



# **CITY OF SOLON**

## **Event Application**

**Community Events**

**Parades**

**Neighborhood Street Parties**

223 S Iowa Street  
Solon, Iowa 52333  
Phone: 319-624-3755 Fax: 319-624-2122  
[www.solon-iowa.com](http://www.solon-iowa.com)  
E-Mail: [Susie.siddell@solon-iowa.com](mailto:Susie.siddell@solon-iowa.com)

## *Event Application*

Dear Event Organizer:

Thank you for your interest in planning and holding an event in Solon. Through neighborhood activities and public events a sense of community and pride is developed. Public events are also a means to stimulate our local economy.

The following pages provide key information for a safe, fun and successful event.

Please take time to read the information application form thoroughly and feel free to contact City Hall at 319-624-3755 or email [Susie.siddell@solon-iowa.com](mailto:Susie.siddell@solon-iowa.com) with questions.

We appreciate your time and interest in planning an event whether for your neighborhood or the entire Corridor region. A well-planned event translates to a successful activity that benefits both neighborhoods and the entire community.

### **General Event Information**

- Applications are reviewed by the City Administrator and Public Works Department, and as necessary, the Solon Fire Department and Johnson County Sheriff's Department.
- All applications will be approved or denied by the Solon City Council.
- There is an application fee of \$10 that must accompany your request. The City Council shall assess an additional event fee, determined on a case by case basis, for use of City property and resources, including reimbursement for any staff time or other expense that is incurred in the preparation/cleanup for the event. Non-profit groups within the city limits of Solon are exempt from the initial application fee. Contact the City Office to determine your eligibility.
- Applications need to be received no later than **60 days prior to your event**. If received less than 60 days prior to the event, staff will deny the application. It may be appealed to the City Council.
- All applications will need to complete a map showing street/lane closures, location of barriers/barricades, stages, platforms, parking, etc. If the event involves a moving route, indicate direction of travel
- If Main Street is blocked-off, south bound traffic on Highway 1 should be able to turn west on Short Street, and east bound traffic on Main should be able to turn north or south on West Street.
- If the Main Street and one block in each direction are blocked-off, be sure plans include barricades one block north and south of Main Street on Iowa and Dubuque.
- Vendors are expected to park vehicles off of Main Street once their booths/trailers have been set up – applicants will need to complete a map (B) showing parking of vehicles
- Always be sensitive to neighbors and area businesses when interrupting normal traffic flow.
- You will receive communication after the request has been to council unless there are questions regarding your application.

*2010 Event Application*

**Event Name:** \_\_\_\_\_

**Date/Time of Event:** \_\_\_\_\_

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

**Event Sponsor(s):** \_\_\_\_\_

**Brief Explanation of Event and Activities to be Held:** \_\_\_\_\_

**Contact Information:**

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Telephone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Today's Date: \_\_\_\_\_

**Anticipated Attendance:**

\_\_\_\_\_ Per Day

\_\_\_\_\_ Total

**Event Information:**

Setup Begins      Date: \_\_\_\_\_      Time \_\_\_\_\_      Day of Week \_\_\_\_\_

Event Starts      Date: \_\_\_\_\_      Time \_\_\_\_\_      Day of Week \_\_\_\_\_

Event Ends      Date: \_\_\_\_\_      Time \_\_\_\_\_      Day of Week \_\_\_\_\_

Dismantle      Date: \_\_\_\_\_      Time \_\_\_\_\_      Day of Week \_\_\_\_\_

**Please Provide the Following:**

1. The following shall be placed on the attached map (A) for Main Street area events (if event is held in any other area a similar map must be provided):
  - a. An outline of the event site including the names of streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind (such as a parade), indicate the direction of travel, including the starting location and ending destination.
  - b. Any street or lane closures.

- c. The location of barriers or barricades. Setup and tear down of barriers and/or barricades will be the responsibility of event organizers
  - d. The location of first-aid facilities
  - e. The locations of all stages, platforms, booths, cooking areas, trash containers, etc.
  - f. Generator locations and/or source of electricity. Contact Solon Public Works Department for electric information – (319) 624-3622.
  - g. Placement of vehicles or trailers used for the event.
  - h. Placement of portable toilets/restroom facilities.
  - i. Locations of all other event activities.
2. Vendors are expected to park vehicles off of Main Street once booths/trailers have been set up – please show anticipated parking locations - place on attached map (B).

Narrative:

Please describe what streets you are planning to close:

Please describe your safety plan including crowd control. Attach additional sheets if necessary. Solon city staff and contract employees will review your safety plans to determine if safety is adequate. In reviewing the application, they will be looking at anticipated crowd size, demographics, entertainment, and alcohol, prior history with this event or similar events and other criteria.

Please describe your emergency/medical plan, including your communication procedures. Attach additional sheets if necessary.

Please describe your plan for cleanup and removal of recyclable goods and garbage during and after your event.

***Thank you for your interest in holding a neighborhood/community event!***

City of Solon  
223 S Iowa Street  
Solon, Iowa 52333  
Phone: 319-624-3755 Fax: 319-624-2122  
E-Mail: [Susie.siddell@solon-iowa.com](mailto:Susie.siddell@solon-iowa.com)



