



CITY OFFICES
100 West Fourth Street
Waterloo, Illinois 62298
(618) 939-8600
Stanley T. Darter, Mayor

City Clerk's Office
(618) 939-8739

Date: _____

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: _____ Clean-Up Date/Time: _____

3. Event Start Date/Time: _____ Event End Date/Time: _____

4. Organization Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Not For Profit Status: Yes No ID#: _____

5. Person in Charge of Event: _____

Mailing Address: _____

Cell Phone Number: _____

Email Address: _____

6. Secondary Contact Person: _____

Mailing Address: _____

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/dumpsters, sanitary facilities, barricades and street closures. Attached

D. Will there be inflatable jumpers/bounce houses or amusement rides?
 Yes No If yes, Proof of Liability Insurance must include inflatables

E. Liquor License information for beer sales:
Hours of sale: _____ License No.: _____

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: _____ Date: _____

FOR OFFICE USE ONLY

Approved by City Council: Yes No Date: _____

- Zoning Department Mayor’s Office Police Department
- DPW / Street Department Electric Department

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.

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.

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.



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

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)