

## SPECIAL EVENT PERMIT APPLICATION FORM

1. SPONSOR: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL/WEBSITE: \_\_\_\_\_

2. EVENT TYPE (Circle all that apply):

Parade	Festival	Assembly	Street Closure	Music Performances
Rally	Marches	Walks/Runs	Fund Raisers	Private Party

Other: \_\_\_\_\_

3. EVENT CONTACT PERSON(S): \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL/WEBSITE: \_\_\_\_\_

4. ON-SITE CONTACT PERSON(S): \_\_\_\_\_  
CELL PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
LOCATION DURING EVENT: \_\_\_\_\_

5. EVENT LOCATION: \_\_\_\_\_

6. PARKING AND TRAFFIC PLAN MUST BE ATTACHED.

STREET CLOSURE? YES NO LOCATIONS(S): Noted on attached site plan.

BARRICADES NEEDED? (additional fee applies) YES NO

ADDITIONAL SIGNAGE? YES NO \_\_\_\_\_

6a. **BUSINESSES AFFECTED:** The Special Event Promoter must notify all businesses that may be affected by an event that requires street closures and obtain written signatures that they have been notified. Any business objecting to the event and/or street closure must submit objections to the Zoning administrator at City Hall in written format specifically stating the reasons for their objections prior to consideration of the permit.

7. EVENT DATES: \_\_\_\_\_ to \_\_\_\_\_

EVENT START TIME: \_\_\_\_\_ EVENT END TIME: \_\_\_\_\_

8. SET UP TIME: \_\_\_\_\_ TAKE DOWN TIME: \_\_\_\_\_

9. RAIN DATE/TIME/PLACE: \_\_\_\_\_

10. **SIZE OF EVENT:** (estimated number of people on-site at one time)

( ) 1-100 ( ) 100-250 ( ) 250-500

( ) 500-1,000 ( ) 1,000-2,000 ( ) over 2,000

If over 2,000, give estimate of number: \_\_\_\_\_

11. **PORTABLE TOILETS:** Number of toilets being provided: \_\_\_\_\_

Location(s) of toilets: \_\_\_\_\_

12. **TYPES OF ACTIVITIES/VENUES:** \_\_\_\_\_

\_\_\_\_\_

a. NON-FOOD VENDORS, CONCESSIONAIRES, RIDES (names, address, phone for each)

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b. FOOD VENDORS (NAME, ADDRESS, PHONE FOR EACH)

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c. TENTS

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13. UTILITIES TO BE USED (EQUIPMENT AND SOURCE OF POWER):

Electric (contact Waverly Utilities 319-559-2000): \_\_\_\_\_  
Shelter(s) (contact Leisure Services 319-352-6263, additional fee applies): \_\_\_\_\_  
Picnic Table(s) (contact Leisure Services 319-352-6263, additional fee applies): \_\_\_\_\_  
Ball Diamond(s) (contact Leisure Services 319-352-6263, additional fee applies): \_\_\_\_\_  
Amphitheater (contact Leisure Services 319-352-6263, additional fee applies): \_\_\_\_\_  
Other: \_\_\_\_\_

14. ALCOHOLIC BEVERAGES SERVED? LICENSE CLASS: \_\_\_\_\_

Alcoholic beverage license obtained?      YES      NO

15. SECURITY: \_\_\_\_\_
- Have the Police been consulted about crowd or traffic control? YES NO
16. SOURCE OF GARBAGE/RUBBISH REMOVAL SERVICE:  
Garbage Containers: YES NO # \_\_\_\_\_  
Recycling Containers: YES NO # \_\_\_\_\_  
Services Needed During the Event: \_\_\_\_\_
17. SITE PLAN ATTACHED? YES NO
18. INDEMNITY AGREEMENT SIGNED AND ATTACHED? YES NO
19. INSURANCE CERTIFICATE ATTACHED? YES NO
20. DAMAGE DEPOSIT INCLUDED? (Amount \$100/\$250) YES NO
21. PERMIT FEE INCLUDED? (Amount \$25) YES NO

I have read this Special Event Agreement and Permit Application packet and have accurately and truthfully completed the Application. I agree that I will obtain any other permits necessary and will follow the guidelines and requirements set forth in the packet.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED BY:

Chief of Police: \_\_\_\_\_ Date: \_\_\_\_\_

City Attorney: \_\_\_\_\_ Date: \_\_\_\_\_

Leisure Services Director: \_\_\_\_\_ Date: \_\_\_\_\_

Public Works Director: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## INDEMNITY AGREEMENT

In consideration for the granting of permission by the City of Waverly, Iowa to the undersigned for the use of the following described property:

For the following purpose only:

On the following date(s) only:

The undersigned agrees to defend, indemnify and hold harmless the City of Waverly, its agents, officers and employees, from and against any and all claims for injury or damages to persons or property arising out of or caused by the use of such property.

The undersigned further agrees upon receipt of notice from the City of Waverly to defend at its own expense the City of Waverly, its agents, officers and employees from any action or proceeding against the City of Waverly, its agents, officers or employees arising out of or caused by the use of such property. The undersigned agrees that a judgment obtained in any such action or proceeding shall be conclusive in any action by the City, its agents, officers or employees against the undersigned, when so notified as to the undersigned's cause of the injury or damage, as to the liability of the City, its agents, officers and employees to the plaintiff in the first named action, and as to the amount of the damage or injury. The City of Waverly, its agents, officers and employees may maintain an action against the undersigned to recover the amount of the judgment together with all the expenses incurred by the City, its agents, officers and employees in the action.

I HAVE READ THIS INDEMNITY AGREEMENT, I UNDERSTAND THE EFFECT OF THIS INDEMNITY AGREEMENT, I AM AUTHORIZED TO SIGN THIS INDEMNITY AGREEMENT, AND I AM SIGNING THIS INDEMNITY AGREEMENT VOLUNTARILY.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Organization: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_