



CITY OF DUBUQUE THIRD-PARTY ALLIANT ENERGY AMPHITHEATER RENTAL FORM

All third-party renters of the Alliant Energy Amphitheater need to read and sign this form.

A third-party rental is defined as a wedding or special event planner, caterer, individual or business renting the amphitheater for another person, business or organization. For example, the third party is the bride that has a wedding or special event planner renting the amphitheater and taking care of all arrangements for them. The bride is the third party and thus is the one that fills out this form.

ACKNOWLEDGEMENT OF AMPHITHEATER RESPONSIBILITIES

As a third-party renter of the Alliant Energy Amphitheater whom has engaged another party to rent the facility, I have read and understand the Frequently Asked Questions attached or shown at <http://www.cityofdubuque.org/DocumentCenter/View/27729>. I accept and agree to all terms and conditions. I agree that while a second party such as Stone Cliff Winery or other wedding/event planner or caterer may be making the reservation for my event, ultimately the reservation for the Alliant Energy Amphitheater is in my name and I am responsible for following all procedures set forth. I enter this agreement voluntarily, with full knowledge of its effect.

THIRD PARTY CONTACT INFORMATION

Event Name: _____

Date and Time of Event: _____

Signature: _____

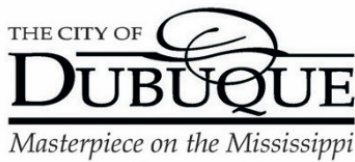
Printed Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Date Signed: _____

This document may be dropped off or mailed to the City Clerk's Office at 50 W. 13th Street, Dubuque, Iowa 52001 or emailed to ctyclerk@cityofdubuque.org.



CITY OF DUBUQUE ALLIANT ENERGY AMPHITHEATER

Many memories happen at the City of Dubuque's Alliant Energy Amphitheater adjacent to the Mississippi Riverwalk in the Port of Dubuque. The Amphitheater has a historic backdrop of the restored Star Brewery building.

The Amphitheater is the site for many weddings throughout the summer season. Public community events like Irish Hooley, private events, reunions, and receptions call the Amphitheater home.

FREQUENTLY ASKED QUESTIONS

1. How do I reserve and pay for the Amphitheater?

The Amphitheater may be reserved by calling the City of Dubuque Leisure Services Department at (563) 589-4263. The rental fee is \$300 per day for Friday, Saturday and Sunday; \$200 per day for Monday through Thursday; and \$75 for a four-hour rental Monday through Thursday; all payable at time of reservation. Reservations may be made 23 months in advance of the event date. One reservation is allowed per day.

2. Can I reserve the Amphitheater or does it need to be reserved by a wedding planner or caterer?

Anyone associated with the event can reserve the Amphitheater. The reservation fee is \$300 per day for Friday, Saturday and Sunday; \$200 per day for Monday through Thursday; and \$75 for a four-hour rental Monday through Thursday for whomever reserves the Amphitheater. Wedding planners or caterers may not upcharge the reservation fee.

3. If I am a wedding or special event planner, caterer, individual or business renting the amphitheater for another person or party is there any special form or permit I must fill out?

Yes. You will need to have the individual, business or organization you reserved the amphitheater for fill out and return the Third-Party Rental form to the City Clerk's Office, 50 W. 13th Street, Dubuque, Iowa 52001. Click [here](#) for the form.

4. What hours can the reservation take place?

- Sunday through Thursday: Reservation hours are from 7:00 a.m. to 10:00 p.m.
- Friday, Saturday, and Holidays: Reservation hours are from 7:00 a.m. to 2:00 a.m. The music must stop at 1:00 a.m. and the event must conclude no later than 2:00 a.m.
- For a four-hour rental, the rental can take place any four-hour period between 7:00 a.m. to 10:00 p.m. on Monday through Thursday.

5. Can I set up the day before my event and/or clean up the day after my event?

Yes, if you pay the additional daily rental fee(s) for the set-up and clean-up day, you can set up the day before and/or take down the day after your event.

6. What events require a City of Dubuque Special Event Permit?

- Any event that invites the public to attend (whether it is a free event or one that

includes an entry fee).

- Public or private events that serve alcohol.

7. How do I apply for a Special Event Permit?

Visit www.cityofdubuque.org/specialevents to download the special event packet and application. Special event permit packets can also be picked up at the City Clerk's Office, 50 West 13th Street, Dubuque, IA. The special event application is a fillable form on-line and can be submitted electronically by visiting www.cityofdubuque.org/specialevents or dropped off at the City Clerk's Office. Special event permits are issued by the City Clerk's Office. Special event permits must be submitted at least 60 days prior to the event. Questions about the special event permit process can be answered by calling (563) 589-4120.

8. Is alcohol allowed during a private and/or public rental?

Yes, alcohol is allowed; there are a variety of options.

- As a host, considering serving beer and/or wine only?

Click this [link](http://www.cityofdubuque.org/DocumentCenter/View/27731). (www.cityofdubuque.org/DocumentCenter/View/27731)

- As a host, considering working with Stone Cliff Winery to serve beer and/or wine?

Click this [link](http://www.cityofdubuque.org/DocumentCenter/View/27730). (<http://www.cityofdubuque.org/DocumentCenter/View/27730>)

- As a host, considering serving hard liquor, beer, and/or wine?

Click this [link](http://www.cityofdubuque.org/DocumentCenter/View/27732). (<http://www.cityofdubuque.org/DocumentCenter/View/27732>)

Click this [link](#) to view all the options and requirements for each option.

After reviewing these options, you might understandably be overwhelmed and have more questions than you started with, or maybe you don't see an option that you are considering. The City Clerk's office is available to help answer all your questions related to alcohol at the Amphitheater and can be reached at (563) 589-4120.

If only wine will be served, the renter must obtain a bid from Stone Cliff Winery to provide the wine. The renter may determine if they wish to purchase from Stone Cliff Winery or another source; the purchase of wine from Stone Cliff Winery is not a condition of the rental agreement.

9. Can tents be put up on the Amphitheater?

Tents may be put up that use weight systems. Tents must be free standing. No stakes are allowed. Tents must be removed immediately following the event. If the tent is put up prior to the event day or remains up into another reservation day, the reservation fee(s) will be charged for the additional day(s). The renter is responsible for any damage caused as a result of the installation of Tent equipment.

10. Is electricity available?

Yes, electricity is available and included in the rental fee. There are three (3) electrical power boxes. Each electrical power box contains seven (120v) receptacles and one (120v) 50-amp receptacle. You must contact the City in advance to make arrangement to access the electricity. This is done at the time of making the reservation with Leisure Services.

11. Who is responsible for trash removal?

All trash removal is the responsibility of the individual or organization renting the

Amphitheater. Any trash left onsite and removed by City staff will result the renter being billed for city time and resources for trash removal.

12. Are rest rooms available?

Events will need to arrange for porta potty services. Restrooms are available in the Star Brewery building if the building is open during the time of reservation.

13. Can I rent the Amphitheater to sell “goods”?

Yes and No. During a public event, for which a special event permit has been approved, it is allowed for food, entertainment, clothing, or other types of wares. Otherwise, no; the Amphitheater is used for enjoyment purposes and is not allowed as a vending location.

14. Can my rental fee be refunded if an event is canceled in advance?

Rental fees are refundable only in limited circumstances. To request a refund, please call the Leisure Services Department at (563) 589-4263. Special event damage deposits are refunded after review of the event by all applicable City departments following the event. The special event permit damage deposit refund, if approved, is through the City Clerk's Office.

15. Do I need to barricade my event?

Physical barricades are not required; however, event organizers should monitor the perimeter of the event or provide some visual definition especially when alcohol is sold and/or served. A site map is a required component of the Special Events permit process.

16. Can I close the road on either side of the Amphitheater (Veteran's Drive and/or Star Brewery Drive) during my event?

No.

17. Can I close off the Amphitheater area to pedestrians using the Riverwalk or stairways leading to and from the Riverwalk?

No. The Riverwalk and stairways leading to the Riverwalk are not a part of the rental areas of the Amphitheater. There may be people accessing and walking on the Riverwalk during your event.

18. Can I drive a vehicle or have a delivery vehicle on the Amphitheater?

No, absolutely not. Delivery vehicles or event vehicles should park and unload at Star Brewery Drive or Veteran's Drive and not drive on the painted, stained concrete of the Amphitheater or any adjacent sidewalks.

19. Are leashed pets / dogs allowed?

No.

20. What is the capacity of the Amphitheater?

Pavement area = 13,084 SF (does not include North and South ramp)

Calculated at 15 SF/person = 872 people

Grass slope and stone seating area = 28,918 SF

Calculated at 10 SF/person = 2,891 people

Total capacity of pavement and grass = 3,763 people

Combined pavement, grass slope and stone seating area = 42,002 SF

Calculated at 10 SF/person = 4,200 people