



SPECIAL EVENT
PERMIT APPLICATION

1. **EVENT INFORMATION:**

NAME OF EVENT: _____

LOCATION OF EVENT: _____

APPLICANT NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

EVENT WEBSITE (IF APPLICABLE): _____

2. **EVENT TYPE:**

The Waverly City Code defines Special Events to include, but are not limited to, displays, speeches, performances of music or the arts, games, parades, marches, rallies, or other similar celebrations, and the sale and/or distribution of literature, antiques, crafts, curios, artifacts, food, and other similar items, markets and craft shows, animal shows, festivals and assemblies, fundraisers, and any other event in which the public is invited to and require the use of public streets or other public property.

WHAT TYPE OF EVENT IS THIS: _____

***PARADE/MARCH START LOCATION:** _____

***PARADE/MARCH END LOCATION:** _____

3. **CONTACT INFORMATION:**
EVENT CONTACT PERSON(S): _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

4. **EVENT DATES & TIMES:**
SET UP DATE(S): _____ SET UP TIME(S): _____

START DATE: _____ END DATE: _____

START TIME: _____ END TIME: _____

TAKE DOWN DATE(S): _____ TAKE DOWN TIME(S): _____

****WILL THIS EVENT BE MADE UP IF RAINED OUT?** ☐ YES ☐ NO

POTENTIAL RAIN DATE(S)/TIME(S): _____

5. **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

6. **ALCOHOL:**
Alcohol is allowed to be consumed on public property if provided by personal use/container such a cooler. If alcohol is intended to be sold an alcohol license will need to be obtained through Iowa Alcoholic Beverages division and approved by the Waverly city council before the event date.

ALCOHOLIC BEVERAGES SERVED? ☐ YES ☐ NO

LICENSE CLASS: _____

ALCOHOLIC BEVERAGE LICENSE OBTAINED? ☐ YES ☐ NO

DRAM INSURANCE IN PLACE? ☐ YES ☐ NO

KEG PERMIT NEEDED? ☐ YES ☐ NO

If a keg permit is needed, please contact the Leisure Services Department at 319-352-6263 to obtain the Keg Permit

7. **TYPES OF ACTIVITIES/VENUES:**

- **NON-FOOD VENDORS, CONCESSIONAIRES, RIDES:**

(NAMES, ADDRESS, PHONE NUMBERS FOR EACH VENDOR).

- **FOOD VENDORS:**

(NAME, ADDRESS, PHONE FOR EACH)

Events with food and/or beverage sales must provide a \$250 deposit. Any mobile food vendors that are part of a special event do not need a separate mobile food unit application. It is up to the special event promotor to ensure their vendors are registered and/or licensed before selling food or beverages. All food and beverage vendors are subject to inspection and restriction by the Iowa Department of Inspections and Appeals Food and Consumer Safety Bureau.

- **TENTS:**

(INCLUDE IN SITE PLAN)

Free-standing tents are allowed on city property. Any tent or canopy that requires stakes being driven into the ground is 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 promotor.

8. **PARKING AND TRAFFIC:**

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

STREET CLOSURE? ____YES ____NO

LOCATIONS(S) (*SITE PLANS MUST BE INCLUDED*): _____

9. **SECURITY:**

HAVE THE POLICE BEEN CONSULTED ABOUT CROWD CONTROL? ☐ YES ☐ NO

WILL YOU HAVE YOUR OWN IN PLACE? IF SO, WHO? _____

10. **GARBAGE:**

SOURCE OF GARBAGE/RUBBISH REMOVAL SERVICE:

ARE EXTRA TRASH RECEPTICLES NEEDED? ☐ YES ☐ NO HOW MANY? _____

If yes, please submit locations on the site plan and contact the Leisure Services Department at 319-352-6263 to make a request.

11. **TABLES:**

ADDITIONAL PICNIC TABLES NEEDED: ____YES ____NO HOW MANY? _____

If yes, please submit locations on the site plan and contact the Leisure Services Department at 319-352-6263 to make a request. Additional tables cost \$50 and are the responsibility of the special event promotor to pick up and return for the event.

12. **RESTROOMS:**

The City of Waverly requires at least 2 portable toilets per 1,000 people at non-alcoholic events and 4 portable toilets per 1,000 people 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.

CONTRACTOR PROVIDING SERVICES: _____

NUMBER OF PORTABLE TOILETS BEING PROVIDED: _____

NUMBER OF PORTABLE HAND WASHING STATIONS: _____

**location of toilets and hand washing stations to be included on site plan.

13. **UTILITIES:**

WHAT EQUIPMENT WILL BE IN USE AND WHAT IS THE SOURCE OF POWER:

14. SITE PLAN ATTACHED? ☐ YES ☐ NO

15. INDEMNITY AGREEMENT OR INSURANCE PROVIDED? ☐ YES ☐ NO

16. DAMAGE DEPOSIT INCLUDED? (Amount \$100/\$250) ☐ YES ☐ NO

17. PERMIT FEE INCLUDED? (\$50) ☐ YES ☐ NO

It is the responsibility of the special event promotor to clean up the site of the event. Failure to do so will result in forfeiture of the damage deposit.

PLEASE NOTE:

no vehicles may be driven on city parks, except as authorized by the leisure services department.

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 outlined in the packet(s).

APPLICANT SIGNATURE: _____ **DATE:** _____

APPROVED BY THE CITY OF WAVERLY REPRESENTATIVES:

CHIEF OF POLICE: _____ **DATE:** _____

LEISURE SERVICES DIRECTOR: _____ **DATE:** _____

PUBLIC WORKS DIRECTOR: _____ **DATE:** _____

CITY ADMINISTRATOR: _____ **DATE:** _____

For Office Use Only		
ROUTING:		
Parks Department ____	Public Works Department ____	File/Scan ____
Police Department ____	Copy & Receipt to Applicant ____	