

Ordinance 1018

An Ordinance Adopting Chapter 61, Special Events, of the City Code of Waverly, Iowa governing the use of city streets and public property for special events.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WAVERLY, IOWA, THAT:

Section 1. PURPOSE. The Purpose of this Ordinance is to adopt Chapter 61, Special Events, to the Waverly Municipal Code.

Section 2. ADDITION. Chapter 61 of the Waverly Municipal Code is hereby adopted as follows:

CHAPTER 61 - SPECIAL EVENTS

- 61.01 Purpose
- 61.02 Definitions
- 61.03 Permit Required; Food and Health Regulations
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- 61.13 Revocation or Suspension of Permit
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- 61.15 Peddler, Solicitor and Transient Merchant Permits

61.01 PURPOSE.

The purpose of this chapter is to ensure that special events are promoted and staged in a manner which preserves the safety of both our citizens and visitors to our City; to ensure that all promoters of these events are treated fairly and in accordance with their particular needs in the promotion of the event; to promote the economic well-being of our community through the orderly attraction of people to these events; and to ensure City personnel adequate opportunity to prepare for and provide services for the events so as to provide them the maximum opportunity for success.

61.02 DEFINITIONS.

For the purpose of this chapter certain terms and words are hereby defined:

1. "Special event" means an event sponsored by an individual, organization, club, group, partnership or corporation in which the public is invited to attend and which requires the use of public streets or other public property as a staging area for promotion of the event.

2. "Special event area" means a place designated by the special event promoter as provided in this chapter where the general public is invited to gather for an event and where the area of interest of the promoter will be promoted and/or celebrated and where, in connection with the special event, there may be displays, speeches, the performance of music or the arts, games, and other similar celebrations, and the sale and/or distribution of literature, antiques, crafts, curios, art or artifacts, food, and other similar items, all under the sponsorship of a "special event promoter" as defined in this section. The area designated as a special event area may include property which is privately owned, provided that the inclusion of private property within the special event area shall not be construed as requiring the owner of the private property to participate in or otherwise allow the property to be used in the special event without his, her or its consent, or as prohibiting the owner of the private property from using the private property in a manner otherwise allowed by law.

3. "Special event merchant" means an individual, organization, club, group, partnership or corporation which engages in the sale of items within a "special event area" as defined in this section through the permission of the special event promoter.

4. "Special event promoter" means an individual, organization, club, group, partnership or corporation which organizes, sponsors, promotes or makes space available for a special event or is otherwise considered the organizer of the special event.

61.03 PERMIT REQUIRED; FOOD AND HEALTH REGULATIONS.

1. No individual, organization, club, group, partnership or corporation shall act as a special event promoter within the City without first obtaining a permit as provided in this chapter.

2. Special event promoters granted a permit hereunder and special event merchants selling pursuant to that permit shall comply with all applicable State food and health rules and regulations.

3. Special event promoters granted a permit hereunder and special event merchants selling alcohol during the event shall comply with all applicable State regulations for the sale and on-site consumption of alcoholic beverages by event attendees.

61.04 APPLICATION FOR A SPECIAL EVENT PERMIT.

1. A special event promoter shall file with the City Clerk an application for a special event permit. The City Administrator may grant authority to a special event promoter to hold a special event in a designated special event area. The application shall be on a form furnished by the City Clerk and shall contain information concerning the requested dates and hours of the event, other information required by this chapter, and such other information as may be reasonable in relation to the event for which the permit is requested.

2. The special event promoter shall provide, at the time of application, a preliminary map or drawing showing the area to be designated as the special event area. Upon approval of the application for a special event permit, the special event promoter shall provide the City Clerk a detailed map of the designated special event area, showing any booths, trailers, stages, or other facilities which will be temporarily erected, constructed or parked as a part of the event. The detailed map shall be furnished 60 days in advance of an event.

3. At the time of application for the special event permit, the special event promoter shall make a request for any necessary street or right-of-way closings. Public right-of-way

barricades must be erected in compliance with City of Waverly (and Iowa Department of Transportation when applicable) guidelines and comply with the Manual of Uniform Traffic Control Devices. It shall be the responsibility of the special event promoter to arrange for the erection of necessary barricades at its cost.

61.05 APPROVAL OF APPLICATION.

The City Administrator shall approve or deny the permit application based upon the facts and information presented to the City, discussion with City staff and due consideration of the overall effect the special event would have on the City and/or its citizens. The City Administrator may elect to defer consideration of the application to the City Council for approval at a regular meeting. An application may be rejected if granting the application would not be in the best interests of public health, safety, or welfare, including, but not limited to: excessive traffic; parking congestion; blocking access to other properties; reducing access for emergency vehicles; noise; if public health, safety and welfare were negatively affected by previous events in the same location or sponsored by the same Promoter; or if the Promoter has supplied false or misleading information on the application form.

61.06 COORDINATION OF APPLICATION.

1. Upon receipt of an application for a special event permit, the City Clerk shall refer the application to the City Administrator and such other City personnel as may be appropriate for the coordination of street closings, barricade requirements, park use, liability protection and City personnel and service requirements. If the Police Chief deems it necessary for the protection of the public good, the Police Chief shall conduct an investigation of the special event promoter and the proposed special event. The Chief shall submit findings and any other comments to the City Administrator consideration in making a final decision on the application.

2. Upon review of a special event promoter's application, all affected Department Directors shall attach their comments to the application and return the application to the City Clerk. The City Clerk shall submit the Directors' comments to the City Administrator for consideration in making a final decision on the application.

3. Any permit approved by the Administrator will also include all comments from City Departments and will be provided to the applicant for compliance.

4. Any permit approved by the City Council shall also include any additional requirements imposed by the Council which shall be provided to the applicant for compliance.

61.07 PERMIT FEE.

The special event promoter shall pay a fee in the amount established by the City Council by resolution. The fee shall be paid upon issuance of the permit and shall be nonrefundable. Any City services utilized by the special event promoter shall be billed separately at rates established by the City Council by resolution. The special event promoter may charge a special event merchant a fee for participation in the special event. This fee shall be separate from the permitting requirements of the City.

61.08 INDEMNITY/INSURANCE REQUIREMENT.

The approval by the City Administrator of an application for a special event permit shall be contingent upon the special event promoter providing the City with a signed Indemnity Agreement. For those events with large numbers of participants, multiple activities and extended operation time, the City Administrator may, in his or her discretion, require a certificate of liability insurance coverage naming the City as an “also insured” in a minimum amount of one million dollars (\$1,000,000.00) combined limits. Upon receipt of the Indemnity Agreement or Certificate of Insurance, the City Clerk shall issue the permit to the special event promoter.

61.09 PERMIT EXPIRATION.

A special event permit as issued shall set forth the time period for which the permit is issued. The time period for which the permit is effective shall include a reasonable period for cleanup. The permit shall expire at the end of the time period specified in the permit.

61.10 OBSTRUCTION OF TRAFFIC PROHIBITED.

The special event for which a permit is issued shall be conducted within the designated special event area. The special event shall not be conducted in such a manner as to hinder or obstruct the free passage of pedestrian or vehicular traffic outside of the designated special event area, except as specifically permitted.

61.11 EXHIBITING PERMIT.

A special event promoter shall be required to provide a permit to each special event merchant for exhibit by the special event merchant during the term of the permit period.

61.12 CONTRACTUAL ARRANGEMENTS.

The special event promoter shall be solely responsible for any contractual arrangements between the promoter and any special event merchants and/or private property owners operating or located within the designated special event area.

61.13 REVOCATION OR SUSPENSION OF PERMIT.

A permit issued under the provisions of this chapter may be revoked or suspended by the City Administrator, without notice, for any of the following causes:

1. Fraud, misrepresentation, or an incorrect statement contained in the application for permit, or made in the course of promoting the special event.
2. Failure to comply with any provision of this chapter.
3. Promoting the special event in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety, or general welfare of the public.

61.14 APPEALS.

Any person aggrieved by the action of the City Administrator in denying a permit or in revoking or suspending a permit may appeal to the City Council. Such appeal shall be filed with

the City Clerk within fourteen (14) days after the action complained of, and include a written statement setting forth fully the grounds for such appeal. The City Clerk shall set a time and place for consideration of such appeal at a Council meeting and notice of such consideration shall be mailed, postage prepaid, to the appellant at its last known address at least five (5) days prior to the meeting date. The person aggrieved shall be permitted a reasonable time to present the appeal at the meeting. The decision of the City Council regarding an appeal shall be final.

61.15 PEDDLER, SOLICITOR, AND TRANSIENT MERCHANT PERMITS.

A special event promoter may, in its application for a special event permit, request that the City Council temporarily limit the areas within the City for which a peddler, solicitor or transient merchant permit provided under Chapter 53 of this Code of Ordinances may be issued to an applicant thereunder during the time period for which a permit is issued under this chapter. In making its request, the special event promoter shall suggest particular areas within the City limits which the special event promoter believes would be appropriate for the limitation of peddler, solicitor or transient merchant permits during the time period in question. If the City Administrator agrees with the suggested limitation of areas for which a peddler, solicitor or transient merchant permit may be issued during the time period for which a permit is issued under this chapter, the Administrator shall request that the City Council adopt a resolution providing for the modification of the issuance of peddler, solicitor and transient merchant permits as requested in the application hereunder. In adopting its resolution, the City Council shall be required to find that the permitted special event is of City-wide interest, promotes the well-being and reputation of the City, and that the issuance of a peddler, solicitor or transient merchant permit on a City-wide basis concurrent with the permitted special event would detract from the benefits provided by the permitted special event.

Section 3. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

Section 4. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the

Ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 5. EFFECTIVE. This Ordinance shall not be in effect until and after its final passage, approval and publication as provided by law.

PASSED AND ADOPTED this 27th day of December, 2016.

Timothy C. Kangas, Mayor Pro-Tem

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?

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: _____

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.

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)

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

c. TENTS

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: _____

Public Services Superintendent: _____ Date: _____

City Administrator: _____ Date: _____