



City of Tiffin

Special Events Permit Application

APPLICATIONS MUST BE SUBMITTED 30 DAYS PRIOR TO EVENT

EVENT INFORMATION:

Event Name: Simply Made Market

Date of Event: 3/29/26

Description of Event: _____

Time of Event: 10am-3pm (lot needed 9-5)

Vendor market at Bella Sala. Use of Tiffin
Auxiliary Fields lot for overflow parking

Location of Event: Bella Sala

Size of Event: (Attendees) 1000+

CONTACT INFORMATION:

Event Contact Name: Bri Nicholson

Contact Phone: 319-331-8245

Contact Email: simplymademarket@gmail.com

Event ON SITE Contact Name: Bri Nicholson

Contact Phone: 319-331-8245

Contact Email: simplymademarket@gmail.com

LOGISTICS: Please provide maps

Parking & Traffic Plan: Bella Sala lot, Auxiliary Fields lot for overflow, golf cart transport

Plan for Police Protection: (if needed) None

Plan for Restroom Facilities & Locations: Bella Sala

Plan for Setup/Take down: Signs A few yard signs for guests will be put up & taken down after

Temporary Sign Request: (if needed) None

Tents (size, type and purpose of each tent): None

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

N/A

VENDORS (NON-FOOD, RIDES)

N/A

ADDITIONAL LICENSING:

Proof of Insurance (Please attach): N/A

Alcoholic Beverage License, Name License will be under (Please attach): N/A

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 is 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 such liability is caused by 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 be responsible for any temporary signage for the event prior to City Approval of signage.

Bri Nicholson
Signature

1/9/26

Date

For City Use:

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