



CITY OFFICES
 100 West Fourth Street
 Waterloo, Illinois 62298
 (618) 939-8600
 Stanley T. Darter, Mayor
 Mechelle Childers, Clerk
 Brad A. Papenberg, Treasurer

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 sixty (60) 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.
- A **Pre-Event Meeting** may be required prior to approval by City Council.

1. Event Name / Type: _____
 Location of Event: _____

2. Set-Up Date / Time: / / : : _____
DATE TIME Clean-Up Date / Time: / / : : _____
DATE TIME

3. Event Beginning Date / Time: / / : : _____
DATE TIME Event Ending Date / Time: / / : : _____
DATE TIME

4. Organization Name: _____
 Mailing Address: _____
Street City State Zip
 Phone Number: _____ Email Address: _____

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

5. Person in Charge of Event: _____
 Mailing Address: _____
Street City State Zip
 Cell Phone Number: _____ Email Address: _____

6. 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. Number of People Expected:
C. Sketch Plan of Site or Route of Walk/Run (Downtown or Rogers St.) including marked locations of trash cans / dumpster, sanitary facilities, barricades and street closures. Attached <input type="checkbox"/>
D. Will there be inflatable jumpers/bounce houses or amusement rides: Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • If yes, <u>Proof of Liability Insurance must include inflatables.</u>
E. Liquor License information for beer sales (hours of sale and license number):
F. Special Needs (i.e. Police, Street Dept., Electric – outlets, sound system):

Proof of Liability Insurance must be provided 14 days after approval or 14 days prior to the event whichever is sooner. If the event is held on City property, the **City of Waterloo MUST** 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.
 Received Date _____

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 and surrounding areas, including Courthouse trash cans if applicable, on the day of the event.

Signage: 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 _____

Zoning Department <input type="checkbox"/>	Mayor's Office <input type="checkbox"/>	Police Department <input type="checkbox"/>	
DPW / Street Department (for street closings, signalization, and detour routes) <input type="checkbox"/>		/ Electric Department <input type="checkbox"/>	

Run / Walk Requirements

In order to receive a permit to conduct a run / walk in the City of Waterloo, an organization must comply with ALL of the following requirements. Failure to comply will result in refusal of future permits for your group / organization.

Requirements:

1. Organizer must use one of two preapproved routes. Please indicate on chosen route where electric is requested for use, trash cans are located and sanitary facilities are located.
2. The group / organization must provide a minimum of fourteen (14) route volunteers (downtown) and seven (7) route volunteers (Rogers) placed at the intersections / corners listed for the chosen route. Organizer must provide names and ages (must be over 18) of route volunteers at intersections. The volunteers must wear a yellow safety vest (City provided) while the race is underway.
3. Any street markings or signage must be washable and non-permanent. Please refrain from marking on private property without the owner's consent.
4. All runners / walkers must sign a liability waiver before participating.
5. All races must start by 8:30 a.m. unless special permission is granted by the City Council.
6. Flyer must state race course is open and organizer must announce that the course is open for traffic prior to the race beginning.
7. Organizer shall be re-open the streets after the race and remove barricades to a designated location.

The City of Waterloo recognizes two (2) race courses and required intersections / corners, as shown in the following attachments, which are labeled: 1) DOWNTOWN 2) ROGERS

While the City of Waterloo encourages police activity and presence during all races, due to the size of the course and the number of police officers available, the course will not be secured by the Waterloo Police Department. The volunteers must control the intersections. Police officers will provide assistance subject to availability.

Other Event Requirements

1. Sketch plan of event site must indicate street closures – half intersection closure is preferred.
2. Trash can locations must be shown.
3. Restroom facilities must be included on plan.
4. Indicate electric outlet locations desired.

ALL EVENTS: NUMBER OF REQUIRED TRASH CANS AND RESTROOM FACILITIES ARE BASED ON NUMBER OF EXPECTED ATTENDEES AND LENGTH OF THE EVENT. ALL EVENTS INCLUDING THE SALE OF ALCOHOL MAY REQUIRE A POLICE PRESENCE. THESE ITEMS WILL BE DISCUSSED AT THE PRE-EVENT MEETING AND DETERMINED AT THAT TIME.

Required Intersections and Corners for DOWNTOWN ROUTE:

1. 3rd and Library
2. Mill and Library (CROSS)
3. Veteran's and Library
4. Veteran's and Moore
5. Columbia and Moore
6. Columbia and James
7. Betty and James
8. Kolmer and James
9. Kolmer and Evansville
10. Chester and Evansville
11. Columbia and Waterloo
12. Columbia and Main (CROSS)
13. 1st and Main (CROSS)
14. Mill and Main (CROSS)

Required Intersections and Corners for ROGERS ROUTE:

1. Rogers and School Drive
2. Rogers and Hamacher (CROSS)
3. Rogers and Covington (CROSS)
4. Rogers and Benjamin (CROSS)
5. Rogers and Hannah
6. Rogers and Bradford
7. TURN-AROUND
8. Rogers and Country Club (No Racers, only traffic control)