



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: **March 2, 2023**
TIME: **6:00 p.m.**
LOCATION: **Municipal Building Police Training Room, 136 N. Monroe Street (In-person or remotely)**

REMOTE ACCESS DETAILS

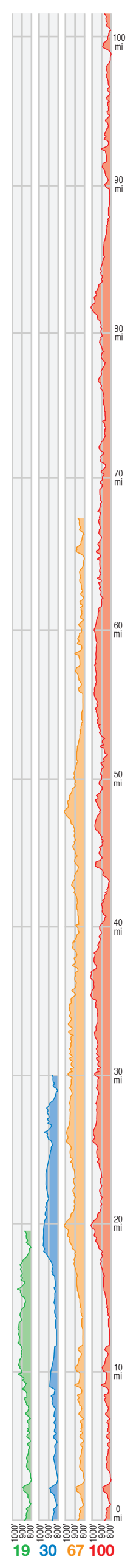
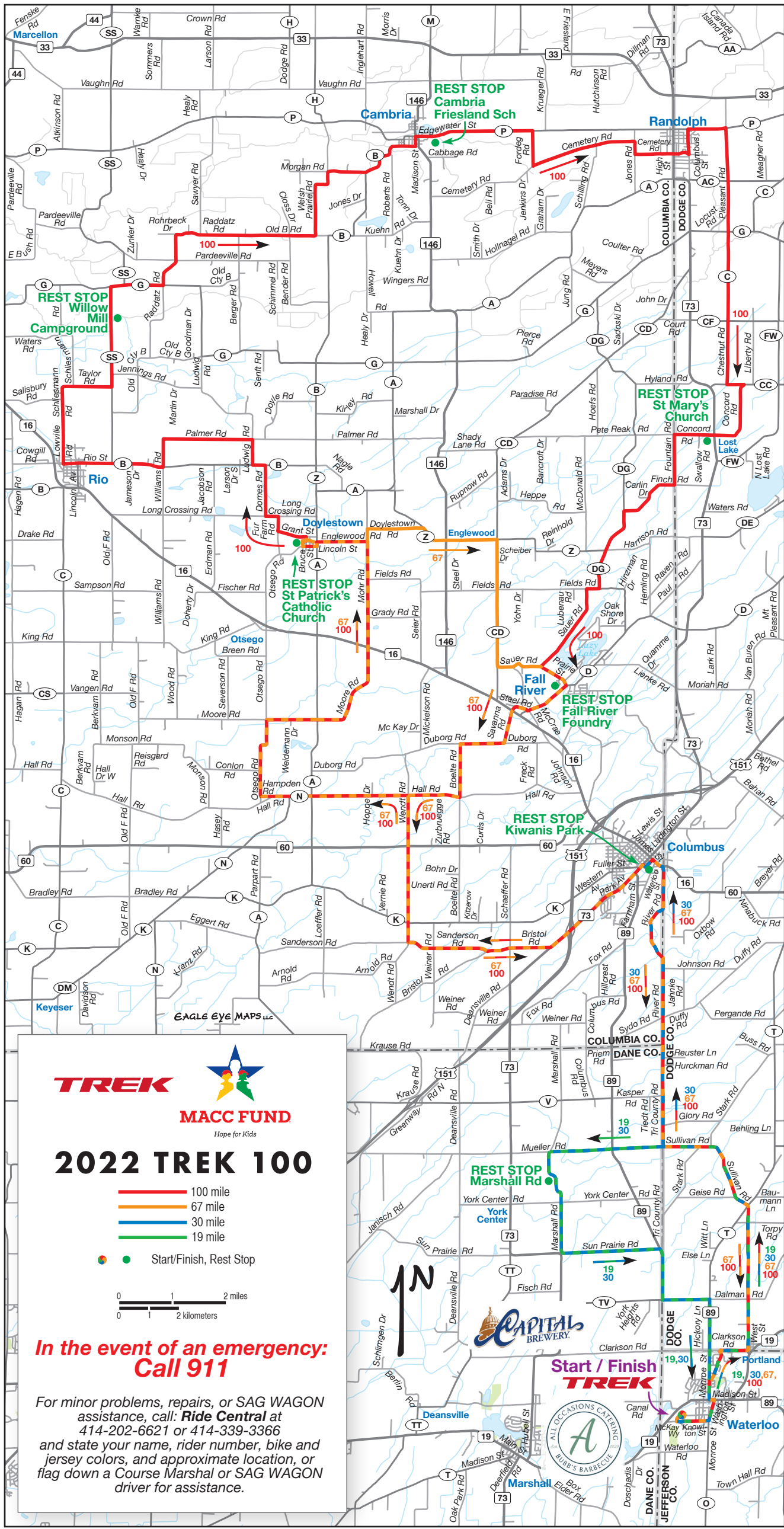
Dial-in Phone Number: (602) 580-9275 Access Code: 4514731
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1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES: February 2, 2023
3. PUBLIC COMMENT
4. UNFINISHED BUSINESS
5. NEW BUSINESS
 - a. Event Trek/MACC Fund Special Event
 - b. Request to Hire part-time officer
 - c. Event Waterloo Business Association Wine & Beer Walk May
 - d. Event Waterloo Business Association Farmers Market starting in June
6. FUTURE AGENDA ITEMS, COMMUNICATIONS AND ANNOUNCEMENTS
7. ADJOURNMENT

PUBLIC SAFETY AND HEALTH COMMITTEE MEETING MINUTES
February 2, 2023

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
3. **Approval of Public Safety Committee Minutes of December 1, 2023.** Motion by Alderperson Cummings to approve Prior minutes, second by Griffin, motion carried.
4. **Public Comment:** None
5. **Unfinished Business:** None
6. **New Business:** Wages & Employment: Discussed sending new employees to the academy. Potential to have new employees sign contract. Create document holding employee responsible to pay bonus back if unsuccessful completion of first year of employment.
7. **Future Agenda Items, Communications, and announcements:** None
8. **Adjourn:** Motion to Adjourn by Alderperson Cummings, Second by Griffin, motion carried.

I attest: Chief Dennis P. Johnson



TREK



MACC FUND
Hope for Kids

2022 TREK 100

- 100 mile
- 67 mile
- 30 mile
- 19 mile

● ● Start/Finish, Rest Stop



**In the event of an emergency:
Call 911**

For minor problems, repairs, or SAG WAGON assistance, call: **Ride Central** at 414-202-6621 or 414-339-3366 and state your name, rider number, bike and jersey colors, and approximate location, or flag down a Course Marshal or SAG WAGON driver for assistance.



19 30 67 100

19 mile route - 795'

Go	onto Road/Street	Leg	Total
Start at Trek Bikes, Waterloo			
R	McKay Wy	0.1	0.1
L	Knowlton St	0.6	0.7
L	Cty O / Washington St	0.4	1.1
L	WI 19 / WI 89 / E Madison St	0.1	1.2
R	WI 89 / N Monroe St	0.4	1.6
R	E Porter St	0.1	1.7
L	Lum Av	0.6	2.3
R	E Clarkson Rd	0.5	2.8
L	Cty I / West St	2.9	5.7
S	Sullivan Rd	2.4	8.1
S	Muller Rd (across Tri-County Rd)	2.2	10.3
L	Marshall Rd	0.7	11.0
Marshall Rd Rest Stop			
L	Sun Prairie Rd	1.9	14.4
R	WI 89	1.1	15.5
L	to stay on WI 89	0.9	16.4
R	to stay on WI 89 (bc: N Monroe St)	2.0	18.4
L	WI 89 / E Madison St Waterloo	0.1	18.5
R	S Washington St	0.4	18.9
R	Knowlton St	0.5	19.4
R	McKay Wy	0.1	19.5
Finish Line at Trek Bikes, Waterloo			

30 mile route - 688'

Go	onto Road/Street	Leg	Total
Start at Trek Bikes, Waterloo			
L	McKay Wy	0.1	0.1
L	Knowlton St	0.6	0.7
L	Cty O / Washington St	0.4	1.1
L	WI 19 / WI 89 / E Madison St	0.1	1.2
R	WI 89 / N Monroe St	0.4	1.6
R	E Porter St	0.1	1.7
L	Lum Av	0.6	2.3
R	E Clarkson Rd	0.5	2.8
L	Cty I / West St	3.1	5.9
R	Sullivan Rd	2.1	8.0
R	Tri-County Rd	2.0	10.0
S	River Rd	3.8	13.8
L	WI 16 / WI 60 / E James St Columbus	0.2	14.0
L	S Water St	0.2	14.2
L	E School St	0.1	14.3
Kiwanis Park Rest Stop			
L	E School St	0.1	14.4
R	S Water St	0.1	14.5
R	WI 16 / WI 60 / E James St	0.3	14.8
R	River Rd	3.8	18.6
S	Tri-County Rd	1.9	20.5
R	Muller Rd	2.2	22.7
L	Marshall Rd	2.2	24.9
Marshall Rd Rest Stop			
L	Sun Prairie Rd	2.0	28.4
R	WI 89	1.0	29.4
L	to stay on WI 89	1.0	30.4
R	to stay on WI 89 (bc: N Monroe St)	1.9	32.3
L	WI 89 / E Madison St Waterloo	0.1	32.4
R	Cty O / S Washington St	0.5	32.9
R	Knowlton St	0.5	33.4
R	McKay Wy	0.1	33.5
Finish Line at Trek Bikes, Waterloo			

67 mile route - 2390'

Go	onto Road/Street	Leg	Total
Start at Trek Bikes, Waterloo			
R	McKay Wy	0.1	0.1
L	Knowlton St	0.6	0.7
L	Cty O / Washington St	0.4	1.1
L	WI 19 / WI 89 / E Madison St	0.1	1.2
R	WI 89 / N Monroe St	0.4	1.6
R	E Porter St	0.1	1.7
L	Lum Av	0.6	2.3
R	E Clarkson Rd	0.5	2.8
L	Cty I / West St	2.8	5.6
S	Sullivan Rd	2.5	8.1
R	Tri-County Rd	1.9	10.0
S	River Rd	3.8	13.8
L	WI 16 / WI 60 / E James St Columbus	0.2	14.0
L	S Water St	0.2	14.2
L	E School St	0.1	14.3
Kiwanis Park Rest Stop			
L	WI 89 / WI 73 / S Ludington St	0.1	14.5
S	WI 73 / Park Av / Deansville Rd	2.3	16.8
R	Bristol Rd	1.3	18.1
R	Sanderson Rd	1.6	19.7
R	Wendt Rd	2.9	22.6
L	Hall Rd	2.7	25.3
S	Hampden Rd	0.2	25.5
R	Otsego Rd	1.6	27.1

67 mile route - continued

Go	onto Road/Street	Leg	Total
R	Moore Rd	3.2	30.3
S	Mohr Rd	2.0	32.3
L	Englewood Rd Doylestown	1.1	33.4
L	Cty A	0.1	33.5
R	Lincoln St	0.2	33.7
R	Bruce St	0.1	33.8
St Patrick's Catholic Church Rest Stop			
S	Bruce St	0.0	33.8
R	Railroad St	0.1	33.9
L	Metcalf St	0.0	33.9
R	Columbus St	0.2	34.1
S	Englewood Rd (across Cty A)	0.9	35.1
L	Mohr Rd	0.3	35.4
R	Doylestown Rd	1.1	36.5
R	Cty Z	1.6	36.2
R	Cty CD	2.5	38.7
L	Sauer Rd	0.9	39.6
R	Prairie St Fall River	0.6	40.2
R	Cty D / S Main St	0.8	41.0
Fall River Foundry Rest Stop			
R	Steel Rd	0.4	41.5
S	Savanna Rd	0.7	42.2
R	Duborg Rd	0.8	43.0
L	Boelte Rd	1.1	44.1
R	Hall Rd	1.0	45.1
L	Wendt Rd	2.9	48.0
L	Sanderson Rd	1.6	49.6
L	Bristol Rd	1.3	50.9
L	WI 73 / Park Av / Deansville Rd Columbus	2.3	53.2
S	WI 89 / WI 73 / S Ludington St	0.1	53.3
R	E School St	0.1	53.4
Kiwanis Park Rest Stop			
L	S Water St	0.2	53.6
R	WI 16 / WI 60 / E James St	0.2	53.8
R	River Rd	3.3	57.1
S	Tri-County Rd	2.4	59.5
L	Sullivan Rd	2.5	62.0
S	Cty I	2.8	64.8
R	E Clarkson Rd	0.6	65.4
L	Lum Av	0.6	66.0
R	E Porter St	0.0	66.0
L	WI 89 / N Monroe St	0.4	66.4
L	WI 89 / E Madison St Waterloo	0.1	66.5
R	Cty O / S Washington St	0.5	67.0
R	Knowlton St	0.5	67.5
R	McKay Wy	0.1	67.6
Finish Line at Trek Bikes, Waterloo			

100 mile route - 3553'

Go	onto Road/Street	Leg	Total
Start at Trek Bikes, Waterloo			
R	McKay Wy	0.1	0.1
L	Knowlton St	0.6	0.7
L	Cty O / Washington St	0.4	1.1
L	WI 19 / WI 89 / E Madison St	0.1	1.2
R	WI 89 / N Monroe St	0.4	1.6
R	E Porter St	0.1	1.7
L	Lum Av	0.6	2.3
R	E Clarkson Rd	0.5	2.8
L	Cty I / West St	2.8	5.6
S	Sullivan Rd	2.5	8.1
R	Tri-County Rd	1.9	10.0
S	River Rd	3.8	13.8
L	WI 16 / WI 60 / E James St Columbus	0.2	14.0
L	S Water St	0.2	14.2
L	E School St	0.2	14.4
Kiwanis Park Rest Stop			
L	WI 89 / WI 73 / S Ludington St	0.1	14.5
S	WI 73 / Park Av / Deansville Rd	2.3	16.8
R	Bristol Rd	1.3	18.1
R	Sanderson Rd	1.6	19.7
R	Wendt Rd	2.9	22.6
L	Hall Rd	2.7	25.3
S	Hampden Rd	0.2	25.5
R	Otsego Rd	1.6	27.1
R	Moore Rd	3.2	30.3
S	Mohr Rd	2.0	32.3
L	Englewood Rd Doylestown	1.1	33.4
L	Cty A	0.1	33.5
R	Lincoln St	0.2	33.7
R	Bruce St	0.1	33.8
St Patrick's Catholic Church Rest Stop			
S	Bruce St	0.0	33.8
S	Railroad St	0.1	33.9
L	Metcalf St	0.1	34.0
L	Grant St	0.5	34.5
R	Fur Farm Rd	0.3	34.8
L	Long Crossing Rd	0.3	35.1

100 mile route - continued

Go	onto Road/Street	Leg	Total
R	Domes Rd	1.0	36.1
L	Cty B	0.2	36.3
R	Ludwig Rd	0.5	36.8
L	Palmer Rd	1.7	38.5
S	Williams Rd	0.6	39.1
R	Old Z Rd	1.0	40.1
S	E/W Rio St Rio	0.9	41.0
R	Lowville Rd	0.3	41.3
S	Schliesmann Rd	1.5	42.8
S	Taylor Rd	0.7	43.5
L	Cty SS	1.3	44.8
Willow Mill Campground Rest Stop			
R	Cty G	1.0	46.5
L	Raddatz Rd	2.4	48.9
S	Old B Rd	1.5	50.4
L	Welsh Prairie Rd	1.5	51.9
R	Morgan Rd	0.7	52.6
L	Cty B	0.9	53.5
S	W Commerce St Cambria	0.4	53.9
L	S Madison St / Cty P	0.2	54.1
R	Cty P / E Edgewater St	0.3	54.4
Cambria Friesland School Rest Stop			
R	Fordeg Rd	0.7	57.1
L	Cemetery Rd	2.1	59.2
R	Jones Rd	0.2	59.4
L	Cemetery Rd Randolph	0.5	59.9
S	W Stroud St	0.5	60.4
R	to stay on E Stroud St	0.1	60.5
L	N Columbus St	0.5	61.0
R	E Cambria St	0.7	61.7
R	Pleasant Rd	2.1	63.8
S	Cty C	1.7	65.5
S	Chestnut Rd	1.3	66.8
L	Cty CC	0.3	67.1
R	Concord Rd	1.5	68.6
St Mary's Church Rest Stop			
L	Fountain Rd	1.0	70.3
R	Finch Rd	1.3	71.6
L	Cty DG	1.7	73.3
R	Fields Rd	0.2	73.5
L	Sauer Rd	1.9	75.4
L	Prairie St Fall River	0.6	76.0
R	Cty D / S Main St	0.8	76.8
Fall River Foundry Rest Stop			
R	Steel Rd	0.4	77.2
S	Savanna Rd	0.7	77.9
R	Duborg Rd	0.8	78.7
L	Boelte Rd	1.1	79.8
R	Hall Rd	1.0	80.8
L	Wendt Rd	2.9	83.7
L	Sanderson Rd	1.6	85.3
L	Bristol Rd	1.3	86.6
L	WI 73 / Park Av / Deansville Rd Columbus	2.3	88.9
S	WI 89 / WI 73 / S Ludington St	0.1	89.0
R	E School St	0.1	89.1
Kiwanis Park Rest Stop			
L	S Water St	0.2	89.3
R	WI 16 / WI 60 / E James St	0.2	89.5
R	River Rd	2.8	92.3
S	Tri-County Rd	2.9	95.2
L	Sullivan Rd	2.5	97.7
S	Cty I	2.8	100.5
R	E Clarkson Rd	0.6	101.1
L	Lum Av	0.6	101.7
R	E Porter St	0.0	101.7
L	WI 89 / N Monroe St	0.4	102.1
L	WI 89 / E Madison St Waterloo	0.1	102.2
R	Cty O / S Washington St	0.5	102.7
R	Knowlton St	0.5	103.2
R	McKay Wy	0.1	103.3
Finish Line at Trek Bikes, Waterloo			

TREK

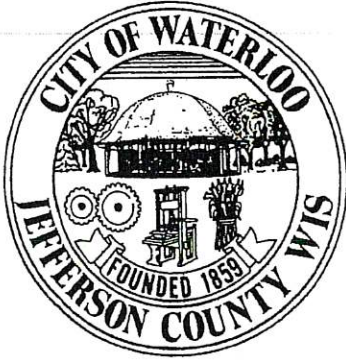


MACC FUND

Hope for Kids

**In the event of an emergency:
Call 911**

For minor problems, repairs, or SAG WAGON assistance, call: Ride Central at 414-202-6621 or 414-339-3366 and state your name, rider number, bike and jersey colors, and approximate location, or flag down a Course Marshal or SAG WAGON driver for assistance.



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

APPLICATION FOR SPECIAL EVENT or ENTERTAINMENT LICENSE

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

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

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

STATUS: (circle one) unincorporated incorporated 501c3 individual other _____

CONTACT NAME: Alli Neumann

PHONE NUMBER: 414-955-5834 / 262-305-4820 / _____
DAYTIME EVENING FAX

EMAIL ADDRESS: aneumann@maccfund.org

NAME OF EVENT: Trek 100 - Ride for Hope

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

PURPOSE OF EVENT: Trek 100 raises money for childhood cancer and related blood disorders research

DATE OF EVENT: Saturday, June 10, 2023

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

DESCRIPTION OF EVENT: Multiple distance bike rides (ranges between 10-100 miles) beginning at 7:30am

SITE/ADDRESS FOR EVENT (list if multiple locations) Trek Bikes - start and end point for rides
801 W Madison St, Waterloo, WI 53594

PROJECTED ATTENDANCE: 2200 PAST ATTENDANCE: 2200

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 350

RAIN POLICY: Ride will take place in any weather except lightning

DATE APPLICATION MADE 02/08/2023

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

Form created: 03/11/2004

HOLD HARMLESS CLAUSE:

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

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

INSURANCE REQUIREMENTS:

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

PERMITTED USE OF PUBLIC PROPERTY:


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

LIABILITY WAIVER:

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

AUTHORIZED SIGNATURES:

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

<u>Becky Pinter</u> Name (please print)	 Signature
<u>President & CEO</u> Signatory Title (if applicable)	<u>02/08/2023</u> Date

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

Form created: 03/11/2004

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

Date application received: _____ Received by: _____

Clerk's Office to complete the section below:

Cc:

_____ 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: Trek 100 - Ride for Hope Bike Ride

DATE (S) OF EVENT: Saturday, June 10, 2023 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** *for riders/participants* 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 06/10/2023 Time of placement _____

Name of company providing service if other than City _____

2) Will you require electrical service(s) YES NO

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

Equipment being used: _____

Location _____ Entainer name _____

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

Equipment being used: _____

Location: _____ Entainer name _____

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

Equipment being used: _____

Location: _____

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

Equipment being used: _____

Location: _____

Name of company providing service if other than City: _____

3) Will you need fencing installed? YES NO

Purpose of fencing: _____

Location: _____ Amount: _____

Date needed _____ Time needed _____

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

4) Will parking considerations be needed YES NO

Type(s) No Parking

Location: Milwaukee Ave Amount _____

Date: 06/09-06/10 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: _____

Where will dumpster be place: _____

8) Will water connection be needed?

YES

NO

Location _____ Amount _____

Date _____ Time _____

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/28/2022

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 R & R Insurance Services, Inc N14 W23900 Stone Ridge Drive Waukesha WI 53188	CONTACT NAME: Tina Hinz PHONE (A/C, No, Ext): (262)574-7000 E-MAIL ADDRESS: Tina.Hinz@rrins.com	FAX (A/C, No): (262)574-7080
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: West Bend Mutual Ins. Co.	NAIC # 15350
INSURED Midwest Athletes Against Childhood Cancer Inc dba MACC Fund 10000 W Innovation Dr Suite 135 Milwaukee WI 53226	INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 22-23

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 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			0625089 Blanket AI WB1450GL 01/18 Plus Pak WB2000GL 01/18	12/01/2022	12/01/2023	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							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	12/01/2022	12/01/2023	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"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			0625089	12/01/2022	12/01/2023	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	12/01/2022	12/01/2023	<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)

Trek 100 Bike Ride Event

CERTIFICATE HOLDER**CANCELLATION**
Trek Bicycle Corporation
801 W Madison 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

Chris Wilson/TH787

Christine A Wilson

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ACORD 25 (2014/01)

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INS025 (201401)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PLUS PAK – LIABILITY

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

- A.** The following is added to Paragraph **1. Insuring Agreement of Section I – Coverage A – Bodily Injury and Property Damage Liability**:
- f.** Knowledge that "Bodily Injury" or "Property Damage" has occurred or knowledge of a claim or suit by an agent or employee of any insured shall not in itself constitute knowledge of the insured unless your partners, executive officers, directors, managers, members or a person, who has been designated by them to receive reports of occurrences, offenses, claims or suits shall have received such notice from the agent or employee.
- B.** The following exception is added to Paragraph **2.e. Exclusions of Section I – Coverage A – Bodily Injury and Property Damage Liability: Stop Gap Liability**
- This exclusion does not apply to "bodily injury" to an "employee" of the insured arising out of and in the course of employment by the insured, provided such "employee" is reported and declared under the Workers' Compensation Fund of the State(s) of North Dakota, Ohio, Washington, or Wyoming, whichever is applicable as respects such injured "employee".
- The insurance provided by this coverage extension does not apply to:
1. Punitive or exemplary damage because of "bodily injury" to an "employee" employed in violation of law;
 2. "Bodily injury" to an "employee" while employed in violation of law with your actual knowledge or the actual knowledge of any of your executive officers;
 3. Damages arising out of the discharge of, coercion of, or discrimination against any "employee" in violation of law.
- C.** Paragraph **2.g.(2)(a) Exclusions of Section I – Coverage A – Bodily Injury and Property Damage Liability** is replaced by:
- (a)** less than 51 feet long; and
- D.** Paragraphs **1.b.** and **1.d.** of **Supplementary Payments – Coverages A And B of Section I – Coverages** are replaced by:
- b.** Up to \$1,000 for cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these bonds.
- d.** All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit", including actual loss of earnings up to \$300 a day because of time off work.
- E.** Paragraph **3.a. of Section II – Who Is An Insured** is replaced by:
- a.** Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier;
- F.** The following is added to **Section IV – Commercial General Liability Conditions:**
- 10. Unintentional Failure to Disclose Hazards**
- Based on our dependence upon your representation as to existing hazards, if unintentionally you should fail to disclose all such hazards at the inception date of your policy, we will not reject liability coverage under this policy based solely on such failure.
- 11. Liberalization**
- If we adopt any revision that would broaden the coverage under this endorsement without additional premium, the broadened coverage will apply as of the day the revision is effective in your state.
- G.** Paragraph **3.** under **Section V – Definitions** is replaced by:
- 3.** "Bodily Injury" means bodily injury, sickness or disease sustained by a person. This includes mental anguish or death resulting from bodily injury, sickness or disease.

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.

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 4/1 2023 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 downtown area in Waterloo, Wisconsin, known as, for staging of, the City of Waterloo does hereby agree to permit for use, at no cost, these premises for the date(s) of May 20 through May 20 2023. 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.

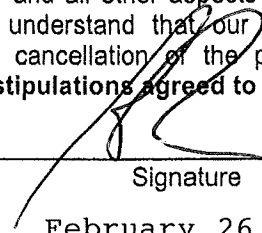
LIABILITY WAIVER:

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, WBA
Signatory Title (if applicable)


Signature
February 26, 2023
Date

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

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: _____

Received by: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/15/2022

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.

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PRODUCER American Family Brokerage Inc 6000 American Parkway Madison WI 53783	CONTACT NAME: Larry S Anderson PHONE (A/C, No, Ext): (608) 837-6607 E-MAIL ADDRESS: landers2@amfam.com	FAX (A/C, No):	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Waterloo Business Association W10788 County Rd 1 Reeseville WI 53579	INSURER A: USLI - United States Liability Insurance		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY			NBP1562005A	08/01/2022	08/01/2023	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input checked="" type="checkbox"/> BOP - CL Business Owners						MED EXP (Any one person)	\$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY	\$ 1,000,000
	OTHER:						GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE	\$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE	\$
	DED	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						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**CANCELLATION**

City of Waterloo
136 North 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

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Attachment 1

CITY OF WATERLOO INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

1. The City of Waterloo requires submission of a Certificate of Insurance along with the Special or Entertainment Events Application prior to review by the City's Government Operations Committee.
2. The Certificate of Insurance must include the following **minimum** limits of insurance coverage required for special events on City property:

\$300,000 Injury or death of one person; \$1,000,000 for any one accident; \$50,000 for Property Damage.
3. The City of Waterloo must be named on the Certificate of Insurance as **primary, non-contributory additional insured** under the general liability policy for the event.
4. The Certificate of Insurance must include the name of the special event, and the date, time and location of the event.
5. The City of Waterloo reserves the right to request a copy of the actual policy represented by the Certificate of Insurance.
- 6. No event will be allowed to proceed without receipt by the City of a valid Certificate of Insurance in full compliance with the above listed requirements.**

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

SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: 2023 Wine & Beer Walk

DATE (S) OF EVENT: May 20, 2023 HOURS: 2:00pm - 7:30pm

LOCATION/PROPERTY: Downtown businesses and downtown bandstand

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

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 20, 2023 @ 10:00 am

3) Name of clean up contact person: Jennifer Zimmerman Cell Phone# 920-988-5525

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 Seniors \$50 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 ^A

If yes, what beverage and at what cost? Cost of Admission includes Samples of Concessions ^{MULTIPLE}

4) What does the Sponsor intend to do with any revenue over and above the expenditures? Monies to be used for future events in the 2023 fiscal year

(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:

"Radish" - Band in bandstand from 5:00pm to 7:30pm

2) Describe other entertainment / activities planned for your event: Various vendors to be located inside the VFW Building from 1:00pm to 6:00pm

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 Entertainer name "Radish"

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

Equipment being used: _____

Location: _____ Entertainer name _____

Concessions: N/A 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 and we will 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



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

APPLICATION FOR SPECIAL EVENT or ENTERTAINMENT LICENSE

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

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

NAME OF SPONSOR (Applicant): Waterloo Business Association

STATUS: (circle one) unincorporated incorporated individual other 501c non profit

CONTACT NAME: Steve Parker

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

EMAIL ADDRESS: vicepresident@waterlooba.com

NAME OF EVENT: Weekly Farmers Market

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

PURPOSE OF EVENT: Weekly Farmers Market for vendors to sell items to local residents

DATE OF EVENT: Each Tuesday starting June 6, 2023 ending September 26, 2023

EVENT HOURS: 3pm-7pm SET UP HOURS 2:00pm BREAKDOWN 7:00pm

DESCRIPTION OF EVENT: Weekly Farmers & Artisan Market in downtown cul-de-sac

SITE/ADDRESS FOR EVENT (list if multiple locations) cul-de-sac at end of S. Monroe Street

PROJECTED ATTENDANCE: 50-100 PAST ATTENDANCE: N/A

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 3-5

RAIN POLICY: Rain or Shine unless weather prohibits event.

DATE APPLICATION MADE February 26, 2023

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

Form created: 03/11/2004

HOLD HARMLESS CLAUSE:

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

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

INSURANCE REQUIREMENTS:

Proof of insurance is required of all Special or Entertainment Event Sponsors before the event. The attached list of insurance requirements should be reviewed immediately with your Insurance Agent to comply. Please provide a Certificate of Insurance with your completed application by 4-1 2023 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 s. Monroe de-sac 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 Tuesday's 6/6/21 through 9-26 2023. 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. St. Cul-

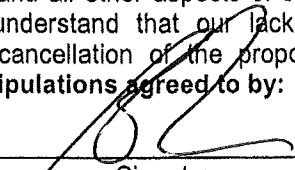
LIABILITY WAIVER:

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, WBA
Signatory Title (if applicable)


Signature
February 26, 2023
Date

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/15/2022

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 American Family Brokerage Inc 6000 American Parkway Madison WI 53783	CONTACT NAME: Larry S Anderson PHONE (A/C, No, Ext): (608) 837-6607 E-MAIL ADDRESS: landers2@amfam.com	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED Waterloo Business Association W10788 County Rd 1 Reeseville WI 53579	INSURER A: USLI - United States Liability Insurance	NAIC #
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

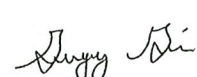
COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BOP - CL Business Owners GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			NBP1562005A	08/01/2022	08/01/2023	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) 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**CANCELLATION**

City of Waterloo 136 North 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 
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Attachment 1

CITY OF WATERLOO INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

1. The City of Waterloo requires submission of a Certificate of Insurance along with the Special or Entertainment Events Application prior to review by the City's Government Operations Committee.
2. The Certificate of Insurance must include the following **minimum** limits of insurance coverage required for special events on City property:

\$300,000 Injury or death of one person; \$1,000,000 for any one accident; \$50,000 for Property Damage.
3. The City of Waterloo must be named on the Certificate of Insurance as **primary, non-contributory additional insured** under the general liability policy for the event.
4. The Certificate of Insurance must include the name of the special event, and the date, time and location of the event.
5. The City of Waterloo reserves the right to request a copy of the actual policy represented by the Certificate of Insurance.
- 6. No event will be allowed to proceed without receipt by the City of a valid Certificate of Insurance in full compliance with the above listed requirements.**

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

SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: Weekly Farmers Market & Artisan Market

DATE (S) OF EVENT: Tuesdays 6/6 to 9/26/23 HOURS: 3pm to 7pm

LOCATION/PROPERTY: South Monroe Street Cul-de-Sac

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

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: 2:00 each Tuesday

3) Name of clean up contact person: Jennifer Zimmerman Cell Phone# 920-988-5525

4) Estimated time for clean up after event: Less than One Hour

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? _____
Sponsor Local Waterloo Events as well as Sports 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:

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: Block off existing S. Monroe Street cul-de-sac

Location of placement: At opening of cul-de-sac Amount needed 6 barricades

Date barricades needed Each Tuesday Time of placement 2:00pm

Name of company providing service if other than City QCS, LLC (Steve Parker)

2) Will you require electrical service(s) YES NO

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

Equipment being used: _____

Location _____ Entainer name _____

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

Equipment being used: _____

Location: _____ Entainer name _____

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

Equipment being used: _____

Location: _____

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

Equipment being used: _____

Location: _____

Name of company providing service if other than City: _____

3) Will you need fencing installed? YES NO

Purpose of fencing: _____

Location: _____ Amount: _____

Date needed _____ Time needed _____

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

4) Will parking considerations be needed YES NO

Type(s) _____

Location: _____ Amount _____

Date: _____ Time: _____

5) Will picnic tables be needed? YES NO

Location _____ Amount _____

Date needed: _____ Time needed _____

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

6) Is a street sweeper needed? YES NO

Location _____ Date _____ Time _____

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

Name of company providing service, if not City: _____

7) Will you need additional trash bins? YES NO

If yes how many requested? Cardboard trash bins _____ Barrels 3

Where do you want them placed? By Barricades

Name of disposal company if other than the City: LRS

Where will dumpster be place: private placement behind 144 W. Madison St.

8) Will water connection be needed? YES NO

Location _____ Amount _____

Date _____ Time _____

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