

City of Arnolds Park Procedure for Street Closure

1. Application must be made to the City in advance of City Council meeting to allow for Council review. Council meetings are held the second Wednesday of each month at 5:30 p.m.; or a special may be requested at a cost of \$250.00 per meeting. The application must describe the proposed event, time, date, anticipated attendance, and duration.
2. Additionally, the following must accompany the application:
 - a. A consent form signed by all land, home, and business owners adjacent to section of street to be closed. If closing the street prohibits access to any homes or businesses not directly on the street, written permission must be obtained from them as well.
 - b. Provide the Council a diagram of the area to be closed.
 - c. A fire and emergency access plan approved by the Fire Chief and the Police Chief.
 - d. A certificate of insurance in the amount of \$1,000,000, listing the City of Arnolds Park as the certificate holder and additional insured, holding the City harmless.
3. Policing the area during an event, and cleanup after an event, are the sole responsibility of the applicant.
4. If liquor is to be served during an event, an application for an outdoor service must be applied for through the Alcoholic Beverages Division and approved by the City. Temporary fencing and policing may be required.

Street Closure Insurance Agreement

WHEREAS, the City of Arnolds Park (**City**) has agreed to allow _____ (**Grantee**), the use of certain of the **City's** real estate, _____, located in Arnolds Park, Iowa for a _____, to be held on the ____ day of _____, 20 __, during the hours of _____ to _____, with an estimated attendance of _____, and

WHEREAS, the **City** desires that the **Grantee** obtain liability insurance for such use to indemnify the City from any claims based upon the **City's** granting of such use or the **Grantee's** use of such real estate.

In Consideration of such use, the **Grantee** agrees to deliver to the **City** prior to such use, a certificate of insurance showing that the **Grantee** has procured the aforementioned liability insurance with a single limit of not less than \$1,000,000, with such policy showing the **City** as a certificate holder and additional insured, and

The Grantee further agrees to provide any necessary security during its use of said property, and any necessary cleanup following such use, so as to maintain the City's real estate in a condition equivalent to that prior to the **Grantee's** use.

The undersigned officials of _____ are duly authorized to execute this Agreement on behalf of the **Grantee**.

Executed and delivered to the City of Arnolds Park, Iowa this ____ day of _____, 20 ____.

On Behalf of: _____

By: _____

Phone Number: _____

OFFICE USE ONLY

Letter of Consent
Diagram Submitted

Approved at Council Meeting: ____ / ____ / ____
Certificate of Insurance Obtained