



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.



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 are required 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 ____
Police Department ____

Public Works Department ____
Copy & Receipt to Applicant ____

File/Scan ____