

## **SPECIAL EVENTS PERMIT POLICY**

**Version 062703**

\*\*Policy information provided is subject to change without notice.

### **INFORMATION FOR SPECIAL EVENTS SPONSORS:**

#### **SPECIAL EVENTS POLICY**

The staff of the Natural Resource Management Section of the Mississippi River Project will work with individuals, organizations, and businesses in the review of special event requests for use of lands administered by the U.S. Army Corps of Engineers. The following is a list of details that need to be worked out prior to the beginning of a special event.

Land ownership patterns on the Mississippi River can be confusing to permit applicants. Before completing any request, insure that you have checked with the appropriate ranger field station to insure that the land and waters in question are administered by the U.S. Army Corps of Engineers. In some cases the U.S. Coast Guard as well as the state Department of Natural Resources or Conservation may have additional permit requirements where water events are involved. Where land is owned and managed by the U.S. Fish and Wildlife Service or the state Department of Natural Resources/Conservation, they may also have permit requirements that will apply. In these cases Corps rangers will refer you to the proper authorities.

#### **REQUEST FOR SPECIAL EVENT:**

A written request for a special event must be filed with the appropriate ranger field station or project office no later than thirty days prior to the date of the event. The request must be written and contain details described hereafter. The amount of detail necessary will vary depending on the date, size and type of event. Final plans must be made no later than two weeks before the scheduled date.

Special Events permits are issued at a cost of \$50 to any requesting group. The Park Manager has the discretion to waive fees for not-for-profit groups. Events that require government service beyond the issuance of the permit may be assessed a fee based on the cost of the service being provided, plus any additional cost that the Park Manager believes will be incurred by the Government.

#### **CORPS OF ENGINEERS RANGER FIELD STATIONS**

##### Pools 11, 12, 13 to Savanna, IL

U.S. Army Corps of Engineers

Park Ranger

2595 Kerper Blvd.

Dubuque, IA 52001

Telephone 563-582-0881

##### Pools 13 from Savanna, IL south Pool 14 and 15

U.S. Army Corps of Engineers

Park Ranger

P.O. Box 398

Thomson, IL 61285

Telephone 815-259-3628

### Pools 16, 17, and 18

U.S. Army Corps of Engineers  
Park Ranger  
810 Main St.  
Muscatine, IA 52761  
Telephone 563-263-7913

### Pools 20,21, and 22

U.S. Army Corps of Engineers  
Park Ranger  
909 W. Lock & Dam Road  
Quincy, IL 62301  
Telephone 217-228-0890

### **INSURANCE:**

A certificate of insurance must be received at the project office no later than two weeks prior to the event. One million dollars aggregate liability insurance is required for any event that is open to the general public. This requirement will be considered satisfied if the event organizer has standing liability insurance in effect for the special event.

The following events, though not inclusive, are those for which insurance is required:

- Live Band Performances
- Firework Displays
- Athletic Events
- Boat Races
- Water Skiing Events
- Events where alcoholic beverages are sold or distributed.

### **CROWD CONTROL:**

One individual provided by the sponsor will be assigned to crowd control duties for every one hundred (100) spectators or participants. Crowd control may include foot, vehicle, or boat patrol to insure that spectators and participants stay within the authorized area and that problems and conflicts are quickly resolved. Personnel involved in crowd control must be able to be easily identified by the participants.

### **PARKING AREAS AND ATTENDANTS:**

Parking by spectators and participants will be allowed only in designated parking areas. Any special parking arrangements will be approved in writing when the permit is issued. Parking attendants will be required when the anticipated audience will overtax existing parking facilities. All attendants will be readily identifiable, as are those involved with crowd control. Arrangements for parking on non-government land will be the responsibility of the sponsor and may require coordination with county, city or private landowners as appropriate.

### **LAW ENFORCEMENT:**

Events may require the presence of one or more law enforcement personnel during the event. The event's sponsor will finance Law enforcement services. The county sheriff having jurisdiction over the area where the event is to take place may be the sole source of such services or may be able to provide information on where to produce such services.

**SALES AND ADMISSION:**

The government must approve all sales. Admission may be charged to a special viewing area; however, the event itself must be open to the public.

**CONTESTS:**

All contests must be approved prior to the event. Safety of the contestants will be of primary importance.

**SAFETY:**

A safety plan must be included as part of all permit applications and will include crowd control, rescue, medical assistance and evacuation. Events which are inherently dangerous, i.e. races, fireworks, swimming events, skydiving, etc., are frequently governed by safety standards established by national associations and these standards must be observed.

**PERSONNEL:**

At the time final plans are approved, the names, telephone numbers, and addresses of individuals, to include those in charge and those involved in crowd control and parking, will be submitted to the appropriate ranger field station.

**TIME/DATE:**

The time and date of the event as well as rain dates will be specified in the application. Time should be allowed for set up and clean up.

**EXPECTED AUDIENCE:**

An estimate should be provided based on prior events of similar nature, capacity of the area, publicity, etc.

**CLEAN-UP:**

Clean up of the area is not limited to the time of the event. Frequently spectators/participants will remain within the area long after the event is concluded. The area should be cleaned immediately after the event and again the next morning to assure that all residual litter is picked up. All materials generated by the event will be disposed of off site at the permittee's expense. A cash performance deposit may be required.

**NOISE:**

Repeated complaints about noise may cause the termination of an event and be grounds for denial of future permit requests.

**RESTRICTIONS:**

Any restriction, whether posted for the general public or specified in the permit, must be observed. These include, but are not limited to, parking, speed limits, direction of vehicle travel, no-wake buoys, closed areas, etc. Title 36, Chapter III, Park 327, Rules and Regulations Governing Public Use of Water Resources Development Projects Administered by the Chief of Engineers will be adhered to.

Event sponsors are reminded that all use fees still apply for event participants, to include day use launching fees, at sites where they are required.

**PUBLICITY:**

The amount and type of publicity has a bearing on the number of participants/spectators and on their expectations of the event. Problems may occur when their expectations are not met, and angry or unhappy crowds must be dealt with. We want to discuss any publicity effort before publication or broadcast.

**DISTRIBUTION OF ALCOHOLIC BEVERAGES:**

The sale and distribution of alcoholic beverages must be specified in the special events permit and be in compliance with state law and county zoning ordinances. In some instances county or state permits may be required. It is the applicant's responsibility to check with these authorities on the necessity for permits and licenses. Those individuals running the event or involved in crowd or traffic control will not consume alcoholic beverages during the event.

**SANITATION:**

When special events are requested where sanitary facilities are absent or inadequate, the sponsor will be required to obtain portable facilities. One (1) porta-potty is required for each anticipated 100 participants. Marine toilets (heads) meeting appropriate EPA standards may be substituted for porta-potties.

Special events permits are necessary as a result of the proliferation of large-scale organized events that are adversely affecting the recreational and environmental resources on federal lands, as well as public safety. **WHAT IS UNWRITTEN WILL NOT BE PERMITTED**; therefore, event planning will be spelled out in detail in the written request. We welcome the opportunity to work with sponsors towards a successful and safe event.

Natural Resource Management Office  
Mississippi River Project  
P.O. Box 534  
Pleasant Valley, IA 52767  
Telephone 309-794-4522