



SPECIAL EVENT REGULATIONS

This list is intended to provide the Event Coordinator with information about Special Event Regulations; however, it is not all-inclusive. If the requirements are not adhered to, the City may remit a bill for unauthorized use, repair, or replacement of City property.

1. All events must have a local sponsor, or at the very least a local contact who is integrally involved in the event planning.
2. Closure of some streets and/or **any** paid parking stall requires City Council approval. Allow additional lead time for events requiring City Council approval.
3. If your event is located in the Main Street Cultural District (MSCD), please contact the Director/Events Coordinator at 233-3472. "No Parking" signs are available from the MSCD.
4. No tape, glue, or any other type of sticky substance may be used on parking meters. "No parking" signs shall be stapled, front-to-back in "tent" fashion and held in place on the meter by a clear plastic bag that is zip-tied to the base of the meter. (Please do not close the zip-tie too tight or it will be difficult to cut off.)
5. Nothing may be attached to light/power poles. If you wish to place banners, please contact the City Clerk's Office at 239-5105 for permission.
6. When marking the streets, only duct tape (which comes in a wide variety of colors) may be used. Immediately after the event is over, the Event Coordinator must remove the duct tape.
7. No stakes or other objects may be driven into street surfaces.
8. Locates are required for stakes or other objects driven into the grassy right-of-way areas.
9. All refuse and material brought into the street or parking lot areas during the event shall be removed at the conclusion of the event.
10. If food or alcohol is to be served or sold during the event, all applicable state and local regulations must be followed. Please contact the City Clerk's Office at (515) 239-5105 and/or the Iowa Department of Inspections and Appeals at (515) 281-6538.
11. A certificate of insurance in the amount of \$500,000 combined single limit, naming the City of Ames as an additional insured, is required for all non-City-sponsored events.
12. Written permission is required prior to tapping into City water hydrants. Testing shall be completed and a meter attached prior to use. Fees may apply.
13. Written permission is required prior to plugging into City power receptacles. Extension cords, if used, shall be rated for external use. Fees may apply.

If questions arise regarding the use of City property or equipment, please contact the City Manager's Office at (515) 239-5101.