



## 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 DATE TIME      Clean-Up Date / Time:    /   /    :     :      
DATE TIME DATE TIME

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

<b>A. Narrative of Event:</b>
<b>B. Number of People Expected:</b>
<b>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.</b> Attached <input type="checkbox"/>
<b>D. Will there be inflatable jumpers/bounce houses or amusement rides:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> • If yes, <u>Proof of Liability Insurance must include inflatables.</u>
<b>E. Liquor License information for beer sales (hours of sale and license number):</b>
<b>F. Special Needs (i.e. Police, Street Dept., Electric – outlets, sound system):</b>

**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"/>