

# Moving Athletic Event Permit

Waverly, Iowa

Includes races, runs, walks, or other athletic competitions that take place on streets, sidewalks, parks, or trails. Walks will take place on sidewalks or trails unless the Leisure Services Department determines that the size of the event requires the use of streets. At that point a Special Event permit will be required.

REQUIRED EVENT INFORMATION You must complete all the fields below.

Name of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_ Event Address: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ to \_\_\_\_\_

Time of event: \_\_\_\_\_ AM \_\_\_\_\_ PM to \_\_\_\_\_ AM \_\_\_\_\_ PM

Set up time: \_\_\_\_\_ AM \_\_\_\_\_ PM Break down time: \_\_\_\_\_ AM \_\_\_\_\_ PM

Purpose of Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Event website: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Has the event been held in Waverly in previous years? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, date last held: \_\_\_\_\_

Deadline for this form to be received in City Hall is 6 weeks prior to the event.

(FOR OFFICE USE ONLY)

FEE \$25.00 \_\_\_\_\_ Deposit \$100.00 \_\_\_\_\_ Deposit returned \_\_\_\_\_

Exempt from fees: Waverly Shell Rock Schools, City of Waverly, Bremer County

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## EVENT ELEMENTS

Complete all items that apply to the event.

- EVENT TYPE: Moving Athletic Event \_\_\_\_ Race \_\_\_\_ Walk \_\_\_\_ Cycling \_\_\_\_ Other  
(If "other,") specify: \_\_\_\_\_
- LOCATION INFORMATION FOR ALL EVENTS- Street: \_\_\_\_ Sidewalk: \_\_\_\_ Park: \_\_\_\_ Trail: \_\_\_\_ Other: \_\_\_\_
- ROUTE- Written route is attached, Map of Route is attached:  
Place of Assembly: \_\_\_\_\_ Time of Assembly: \_\_\_\_\_  
Step-Off/Start Time: \_\_\_\_\_ Place of Disbandment: \_\_\_\_\_ Time of Disbandment \_\_\_\_\_
- ADMISSION/ REGISTRATION CHARGE- Registration fees (or a copy of the brochure):  
\$ \_\_\_\_\_
- AMERICANS WITH DISABILITY ACT COMPLIANCE- Event planners have a responsibility to make sure event sites are accessible and barrier-free. Do you have an accessibility plan in place? \_\_\_\_ Yes \_\_\_\_ No  
Attach plan or show on site plan.
- AMPLIFIED SOUND/ PRODUCTION- Amplified sound at a special event must end by 10 p.m.
- ANIMALS- Please let us know if the event will have animals. How many? \_\_\_\_\_ What kind of animals & how will they be incorporated? \_\_\_\_\_
- ATTENDANCE INFORMATION ALL EVENTS: Estimated TOTAL Attendance (includes all attendees, participants, staff, vendors, spectators, etc.): \_\_\_\_\_ Number of marshals: \_\_\_\_\_
- FOOD/ BEVERAGE VENDING- All vendors at the event must have a current State Department of Health permit. Please submit vendors names: \_\_\_\_\_
- GARBAGE/LITTER PLAN -Consider the disposal of garbage throughout the duration of the event. Where will you locate garbage receptacles? How will you remove garbage from the event? Will you use staff or volunteers? During? Afterwards? How will you dispose of garbage generated by your event? (attach a plan if necessary):  
\_\_\_\_\_
- PARKING -Events should consider locations that have sufficient parking options. When attendance is projected to be greater than nearby parking can accommodate, shuttles or other means of attendee access should be considered. Where will event participants park? \_\_\_\_\_
- POWER SUPPLY (Select all that apply) \_\_\_\_ Private Generator \_\_\_\_ Utility-provided Power Station  
\_\_\_\_ Private power source \_\_\_\_ Outlets on site.
- RECYCLING- Your event is required to have a recycling plan. Recycling plan details:  
\_\_\_\_\_
- REST ROOMS- Restrooms are required for outdoor events. Restrooms planned/vendor:  
\_\_\_\_\_
- ROUTE -If the event is a moving athletic event, you are required to submit a detailed route in BOTH map form and written form. Standard online mapping programs are preferred over handwritten maps. For written routes, use street directions, for ex: "run heads north on State Street, east on Main Street, etc."
- SITE PLAN- For all events on City streets, parks, lots, or on private property, a detailed site plan MUST accompany the application.  
Site plans must label the following: • All entrances and exits, • Stage, • Food vendors, • Other vendors, • Restrooms, • Power supply connections, • Tent locations and sizes, • Location of barricades
- Check here if you want your event to be listed in the community calendar and/or the community access channel.

## RULES AND REGULATIONS

The Contact:

1. Is the event's responsible person and will be available on site for entire event.
2. Will perform all required maintenance and clean-up of entire site during and after event.
3. Is responsible for payment for costs related to event and any damages to area or equipment.
4. Must possess permit during event.
5. Is responsible for all the activities permitted hereunder which must be operated in conformity with all applicable laws and regulations including, but not limited to, all safety and health laws as may apply. Participants are to obey all traffic control devices and/or police commands.
6. Is responsible for security to protect the internal operations of said activities.
7. Must not advertise the event until approval to do so from the City of Waverly.
8. Designate route by using signs posted, signage on the ground with sidewalk chalk or something similar. Permanent markers or paints are prohibited.

The Moving Athletic Permit is not transferrable.

The City:

1. Reserves the right to determine to whom permits are issued.
2. Reserves the right to determine if, and when, streets will be closed for an event.
3. Can cancel the permit if the permittee is in violation of the terms and conditions of permit.
4. Is NOT responsible for any sums of money expended by applicant in anticipation of the planned activity.

Contact hereby agrees to indemnify and hold harmless the City of Waverly, its officers and employees from any and all claims of damage to persons or property that may result from the activities permitted hereunder. The Contact shall, if requested, furnish corporate surety or proof of insurance for such indemnity and in such amount, as may be deemed requisite.

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Signed

(FOR OFFICE USE ONLY)

Routing:

LS Office  Parks  PD  Dispatch  PS