



136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
Fax: (920) 478-2021
www.waterloowi.us

**PUBLIC NOTICE OF A COMMITTEE MEETING
OF THE COMMON COUNCIL OF THE CITY OF WATERLOO**

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public & news media, that the following meeting will be held:

COMMITTEE: **PUBLIC SAFETY AND HEALTH COMMITTEE**
DATE: February 6, 2025
TIME: 6:00 p.m.
LOCATION: Municipal Building Police Training Room, 136 N. Monroe Street

- 1) CALL TO ORDER AND ROLL CALL
- 2) APPROVAL OF MEETING MINUTES: November 7, 2024
- 3) PUBLIC COMMENT
- 4) NEW BUSINESS
 - a) USA Cycling Collegiate Road National Championships-Trek (5/2-5/3/2025)
 - b) Trek 100 (June 7, 2025)
 - c) WBA- Wine Walk (May 29, 2025)
 - d) WBA-Wiener & Kraut Even (September 13, 2025)
 - e) WBA-Spooktacular (October 25, 2025)
- 5) BLIGHT REPORT
- 6) UNFINISHED BUSINESS
 - a) Chickens
- 7) FUTURE AGENDA ITEMS, COMMUNICATIONS AND ANNOUNCEMENTS
- 8) ADJOURNMENT

Committee Members: Thomas, Cummings, Griffin

posted, e-mailed & distributed: 01/30/2025

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.

PUBLIC SAFETY AND HEALTH COMMITTEE MEETING MINUTES
November 7, 2024

1. **Call to Order:**
The Public Safety Committee meeting was called to order by Alderperson Thomas at 6:00PM
2. **Roll Call:**
Committee members present — Alderperson Thomas, Griffin, Cummings, Chief Sorenson,
3. **Approval of Public Safety Committee Minutes of October 3, 2024.** Motion by Alderperson Griffin to approve Prior minutes of October 3, 2024, second by Cummings, motion carried.
4. **Public Comment:** None:
5. Blight Report: Update information
6. **Unfinished Business:** None.
7. **New Business:** a) Holiday Parade. Cummings motioned to send Holiday Parade event application to council with recommendation for approval, second by Griffin, motion carried.
8. **Future Agenda Items, Communications, and announcements:** None
9. **Adjourn:** Motion to Adjourn by Alderperson Cummings, second by Griffin, motion carried.



Page 1 of 8
License Application

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:**

Mike Monger

Name (please print)

Mike Monger

Signature

1/27/2025

Signatory Title (if applicable)

Date

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:

_____Police Department	_____Council Approval_____
_____Fire Department	_____Date
_____Public Works	_____Certificate of Insurance
_____Waterloo Utilities	

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: _____**Date Paid:** _____

Receipted by: _____

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

SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: _____

DATE (S) OF EVENT: _____ HOURS: _____

LOCATION/PROPERTY: _____

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: _____ phone # _____

2) What time will set up begin: _____

3) Name of clean up contact person: _____ Cell Phone# _____

4) Estimated time for clean up after event: _____

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 _____ Entertainer name _____

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

Equipment being used: _____

Location: _____ Entertainer name _____

Waterloo, WI

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 _____

Where do you want them placed? _____

Name of disposal company if other than the City: _____

Where will dumpster be place: _____

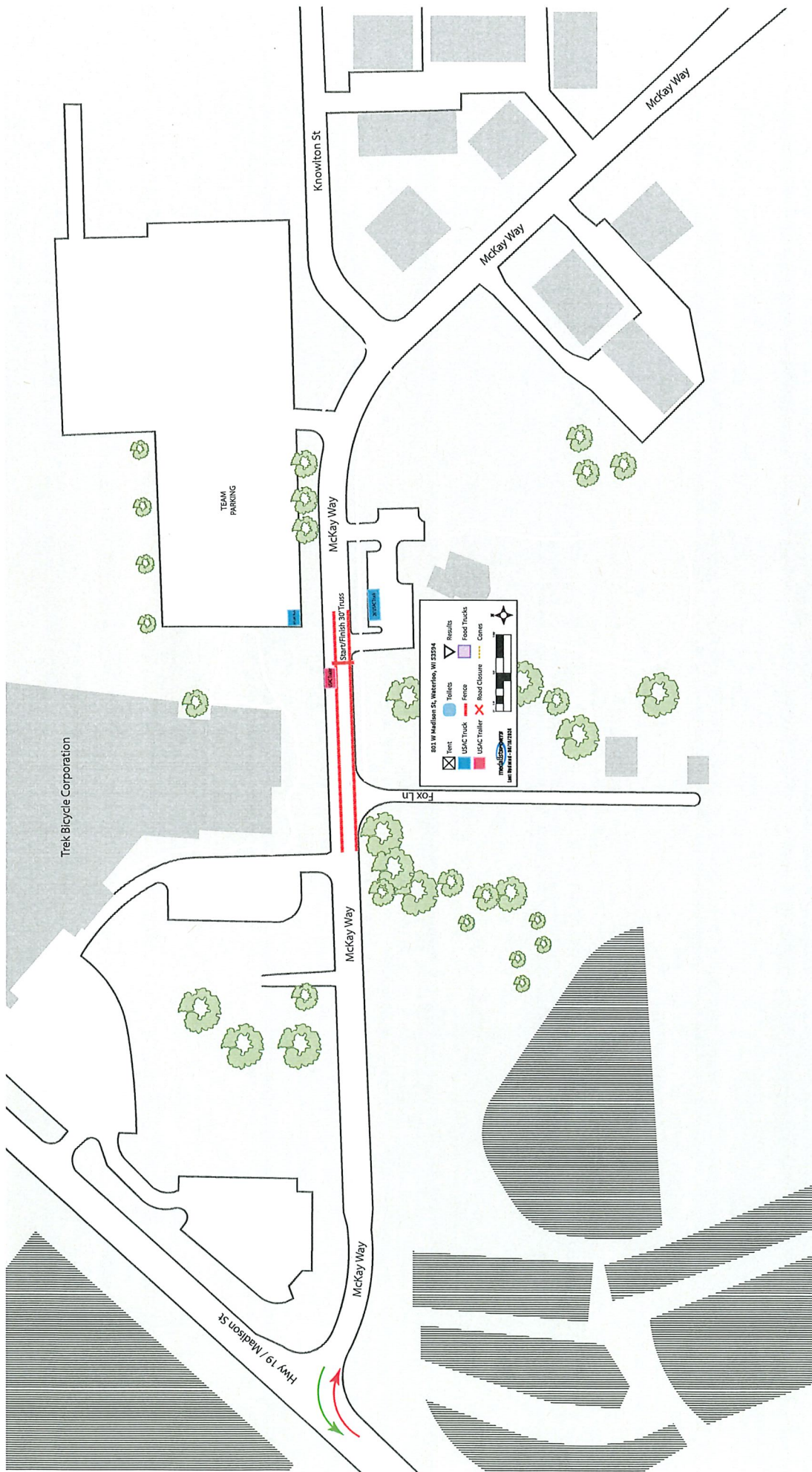
Waterloo, WI

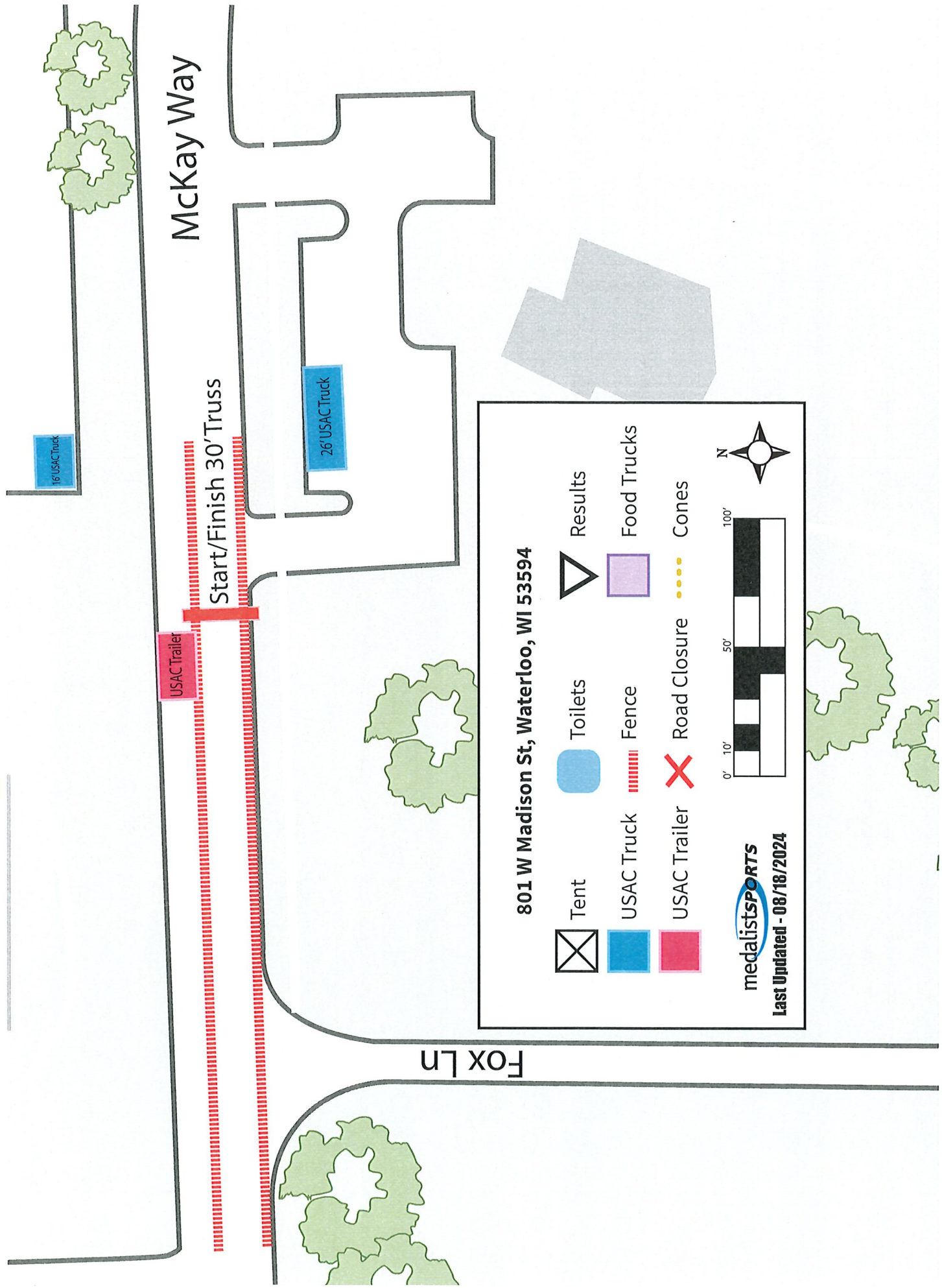
8) Will water connection be needed? YES NO

Location _____ Amount _____










Date _____ Time _____

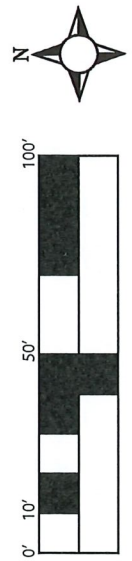
Estimated costs: _____ connection(s) @ \$20.00 = \$ _____ Total water costs












801 W Madison St, Waterloo, WI 53594

- | | | | | | |
|---|--------------|---|--------------|---|-------------|
|  | Tent |  | Toilets |  | Results |
|  | USAC Truck |  | Fence |  | Food Trucks |
|  | USAC Trailer |  | Road Closure |  | Cones |

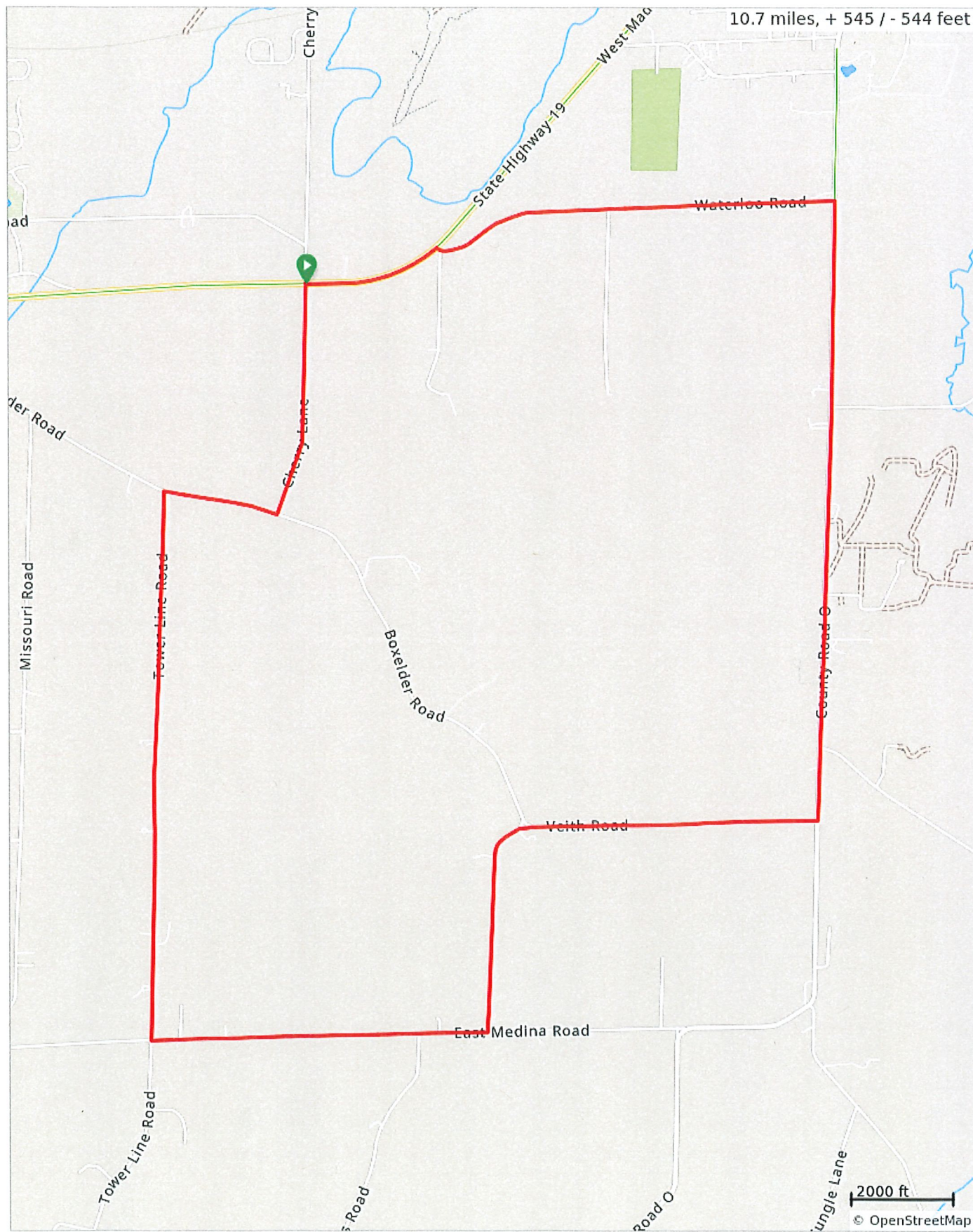


medalists**SPORTS**
Last Updated - 08/18/2024















Num	Type	Note	Next
1.		Sharp L onto Knowlton Street	0.1
2.		L onto Knowlton Street	0.6
3.		Sharp R onto South Monroe Street, CTH O	10.1
4.		Sharp L onto Knowlton Street	0.6
5.		R onto Knowlton Street	0.1
6.		Keep R onto Knowlton Street	0.0
7.		Sharp L onto Knowlton Street	0.0

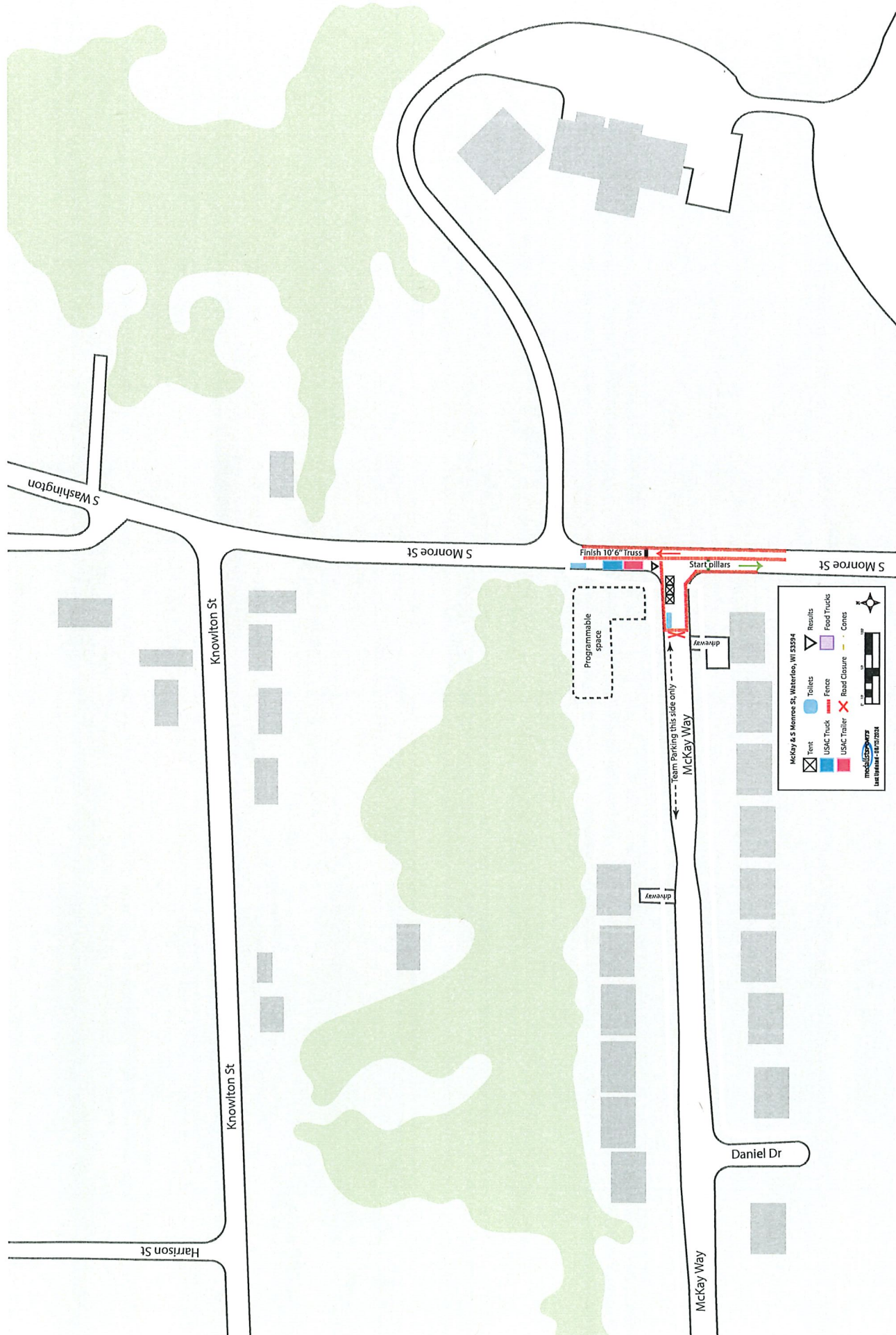
10 mile road race



10 mile road race

Num	Type	Note	Next
1.		Start of route	0.0
2.		L onto State Highway 19, WI 19	0.5
3.		R onto East Waterloo Road	1.5
4.		R onto County Road O, CTH O	2.3
5.		R onto Veith Road	1.1
6.		Keep L onto Veith Road	0.0
7.		Slight L onto Boxelder Road	0.8
8.		R onto East Medina Road	1.2
9.		R onto Tower Line Road	2.0
10.		R onto Boxelder Road	0.4
11.		L onto Cherry Lane	0.9
12.		End of route	0.0

10.7 miles. +545/-544 feet

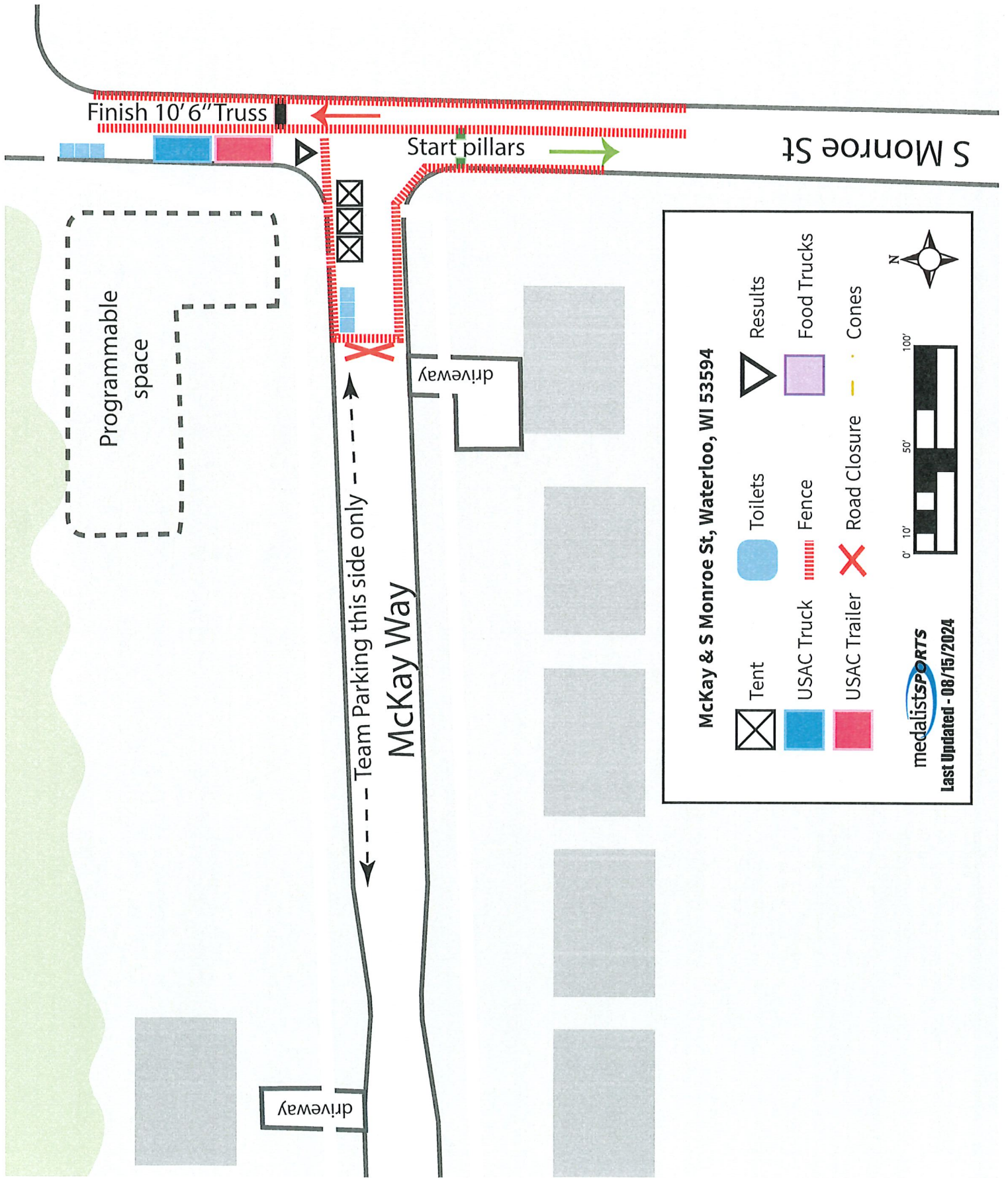


McKay & S Monroe St, Waterloo, WI 53594

Tent (blue square with cross)
 Results (blue triangle)
 Toilets (blue circle)
 USAC Truck (blue square)
 Fence (red line with cross)
 Food Trucks (purple square)
 Road Closure (red line with X)
 USAC Trailer (red square)
 Cones (yellow triangle)

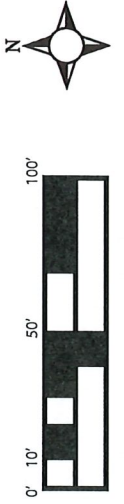
Scale: 0 10 20 30 40 50 60 70 80 90 100
 North Arrow

medusa
 landscape-architecture

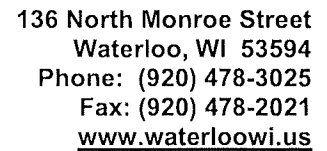


McKay & S Monroe St, Waterloo, WI 53594

- | | | | | | |
|--|--------------|--|--------------|--|-------------|
| | Tent | | Toilets | | Results |
| | USAC Truck | | Fence | | Food Trucks |
| | USAC Trailer | | Road Closure | | Cones |



medalistsSPORTS
Last Updated - 08/15/2024



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.

DATE APPLICATION MADE 01/20/2025

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:**

Alli Neumann

Name (please print)

Alli Neumann

Signature

Events Coordinator

Signatory Title (if applicable)

01/20/2025

Date

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:

_____ Police Department

_____ Council Approval _____
Date

_____ Fire Department

_____ Public Works

_____ Certificate of Insurance

_____ Waterloo Utilities

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: _____

Date Paid: _____

Receipted by: _____

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

SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: Trek 100 Bike Ride

DATE (S) OF EVENT: Saturday, June 7, 2025 HOURS: 6am-6pm

LOCATION/PROPERTY: Trek Bikes; 801 W. Madison St, Waterloo, WI 53594

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? Medical personnel from Trek Health Center

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: Alli Neumann phone # 262-305-4820

2) What time will set up begin: 4am

3) Name of clean up contact person: Alli Neumann Cell Phone# 262-305-4820

4) Estimated time for clean up after event: 5pm-7pm

FEES AND PROCEEDS:

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

If yes, how much: Adult \$75 Seniors _____ Students \$25

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? _____

(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: Help with traffic flow near Trek HQ

Location of placement: Hwy 19 & McKay Way; Knowlton & McKay Way Amount needed _____

Date barricades needed Saturday, June 7th, 2025 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 _____ Entertainer name _____

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

Equipment being used: _____

Location: _____ Entertainer name _____

Waterloo, WI

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) No Parking

Location: Milwaukee Ave Amount _____

Date: 06/06-06/07 Time: overnight

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: LRS

Where will dumpster be place: In Trek's upper parking lot

Waterloo, WI

8) Will water connection be needed? YES ~~NO~~

Location _____ Amount _____

Date _____ Time _____

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

2025 - 24 Mile Official

23.6 miles

Leg	Dir	Type	Notes	Total
	←	Left	Turn left onto Knowlton Street	0.1
0.6	←	Left	Turn left onto Washington Street, CTH O	0.7
0.4	←	Sharp Left	Turn sharp left onto East Madison Street, WI 19	1.1
0.1	→	Right	Turn right onto North Monroe Street	1.2
3.8	→	Slight Right	Keep right onto Tri-County Road	5.0
0.8	↑	Straight	Continue onto Tri-County Road	5.7
1.4	→	Right	Turn right onto Sullivan Road	7.1
0.0	→	Right	Turn right onto Tri-County Road	7.1
1.0	←	Left	Turn left onto Kasper Road	8.1
1.0	→	Right	Turn right onto State Highway 89	9.1
1.0	←	Left	Turn left onto Priem Road	10.1
0.5	→	Right	Turn right onto Columbus Road	10.6
0.6	↑	U Turn	Make a U-turn onto Columbus Road	11.2
1.6	→	Sharp Right	Turn sharp right onto County Highway V	12.8
0.6	←	Left	Turn left onto Marshall Road	13.4
3.2	↑	Straight	Continue onto State Highway 73	16.7
0.9	←	Left	Turn left onto County Road TV	17.6
2.0	→	Right	Turn right onto State Highway 89	19.6
2.9	←	Left	Turn left onto East Madison Street, WI 19	22.5
0.1	→	Sharp Right	Turn sharp right onto South Washington Street, CTH O	22.6
0.4	→	Right	Turn right onto Knowlton Street	23.0
0.6	→	Right	Turn right onto Knowlton Street	23.6

Ride With GPS · <https://ridewithgps.com>

2025 - 35 Mile

34.8 miles

Leg	Dir	Type	Notes	Total
	←	Left	Turn left onto Knowlton Street	0.0
0.6	←	Left	Turn left onto Washington Street, CTH O	0.6
0.4	←	Sharp Left	Turn sharp left onto East Madison Street, WI 19	1.0
0.1	→	Right	Turn right onto North Monroe Street	1.1
1.0	→	Right	Turn right onto Clarkson Road	2.1
0.8	←	Left	Turn left onto West Street, CTH I	2.9
2.8	→	Right	Turn right onto County Road T, CTH I, CTH T	5.7
1.3	→	Right	Turn right onto County Road I, CTH I	7.0
2.0	←	Left	Turn left onto Yerges Road	9.0
1.4	←	Left	Turn left onto County Road I, CTH BB, CTH I	10.5
0.4	←	Slight Left	Keep left onto County Road BB, CTH BB	10.9
2.7	←	Slight Left	Keep left onto County Road TT, CTH TT	13.5
2.8	→	Right	Turn right onto County Road T, CTH T	16.4
0.1	←	Left	Turn left onto Elba Street	16.4
0.2	←	Left	Turn left onto County Road TT	16.6
0.1	→	Right	Turn right onto County Road T	16.7
0.5	→	Right	Turn right onto Duffy Road	17.1
2.9	↑	Straight	Continue onto Sydo Road	20.0
1.1	←	Left	Turn left onto State Highway 89	21.2
0.1	→	Right	Turn right onto Priem Road	21.3
0.5	→	Right	Turn right onto Columbus Road	21.8
0.6	↑	U Turn	Make a U-turn onto Columbus Road	22.4
1.6	→	Sharp Right	Turn sharp right onto County Highway V	24.0
0.6	→	Right	Turn right onto Marshall Road	24.6
3.2	↑	Straight	Continue onto State Highway 73	27.8
0.9	←	Left	Turn left onto County Road TV	28.8
2.0	→	Right	Turn right onto State Highway 89	30.8
2.9	←	Left	Turn left onto East Madison Street, WI 19	33.7
0.1	→	Sharp Right	Turn sharp right onto South Washington Street, CTH O	33.8
0.4	→	Right	Turn right onto Knowlton Street	34.2

Leg	Dir	Type	Notes	Total
0.6	→	Right	Turn right onto Knowlton Street	34.8

Ride With GPS · <https://ridewithgps.com>

2025 - 62 Mile Official

61.2 miles

Leg	Dir	Type	Notes	Total
	←	Left	Turn left onto Knowlton Street	0.0
0.6	←	Left	Turn left onto Washington Street, CTH O	0.6
0.4	←	Sharp Left	Turn sharp left onto East Madison Street, WI 19	1.0
0.1	→	Right	Turn right onto North Monroe Street	1.1
1.0	→	Right	Turn right onto Clarkson Road	2.1
0.8	←	Left	Turn left onto West Street, CTH I	2.8
2.8	→	Right	Turn right onto County Road T, CTH I, CTH T	5.7
1.3	→	Right	Turn right onto County Road I, CTH I	7.0
2.0	←	Left	Turn left onto Yerges Road	9.0
1.4	←	Left	Turn left onto County Road I, CTH BB, CTH I	10.4
0.4	←	Slight Left	Keep left onto County Road BB, CTH BB	10.9
2.7	←	Slight Left	Keep left onto County Road TT, CTH TT	13.5
2.8	→	Right	Turn right onto County Road T, CTH T	16.3
0.1	←	Left	Turn left onto Elba Street	16.4
0.2	→	Right	Turn right onto County Road TT, CTH TT	16.6
1.7	←	Left	Turn left onto Behan Road	18.3
2.6	→	Right	Turn right onto WI 73, US 151 Business	21.0
0.5	↑	Straight	Continue onto State Highway 73, WI 73	21.4
1.8	→	Right	Turn right onto Moriah Road	23.2
0.8	←	Left	Turn left onto Lark Road	24.0
2.6	→	Right	Turn right onto Hemling Road	26.6
1.4	←	Sharp Left	Turn sharp left onto Harrison Road	28.0
0.9	↑	Straight	Continue onto County Road Z	28.9
2.4	←	Left	Turn left onto County Road CD	31.3
2.5	←	Left	Turn left onto Sauer Road	33.8
0.3	→	Right	Turn right onto Swarthout Road	34.1
0.9	→	Sharp Right	Turn sharp right onto Steel Road	35.0
0.1	←	Slight Left	Keep left onto Steel Road	35.1
0.8	→	Right	Turn right onto Duborg Road	35.9
2.0	←	Left	Turn left onto Wendt Road	37.9
3.7	←	Left	Turn left onto Sanderson Road	41.6

Leg	Dir	Type	Notes	Total
1.6	←	Left	Turn left onto Bristol Road	43.2
0.4	→	Sharp Right	Turn sharp right onto Schaefer Road	43.7
0.7	↑	Straight	Continue onto State Highway 73	44.4
0.8	←	Left	Turn left onto Weiner Road	45.2
0.2	←	Left	Turn left onto Fox Road	45.4
2.1	→	Sharp Right	Turn sharp right onto Hillcrest Road	47.5
0.6	→	Right	Turn right onto Columbus Road	48.1
2.2	→	Sharp Right	Turn sharp right onto County Highway V	50.3
0.6	←	Left	Turn left onto Marshall Road	51.0
3.2	↑	Straight	Continue onto State Highway 73	54.2
0.9	←	Left	Turn left onto County Road TV	55.2
2.0	→	Right	Turn right onto State Highway 89	57.2
2.9	←	Left	Turn left onto East Madison Street, WI 19	60.0
0.1	→	Sharp Right	Turn sharp right onto South Washington Street, CTH O	60.1
0.4	→	Right	Turn right onto Knowlton Street	60.6
0.6	→	Right	Turn right onto Knowlton Street	61.1

Ride With GPS · <https://ridewithgps.com>

2025 - 100 Mile Official

100.2 miles

Leg	Dir	Type	Notes	Total
	←	Left	Turn left onto Knowlton Street	0.0
0.6	←	Left	Turn left onto Washington Street, CTH O	0.6
0.4	←	Sharp Left	Turn sharp left onto East Madison Street, WI 19	1.0
0.1	→	Right	Turn right onto North Monroe Street	1.1
1.0	→	Right	Turn right onto Clarkson Road	2.1
0.8	←	Left	Turn left onto West Street, CTH I	2.8
2.8	→	Right	Turn right onto County Road T, CTH I, CTH T	5.7
1.3	→	Right	Turn right onto County Road I, CTH I	7.0
2.0	←	Left	Turn left onto Yerges Road	9.0
1.4	←	Left	Turn left onto County Road I, CTH BB, CTH I	10.4
0.4	←	Slight Left	Keep left onto County Road BB, CTH BB	10.9
2.7	←	Slight Left	Keep left onto County Road TT, CTH TT	13.5
2.8	→	Right	Turn right onto County Road T, CTH T	16.3
0.1	←	Left	Turn left onto Elba Street	16.4
0.2	→	Right	Turn right onto County Road TT, CTH TT	16.6
1.7	←	Left	Turn left onto Behan Road	18.3
2.6	→	Right	Turn right onto WI 73, US 151 Business	21.0
0.5	↑	Straight	Continue onto State Highway 73, WI 73	21.4
1.8	→	Right	Turn right onto Moriah Road	23.2
0.8	←	Left	Turn left onto Lark Road	24.0
2.6	→	Right	Turn right onto Hemling Road	26.6
1.4	←	Sharp Left	Turn sharp left onto Harrison Road	28.0
0.9	↑	Straight	Continue onto County Road Z	28.9
5.0	↑	Straight	Continue onto Welch Street	33.9
0.2	→	Slight Right	Turn slight right onto County Road A	34.1
0.9	→	Right	Turn right onto Palmer Road	34.9
2.8	→	Right	Turn right onto Ludwig Road	37.7
1.7	←	Left	Turn left onto Jennings Road	39.4
1.3	→	Right	Turn right onto Old B Road	40.7
0.5	←	Left	Turn left onto Raddatz Road	41.3
4.0	↑	Straight	Continue onto Old B Road	45.2

Leg	Dir	Type	Notes	Total
1.5	←	Left	Turn left onto Welsh Prairie Road	46.7
1.5	→	Right	Turn right onto Morgan Road	48.2
0.8	←	Slight Left	Turn slight left onto County Road B, CTH B	49.0
1.0	←	Left	Turn left onto Mary Street, CTH B	50.0
0.4	↑	Straight	Continue onto East Edgewater Street, CTH P	50.4
2.3	→	Right	Turn right onto Fordeg Road	52.7
0.7	←	Left	Turn left onto Cemetery Road	53.4
2.0	→	Slight Right	Keep right onto Cemetery Road	55.5
0.0	→	Slight Right	Turn slight right onto Jones Road	55.5
1.0	→	Right	Turn right onto County Road A	56.5
2.1	←	Left	Turn left onto Jung Road	58.6
1.3	←	Sharp Left	Turn sharp left onto County Road G	59.9
0.7	→	Right	Turn right onto County Road DG	60.6
2.1	←	Left	Turn left onto Hyland Road	62.7
0.9	→	Right	Turn right onto Fountain Road	63.6
1.0	→	Right	Turn right onto Pete Reak Road	64.7
0.8	←	Sharp Left	Turn sharp left onto County Road DG	65.4
2.5	→	Right	Turn right onto County Road Z	67.9
2.4	←	Left	Turn left onto County Road CD	70.3
2.5	←	Left	Turn left onto Sauer Road	72.8
0.3	→	Right	Turn right onto Swarthout Road	73.1
0.9	→	Sharp Right	Turn sharp right onto Steel Road	74.0
0.1	←	Slight Left	Keep left onto Steel Road	74.1
0.8	→	Right	Turn right onto Duborg Road	74.9
2.0	←	Left	Turn left onto Wendt Road	76.9
3.7	←	Left	Turn left onto Sanderson Road	80.6
1.6	←	Left	Turn left onto Bristol Road	82.2
0.4	→	Sharp Right	Turn sharp right onto Schaefer Road	82.7
0.7	↑	Straight	Continue onto State Highway 73	83.4
0.8	←	Left	Turn left onto Weiner Road	84.2

Leg	Dir	Type	Notes	Total
0.2	←	Left	Turn left onto Fox Road	84.4
2.1	→	Sharp Right	Turn sharp right onto Hillcrest Road	86.5
0.6	→	Right	Turn right onto Columbus Road	87.1
0.6	↑	U Turn	Make a U-turn onto Columbus Road	87.7
1.6	←	Left	Turn left onto County Highway V	89.3
0.0	↑	U Turn	Make a U-turn onto County Highway V	89.3
0.6	←	Left	Turn left onto Marshall Road	90.0
3.2	↑	Straight	Continue onto State Highway 73	93.2
0.9	←	Left	Turn left onto County Road TV	94.1
2.0	→	Right	Turn right onto State Highway 89	96.1
2.9	←	Left	Turn left onto East Madison Street, WI 19	99.0
0.1	→	Sharp Right	Turn sharp right onto South Washington Street, CTH O	99.1
0.4	→	Right	Turn right onto Knowlton Street	99.6
0.6	→	Right	Turn right onto Knowlton Street	100.1

Ride With GPS · <https://ridewithgps.com>

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: 01/20/2025

☐ Town ☐ Village ☒ City of Waterloo

County of Jefferson

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 06/07/2025 and ending 06/07/2025 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name MACC Fund (Midwest Athletes Against Childhood Cancer, Inc.)

(b) Address 10000 W. Innovation Drive, Suite 135, Milwaukee, WI 53226

(Street)

☐ Town

☐ Village

☒ City

(c) Date organized 12/10/1976

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Becky Pinter, 5245 S. 22nd Street, Milwaukee, WI 53221

Vice President _____

Secretary _____

Treasurer _____

(g) Name and address of manager or person in charge of affair: Alli Neumann

19406 Rock Pointe Way, Apt F207, Lannon, WI 53046

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 801 W. Madison Street, Waterloo, WI 53594 - Upper Parking Lot at Trek Bikes

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Trek 100 Bike Ride

(b) Dates of event 06/07/2025

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Becky Pinter, 01/20/2025

(Signature / Date)

MACC Fund (Midwest Athletes Against Childhood Cancer, Inc.)

(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Additional Information

May be Granted and Issued only to (secs. 125.26(6), and 125.51(10), Wis. Stats.):

- (1) **Bona fide clubs.**
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) **The local licensing authority may act on application or authorize an official or body of the municipality to issue the license.** (secs. 125.26(1) and 125.51(10), Wis. Stats.)
- (3) **The written application shall be filed with the clerk of the municipality in which premises are located:**
 - Class "B" (Beer):
 - a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (sec. 125.04(3)(f), Wis. Stats.)
 - b. At least 15 days prior to the granting of the license for events lasting 4 or more days.
 - "Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.
- (4) Seller's Permit: (sec. 77.54 (7m), Wis. Stats.), provides an exemption from Wisconsin sales and use taxes relating to **certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.**
- (5) Publication: Not required. (sec. 125.04(3)(g), Wis. Stats.)

Fee: Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.) (secs. 125.26(6) and 125.51(10), Wis. Stats.)

Duration: **The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time.** (sec. 125.51(10)(b), Wis. Stats.)

Restrictions:

- (1) License may not be issued to individuals. (secs. 125.02 (14), 125.26(6), 125.51(10), Wis. Stats.)
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (3) **License may cover either a specified area or the entire picnic grounds. (secs. 125.26(6) and 125.51(10), Wis. Stats.)**
- (4) License issued to a county or district fair must cover the entire fairgrounds (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (5) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (sec. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (6) Licensed operator(s) must be present at all times (secs. 125.17, 125.26(6), 125.32(2) - Beer; 125.17, 125.51(10), 125.68(2) - Wine; Wis. Stats.)
- (7) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (sec. 125.32(6), Wis. Stats.)
- (8) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit. (sec. 125.51(10), Wis. Stats.)
- (9) Licensed organizations must purchase their alcohol beverages only from permitted Wisconsin wholesalers, breweries and brewpubs. (secs. 125.33(6), and 125.69(6), Wis. Stats.)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/06/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Peggy Bradley	
R & R Insurance Services, Inc	PHONE (A/C, No, Ext): (262) 574-7000	FAX (A/C, No): (262) 574-7080
P.O. Box 1610	E-MAIL ADDRESS: Peggy.Bradley@rrins.com	
Waukesha WI 53187-1610	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A: West Bend Insurance Company	15350
Midwest Athletes Against Childhood Cancer Inc	INSURER B:	
dba MACC Fund	INSURER C:	
10000 W Innovation Dr Suite 135	INSURER D:	
Milwaukee WI 53226	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 24-25

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Blanket Additional Insured GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			0625089 WB1450GL	12/01/2024	12/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			0625089	12/01/2024	12/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			0625089	12/01/2024	12/01/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	0625090	12/01/2024	12/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

aneumann@macccfund.org City of Waterloo 136 N. Monroe Street Waterloo, WI 53594	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Peggy Bradley/PB707
--	--

© 1988-2014 ACORD CORPORATION. All rights reserved.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – NOT OTHERWISE CLASSIFIED

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM
COMMERCIAL GENERAL LIABILITY COVERAGE PART
LIQUOR LIABILITY COVERAGE FORM

SCHEDULE

Name of Person or Organization (Additional Insured):
Blanket Additional Insured
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an insured the person or organization shown in the Schedule as an additional insured, but only with respect to liability incurred solely as a result of some act or omission of the named insured.

It is further understood and agreed that the designation of the entity named as an additional insured does not increase or alter the limit of liability, nor the scope of coverage of this policy.

The coverage granted to the additional insured under this endorsement shall be excess over any other valid and collectible insurance, whether contingent, excess or primary.

This endorsement provides no coverage to the additional insured for its liability arising out of the claimed negligence, statutory liability or fault of the additional insured.

As a condition of coverage, the additional insured shall be obligated to tender the defense and indemnity of every claim or suit to all other insurers that may provide coverage to the additional insured, whether on a contingent, excess or primary basis.



136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
Fax: (920) 478-2021
www.waterloowi.us

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): Waterloo Business Association

STATUS: (circle one) unincorporated incorporated individual other 501c Non-Profit

CONTACT NAME: Steve Parker

PHONE NUMBER: 608-575-9095 / 608-575-9095 /
DAYTIME EVENING FAX

EMAIL ADDRESS: vicepresident@waterlooba.com

NAME OF EVENT: 2025 Annual Beer & Wine Walk

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

PURPOSE OF EVENT: Downtown Business Promotion

DATE OF EVENT: May 29, 2025

EVENT HOURS: 4 - 8 pm SET UP HOURS 3:00 pm BREAKDOWN 8:00 pm

DESCRIPTION OF EVENT: Wine & Beer walk through Downtown Waterloo Businesses

SITE/ADDRESS FOR EVENT (list if multiple locations) At present, 10-13 stops. A full list will be provided when completed and a minimum of 2 weeks prior to event.

PROJECTED ATTENDANCE: 150-200 PAST ATTENDANCE: 150-200

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 5-10 in addition to business owners in attendance

RAIN POLICY: Rain or Shine

DATE APPLICATION MADE January 24, 2025

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:**

Steve Parker

Name (please print)

Signature

Vicw President WBA

Signatory Title (if applicable)

January 24, 2025

Date

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:

_____ Police Department

_____ Council Approval _____
Date

_____ Fire Department

_____ Public Works

_____ Certificate of Insurance

_____ Waterloo Utilities

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: _____

Date Paid: _____

Received by: _____

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

SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: n 2025 Wine & Beer Walk

DATE (S) OF EVENT: May 29, 2025 HOURS: 4 - 8 pm

LOCATION/PROPERTY: Downtown Business locations

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? Dial 911 if applicable

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: Steve Parker phone # 608-575-9095

2) What time will set up begin: May 29, 2025 @ 3:00 pm

3) Name of clean up contact person: Steve Parker Cell Phone# 608-575-9095

4) Estimated time for clean up after event: 1 hour

FEES AND PROCEEDS:

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

If yes, how much: Adult \$50.00 Seniors \$50.00 Students N/A

Children 5 & under n/A Families N/A

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? Cost of admission includes sampling at various locations

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

Community based events

(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:

Hi Energy DJ

2) Describe other entertainment / activities planned for your event: _____
Various vendors in downtown area as per template

3) How will your event be promoted? Television Radio Newspapers Posters Flyers
other Social media and Word of Mouth

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: Electricity at Bandstand

Location Bandstand Entainer name Hi Energy DJ

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

Equipment being used: _____

Location: _____ Entainer name _____

Waterloo, WI

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 6

Where do you want them placed? in cul-de-sac for WBA to distribute

Name of disposal company if other than the City: LRS

Where will dumpster be place: We will use private dumpsters

8) Will water connection be needed?

YES

~~NO~~

Location _____ Amount _____

Date _____ Time _____

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

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: 01/23/2025

☐ Town ☐ Village ☒ City of Waterloo

County of Jefferson

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 05/29/2025 and ending 05/29/2025 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☐ Bona fide Club ☐ Church ☐ Lodge/Society
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Waterloo Business Association

(b) Address P.O. Box 84 Waterloo, WI 53594
(Street)

☐ Town ☐ Village ☒ City

(c) Date organized 03/01/2021

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☒

(f) Names and addresses of all officers:

President Samantha Hensler

Vice President Steve Parker

Secretary Lee Columbus

Treasurer Ben Reigel

(g) Name and address of manager or person in charge of affair: Steve Parker

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number Various Downtown Business stops/ within said business property building

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event 2025 Annual Beer & Wine Walk

(b) Dates of event 01/23/2025

DECLARATION

An officer of the organization declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer _____

(Signature / Date)

Waterloo Business Association

(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/04/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Service Insurance Agency PO BOX 173 Waterloo WI 53594	CONTACT NAME: Tim Haldiman PHONE (A/C, No, Ext): E-MAIL: tim@serviceinsurance.us ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: West Bend Mutual INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	FAX (A/C, No): NAIC #
INSURED Waterloo Business Association W10788 County Road I Reeseville WI 53579		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURER	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			B804249	09/04/2024	09/04/2025	EACH OCCURRENCE \$ 1,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
			MED EXP (Any one person) \$ excluded				
			PERSONAL & ADV INJURY \$ 1,000,000				
			GENERAL AGGREGATE \$ 1,000,000				
			PRODUCTS - COMP/OP AGG \$ 1,000,000				
	AUTOMOBILE LIABILITY ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER City of Waterloo 136 N Monroe St. Waterloo WI 53594	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

© 1988-2016 ACORD CORPORATION. All rights reserved.



136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
Fax: (920) 478-2021
www.waterloowi.us

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): Waterloo Business Association

STATUS: (circle one) unincorporated incorporated individual other 501c Not-for-Profit

CONTACT NAME: Steve Parker

PHONE NUMBER: 608-575-9095 / 608-575-9095 / N/A
DAYTIME EVENING FAX

EMAIL ADDRESS: vicepresident@waterlooba.com

NAME OF EVENT: 2025 Weiner & Kraut Day

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

PURPOSE OF EVENT: Downtown Community Celebration (Annual)

DATE OF EVENT: September 13, 2025

EVENT HOURS: 9am - 7pm SET UP HOURS 7 am BREAKDOWN 7 pm

DESCRIPTION OF EVENT: Selling Weiners, Kraut & Beer to raise money for community projects

SITE/ADDRESS FOR EVENT (list if multiple locations) See attached previously approved template for the
portion of the downtown area to be affected.

PROJECTED ATTENDANCE: 2000+ PAST ATTENDANCE: 2000+

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 20-40

RAIN POLICY: Rain or Shine

DATE APPLICATION MADE January 28, 2025

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, provided 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 Monroe street as per timeplate 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 September 13, 2025 through September 13, 2025 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:**

Steve Parker

Name (please print)

Vice president

Signatory Title (if applicable)

Signature

January 28, 2025

Date

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:

_____ Police Department

_____ Council Approval _____
Date

_____ Fire Department

_____ Public Works

_____ Certificate of Insurance

_____ Waterloo Utilities

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: _____

Date Paid: _____

Received by: _____

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

SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: WEINER & KRAUT DAY 2025

DATE (S) OF EVENT: September 13, 2025 HOURS: 9 am - 7 pm

LOCATION/PROPERTY: N. & S. Monroe Street/E. & W. Madison Street as per template

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: Steve Parker phone # 608-575-9095

2) What time will set up begin: 6-7 am

3) Name of clean up contact person: Sam Hensler Cell Phone# 920-342-0840

4) Estimated time for clean up after event: 7 pm

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? \$5 per beer if approved

4) What does the Sponsor intend to do with any revenue over and above the expenditures? Continue to support community events sponsored by the organization (WBA)

(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:

Hi Energy DJ

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

3) How will your event be promoted? Television Radio Newspapers Posters Flyers
other Internet/Facebook/Social Media/Word of Mouth/Tradition

PUBLIC PROPERTIES PROCEDURES:

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

1) Will you need barricades?

~~YES~~

NO

Purpose of barricades: Create beer garden in S. Monroe Street Cul-de-sac

Location of placement: See attached template Amount needed Same as 2024

Date barricades needed September 12, 2025 Time of placement Steve will place

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: Dj setup

Location Bandstand Entainer name Hi Energy DJ

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

Equipment being used: _____

Location: _____ Entainer name _____

Waterloo, WI

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: Barricade at Cul-de-sac

Location: See template 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 Cul-de-sac Amount 4 if possible

Date needed: September 13, 2025 Time needed 7 am. Steve will pick up if necessary

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 6

Where do you want them placed? Steve will place as part of setup

Name of disposal company if other than the City: LRS

Where will dumpster be place: Private dumpsters will be used

Waterloo, WI

8) Will water connection be needed?

YES

~~NO~~

Location _____ Amount _____

Date _____ Time _____

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

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: 01/27/2025

☐ Town ☐ Village ☒ City of Waterloo

County of Jefferson

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 09/13/2025 and ending 09/13/2025 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Waterloo Business Association

(b) Address P.O. Box 84 Waterloo, WI 53594

(Street)

☐ Town

☐ Village

☒ City

(c) Date organized 03/01/2021

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☒

(f) Names and addresses of all officers:

President Samantha Hensler

Vice President Steve Parker

Secretary Lee Columbus

Treasurer Ben Reigel

(g) Name and address of manager or person in charge of affair: Steve Parker 608-575-9095

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number Cul-de-sac at end of South Monroe Street as described in template

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event 2025 Weiner & Kraut Day

(b) Dates of event 09/13/2025

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer _____ 01-28-2025
(Signature / Date)

Waterloo Business Association
(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
Fax: (920) 478-2021
www.waterloowi.us

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): Waterloo Business Association

STATUS: (circle one) unincorporated incorporated individual other 501c Not-for-Profit

CONTACT NAME: Steve Parker

PHONE NUMBER: 608-575-9095 / 608-575-9095 / N/A
DAYTIME EVENING FAX

EMAIL ADDRESS: vicepresident@waterlooba.com

NAME OF EVENT: 2025 Spooktacular

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

PURPOSE OF EVENT: Community Give-back Event

DATE OF EVENT: October 25, 2025

EVENT HOURS: 9am - 4pm SET UP HOURS 8 AM BREAKDOWN 4 PM

DESCRIPTION OF EVENT: Vendors, hayrides, Downtown Trick or Treat

SITE/ADDRESS FOR EVENT (list if multiple locations) Downtown and Veterans Park. Same template at previous
years _____

PROJECTED ATTENDANCE: 1500+ PAST ATTENDANCE: 1500+

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 15-20

RAIN POLICY: Make changes as necessary

DATE APPLICATION MADE January 28, 2025

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:**

Steve Parker

Name (please print)

Signature

Vice President WBA

Signatory Title (if applicable)

January 28, 2025

Date

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:

_____ Police Department

_____ Council Approval _____
Date

_____ Fire Department

_____ Public Works

_____ Certificate of Insurance

_____ Waterloo Utilities

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: _____

Date Paid: _____

Received by: _____

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

SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: SPOOKTACULAR 2025

DATE (S) OF EVENT: October 25, 2025 HOURS: 9 AM - 4 PM

LOCATION/PROPERTY: Downtown and Veterans Park

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: Steve Parker phone # 608-575-9095

2) What time will set up begin: 8 AM

3) Name of clean up contact person: Same Cell Phone# Same

4) Estimated time for clean up after event: 4 PM

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? _____

N/A Free event to the public

(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:

City Band _____ Hi Energy DJ _____

2) Describe other entertainment / activities planned for your event: _____
Vendors, Face Painting, Hayrides, etc. _____

3) How will your event be promoted? Television _____ Radio _____ Newspapers _____ Posters _____ Flyers _____
other _____ Social Media / Word of Mouth _____

PUBLIC PROPERTIES PROCEDURES:

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

1) Will you need barricades? ☒ YES ☐ NO

Purpose of barricades: Back of cul-de-sac S. Monroe Street _____

Location of placement: Same _____ Amount needed Same _____

Date barricades needed 10-24-2025 _____ Time of placement 10-25-2025 _____

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 Veterans Park _____ Entainer name Hi Energy DJ _____

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

Equipment being used: _____

Location: _____ Entainer name _____

Waterloo, WI

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) South end bridge to bridge on E & W Madison Street. City Hall to cul-de-sac on N. & S. Monroe Street

Location: _____ Amount _____

Date: 10-25-2025 Time: 9 AM - 4 PM

5) Will picnic tables be needed? ~~YES~~ NO

Location Veterans park Amount 3-4

Date needed: 10-25-2025 Time needed 9 AM - 4 PM

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? Veterans Park

Name of disposal company if other than the City: Personal dumpster 144 W. Madison Street

Where will dumpster be place: in place at present 144 W. Madison Street

Waterloo, WI

8) Will water connection be needed?

YES

~~NO~~

Location _____ Amount _____

Date _____ Time _____

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

Blight List ---updated 1-15-2025

[illegible]



City of Waterloo Pilot Program for the keeping of Chickens within City Limits.

It is understood that raising chickens in the City limits of Waterloo is a Pilot Program which may be terminated at the end of any given year.

The cost of the permit will be \$50.00 a year. The City will be limiting the number of **pilot homes to (4) with** one permit per household. Limit of **(4)** chickens per permit. Abutting neighbor's approval is required for anyone requesting a permit, **along with an application and site plan**.

Everyone that chooses to participate in this Pilot Program must adhere to the following guidelines:

- ❖ Coops must be set back at least 10 feet from the lot line and in the rear of the dwelling.
- ❖ Coops and runs must be set back at least 25 feet from neighbors' buildings.
- ❖ Coops will be required to be held down by a 24-inch screw in earth anchors.
- ❖ Runs including the Chicken coop will not exceed 6 feet by 16 feet.
- ❖ There will be height minimum of 5 feet for all fencing.
- ❖ Abandoned coops must be removed within 30 days.
- ❖ Electric run to the coop must meet state codes, may not use an extension cord.
- ❖ No butchering within City limits.
- ❖ No resident of multi-family dwellings will be eligible.
- ❖ Any resident living in a rental property must have written consent from the landlord.
- ❖ No roosters.
- ❖ Only chicken feed will be allowed. ??
- ❖ Chicken feed must be kept in airtight containers.
- ❖ Failure to abide by the established requirements may lead to a fine and forfeiture of permit.

Breeds not allowed:

- ❖ Guinea hens
- ❖ Game varieties (cock fighting)
- ❖ Leghorns
- ❖ Hamburgs
- ❖ Red jumbo Fowl
- ❖ Bantams

Failure to Obtain a Permit. If a resident keeps chickens without a permit or fails to obtain an annual permit by March 31st, the City shall take the following actions:

- ❖ First Offense: The City Police Chief or his or her designee shall send a written warning to the resident requiring that the resident provide proof that he or she is not or is no longer keeping chickens or requiring that the resident apply for a permit within 30 days.
- ❖ Second Offense: Municipal citations may be written by the Police Department of up to \$100.00 plus the costs of prosecution for each day without a permit.
- ❖ Third and subsequent offenses: Municipal citations may be written by the Code Enforcement Officer or the Police Department of up to \$250.00 plus the costs of prosecution for each day without a permit.

***Failure to Renew Permit by March 31st of each year will result in the forfeiture of the permit.**

Chicken Permit

Permit issued to: _____

Permitted address: _____

Permit expires on March 31, _____

This permit allows the permit holder to house up to **four** chickens at their primary residence.

It is understood that raising chickens in the City limits of Waterloo is a Pilot Program which may be terminated at the end of any given year.

This permit is non-transferable. It is the responsibility of the permit holder to renew their permit each year by March 31st. Failure to renew by March 31st of each year will result in the forfeiture of the permit.

Permit issued this _____ day of _____, _____.

Jeanne Ritter
Clerk/Deputy Treasurer

Receipt # _____

Signature of Treasurer/Designee: _____

I, _____, certify that I personally notified all abutting property owner's listed below of my intent to keep and maintain _____ (number) chickens at my property located at _____ in the City of Waterloo. I know the signers are approving abutting property owners and that 100% of the abutting property owners must have valid signatures. I know their respective residences given. I am aware that falsifying this document will result in revocation of my permit.

Property Owner	Property Address	Approval Signature

Signature

Date