

CITY OF MUSCATINE
TITLE 3, CHAPTER 14

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|-----------|-------|
| License # | _____ |
| Wallet # | _____ |
| Sticker # | _____ |
| Receipt # | _____ |
| Issued | _____ |
| Expires | _____ |

APPLICATION FOR USE OF ANY STREET, SIDEWALK, ROADWAY, ALLEY, PARK, PUBLIC WAY, PROPERTY OR FACILITY

1. Name of applicant and sponsoring organization, if any: HNI Corporation
Address: 600 East 2nd Street Muscatine, Iowa 52761
Telephone Number: 563-272-7148
E-mail address: bennette@hnicorp.com

2. Type of event that is planned:

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|---|
| HNI Corporation Family Fun Day and picnic |
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3. Proposed location:

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|---------------------|
| Muscatine Weed Park |
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4. Date(s)/Time(s): Sunday, August 16, 2020 from 8:00 am – 4:00 pm

5. Expected length of use: Tent/ride set up begin Friday, August 14th at 8:30 am due to state inspection changes

6. Expected size of group: 5800

7. Names of any person or persons in charge of the proposed use at the specified location:

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|--|
| Kevin Skarich, Vice President of Member and Community Relations Emily Bennett, Member and Community Relations Manager |
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Address(es): 200 Oak Street Muscatine Iowa 52761

Telephone Number(s): 563-272-7148

E-mail address(es): bennette@hnicorp.com

8. Names and addresses of any persons to be featured as entertainers or speakers:

Compass Rose is the event coordinator and will provide all entertainment and attractions. Contact information for Compass Rose is Alexandra Farmer at afarmer@compassroseevents.com and 615-604-8282 (office) or 618-407-3477 (cell).

9. List mechanical or electronic equipment to be used:

Mechanical rides/inflatables/games;
Equipment for food prep, service and storage
DJ equipment for announcements and music

10. Number and type of any motor vehicles or other forms of transportation to be used, including bicycles, boats, carriages and golf carts:

(5) golf carts for trash pickup, (2) gators for security and medical teams; (7) school buses providing transportation and the vendor will have large trucks parked on street during set up and at maintenance yard during event

11. Number and types of animals to be used:

None

12. A description of any sound amplification to be used:

(3) 400 watt full range speakers with 15" woofers and (2) 700 watt/amp sub-woofers

13. Proposed monitoring of the group and/or activity including the number of people who will direct traffic, set up, clean up and maintain order, if necessary:

Park will be closed to traffic with the exception of aquatic center staff, vendors, school buses and emergency vehicles. Security will staff entry points. Event staff will coordinate set up, tear down and clean up.

14. All plans for the provision of security:

Muscatine Police Officers will be used to staff entry points and patrol park during event. Additional officers will provide security beginning at 4:00 on Friday for the set up

15. Beer or wine consumption? Yes _____ No X

16. Describe any items to be sold or distributed

Nothing will be sold. Food/nonalcoholic beverages (pop, water, tea, lemonade) will be consumed during event and prizes will be awarded throughout the day.

17. Is water connection requested? Yes X No _____

18. Is electricity requested? Yes X No _____

19. Have you provided a layout site plan for your proposed activity or event? Yes X No _____

If yes, please attach.

If no, please explain:

20. Do you understand that you will be financially responsible for all site restoration needed to restore the site to pre-event status? Yes X No _____

The applicant agrees to indemnify, defend and save harmless the City of Muscatine, together with its agents, officers and employees, from any and all claims, lawsuits, damages, losses and expenses, of whatever nature, which may result from or arise from the activity of event covered by the permit, including but not limited to the use of public ways, irrespective of whether said claims are frivolous or meritorious.

x 
Authorized Representative

9/26/19
Date

TO BE COMPLETED BY CITY DEPARTMENTS:

I have reviewed the attached application with the following recommendations:

Recommend
Approval

Comments:

Yes No
[Signature] 1-17-20
Parks & Recreation Date

Approval subject to attendance
at pre-event meeting.

Yes No
[Signature] 1-14-20
Building & Zoning Date

Yes No
[Signature] 1/15/20
Public Works Date

Yes No
[Signature] 1/16/2020
Police Chief Date

Security done through
PD prior to event

Yes No
[Signature] 1-14-20
Fire Chief Date

FINAL APPROVAL

Yes No

City Administrator Date



HON
Allsteel

September 23, 2019

Muscatine Parks and Recreation
Mr. Richard Klimes, Director
Muscatine City Hall
215 Sycamore Street
Muscatine, IA 52761

Reference: 2020 HNI Family Fun Day

Dear Richard;

Attached is the City of Muscatine Park Permit Application for the 2020 HNI Family Fun Day and Picnic in Weed Park. We have set the date to be Sunday, August 16, 2020.

I will follow up with you and your team after the first of the year so that we stay on track with the processing of this permit. The Muscatine Police and Fire Department have already been contacted about providing their services again next year.

Please let me know if you have any questions or concerns pertaining to this permit application.

As always, we appreciate everything you and your team do to make this such a wonderful event for the members of our organization.

Sincerely,

A handwritten signature in cursive script that reads 'Emily Bennett'.

Emily Bennett, PHR, SHRM-CP
Member and Community Relations Manager
563-272-7148
bennette@hnicorp.com