



AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE:	July 8, 2025
AGENDA ITEM:	Consideration of a Special Event Application – National Night Out – Johnson County Sheriff’s Department
ACTION:	Motion

Purpose

This item presents a request for City Council approval of a Special Events Permit Application submitted by the Johnson County Sheriff’s Office for the annual National Night Out event. The event is scheduled to take place on Monday, August 5, 2025, from 6:00 PM to 7:30 PM at Deer View Park in Tiffin.

Background

National Night Out is a nationwide community-building campaign that promotes police-community partnerships and neighborhood camaraderie. The Johnson County Sheriff’s Office is organizing the event locally and anticipates approximately 400 attendees.

Event Details:

- Date & Time: August 5, 2025 | 6:00 PM – 7:30 PM
- Location: Deer View Park
- Estimated Attendance: 400
- Organizer: Cody O’Hare, Johnson County Sheriff’s Office
- Contact: cohare@johnsoncountyiowa.gov | 319-239-0820

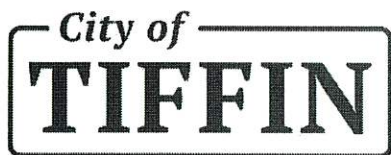
Logistics:

- Parking: Limited parking in designated areas; majority of attendees expected to arrive on foot
- Restrooms: Existing park facilities will be used
- Setup/Teardown: 30 minutes before and after the event
- Food Vendors: None
- Other Vendors or Tents: None
- Police Protection: Not requested
- Temporary Signage: Not requested
- Insurance: Proof of insurance has been submitted

Staff Recommendation

Staff recommends approval of the Special Events Permit for the National Night Out event on August 5, 2025, as submitted by the Johnson County Sheriff's Office.

ATTACHMENTS: Special Event Application



City of Tiffin

Special Events Permit Application

APPLICATIONS MUST BE SUBMITTED 30 DAYS PRIOR TO EVENT

EVENT INFORMATION:

Event Name: National Night Out
Description of Event: Annual community-building
Campaign that promotes police-
community partnership

Date of Event: 8-5-25
Time of Event: 6-7:30 pm
Location of Event: Deer view Park
Size of Event: (Attendees) 400

CONTACT INFORMATION:

Event Contact Name: Cody O'Hare
Contact Email: cohare@johnsoncounty.iowa.gov
Event ON SITE Contact Name: Cody O'Hare
Contact Email: cohare@johnsoncounty.iowa.gov

Contact Phone: 319-239-0820
Contact Phone: 319-239-0820

LOGISTICS: Please provide maps

Parking & Traffic Plan: Some parking in designated areas but mostly foot traffic
Plan for Police Protection: (if needed) not needed
Plan for Restroom Facilities & Locations: already present restrooms
Plan for Setup/Take down: Set up 30 mins before and take down 30 mins after
Temporary Sign Request: (if needed) not needed
Tents (size, type and purpose of each tent): not needed

FOOD VENDORS (Required to have active Mobile Food License Permit with City of Tiffin)

no food vendors

VENDORS (NON-FOOD, RIDES)

no vendors

ADDITIONAL LICENSING:

Proof of Insurance (Please attach): _____
Alcoholic Beverage License, Name License will be under (Please attach): _____

I certify that I am the person authorized to act on behalf of the event to request this permit and understand and agree to pay on behalf of the City all sums which the City shall be obligated to pay by reason of any liability imposed upon the City for damages of any kind resulting from use of public property and the public right of way, whether sustained by any person or persons, caused by accident or otherwise and shall defend as its own expense and on behalf of the City any claim against the City arising out of the use of public property and the public right of way and agree to follow all other ordinances that shall pertain including Ordinance 2006-277, City of Tiffin, Iowa. I understand that I will not erect any temporary signage for the event prior to City Approval of signage.

[Signature]
Signature

7-2-25
Date

For City Use:

Authorized City Signature: _____ Date: _____
Copy to Applicant: _____ Johnson Co. Sheriff Notified: _____ Public Works Notified: _____ Tiffin Fire Notified: _____