

## SPECIAL EVENT PERMIT SHORT FORM APPLICATION

(This form is to be used for Special Events like Parades and events that only require the use of City streets.)

1. SPONSOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL/WEBSITE: \_\_\_\_\_

2. EVENT TYPE (Circle all that apply):

Parade            Street Closure            Marches            Rally

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

3. EVENT CONTACT PERSON(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL/WEBSITE: \_\_\_\_\_

4. EVENT DATE: \_\_\_\_\_

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

PLACE OF ASSEMBLY: \_\_\_\_\_      TIME OF ASSEMBLY: \_\_\_\_\_

PLACE OF DISBANDMENT: \_\_\_\_\_

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

6. ROUTE LOCATION: \_\_\_\_\_  
(Map of Route attached)

7. STREET CLOSURE? YES NO LOCATIONS(S): (Noted on attached Map of Route.)

BARRICADES NEEDED? (additional fee applies) YES NO

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

8. TRAFFIC CONTROL: \_\_\_\_\_

Have the Police been consulted about traffic control? YES NO

9. ARE CITY EQUIPMENT/EMPLOYEES NEEDED? (Example: fire trucks, police cars, drivers, etc.): YES NO \_\_\_\_\_

10. ROUTE MAP ATTACHED? YES NO

11. INDEMNITY AGREEMENT SIGNED AND ATTACHED? YES NO

12. PERMIT FEE INCLUDED? (Amount \$25) YES NO

I have read the Special Event Ordinance and have accurately and truthfully completed the Short Form Application.

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: \_\_\_\_\_