



136 North Monroe Street  
Waterloo, Wisconsin 53594  
Phone: (920) 478-3025  
Fax: (920) 478-2021  
[www.waterloowi.us](http://www.waterloowi.us)

---

City of Waterloo Council Agenda  
Council Chamber of the Municipal Building – 136 N. Monroe Street  
Thursday March 5, 2015  
7:00 P.M.

1. Call to Order, Roll Call, Meeting Sign-In
2. Pledge of Allegiance
3. Approval of Minutes
  - Minutes from City Council Meeting of February 19, 2015
4. Public Comment

*Under "Public Comment" the public can comment on any topic not on the agenda, but The Wisconsin Open Meetings Law does not allow for any discussion or action to be taken on issues not listed on the agenda. The City Council is not able to respond to questions or have discussion during this time.*

5. Committees, Commissions & Boards – Recommendations and Reports
  - Public Safety
    - Temporary Street Closure Request (Dickenson Street to Hendricks Street) through Firemen's Park - Saturday, July 25, 2015 (12:00pm to 2:00pm) for fundraising motorcycle ride
6. Discussion/Decision Items
  - Clerk/Treasurer's Report
  - Application for Special Event – Nancy and Penny Yerges (Rendezvous)
  - Application for Special Event – Colleen Moran (Trek 100 Bike Ride)
7. Future Agenda Items, Communications to the Council and Announcements
8. Adjournment

Chris Astrella, WCPC  
City Clerk/Treasurer

Posted and Emailed: March 2, 2015

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.

## Waterloo City Council Meeting Minutes from February 19, 2015

Mayor Thompson called the meeting to order at 7pm and all council members were in attendance. Clerk/Treasurer Chris Astrella, Police Chief Denis Sorenson, Public Works Director Gary Yerges, Diane Graff from The Courier, Tammy Krueger from the Watertown Daily Times, Darlene Tucker, Bernie Erlandson, Mark Sillman and Maureen Giese were also in attendance. The Pledge of Allegiance was recited.

**3. Approval of meeting minutes from February 5, 2015:** Alder Thomas made a motion to approve the minutes but striking any reference to Maureen Giese and removing a sentence from the testimony of Darlene Tucker. It was seconded by Quimby and passed 7-0.

**4. Public Comment:** Resident Maureen Giese spoke to the Council about the repairs on McKay Way and how she would like to see something on paper in the future. She also suggested that the Clerk/Treasurer include his email address in the signature of his outgoing emails.

**5. Consent Agenda Items: Quimby made a motion to accept the consent agenda items and it was seconded by Thomas. It passed 7-0. Consent agenda items are listed below:**

- Library Board of Trustees Meeting Minutes from November 11, 2014 and January 13, 2015
- Plan Commission Meeting Minutes from October 28 and November 25, 2014
- Plan Commission Public Hearing Minutes from October 28, 2014
- Zoning Board of Appeals Minutes from December 17, 2014
- Waterloo Fire Department Monthly Report from December 2014 and January 2015
- 2014 Real Estate Tax Collection Report
- Fireman's Park Trustee Board Financial Report for January
- Public Works Report for January 2015
- Waterloo Utilities List of Bills and Meeting Minutes from February 3, 2015

### 6. Committees, Commissions, and Boards

- Finance, Insurance and Personnel
  - Payroll in the amount of \$63,607.14: Springer moved to approve payroll for the aforementioned amount. It was seconded by Quimby and passed 7-0.
  - Vouchers from January 16 through February 19, 2015: Springer moved to approve the vouchers from January 16 through February 19, 2015. It was seconded by Quimby and passed 7-0.
  - Budget and Treasurer's Report from November and December 2014: Springer moved to approve the Treasurer's reports from November and December 2014. It was seconded by Quimby and passed 7-0.

**7. Discussion/Decision Items; Sidewalk invoice for 431 S Jackson Street (Bernie Erlandson and Darlene Tucker):** PW Director Yerges was in attendance to report on his findings regarding the snow that Bernie and Darlene were appealing. He reported that the video cameras at the Trailhead and at City Hall both reported the snow stopping before 10pm and this was confirmed by the Police Chief. Stinnett asked how many billings were sent out, and C/T Astrella reported 29 were mailed. 3 were outstanding, with two of them in attendance at the meeting tonight. Quimby made a motion to dismiss the billings and it died for lack of a second. The Council took no action on this bill.

**Sidewalk Invoice for 139 W. Madison Street (Mark and Wendy Sillman):** The Council heard from Mark, the landlord of 139 W Madison Street. Mark reported his tenants shoveled and they weren't deserving of the bill. The council took no action.

**Clerk/Treasurer's Report:** C/T reported that he has been able to save \$1536 dollars between reconfiguring the internet at the Maunasha Business Center, the Trailhead, and by eliminating Caller ID on the Frontier phone bill. He will continue to look for more savings as the year progresses.

**Resolution #2015-02, a Resolution Regarding a Contract for Library Services:** Stinnett moved to approve Resolution #2015-02. It was seconded by Reynolds and passed 7-0.

**Resolution #2015-03, a Resolution to Amend the 2014 Budget:** Springer moved to approve Resolution #2015-03. It was seconded by Quimby and passed 7-0.

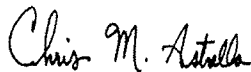
**Resolution #2015-04, a Resolution Approving the 2014 Fiscal Year Assignments:** Springer moved to approve Resolution #2015-03. It was seconded by Quimby and passed 7-0.

**Resolution #2015-05, a Resolution Entering into a Service Agreement with the Watertown Humane Society:** Quimby moved to approve resolution 2015-05, it was seconded by Thomas. Alder Ziaja asked if the WTH would pick up Pot Bellied pigs, and it was unknown if they did. The motion passed 7-0.

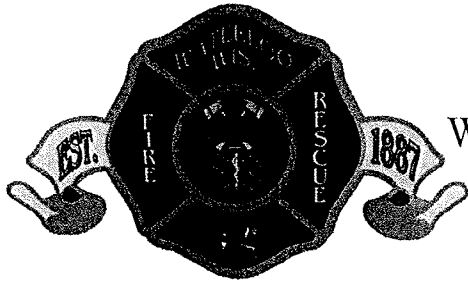
**8. Future Agenda Items, Communications to the Council and Announcements:** C/T Astrella informed everyone that Representative Jagler would be holding a budget listening session tomorrow morning (February 20) from 9am to 10am. Anyone interested should attend.

**9. Adjournment:** Alder Springer made a motion to adjourn the meeting; it was seconded by Alder Griffin and passed unanimously. The meeting was adjourned at 7:45pm

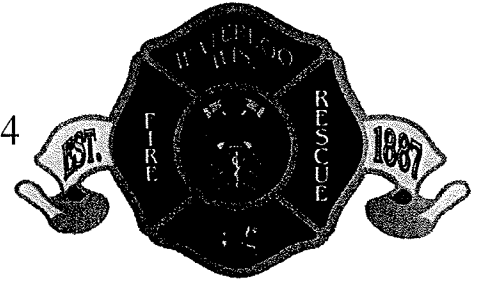
Minutes written and submitted by



Chris Astrella, WCPC  
Clerk/Treasurer



WATERLOO FIRE & RESCUE  
900 INDUSTRIAL LANE  
WATERLOO, WISCONSIN 53594



Safety Committee

136 N. Monroe St.

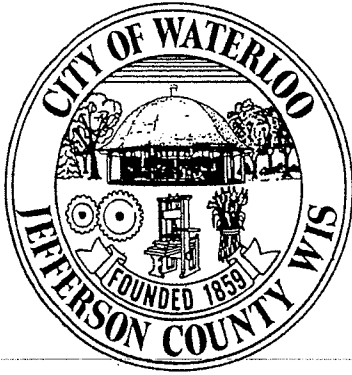
Waterloo, WI. 53594

TO Whom It May Concern,

The Waterloo Fire and Rescue is a part of a fundraising motorcycle ride that will run through Waterloo on July 25<sup>th</sup> 2015. The riders will be entering the city just before 12:30pm and will leave the city shortly after 1:30pm. The riders will have an hour stop at Waterloo Firemen's Park. In that time the riders will be parking on the road in the park, using the restrooms and having lunch. We are requesting that the Safety Committee give the Waterloo Fire and Rescue the ability to close the road in Firemen's Park (Dickenson St. to Hendricks St.) from 12:00pm to 2:00pm. This will let us have the time to insure the estimated 400 rider's safety. If the riders can park on the road it is safer for them then park on the grass or the parking spots in the park.

We are willing to come and answer any questions you may have. At this time the route that the motorcycles will be taking to get to Fireman's Park is to be determined.

Thank You,  
1<sup>st</sup> Lt. Kurt Dornacker  
Waterloo Fire and Rescue  
900 Industrial Lane  
Waterloo, WI. 53594



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.

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

NAME OF SPONSOR (Applicant): Nancy & Penny Yerges

STATUS: (circle one)  unincorporated  incorporated  individual  other \_\_\_\_\_

CONTACT NAME: Nancy & Penny Yerges

PHONE NUMBER: 920 478 3236 / same / \_\_\_\_\_  
DAYTIME EVENING FAX

EMAIL ADDRESS: pyerges@yahoo.com

NAME OF EVENT: Waterloo Regional Trailhead Rendezvous

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

PURPOSE OF EVENT: Education of the 1840's / Native American Culture

DATE OF EVENT: May 8, 9, 10 - 2015

EVENT HOURS: 9am-dusk SET UP HOURS \_\_\_\_\_ BREAKDOWN 2 days

DESCRIPTION OF EVENT: 1840 Rendezvous / Native American Village

SITE/ADDRESS FOR EVENT (list if multiple locations) 760 McKay way  
Trailhead

PROJECTED ATTENDANCE: 300 PAST ATTENDANCE: 200

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 20 volunteers

RAIN POLICY: will setup -

DATE APPLICATION MADE January 20 2015

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 700 Mc Kay Way 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 May 8 through May 10 2015. 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:**

Nancy Georges Penny Georges  
Name (please print)  
  
Signatory Title (if applicable)

Nancy Georges Penny Georges  
Signature  
1-28-15  
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: 2/2/2015 Received by: Raymelle Butzini

Clerk's Office to complete the section below:

Cc:

Approval date or permit number

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.

Fee Paid: [Signature] Date Paid: \_\_\_\_\_

Received by: \_\_\_\_\_

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

Form created: 03/11/2004

## 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



Capitol Indemnity Corporation  
P.O. Box 5900, Madison, WI 53705

COMMERCIAL GENERAL LIABILITY  
COVERAGE PART DECLARATIONS

TRANSACTION TYPE: New Business  
ENDORSEMENT #: 000

POLICY NUMBER	POLICY PERIOD	AGENCY/PRODUCER CODE
CP02409030-01	08/01/2014 - 08/01/2015 <i>12:01 A.M. Standard Time at the address of the insured stated herein.</i>	07236

NAMED INSURED AND ADDRESS	AGENCY/PRODUCER
Penny Yerges 1223 Chestnut St Waterloo, WI 53594-1212	ISC, Inc. DBA Insurance Services Center P.O. BOX 497 Watertown WI 53094

**Form of Business:** Individual

**Business Description:** Restaurant

General Aggregate Limit (Other Than Products-Completed Operations)	\$ 2,000,000
Products-Completed Operations Aggregate Limit	\$ 2,000,000
Personal And Advertising Injury Limit	\$ 1,000,000
Each Occurrence Limit	\$ 1,000,000
Damage To Premises Rented To You Limit	\$ 100,000 Any One Fire
Medical Expense Limit	\$ 5,000 Any One Person

**Location of all Premises You Own, Rent or Occupy:** SEE ATTACHED LOCATION FORM SCHEDULE CIGG 176

Classification	Code No.	Premium Basis	Rate Pr/Co	Advance Pr/Co	Premium Other
SEE ATTACHED COMMERCIAL GENERAL LIABILITY SCHEDULE CIGL 043					
				<b>Balance To Meet Minimum</b>	\$ 118.00
				<b>TOTAL ADVANCE PREMIUM</b>	\$ 250.00

THE LIABILITY PREMIUM BASIS OF THIS POLICY IS SUBJECT TO AN AUDIT.  
ADDITIONAL PREMIUM MAY BE DUE.

FORMS AND ENDORSEMENTS: SEE COMMERCIAL GENERAL LIABILITY COVERAGE PART  
FORM SCHEDULE CIGL 044

COUNTERSIGNED 08/05/2014 By \_\_\_\_\_  
Authorized Representative

**SPECIAL EVENT or ENTERTAINMENT WORKSHEET**

NAME OF EVENT: Waterloo Regional Trailhead Rendezvous

DATE (S) OF EVENT: May 8, 9, 10 2015 HOURS: 9am - dark

LOCATION/PROPERTY: 760 McKay Way, Waterloo

**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? YES  NO

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

2) What are your plans for medical assistance? \_\_\_\_\_

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: Bonny & Nancy Verges phone # 478 3236

2) What time will set up begin: Tuesday - May 6

3) Name of clean up contact person: Bonny & Nancy Verges Cell Phone# 478 3236

4) Estimated time for clean up after event: Tuesday May 12

**FEES AND PROCEEDS:**

1) Will admission be charged for this event? YES  NO

If yes, how much: Adult \_\_\_\_\_ Seniors \_\_\_\_\_ Students \_\_\_\_\_

Children 5 & under \_\_\_\_\_ Families \_\_\_\_\_

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

Concessionaire: \_\_\_\_\_

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? \_\_\_\_\_

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

**ENTERTAINMENT AND PROMOTIONS:**

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 \_\_\_\_\_

**PUBLIC PROPERTIES PROCEDURES:**

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

1) Will you need barricades? YES NO

Purpose of barricades: \_\_\_\_\_

Location of placement: \_\_\_\_\_ Amount needed \_\_\_\_\_

Date barricades needed \_\_\_\_\_ Time of placement \_\_\_\_\_

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 \_\_\_\_\_ Entainer name \_\_\_\_\_

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

Equipment being used: \_\_\_\_\_

Location: \_\_\_\_\_ Entainer name \_\_\_\_\_

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

Equipment being used: \_\_\_\_\_

Location: \_\_\_\_\_

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) \_\_\_\_\_

Location: \_\_\_\_\_ Amount \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

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 3

Where do you want them placed? Event area

Name of disposal company if other than the City: \_\_\_\_\_

Where will dumpster be place: \_\_\_\_\_

8) Will water connection be needed?

YES

NO

Location \_\_\_\_\_ Amount \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

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

Mc Kayday

PONIES

Pony  
rides

Vendors

Food alley

McKay vendors

Gift

teepee

Gift

hair

McKay

Gift

Vendors

Vendors

Vendors

Buildings

Warm circle  
Cute circle

Tring display

2-2-15

We would also like to know if we can have dogs, as long as they are on leashes, stay at the camp.

What can we do with the horses we would like to have? Can they stay in small paddocks (connected to the horse trailers? (10x10' or smaller paddocks?) The owners will take care of the droppings.

We also would like to have the Animal Rescue from Marshall bring her animals. They will be in cages. Anything against that? Nobody will be out there for three days. Who is in charge of the

Trail head building?

We are planning to have Blackpowder guns. Blank loads. We will let the Police know.

Thank-You -  
Randy Berges





COPY

RECEIVED  
FEB 23 2015  
CITY OF WATERLOO

**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.

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

NAME OF SPONSOR (Applicant) MACC Fund - Midwest Athletes Against Childhood Cancer, Inc.

STATUS: (circle one) unincorporated incorporated individual other \_\_\_\_\_

CONTACT NAME: Colleen O Moran

PHONE NUMBER: 414.953.5834 DAYTIME, 414.839.7695 EVENING, 414.953.6170 FAX

EMAIL ADDRESS: ceomoran@maccfund.org

NAME OF EVENT: Trek 100 - Ride for Hope

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

PURPOSE OF EVENT: Fundraiser for MACC Fund

DATE OF EVENT: June 6, 2015

EVENT HOURS: 6am-6pm SET UP HOURS 4-6 am BREAKDOWN 5-7 pm

DESCRIPTION OF EVENT: 100, 62, 36 or 19 mile bike rides - begins at 7:30 a.m.

SITE/ADDRESS FOR EVENT (list if multiple locations) Trek Bicycles 801 W. Madison St. Waterloo, WI 53594

PROJECTED ATTENDANCE: 2100 ~~Feb. 17, 2100~~ PAST ATTENDANCE: 2100 riders

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 400 volunteers

RAIN POLICY: We ride rain or shine

DATE APPLICATION MADE February 18, 2015

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

**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:**

Colleen D. Moran  
Name (please print)  
Development Officer  
Signatory Title (if applicable)

Colleen D. Moran  
Signature  
2/18/15  
Date

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

Form created: 03/11/2004