



SPECIAL EVENT PERMIT APPLICATION

Instructions to Applicant:

- The following information must be completed and submitted to the City Clerk's Office at the Waterloo City Hall.
- **Application Fee: None**
- Special Event Permit Applications **must be submitted thirty (30) days prior to the date of requested event** to allow for proper time to process with all city departments.
- All damages to property and equipment shall be billed to the applicant and shall be paid by said applicant upon receipt.

1. Event Name / Type: _____

Location of Event: _____

2. Beginning Date / Time: _____ Ending Date / Time: _____

3. Organization Name: _____

Mailing Address: _____
Street City State Zip

Phone Number: _____ Email Address: _____

Not For Profit Status: Yes _____ No _____ ID # _____

4. Person in Charge of Event: _____

Mailing Address: _____
Street City State Zip

Cell Phone Number: _____ Email Address: _____

5. Secondary Contact Person: _____

Mailing Address: _____
Street City State Zip

Cell Phone Number: _____ Email Address: _____

THE FOLLOWING INFORMATION MUST BE PROVIDED BEFORE APPLICATION WILL BE PROCESSED.

A. Narrative of Event.

B. Sketch Plan of Site or Route of Walk/Run	Attached <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
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C. Will there be inflatable jumpers/bounce houses or amusement rides: Yes <input type="checkbox"/> No <input type="checkbox"/>
• If yes, <u>Proof of Liability Insurance is required.</u> (See Clerk’s Office for details.)

D. Proof of Liability Insurance must be provided and, if the event is held on City property, the City of Waterloo <u>must</u> be named as an additional insured with Comprehensive General Liability limits of not less than \$1,000,000 combined single limit, each occurrence / \$2,000,000 aggregate.
Attached <input type="checkbox"/>

E. Liquor License information for beer sales (hours of sale):
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G. Special Needs (i.e. Police, Fire, EMS, Street Dept., Electric)

Special Event Organizer(s) must also provide for the sanitary collection of all refuse, litter, and garbage generated by patrons attending the event, and removal of all such waste materials from the location of the event in a timely manner.

<u>Signage</u>	
As part of the approval of this Special Event Permit, temporary signs for said Special Event shall be permitted as provided for in the City Sign Ordinance.	
I agree to abide by the rules and certify that I, on behalf of the applicant or organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Waterloo. I also understand that acceptance of application should in no way be construed as a final approval/confirmation of this request.	
_____ Signature of person in charge of event	_____ Date of Submission

For office use only

“Special Events Permits” shall go before the City Council for approval.

Approved by City Council: Yes No **Date** _____

Police Department <input type="checkbox"/>	Fire Department <input type="checkbox"/>	EMS <input type="checkbox"/>	Dispatch <input type="checkbox"/>
DPW / Street Department (for street closings, signalization, and detour routes) <input type="checkbox"/>			