



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
 Phone (920) 478-3025
 Fax (920) 478-2021
 cityhall@waterloowis.com

APPLICATION FOR SPECIAL EVENT or ENTERTAINMENT LICENSE

Any Special Event or Entertainment Event sponsor requesting municipal approvals, services, assistance, and/or other support from the City of Waterloo for a special or entertainment event on public or private property must provide the following information.

Submission of application does not constitute approval. All applications must be reviewed.

NAME OF SPONSOR (Applicant): Waterloo Swim Team

STATUS: (circle one) unincorporated incorporated individual other _____

CONTACT NAME: Christy Mosher

PHONE NUMBER: 920 478 4922 DAYTIME, 920 478 4150 EVENING, 920 478 4893 FAX

EMAIL ADDRESS: christy@omegamarkeingcompany.com

NAME OF EVENT: Waterloo Fit City Triathlon

TYPE OF EVENT: (circle one) Festival Parade Caravan Rally March
 Race Tag Day Other _____

PURPOSE OF EVENT: Encourage fitness to City of Waterloo, bring in people to the city, help sustain Waterloo Swim Club

DATE OF EVENT: 8/11/2013

EVENT HOURS: 8a.m - 1p.m. SET UP HOURS 5a.m. BREAKDOWN 1-3

DESCRIPTION OF EVENT: Kid through Adult Triathlon

SITE/ADDRESS FOR EVENT (list if multiple locations) Waterloo High School plus area race routes (map attached)

PROJECTED ATTENDANCE: 320 PAST ATTENDANCE: 280

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 100

RAIN POLICY: rain or shine

DATE APPLICATION MADE 4-29-2013

Pursuant to Section 12.06 Waterloo Municipal Code
 Application for Special Event or Entertainment License

Form created: 03/11/2004

HOLD HARMLESS CLAUSE:

The special event or entertainment sponsor hereby agrees to indemnify and hold harmless the City of Waterloo, Wisconsin, its agents, public officials, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses, expenses arising out of the permitted event/activity or any activity associated with the conduct of the sponsor's operation of the event, including but not limited to, claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the City of Waterloo acting within the scope of their employment.

Further, the event sponsor agrees to indemnify the City of Waterloo and any of its agents, public officers, officials or employees and authorized volunteers for any attorneys fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the sponsor's use of public property or operation of the event as set forth in the application for special permit.

INSURANCE REQUIREMENTS:

Proof of insurance is required of all Special or Entertainment Event Sponsors before the event. The attached list of insurance requirements should be reviewed immediately with your Insurance Agent to comply. Please provide a Certificate of Insurance with your completed application by _____, 20__ to the City Clerk's Office 136 N. Monroe Street, Waterloo, WI. 53594. Insurance coverage shall be from companies and in amounts acceptable to the City of Waterloo. Failure to provide said acceptable insurance coverage in a timely manner is grounds for non-issuance or revocation of the permit.

PERMITTED USE OF PUBLIC PROPERTY:

Whereas the Special or Entertainment Event Sponsor agrees to use the public property at _____ in Waterloo, Wisconsin, known as, for staging of, the City of Waterloo does hereby agree to permit for use, at no cost, these premises for the date(s) of _____ through _____ 20___. Sponsor does hereby agree to conduct only that business/activity which is described in the Special Event Permit Application, and agrees to all municipal requirements. Sponsor further agrees that within thirty (30) days of the conclusion of the event it will, at its own expense, provide for the repair, replacement or maintenance of any damaged, lost or stolen portions of the subject property including, but not limited to landscaping, street or buildings and/or pavement.

LIABILITY WAIVER:

The event sponsor agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of Waterloo, its agents, public officers, officials or employees and authorized volunteers from said sponsored event or activity, except for acts caused by the willful and wanton misconduct by employees of the City of Waterloo acting within the scope of their employment.

AUTHORIZED SIGNATURES:

I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein. I/we do hereby agree to abide by all rules and regulations outlined herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a Special Event in the City of Waterloo, as outlined herein. I/we understand that our lack of meeting all requirements outlined herein may result in the denial or cancellation of the proposed Special or Entertainment Event Permit applied for and all terms and stipulations agreed to by:

Christy Mosher
Name (please print)
Don Waterloo Swim Team Board
Signatory Title (if applicable)

[Signature] - 4-29-13
Signature
[Signature] 04/29/13
Date

Pursuant to Section 12.06 Waterloo Municipal Code
Application for Special Event or Entertainment License

Form created: 03/11/2004

THIS APPLICATION, WITH A DETAILED SITE PLAN ATTACHED, AND ANY OTHER APPLICABLE DOCUMENTS AS OUTLINED HEREIN, MUST BE REMITTED TO THE CLERK'S OFFICE NO LATER THAN NINETY DAYS (90) PRIOR TO THE OPENING DAY OF THE EVENT. Application received late or incomplete may be denied. Direct mail to the City Clerk, City of Waterloo, 136 N. Monroe Street, Waterloo, WI. 53594. A copy of the application will then be forwarded to the appropriate committees and or Departments for consideration of approval, denial, and scheduling.

Date application received: _____ Received by: _____

Clerk's Office to complete the section below:

Cc:	<u>Approval date or permit number</u>
_____ Animal Control	_____ Public Works
_____ Fire Department	_____ Utilities
_____ Building & Permits	_____ Public Health Inspector
_____ Police Department	
_____ City Clerk	
_____ Public Property Use	
_____ Building Inspector	
_____ Certificate of Insurance	
_____ Fire Department	
_____ Council Approval	

Fee for Profit Events = \$50.00 per event.

Fee is **WAIVED** for events held or sponsored by educational, charitable, nonprofit, or religious organizations when the proceeds are devoted to the purposes of such organization. ^{501 c(3)}

Fee Paid: _____

Date Paid: _____

Received by: _____

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Attachment 1

CITY OF WATERLOO INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

1. The City of Waterloo requires submission of a Certificate of Insurance along with the Special or Entertainment Events Application prior to review by the City's Government Operations Committee.
2. The Certificate of Insurance must include the following minimum limits of insurance coverage required for special events on City property:
\$300,000 Injury or death of one person; \$1,000,000 for any one accident; \$50,000 for Property Damage.
3. The City of Waterloo must be named on the Certificate of Insurance as **primary, non-contributory additional insured** under the general liability policy for the event.
4. The Certificate of Insurance must include the name of the special event, and the date, time and location of the event.
5. The City of Waterloo reserves the right to request a copy of the actual policy represented by the Certificate of Insurance.
6. **No event will be allowed to proceed without receipt by the City of a valid Certificate of Insurance in full compliance with the above listed requirements.**

Any questions regarding these insurance requirements should be directed to the City Clerk's Office at (920) 478-3025

*Will provide certificate from
Service Insurance of Waterloo*

SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: Waterloo Fit City Triathlon

DATE (S) OF EVENT: ~~8-12-2013~~ 8-12-2013 HOURS: 8-1

LOCATION/PROPERTY: Waterloo HS and routes as described in maps

SAFETY PROCEDURES:

1) Will you be providing private on-site security? YES NO

If yes, list security company name. -

Where will security be needed? -

What times will security be needed? -

Will WPD officers be required? requested during road portion YES NO

Municipal estimation of cost: _____ WPD Personnel @ \$ _____ /hour = \$ _____

2) What are your plans for medical assistance? Waterloo EMS notified of event

Municipal estimation of cost: _____ WFD equipment/personnel @ _____ \$ hours = \$ _____

3) Will there be fireworks at your event? YES NO

Date of fireworks _____ Time of Fireworks _____

Name/Address of company supplying fireworks _____

Fire Marshall must be contacted for approval and consultation.

SET UP / CLEAN UP PROCEDURES:

1) Name of person in charge of set up: Christy Musher phone # 920 988 9822

2) What time will set up begin: 5 a.m.

3) Name of clean up contact person: ~~Christy Musher~~ Christy Musher Cell Phone# 608 285 0486

4) Estimated time for clean up after event: 2 hours

FEES AND PROCEEDS:

1) Will admission be charged for this event? YES ^{to race participants} NO ^{to spectators}

If yes, how much: Adult _____ Seniors _____ Students _____

Children 5 & under _____ Families _____

2) If a participant fee is charged, please indicate the amount: Booth: _____

Concessionaire: _____

Waterloo, WI

3) Will alcoholic beverage(s) be sold?

YES

NO

If yes, what beverage and at what cost? _____

4) What does the Sponsor intend to do with any revenue over and above the expenditures?

donate some to KIML & cover operating expenses for Waterloo Swim Team Program

(If this is a first year event, please provide a budget. If it is a repeat event, provide last year's financials.)

Income \$8,000 expenditures \$ ~~6,600~~

ENTERTAINMENT AND PROMOTIONS:

6,600.00

2) List names of performers and entertainment groups:

2) Describe other entertainment / activities planned for your event:

3) How will your event be promoted? Television Radio Newspapers Posters Flyers

other internet

PUBLIC PROPERTIES PROCEDURES:

If you are requesting city services, please complete the following area:

1) Will you need barricades?

YES

NO

Purpose of barricades: line path for runners

Location of placement: HS parking Lot

Amount needed 20

Date barricades needed 8-10-13

Time of placement 8/10 6 a.m.

Name of company providing service if other than City _____

2) Will you require electrical service(s)

YES

NO

Entertainment: number of amps _____ = _____ lines @ \$20 Cost \$ _____

Equipment being used: _____

Location _____ Entertainer name _____

Entertainment: number of amps _____ = _____ lines @ \$20 Cost \$ _____

Equipment being used: _____

Location: _____ Entertainer name _____

Waterloo, WI

Concessions: X _____ amps= _____ lines @ \$20 Cost \$ _____

Equipment being used: _____

Location: High school parking lot

Concessions: _____ amps= _____ lines @ \$20 Cost \$ _____

Equipment being used: _____

Location: _____

Name of company providing service if other than City: _____

3) Will you need fencing installed? YES NO

Purpose of fencing: _____

Location: _____ Amount: _____

Date needed _____ Time needed _____

Estimated costs: _____ locations @ \$100. = \$ _____ Total costs

4) Will parking considerations be needed YES NO

Type(s) no parking

Location: Lynn Ave Amount _____

Date: ~~8-11-13~~ 8-11-13 Time: 6 a.m. - 2 p.m.

5) Will picnic tables be needed? YES NO

Location _____ Amount _____

Date needed: _____ Time needed _____

Estimated cost(s) _____ Picnic tables @ \$5.00 per table = \$ _____

6) Is a street sweeper needed? YES NO

Location _____ Date _____ Time _____

Estimated cost(s) _____ hours @ _____ = \$ _____ total cost

Name of company providing service, if not City: _____

7) Will you need additional trash bins? YES NO

If yes how many requested? Cardboard trash bins _____ Barrels _____

Where do you want them placed? _____

Name of disposal company if other than the City: _____

Where will dumpster be place: _____

Waterloo, WI

8) Will water connection be needed?

YES

NO

Location _____ Amount _____

Date _____ Time _____

Estimated costs: _____ connection(s) @ \$20.00 = \$ _____ Total water costs