



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: **August 3, 2023**
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: July 6, 2023
3. PUBLIC COMMENT
4. UNFINISHED BUSINESS
5. NEW BUSINESS
 - a. Contested Parking Ticket
 - b. Ordinance 2023-16 Amending 350-7 Parking restrictions. No Parking on the west side of Jefferson Street, E Madison St to Pierce Street.
 - c. WBA Special Event- Wiener & Kraut 09.09.2023
 - d. Friends of the Library/WBA 5k/2m Run/Walk
6. FUTURE AGENDA ITEMS, COMMUNICATIONS AND ANNOUNCEMENTS
7. ADJOURNMENT

Committee Members: Thomas, Cummings, Griffin

posted, e-mailed & distributed: 07/28/2023

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
July 6, 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, and Chief Sorenson.
3. **Approval of Public Safety Committee Minutes of May 4, 2023.** Motion by Alderperson Griffin to approve Prior minutes of May 4, 2023, second by Thomas, motion carried.
4. **Public Comment:** None
5. **Unfinished Business:** None
6. **New Business:** a. Request to hire Kyle M. Stormen, Alderperson Griffin recommended to send Kyle Stormen to council to fill open Police Officer Position, second by Thomas, motion carried.
7. **Future Agenda Items, Communications, and announcements:** None
8. **Adjourn:** Motion to Adjourn by Alderperson Griffin, Second by Thomas, motion carried.

I attest Chief Denis P. Sorenson

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

**§ 350-7 Parking restrictions.
[Amended by Ord. No. 88-2]**

B. Parking on certain streets prohibited. Unless specifically otherwise provided, no person shall park a vehicle at any time upon the following streets or portions thereof:

(17) On the west side of Jefferson Street, from East Madison Street south to its intersection with Pierce Street.



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 Not-for-profit

CONTACT NAME: Steve Parker

PHONE NUMBER: 608-575-9095 / 920-478-8600 /
DAYTIME EVENING FAX

EMAIL ADDRESS: secretary@waterlooba.com

NAME OF EVENT: WEINER & KRAUT DAY 2023

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

PURPOSE OF EVENT: Downtown Community Celebration

DATE OF EVENT: September 9, 2023

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

DESCRIPTION OF EVENT: Selling Weiners & Kraut as well as beer/wine to raise money for our organization

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

PROJECTED ATTENDANCE: 2000+ PAST ATTENDANCE: Similar

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 20-40

RAIN POLICY: None Rain-or-Shine

DATE APPLICATION MADE July 27, 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 S. Monroe St as per Template 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 9-9-23 through 9-9-23 _____ 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:

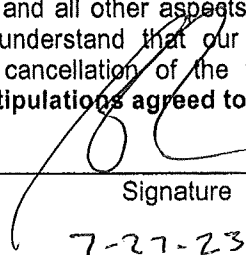
The event sponsor agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of Waterloo, its agents, public officers, officials 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
7-27-23
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: WEINER & KRAUT DAY 2023

DATE (S) OF EVENT: September 9, 2023 HOURS: 9am - 7pm

LOCATION/PROPERTY: South Monroe St as per attached downtown template

SAFETY PROCEDURES:

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

If yes, list security company name. _____

Where will security be needed? _____

What times will security be needed? _____

Will WPD officers be required? YES NO XX

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

2) What are your plans for medical assistance? First Aid Kit or Dial 911

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

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

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 XX

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, no wine (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 our organization

(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/Newspaper/Other Social Media

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 atmosphere. Keep people contained

Location of placement: See attached Template Amount needed Same as 2022

Date barricades needed 9-9-23 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 Equipment - Veterans Park

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: Barricade cul-de-sac

Location: See attached 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 tables

Date needed: 9-9-23 Time needed 7 am

Estimated cost(s) 4 Picnic tables @ \$5.00 per table = \$ 20.00

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

If yes how many requested? Cardboard trash bins _____ Barrels 4

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

Name of disposal company if other than the City: Personal LRS Dumpster (144 W. Madison)

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

W Madison St

E Madison St

Country Roads
Veterinary Service

The Venue at
River's Edge

Mt Bar
Takeout

Ayala's Market

Monroe Street Pizz
Takeout • Delivery

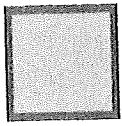
Meade St

S Monroe St

Taylor St

Weiner
and
Beer
Serving
Area

Google



Parking barricades

The Weiner and Beer
serving area will be
fenced off to ensure
beer stays contained.

map

W&K Day Downtown Vendor Spots

Maunsha River

Private

30 31 32

26 27 28 29

17

18

20 21

22 23 24

16 15 14 13 12 11 10 9

Maunsha River

Private

7 8

5

3

2 1

59 50 61 52

Public Parking

W&K Day Area

Maunsha River

Maunsha River

Public Parking

Maunsha River

Private

Band Stand

46 47 48 49

50

57 56 55

53 52 51

Maunsha River

Private

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: 07/27/2023

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 09/09/2023 and ending 09/09/2023 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 108 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 Jennifer Zimmerman

Treasurer Ben Reigel

(g) Name and address of manager or person in charge of affair: Samantha Hensler

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 North end of Monroe Street as described in Template attached.

(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: _____

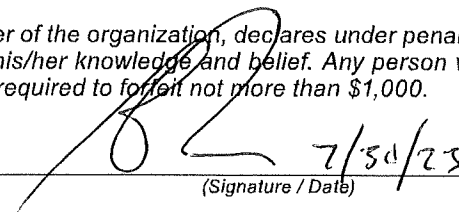
3. Name of Event

(a) List name of the event Weiner & Kraut Day 2023

(b) Dates of event 09/09/2023

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  7/30/23
(Signature / Date)

Waterloo Business Association
(Name of Organization)

Date Filed with Clerk 07/30/2023

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



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APPLICATION FOR SPECIAL EVENT or ENTERTAINMENT LICENSE

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

NAME OF SPONSOR (Applicant): Friends of KJML / Waterloo Business Assoc.

STATUS: (circle one) unincorporated incorporated individual other _____

CONTACT NAME: Tammy Benforth ^{NON profit}

PHONE NUMBER: 920-988-7854 /
 DAYTIME EVENING FAX

EMAIL ADDRESS: tazzenforth@hotmail.com

NAME OF EVENT: Wiener & Krant 5K/2M Run/walk

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

PURPOSE OF EVENT: Fundraiser for the Friends of KJML

DATE OF EVENT: Sept. 9, 2023

EVENT HOURS: 2 SET UP HOURS 2 BREAKDOWN 1

DESCRIPTION OF EVENT: 5K Run / 2 mile walk

SITE/ADDRESS FOR EVENT (list if multiple locations) KJML standard race

PROJECTED ATTENDANCE: 75 PAST ATTENDANCE: 75

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 8-10 volunteers

RAIN POLICY: rain or shine

DATE APPLICATION MADE 8/1/23

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

HOLD HARMLESS CLAUSE:

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

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

INSURANCE REQUIREMENTS:

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

PERMITTED USE OF PUBLIC PROPERTY:



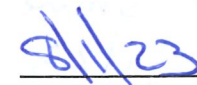
Whereas the Special or Entertainment Event Sponsor agrees to use the public property at _____ in Waterloo, Wisconsin, known as, for staging of, the City of Waterloo does hereby agree to permit for use, at no cost, these premises for the date(s) of _____ through _____ 20___. Sponsor does hereby agree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

LIABILITY WAIVER:

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

AUTHORIZED SIGNATURES:

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

	
Name (please print)	Signature
	
Signatory Title (if applicable)	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: Wiener & Kraut 5K/2M

DATE (S) OF EVENT: Sept 9, 2023 HOURS: 2hr

LOCATION/PROPERTY: KJML - race route

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 Just @ the 8am start

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: Timmy Bentub phone # 920-988-7854

2) What time will set up begin: 7am i. night before to mark route

3) Name of clean up contact person: Timmy Bentub Cell Phone# 920-988-7854

4) Estimated time for clean up after event: _____

FEES AND PROCEEDS:

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

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

Children 5 & under _____ Families \$50

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? _____

Funds for the Friends of KJMC

(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

20 orange cones on Fri. daytime @ Library to mark route on road

Purpose of barricades: _____

Location of placement: _____ Amount needed _____

Date barricades needed _____ Time of placement _____

Name of company providing service if other than City _____

2) Will you require electrical service(s)

YES

NO

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

Equipment being used: _____

Location _____ Entainer name _____

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

Equipment being used: _____

Location: _____ Entainer name _____

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

Equipment being used: _____

Location: _____

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

Equipment being used: _____

Location: _____

Name of company providing service if other than City: _____

3) Will you need fencing installed? YES NO

Purpose of fencing: _____

Location: _____ Amount: _____

Date needed _____ Time needed _____

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

4) Will parking considerations be needed YES NO

Type(s) _____

Location: _____ Amount _____

Date: _____ Time: _____

5) Will picnic tables be needed? YES NO

Location _____ Amount _____

Date needed: _____ Time needed _____

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

6) Is a street sweeper needed? YES NO

Location _____ Date _____ Time _____

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

Name of company providing service, if not City: _____

7) Will you need additional trash bins? YES NO

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

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



