS, AND TELEPHONE NUMBER of the authorized person of such organization who will be responsible for the use:
4. The EXACT NATURE of the proposed use:
5. The EXACT LOCATION requested (i.e. which hundred block and between which streets:)

YOU ARE REQUIRED TO INCLUDE A MAP OF PROPOSED AREA

- 7. The DATE and HOURS requested for the use: Will you need streets posted "No Parking" prior to event: Yes () No ()
8. Will sound equipment be used? What type? You may obtain a Sound Permit at the Sioux City Police Records Department

HOLD HARMLESS AGREEMENT

The undersigned Applicant/Person Responsible, on behalf of myself and on behalf of the aforesaid organization which I represent (if any), agree to indemnify, save harmless and defend the City of Sioux City, its officials and employees from any and all claims and expenses for injuries to persons and damages to property directly or indirectly arising out of the activities permitted herein.

The undersigned Applicant/Person Responsible agrees, at all times hereafter, to comply with all municipal ordinances, rules and regulations of the City of Sioux City, Iowa.

Applicant/Person Responsible

Date



PARKS AND RECREATION DEPARTMENT
P.O. BOX 447 SIOUX CITY, IA 51102
PH: 712-279-6126
FAX: 712-279-6194

SIDEWALK USE
SALES & MISCELLANEOUS
Request for use of City Facility or Right Of Way

- 1. Name of Applicant:
2. Address: Daytime Phone:
3. If the use is requested for, on behalf of, or by an organization, the NAME, ADDRESS, AND TELEPHONE NUMBER of the authorized person of such organization who will be responsible for the use:
4. The EXACT NATURE of the sidewalk use:
5. The EXACT LOCATION requested (i.e. which hundred block and between which streets:)

YOU ARE REQUIRED TO INCLUDE A MAP OF PROPOSED AREA

- 7. Date(s) Requested:
8. Hours Requested - From To:

Are you planning to sell food products of any type during the event? NO YES
If yes, please provide your Transient Merchant's License and/or Beer License. If you do not have a Transient Merchant's License or Beer License, please contact the City Clerk's Office.

Additional Requests / Comments

HOLD HARMLESS AGREEMENT

I hereby agree to abide by the rules and regulations set forth by the City of Sioux City regarding the scheduled use of their facility (ies). I further agree to return the area used by my organization back to its original condition, and to assume full responsibility for any damage directly caused by this event. For and in consideration of the use of this area, I do hereby agree to indemnify, defend and hold harmless the City of Sioux City, its employees, and representatives from liability in case of accident or injury to persons or property arising out of the use of this facility by my organization except such damages or injuries as may be caused by the sole negligence of the City of Sioux City. And finally, we agree to abide by the laws set forth by the City of Sioux City and the State of Iowa.

Rental Signature: _____ Date: _____

ADDITIONAL INFORMATION

Requirements / Licenses / Fees

This is intended as a guideline, but it not designed to be a complete listing of the City Requirements. Your organization is responsible to obtain Special Event Insurance, required licenses (i.e. transient merchant, carnival, alcohol, public health certificates, etc), damage deposits, facility rental fees, routing fees, electrical usage fees, etc.

Special Information Facility Rentals

If your organization is renting a City Facility to be used in conjunction with their specific event, contracts, rental agreements, and payment in full for all rental fees and at time of the rental request. Please be courteous and call if you do not need this reservation so that others may make use of the facility. The Sioux City Parks and Recreation Department requires a 15-working day's cancelation notice to refund your full payment. No refunds will be given due to inclement weather. Due to the general public use of the facilities, facilities are "as is." The City does not guarantee the condition or the cleanliness of any facility.

Usage of This Form

This form is suggested for use of a general public city facility or location such as right-of-ways or sidewalks. Certain activities are not required to complete this form, however, in the interest of public access to information, said entities are encouraged to complete and return this form. It enables the many department of the City to remain informed so they may take appropriate actions if required and / or answer appropriately when queried by the public on events.

**PARKS AND RECREATION DEPARTMENT
401 GORDON DRIVE
P.O. BOX 447 SIOUX CITY IA 51102**



SIoux CITY POLICE DEPARTMENT
REQUEST FOR SPECIAL EVENT PUBLIC SAFETY

SCPD USE ONLY

Received by: _____ Date: _____ Time: _____
Request Approved: Y ___ N ___
Number of Police Officers Approved: _____
Confirmation of Officer(s) Y ___ N ___ Organization Notified: Y ___ N ___
[] Fees Paid \$ _____ Chief of Police or Designee _____

Date of Application _____
Organization/Applicant _____ Phone _____
Address of Applicant _____ City _____ Zip _____
Contact Person _____
Work Phone _____ Cell Phone _____
E-mail Address _____

EVENT INFORMATION

Name of Event _____
Location _____
Proposed Date(s) _____ Set up time _____ Event time _____ to _____ Clean up time _____
Alternate Date(s) _____ Set up time _____ Event time _____ to _____ Clean up time _____
Expected Attendance # _____
Description of Services Requested

POLICE DEPARTMENT PUBLIC SAFETY FEES

Table with 3 columns: Fees, Hours, Number of Officers. Row 1: \$200.00, Two (2) Minimum, Three (3). Row 2: \$50.00, Per Additional Officer.

*Fees Exclude Parades

Hours of Service Requested: _____

Total Fees \$ _____

All requests must be submitted to and approved by the Sioux City Police Department. Completed applications must be received 60 calendar days prior to the event to be considered. Consideration may be given to shorter notice under special circumstances where public safety is paramount. Cancellations received less than 24 hours before the start of the event may be subject to a charge. Failure to notify the Sioux City Police Department of any cancellations shall result in the two (2) hour minimum charge.

Completed forms will be submitted to the Chief of Police (or his designee), 601 Douglas Street, Sioux City, Iowa 51101. Once your request is received it will be reviewed for approval. You will be notified of approval and any additional information at the contact number listed on the application.

If you have any questions, please contact the Sioux City Police Department (712) 279-6440.



SIOUX CITY POLICE DEPARTMENT
601 Douglas Street
Sioux City, IA 51101-1215
(712) 279-6440 FAX (712) 279-6148

APPLICATION FOR CITY SOUND PERMIT

DATE OF APPLICATION: _____

APPLICANT INFORMATION:

NAME OF APPLICANT: _____

ADDRESS: _____

PHONE AND CONTACT INFORMATION: _____

NAME OF SPONSORING ORGANIZATION: _____

DATE(S) OF EVENT: _____

TIME OF DAY: Starting: _____ Ending: _____

LOCATION OF EVENT: _____

OWNER OF LOCATION: _____

OWNER'S ADDRESS & PHONE: _____

TYPE OF EVENT: _____

TYPE OF SOUND: _____

Completed forms should be submitted to the Chief of Police, 601 Douglas Street, Sioux City, Iowa 51101.

*******PLEASE DO NOT WRITE BELOW THIS LINE*******

SOUND PERMIT

Approved _____ Date _____ Denied _____ Date _____

If marked as approved, this letter will serve as your permit to operate sound amplification equipment in the out-of-doors on the following date(s) _____.

from _____ to _____, so long as the following conditions and/or requirements deemed necessary to minimize adverse effects upon the City or the surrounding neighborhood are met:

This permit is valid only for the above type of sound amplification equipment and for the sponsor listed above. Should you wish an extension of time beyond this date, it will be necessary for you to request renewal of this permit.

Should a bona fide complaint be registered, which requires police intervention in this event while you are operating the sound equipment, the permit may be revoked.

Fee: _____ Paid
_____ Waived per ordinance

Chief of Police /or Designee



INFORMATION REGARDING REQUESTS FOR CITY SOUND PERMIT

Chapter 8.68 of the Municipal Code of Sioux City requires that a sound permit be obtained from the Chief of Police to operate any sound equipment upon any premises, public or private, if the sound emitted thereby is plainly audible at the real property boundary where the source is located and/or to operate any motor vehicle stereo in a public place or on any public right-of-way that is plainly audible at fifty (50) feet or more from the motor vehicle, however, **NO PERMIT SHALL BE ISSUED FOR ANY ACTIVITY TO BE CONDUCTED BETWEEN THE HOURS OF 1:30 A.M. AND 7:00 A.M.** Sound equipment is defined as “any radio, satellite radio, stereo, motor vehicle stereo, transmitter, receiver, record player, compact disc player, tape deck or player, television, musical instrument, loudspeaker, microphone, amplifier, sound track or other device for producing, reproducing transmitting or amplifying sound, except, however, “sound equipment” does not include

- (a) sirens and other equipment used to alert persons to the existence of an emergency,
- (b) equipment used by law enforcement and other public safety officials in the performance of their official duties,
- (c) church carillons, bells or chimes,
- (d) mobile radio or telephone signaling devices and
- (e) automobile and truck radios, tape decks or players or other such standard equipment used and intended for the use and enjoyment of the occupants provided that the sound emitted therefrom is not audible for more than fifty (50) feet from such automobile or truck.”

The permit application must be made forty-five (45) days prior to the first date of the event(s) for which the permit is sought. The Chief of Police will review and respond to the request within seven (7) days. No single permit shall be issued for a period of more than thirty (30) days. A copy of the request and reply will be sent to you; to the Parks and Recreation Department if the event is held on City owned property; and it will be distributed internally within the police department in order to make officers aware of the event and of the approval or disapproval of the sound permit application by the Chief of Police.

The permit application should also be accompanied by a **twenty-five dollar (\$25.00)** application fee unless the event is a bona fide neighborhood block party for which no fee is required.

Should the application for sound permit be denied, you have the right to appeal the denial of the permit to the City Council as set forth in Sioux City Municipal Code Section 8.68.070.

NOTICE: NO PERMIT SHALL BE ISSUED TO ANY APPLICANT OR FOR ANY ACTIVITY FOR WHICH THE APPLICANT OR THE ASSOCIATED ACTIVITY HAS BEEN CONVICTED OF A VIOLATION OF CHAPTER 8.68 WITHIN THE PREVIOUS YEAR FROM THE DATE OF THE VIOLATION.

Completed forms and the permit fee, if required, should be submitted to the Sioux City Police Department, Records Section, 601 Douglas Street, Sioux City, Iowa 51101



SIOUX CITY FIRE RESCUE
FIRE PREVENTION BUREAU
601 DOUGLAS STREET
SIOUX CITY, IA 51101
712-279-6377

MOBILE FOOD BOOTH REQUIREMENTS

INSPECTIONS

All mobile food booths will be inspected prior to opening to the public. This includes carnivals, fairs, festivals and other public events. The Fire Marshal's Office will schedule the inspection with your Event Coordinator.

FIRE EXTINGUISHERS

Fire extinguishers are required in all mobile food booths.

Vendors shall have a minimum of one 2A10BC portable fire extinguisher, mounted in a conspicuous spot within the kitchen area.

Carnivals with mobile generator(s) shall have a current 3A40BC extinguisher outside of the generator(s) in addition to the other fire extinguishers.

All portable fire extinguishers shall be serviced and inspected annually.

In addition to other required fire extinguishers, all mobile food vendors who utilize deep fat fryers shall also have a Class K portable fire extinguisher for up to four (4) fryers having a maximum cooking capacity of 80 pounds each. For every additional group of four (4) fryers, an additional Class K portable fire extinguisher is required.

A cooking hood and exhaust with automatic fire extinguishing systems as primary protection shall also be inspected and tagged annually from a certified company.

LPG (Liquefied Petroleum Gas)

L.P. Gas containers shall be located and secured on the exterior of the mobile food booth, open to the atmosphere or if containers are kept in compartment, said compartment must be separate from the interior food preparation area. Access must be from the exterior of the unit and compartment floor and exterior door must be vented to the atmosphere.

All mobile units with propane shall post a "NO SMOKING" sign next to or directly above the propane bottle and visible to the public. Such sign shall be posted with a minimum of 4 inch lettering.

Any hose used to pipe L.P. Gas to a device shall be UL or FM listed specifically for LP Gas Service. All Couplings, fittings, and any other devices shall meet the requirements for L.P.



SIOUX CITY FIRE RESCUE
FIRE PREVENTION BUREAU
601 DOUGLAS STREET
SIOUX CITY, IA 51101
712-279-6377

Gas Service as outlined in the International Fuel Gas Code, NFPA 54 and 58 or be deemed unapproved and removed from service.

L.P. Gas tanks shall be located outside the mobile food booth a minimum of 5 feet from the primary means of egress.

BAFFLES AND CLOSURES

All deep-fat fryers shall have a steel baffle between the fryer and surface flames of an adjacent appliance. The baffle shall be 8 inches in height.

A positive closing lid shall be required on the fryers with latching mechanisms that secure it in the open or closed positions. Exception: fryers installed under a fixed pipe extinguishing system.

EMERGENCY EGRESS

Mobile food booth shall have a clear, unobstructed height over the aisle-way portion of the unit of least 74 inches from floor to ceiling and a minimum of 30 inches of unobstructed horizontal aisle space.

Should travel distance from any portion of the interior exceed 10 feet, the mobile food booth shall have a minimum of two exits located remote from each other and so arranged as to provide a means of unobstructed travel to the outside of the booth.

The latch mechanism of any exit shall be operable by hand, and shall not require the use of a key or special knowledge for operation from the inside. The secondary exit shall be labeled with the word "EXIT" with a 2 inch minimum letters on contrasting background.

GENERATOR REFUELING

The refueling of generators shall be performed in an approved location not less than 20 feet from the mobile food booth. Fuel shall be stored in a UL or FM approved metal flammable liquid safety container in an approved location. Generators shall be grounded in an approved method. Generators shall not be refueled in areas occupied by the public.