



**PELLA COMMUNITY SERVICES DEPARTMENT**  
**Event Application for Molengracht Plaza – Klokkenspel Plaza Areas**

Return completed application to the Community Services Department, 712 Union, Suite 104 Pella IA 50219.  
 Phone: 641-628-4571.

Application, Rental Fee, Insurance and Deposit due 30 days prior to the Event date. Requests with less than a 30 day notice may be considered however the City reserves the right to refuse the application.

Event Name:	Date of Application:
Contact Person(s):	Contact Phone:  Email:
Contact Address:	
Event Sponsor, if any (Name & Address):	Sponsor Contact Name & Phone:
Date of Event:	Time of Event: _____ Time Slot Requested: <input type="checkbox"/> 10a-3p <input type="checkbox"/> 4p-9p
Area Requested: <input type="checkbox"/> Molengracht <input type="checkbox"/> Klokkenspel <i>*indicate area requested on attached map</i>	
Set Up Time:	Tear Down Time:
Number of Expected Attendees:	Event maximum - 350 people Molengracht 30 people Klokkenspel

**Event Activities**

1. Will alcohol be served? Molengracht Plaza only <b><u>Outdoor Service Liquor License is required.</u></b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, attach copy of outdoor liquor license. Council approval is required on liquor licenses if license holder is not adjacent to the property being used.</b> Barriers are required to cordon off area were alcohol is to be served.
2. Will there be amplified music or sound? (Not allowed after 9pm)	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, who will provide? <i>(Name &amp; Phone)</i>
3. Will there be tents? *	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, who will provide? <i>(Name &amp; Phone)</i>
4. Will there be seating and/or tables?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, who will provide? <i>(Name &amp; Phone)</i>
5. Will there be any signage or decorations?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Event signage visible from public streets will require a separate Sign Permit approved through the Planning & Zoning Department.

6. Will there be food served?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, who will provide? ( <i>Name &amp; Phone</i> )
7. Garbage Bags & Receptacles Needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Garbage collection is not included with the event permit. 4 large cans are available for use free of charge. Heavy duty trash lines may be purchased for \$.50/each.
8. Is event open to the general public?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "yes" a special event permit is needed and is required to be approved by Council. Please contact City Hall.

*\*If yes, contact City of Pella Parks Department for guidelines on attachments & anchoring – 641.628.4299. The City of Pella does not provide barriers, chairs, tables or extra garbage cans for private events.*

**Rental Fee:** The Molengracht Plaza and Klokkenspel may be reserved year round. Rentals are available from 10:00 am to 3:00 pm or from 4:00 pm to 9:00 pm. Reservation fee is charged per time slot - \$25 Resident/\$30 Non Resident per timeslot. Please include set up/tear down times when determining a rental slot. If your event spans two rental times you may reserve both times. Rentals may be made 12 months in advance. **Rental fee is due at time of application submittal and is non-refundable.**

Indicate on the included map the area being requested for rental. Access to businesses on the Molengracht or in the Klokkenspel may not be blocked. Identified clear zones must remain free of obstructions at all times.

**Insurance:** General-liability insurance coverage in the amount of \$1,000,000 is required. Please attach certificate naming City of Pella "ALSO INSURED". Insurance certificate is due no less than 30 days prior to the event date.

**Hold Harmless:** Renter shall indemnify, protect, save and hold harmless the City from and against any and all liability, losses, and damages to property or bodily injury or death to any person, including payments made under workers' compensation laws, and including damages caused by or arising out of any act of negligent omission of Renter, its agents, employees or contractors, happening or done in, on or about the rented premises, or arising out of or in any way connected with the tenancy, use or occupancy thereof, or any part thereof, by Renter or any person claiming through or under Renter. Renter's obligation to indemnify, save, protect and hold harmless shall include the obligation to pay all reasonable expenses incurred by the City in defending itself with regard to any of the aforementioned claims, including all out-of-pocket expenses such as attorney's fees and the value of any services rendered by the Legal Department of the City or any other officers or employees of the City.

**Deposit:** \$100 deposit required at time of booking. Deposit is refundable if area is left clean and undamaged and if used, cleaned garbage cans returned. The renter will be charged \$30 per hour for any cleaning or maintenance that is required to bring the rented area back to the proper condition. Renter will be charged for any damages in addition to the hourly rate. Holiday or overtime hours will be charged at \$45 per hour. Deposit is fully refundable if the event is cancelled. Deposit is due no less than 30 days prior to the event date.

**Other:**

- There is no tobacco or nicotine use allowed on City property. This includes the entire plaza areas and includes the underground parking garage.
- Rentals are on a first come/first serve basis.
- The Renter is responsible for collection and removal of all garbage associated with the event. 4 large trash cans are available for use free of charge. Heavy duty trash can liners are available for \$.50 each. Cans and liners must be picked up by the renter by 2pm on the day of the rental or by 2pm on Friday for weekend rentals. Cans must be returned the day after the event or on Monday for weekend rentals. Cans must be cleaned prior to being returned.
- Attach a drawing showing any tables, chairs or other items included in set up. Attach additional information as needed.

- All event furniture, including tables, chairs, umbrellas and authorized accessory/decorative items, shall be readily movable. "Readily movable" shall mean that no object, as stated above, shall be leaded, cemented, nailed, bolted, power riveted, screwed-in or affixed, even in a temporary manner, to any surfaces or to any buildings, or to any other structures. The use of any form of anchoring device that would penetrate the surface of the plaza, sidewalks or other solid surface is prohibited. Umbrellas must be secured with a minimum base of not less than sixty (60) pounds. Any barriers used to separate the event from pedestrian traffic shall be readily movable as defined above.
- Identified clear zones must be kept free at all times to allow access to buildings in the plaza and KlokkenSpiel areas.
- Event set up, event tear down and cleanup of your event must all take place within your allotted time slot. You may book an adjacent time slot if needed. Clean up is required to be completed by 10:00pm to avoid disturbing hotel guests and plaza residents.
- Hanging flower baskets, flower pots, flower beds, benches, banners and other plaza/park fixtures may not be moved or altered in any way.
- Moderate decorations are allowed. To avoid the risk of damaging underground utilities, never install stakes in the ground. Please remove all decorations at the conclusion of your event. No confetti or confetti-like decorations are allowed.
- The closest public restrooms are located at the Police Department at 614 Main Street.
- A permit does not guarantee exclusive use of the plaza/park area for your event. There may be other people/general public using the plaza/park area.
- The City reserves the right to cancel any rental at any time in emergency situations or as deemed necessary.
- The City may withhold approval if there have been any past experiences of problems with the renter including, but not limited to, damages, failure to honor timeframes, crowd control problems or complaints from area residents or businesses.
- This application is for private events. Events open to public attendance require an additional, separate Special Event permit issued through City Hall requiring Council approval.

In order to hold a date a completed application along with the non-refundable rental fee must be received. Final approval for the event will not be given until the deposit and insurance information is received. All required information must be submitted 30 days prior to the event to complete the reservation. The City reserves the right to release the hold on the date of your event if all required information is not received by the 30-day deadline. Reservations with less than a 30-day notice may be accepted at the discretion of the Community Services Director or designee. Reservation acceptance may also depend upon Council approval of a special event permit and/or an outdoor service liquor license if one is needed.

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Signature of Applicant

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Date

**For Office Use Only**

- Rental Fee Received      \$\_\_\_\_\_
- Insurance Information Received
- Deposit Received \$\_\_\_\_\_
- Drawing for Set Up
- Parks Department approval regarding tents, chairs, tables, decorations or other items. Initials: \_\_\_\_\_
- Liquor License, if applicable
- Liquor License Approved by Council – Date Approved: \_\_\_\_\_
- Special Event Permit, if needed, approved by Council - Date Approved: \_\_\_\_\_

**Application:**       Approved       Denied

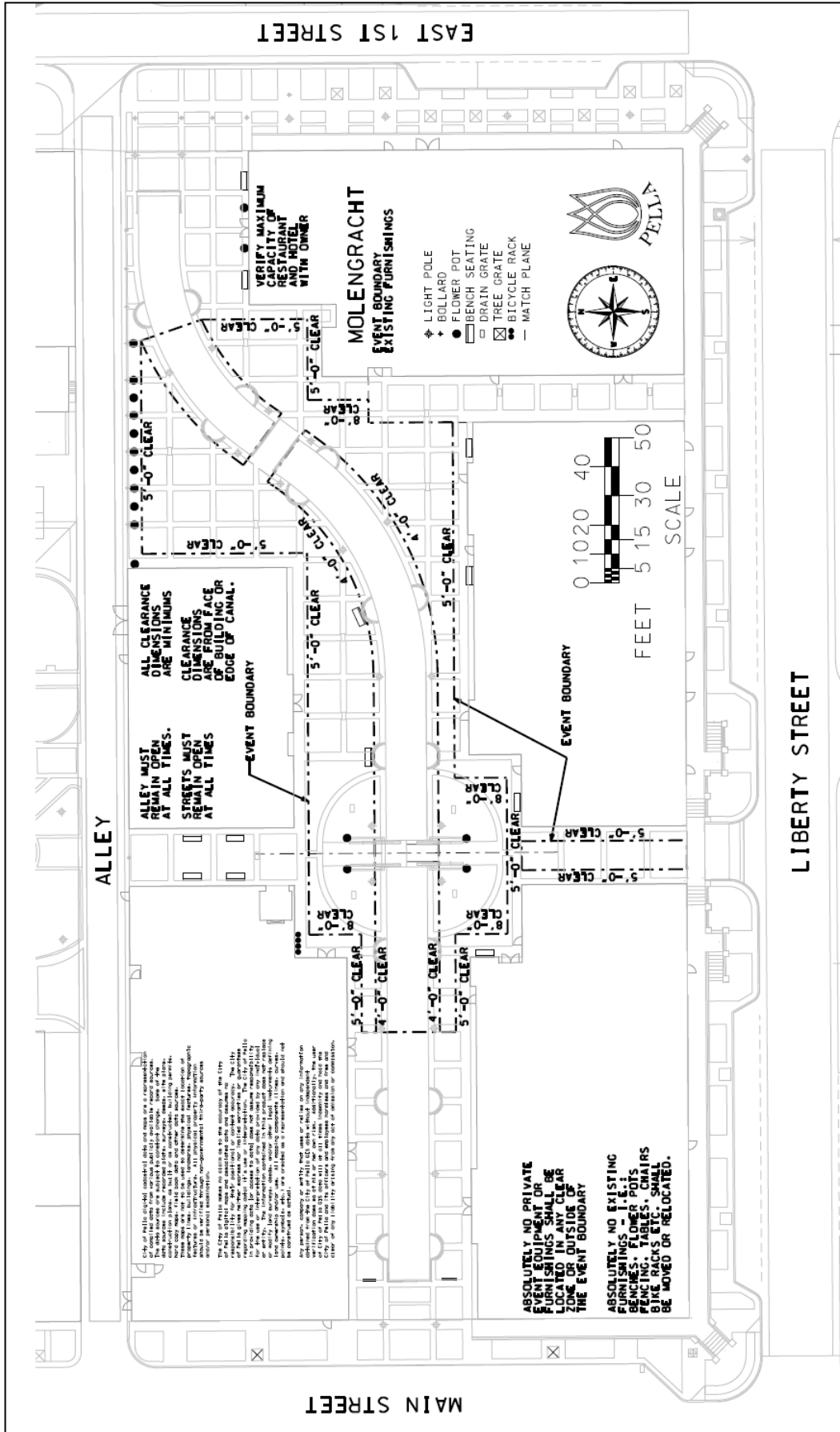
\_\_\_\_\_  
Community Services Director or Designee

\_\_\_\_\_  
Date

**Additional Comments/Notes:**

# Molengracht Plaza Event Area/Clear Zones.

Please indicate which areas you are requesting to utilize for your event.



# Klokkenspel Event Area/Clear Zones

Please indicate which areas you are requesting to utilize for your event.

