



**Matt Carter**  
Mayor

**Jim Nelson, CMC**  
City Clerk

## **Commercial Outdoor Special Event Application**

An outdoor special event is described as a one-time or infrequently occurring event that takes place outside of normal operations, programs, or activities of the private sponsoring/organizing individual, group, or business. An outdoor special event permit may be permitted and approved by a special committee designated by the City of Silvis Mayor or their designee. The special event may be permitted in any zoning district upon application to the city clerk's office for review and approval.

1. Permit required: A permit is required for any of the following outdoor activities, including but not limited to:
  - a. Any organized athletic, fundraising, or public awareness types of events, including those that may use the public streets or sidewalks as their route
  - b. Outdoor music events
  - c. Carnivals, parades, and firework displays
  - d. Block parties, large gatherings, and festivals
  
2. General rules and regulations: A special event shall be subject to the following restrictions, as applicable:
  - a. No more than eight (8) days shall be permitted per calendar year at any one location.
  - b. An individual event shall be limited to a maximum of three (3) consecutive days.
  - c. Sunday events will not be allowed except by special approval of City Council.
  - d. Hours of event are limited to six (6) consecutive hours between 9:00 am and 11:00 pm on Friday and Saturday and six (6) consecutive hours between 9:00 am and 10:00 pm on weekdays except Sunday when no special events will be allowed without the special consent of City Council.

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- e. Sound amplification/playing of music shall be controlled so as to not be unreasonably loud, raucous, jarring, disturbing, or become a nuisance to adjacent businesses and residences. In the event of a citizen/business complaint, the responsible individual will be given a chance to abide by the recommendation of the Police. If the Police continue to respond, the Police may close, shut down, or terminate the event for non-cooperation. Additionally, the responsible party may be issued ordinance violations for disturbing the peace.
- f. Protective barriers, such as barricades or temporary fencing shall be utilized to insure that the area designated for the special event is protected from encroachment by vehicles and underage patrons when not allowed. Protective barriers and fencing must be easily removed in case of an emergency.
- g. Fire lanes and hydrants shall remain free and clear of obstructions for adequate accessibility and use in an emergency.
- h. The person(s) listed on the application as having the authority to control the event must remain at the event until its completion and shall be available to accept complaints.
- i. The person(s) listed on the application shall be responsible to take reasonable clean-up measures after the event in order to maintain a safe/clean environment.
- j. No alcoholic beverages shall be sold at any event unless the proper liquor license has been obtained. **UNDERAGE CONSUMPTION OF ALCOHOLIC BEVERAGES IS STRICTLY PROHIBITED.** Alcoholic beverages will be contained in the designated area of the special event and not allowed on the public right of way or adjacent properties.
- k. No stakes are to be driven into the pavement of any public street or public sidewalk
- l. The special event shall be operated from only the area specifically designed on the site plan attached to the application.
- m. Security for the special event will be provided by the petitioner if determined necessary by the Chief of Police.

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- n. Portable restroom facilities shall be provided based upon the estimated size of the event and available permanent washroom facilities.
  - o. No public right of way will be blocked without special consent of the city council.
  - p. Barricades are available by special request. Requests can be made at city hall located at 121 11<sup>th</sup> street, Silvis; or by calling 309-792-9181.
3. Application requirements and procedures: All persons desiring to conduct a special event shall first submit an application to the City Clerk's office no less than thirty (30) days prior to the event. The application will be forwarded to the appropriate personnel in other departments as to make them aware of the special event and plan accordingly. The decision to grant permission of the special event is given to the mayor or his/her designee or designated committee. The application submittal shall include:
- a. Application with required information (legible).
  - b. A valid copy of a state issued driver's license or identification card for the person responsible.
  - c. A site plan illustrating the location of the proposed event.
  - d. Details of the type of equipment to be used, including type of structures (canopies, tents, etc), sound amplifying devices, and power sources (generator, propane, charcoal, etc).
  - e. Other information and details as may be requested.
4. Additional conditions: The city may impose additional conditions upon the issuance of a special event permit to insure the protection of the health, safety, and welfare of residents and participants.
5. Hold Harmless: The applicant agrees to hold the City of Silvis and its officials, agents, and employees harmless for any claim or injury arising out of the use of any public street, sidewalk, or other facility in conjunction with the terms and conditions of this permit.

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6. Failure to comply: Failure to comply with the rules and regulations may result in the following:
  - a. Termination/cancellation of the event.
  - b. Eviction from the public property portion of the premises.
  - c. Loss of future special event privileges.

\*Retain pages 1-4 for your records. Turn pages 5-6 into City Hall for approval.

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**City of Silvis**  
**Application for an Outdoor Special Event Permit**

**Please complete the entire form and print legibly.** Incomplete forms will be returned.  
Complete application packets must be submitted no less than thirty (30) days prior to the event.

**Contact Information**

Business Name (if applicable): \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Special Event Information**

Location of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Rain Date: \_\_\_\_\_

If live music will be played please name the bands \_\_\_\_\_

\_\_\_\_\_

Describe Event (include use of sound amplification devices, band(s), activities, use of temporary fencing to control and contain alcohol use and sales, use of barricades, request for street closures, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Applicants Statement of Agreement:**

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the rules and regulations included in this application. The permit, if granted, is not transferrable and is revocable at any time at the absolute discretion of the City of Silvis. I hereby affirm the above information is true and correct in describing the intent of this application. I understand that the issuance of the special event permit is contingent upon compliance with all conditions and requirements. I further affirm that if a permit is granted, that it will not be used or represented in any way or form as an endorsement of or by the City of Silvis or any department or officer thereof.

I, \_\_\_\_\_ agree to abide by the provisions in this application.

Signature \_\_\_\_\_

**For Office Use Only**

Received and recorded in the City Clerk's Office on:

Chief of Police: \_\_\_\_\_

City Administrator: \_\_\_\_\_

City Government representative: \_\_\_\_\_

\*Special Conditions (if any):

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