

GENERAL GUIDELINES FOR SPECIAL EVENTS

NEIGHBORHOOD IMPACT

The City of Waverly requires that the Special Event Promoter provide a list of businesses and residents who would be affected by the Special Event. The Promoter will be required to give those affected parties information including the date(s) and description of the Special Event and the time and place for hearing on the application before the City Council. Input from affected parties could cause the Council to require changes in the event plan to prevent a negative impact on the neighborhood. When a permit is issued, the Promoter must notify affected parties of the final dates, times and nature of the event, and of any street closures or parking restrictions that will result.

PERMITS AND LICENSES

The Special Event Promoter and Special Event Merchants shall obtain and maintain all necessary permits and licenses for the activities undertaken during the term of the Special Event. In addition to the Special Event Permit, many types of vendors are required to have additional permits from the local and state regulatory agencies, including, but not limited to fireworks permits, alcohol licenses and food/merchandise permits. This section does not require individual vendors to present liability certificates to the City. Only the Special Event Promoter is required to provide the liability certificate with the City named as additional insured. It is the Special Event Promoter's responsibility to decide if it will require each individual vendor to carry liability insurance.

PERMIT FEES

The permit fee for Special Events is \$25.00.

SUPERVISION

The Special Event Promoter must provide sufficient numbers of competent personnel to plan, implement and supervise activities and take proper care of any public grounds or facilities.

STATUTES AND ORDINANCES

The Special Event Promoter must agree to abide by all federal, state and municipal laws, rules and regulations.

CLEANUP/DAMAGE DEPOSIT

The Special Event Promoter is responsible for cleanup of the site. If the event is held on City property, the Promoter must provide a cleanup and damage deposit to the City. Events with food and/or beverage sales must provide a \$250.00 deposit. Other events must provide a \$100.00

deposit. The City Administrator may waive or modify this requirement based on the circumstances of the individual event. Damages exceeding the amount of the deposit will be billed directly to the Promoter. The deposit will be returned to the Promoter if damage or additional cleanup costs are not incurred. A check for the deposit may be issued to the City that will be held and returned at the end of the Special Event.

RUBBISH AND RECYCLING

The Special Event Promoter must provide sufficient trash and recycling receptacles to be located in the immediate area where food and beverages are to be sold. All litter within the Special Event Area must be picked up and removed by the Promoter. If the event is held on City property, the Promoter is responsible for the removal of all trash from the event area, including the trash in existing City-owned receptacles in the area. Receptacles must be removed when full, or on the next regular workday following the event. Other City-owned trash receptacles in the area, but not in the immediate vicinity of the food and beverage area are the responsibility of the Promoter if the trash is overflowing as a result of the event.

HEALTH DEPARTMENT

Food and beverage vendors are subject to inspection and restriction by the Iowa Department of Inspections and Appeals Food and Consumer Safety Bureau. Every food and beverage vendor must be registered and/or licensed prior to selling food or beverages. Wastewater disposal must be provided by food and beverage vendors.

PORTABLE TOILETS

The City of Waverly requires 2 portable toilets per 1,000 people at non-alcohol events and 4 portable toilets per 1,000 people at events where alcohol is served. These recommendations will vary based on the type and length of the event. The City will review all applications and site plans and may require additional units. These contractors must be licensed with the City of Waverly.

SETUP

The setup of tables, chairs, portable toilets, beverage and food stands, entertainment equipment, fencing, trash receptacles and all other necessary equipment must begin no earlier than the times/dates in the permit. Removal of all items and cleaning of the area must be completed no later than the date/time in the permit.

PERIMETER CONTROL

Perimeter control is required for the sale of alcoholic beverages during an event. The area where alcohol will be sold and consumed is permitted by the State and has specific boundaries. That area must be clearly defined from non-permitted areas. The Promoter is responsible for marking and maintaining the perimeter, and must ensure that no alcoholic beverages be removed from the

area. Perimeter control must be done in a manner that does not damage the grounds if the event is on City of Waverly property.

BEVERAGE CONTAINERS

All beverages must be served in Styrofoam, paper, plastic or metal containers. Glass bottles are prohibited.

FIRE CODE REQUIREMENTS

The Promoter is responsible for complying with all applicable fire codes. Food Vendors using cooking appliances will be required to comply with regulations set forth in the Open Air Food Vendor Fire Safety Requirements. The use of fireworks or pyrotechnics must be approved, and a permit must be issued prior to the event. Any fire safety concerns or questions should be addressed by the Waverly Fire Chief prior to the event. Fire Department inspectors may make site inspections and may add additional requirements for safety.

TENTS

Free standing tents are allowed on City property. Any tent or canopy that requires stakes being driven into the ground only allowed with the City's permission and direction. Any damage caused by staked tents will be taken from the damage deposit and/or billed to the Promoter. When filling out the application describe the size, type, and purpose of each tent. Indicate all tent locations on the site plan and list if they are free standing or will require stakes.

SIGNAGE

The Promoter will be responsible for providing any required or recommended traffic control signage, barricades, fencing, etc. When closing streets, if the City has the appropriate signage and barricades available for the Event, the Promoter must use the City services. There will be a cost to the Promoter for the City erected barricades and signage. Signs advertising the event may not be placed in the public right-of-way. Advertising signage will require approval through the permit process.

VEHICLES ON CITY PROPERTY

No vehicles may be driven in the City parks, except as authorized by the Leisure Services Director.

OTHER THINGS TO CONSIDER

- Is the area accessible to the disabled? Are there disabled-accessible parking in the area? Does the site plan provide adequate pathways for patrons using wheelchairs and crutches?

- What is the surface on which the event will be held? Certain vendors, such as food vendors, require hard surfaces on which to place their booths. Colored and decorative concrete must be protected from grease and other substance spillage, which would stain or damage the surface or spill or cause to be disposed of into storm water intakes.
- Will there be a way of raising tents without damaging hard surfaces?
- Barricades must be of a type, and used in a manner that is in compliance with the Manual of Uniform Traffic Control Devices and follows City and IDOT guidelines. The City will provide barricades for events with street closures if available, for a fee. If the City does not have enough available for your event, you will be required to provide barricades as necessary.
- Is there nighttime lighting in the area if the event will run after dark?
- Is any street or building construction occurring, or planned to occur, at or near the proposed site during dates which will impact the event?
- Will you need additional picnic tables from the City?

INSTRUCTIONS FOR SPECIAL EVENT PERMIT APPLICATION

1. **Special Event Promoter:** Name, address, telephone number and email address of the individual or organization that will be responsible for holding this event.
2. **Special Event Type:** Choose one of the listed event types that best describe the event for which you are seeking a permit. Certain events and booths require special permits, so it is best to identify these early so all permits can be in place.
3. **Contact Person(s):** Name, address, phone number and email address of person(s) who can be contacted about the event and who are readily accessible. This would also be the person contacted in an emergency or if details of the event change. The person who will be the primary contact person should be listed first.
4. **On-Site Contact Person(s):** The name and method of contacting this person(s) during the actual event. You must provide a cell phone number or pager number and provide a location where this person(s) will be located during the event (e.g. main ticket booth), or some other method of contacting this person at all times during the event. This person is needed in the event an emergency arises related to the event.
5. **Special Event Area:** Identify the location where the event will take place. If the area has no specific borders, give as detailed a description as possible.
6. **Parking and Traffic Plan (including Street Closures):** List any streets or portions of streets (including street right-of-way and sidewalks) that you would like closed as part of the event. Indicate where you intend patrons and vendors to park, whether it is on City streets, municipal lots or private lot parking. The blocking of City streets requires the City's permission and has specific barricade restrictions. The blocking of a state highway requires a specific barricade and detour plan approved by the IDOT. Barricades must comply with the Manual of Uniform Traffic Control Devices and are the responsibility of the Promoter. The City may have the ability to provide necessary barricades. A City fee will be charged for this service. The Promoter must make parking arrangements in any private parking lots with the owner of the lot. A parking and traffic plan must be submitted as part of your site plan with your application.
7. **Event Date(s) and Time(s):** Specify the date(s) and time(s) that the event will be held. If the times will be different on the various dates, be sure to note the time differences.
8. **Set up and Take-Down Times:** List what time the setup will begin and what time you expect takedown to be completed. Note the earliest time that the setup of tables, stages, tents, etc. will begin and the latest time/date that the items will be removed and the cleanup completed. If there is a conflict involving more than one group seeking an event during the same time or at the same place, the City of Waverly will have the ultimate decision on which event(s) will be permitted.

9. Rain date: Note if you plan for an alternate date(s) in case of inclement weather or other reasons for cancellation.

10. Size of Event: Estimate the number of people you believe will attend the event. Base your estimate on factors such as past experience, similar past events and the amount of advertising. The estimate of crowd size may affect other aspects of the permit process, such as the use of certain locations due to occupancy loads and need for restrooms.

11. Portable Toilets: List how many portable toilets you intend to provide and the company providing them. (Use the formula provided in the packet.) Be sure to specify their location on the site plan. For multi-day events, arrange for the toilets to be emptied regularly by a licensed contractor.

12. Types of Activities/Venues: Describe the types of activities at the event. Certain activities and venues require special permits or City permission.

A. Include a list of the names, addresses and phone numbers of all vendors, merchants and concessionaires so the City can determine the appropriate permits and inspection requirements.

B. List each individual food vendor on this page, which you expect will participate in your event. Review the section of this packet related to food vendors to ensure that each vendor has a permit and complies with all Health Services and Fire Marshal requirements.

C. List all tents you intend to use, and the type of activity they will contain. Specify their locations on the site plan, and describe if they require stakes or can be erected by another method. Please attach additional lists if necessary.

13. Utilities to Be Used: Please list the equipment which will be used and the utilities each piece will require. Specify the source of power for this equipment. Arrangements must be made with the City to use city power outlets.

14. Alcoholic Beverages Served: If there will be alcoholic beverages served, a beer or liquor permit must be obtained and displayed at the event. The Promoter is responsible for verifying that alcoholic beverages stay within the permitted area and that persons under 21 years of age are prevented from being served. Applications are available on the Alcohol Beverage Division web site: www.iowaabd.com.

15. Security: Identify all public safety personnel (private security, police, EMS), which will be used, if any. The Promoter is responsible for maintaining perimeter control as well as site control. If a professional security company or law enforcement agency is to be used, please list the name and a contact person and telephone number. The Promoter is responsible for providing adequate security for the event. In addition to other affected City departments, the City of Waverly Police and Fire Departments will review all applications. These departments may require public safety personnel at the event, at the sponsor's expense, as a condition of the permit. Expenses incurred by the City as a result of calls for service to the event, above and

beyond routine calls, may be billed to the sponsor. Check the appropriate box to indicate whether or not the Police Department has been contacted and consulted regarding traffic or crowd control.

16. **Garbage and Recycling:** The Promoter is responsible for providing sufficient receptacles for trash and recycling and the prompt removal of trash and recycling as those receptacles are filled during the event. If City receptacles are located within the site, those must also be emptied in a prompt fashion during and at the conclusion of the event by the Promoter.

17. **Site Plan:** The Promoter must provide the City with a detailed layout of the event, which shows the locations of such things as stages, tents, power and water sources, rides, food vendors, retail vendors, alcohol sales, portable toilets, blocked streets, proposed parking and sign locations. This plan should be sketched on the enclosed page labeled for that purpose. Alcohol sales require a separate sketch, which must be completed on the Iowa Department of Alcohol Beverage Division Permit Application.

18. **Indemnity Agreement:** The attached Indemnity Agreement must be signed and returned with the Application. The sponsor must indemnify and hold harmless the City of Waverly, its agents, officers and employees from and against all claims for injury or damage to persons or property arising out of or caused by the use of City property. The sponsor must sign and return the attached Indemnity Agreement before any permits will be issued.

19. **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 by the City Council.

20. **Insurance Certificate, Liability Insurance:** The Promoter may be required to procure and maintain in force during the event a policy of liability insurance and if required, Dram Shop Liability Insurance. Dram Shop Liability Insurance for events on City property must be in the amount of \$1,000,000 regardless of the minimum amount required by the Iowa Department of Alcohol Beverage Division. The certificate of liability insurance shall name the City of Waverly as an additional insured.

A. The insurance must be with an insurer authorized to do business in Iowa and a carrier that has received a rating of AAA or better in the current Best's Rating Guide. The policy of insurance must provide for a thirty-day (30) notice to the City of any material change or cancellation of the policy prior to its expiration date.

B. The Promoter must furnish to the City of Waverly, prior to the event, certificate of liability insurance with limits of liability not less than the following or greater if required by law. It is the responsibility of the event sponsor/organizer to require certificates of liability insurance from all independent contractors, or subcontractors involved in the event with limits of liability meeting their requirements.

COMMERCIAL GENERAL LIABILITY:

General Aggregate Limit	\$1,000,000
Products-Completed Operation Aggregate Limit	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
Fire Damage Limit (any one occurrence)	\$ 50,000
Medical Payments	\$ 5,000

C. Failure to provide minimum coverage shall not be deemed a waiver of these requirements by the City of Waverly. Failure to obtain or maintain the insurance required herein shall be considered a material breach of the event permit.

D. Each certificate shall state that the additional insured endorsement and governmental immunities endorsement are attached to the policy and a copy of the respective endorsement shall be attached to the certificate. Limits of liability higher than those stated above may be required for high exposure events.

SPECIAL EVENT PERMIT APPLICATION INFORMATION

This packet will help you complete the Special Event Permit Application.

The City of Waverly wants to insure the quality and safety of the fairs, festivals, parades and other special events it hosts each year. The City of Waverly must continue to assure that the City's residents and visitors are protected and therefore, we ask for your cooperation in the process.

Fill out the application accurately and completely. The City will then be able to assist event planners by making you aware of any permits you may need to obtain for the event.

NOTE

- Read the material in this packet.
- Complete and sign the application(s).
- Complete the site plan (overall site plan on separate page provided), the indemnity agreement and other required steps for your event.
- Complete one food/merchandise permit application for each of the vendors who will work the event
- Plan for the alcohol sales location on the appropriate application. (See the Web site www.iowaabd.com for instructions.)

APPLICATION RETURN

Insurance and other required forms are included in this packet. Remove and return your completed forms to the office of the City Clerk at City Hall, 200 First Street NE, Waverly, Iowa 50677. We must receive your completed paperwork at least sixty (60) days prior to the date of your event.

KEEP

After you remove and complete the application forms, keep this packet as a reference to help you manage the event successfully, and to plan your next event. You will receive a copy of the approved application.