# Facility Special Event Request Form

**Today’s Date Click here to enter text.**

**Event:**

**Name of the Event: Click here to enter text.**

**Dates of Use: Click here to enter text. Time Range of Use: Click here to enter text.**

**(List each date separated by comma) (Indicate from/to and am/pm)**

**Estimated # of Participants Click here to enter text.**

**Representative Contact Information:**

**Name: Click here to enter text. Home Phone (include area code): Click here to enter text.**

**Address: Click here to enter text. Cell Phone (include area code): Click here to enter text.**

**City, State, Zip: Click here to enter text. E-Mail Address: Click here to enter text.**

**Organization or Group: Click here to enter text.**

**Type of Organization:**

Corporate Small Business Government Educational Political Campaign

Religious Neighborhood Association Family Gathering Other(Be specific) **: Click here to enter text.**

**Location:**

**Location of space interested in reserving: Click here to enter text.**

**If you are interested in renting/reserving a ball diamond, pool, or shelter, please go to the Leisure Service website(**[**www.waterlooleisureservices.org**](file:///C:\Users\nancy-h\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\FXBD53PB\www.waterlooleisureservices.org)**) to do so and payment can be made for those items online.**

**Do you plan to close of any streets?**  Yes  No

***If yes,*** ***please also include Barricade Map Placement and Special Event Notification Petition***

**Name of Street to be closed: Click here to enter text. From and To (Cross Street/Ave) Click here to enter text.**

**Time Street to be closed: Click here to enter text. Time Street to be opened: Click here to enter text.**

**(Indicate am/pm) (Indicate am/pm)**

**Barricades to be delivered to: Click here to enter text.**

**Barricades to be delivered by this date: Click here to enter text.**

**Barricades to be delivered by this time: Click here to enter text.**

**Are there houses inside the barricaded area?**  Yes No

**House number of homes inside the barricaded area: Click here to enter text.**

**Will you have amplified sound?**  Yes  No

**Geographical Location of Variance: Click here to enter text.**

**Distance of Activity from Residential Properties: Click here to enter text.**

Please explain the event requiring the variance and be specific included geographical location, and what actually will exceed the noise ordinance, such as a band playing, PA system, etc. **Click here to enter text.**

**Other Requested Services or Equipment**

**Is electricity needed?**  ☐ Yes  No **Please Describe:** **Click here to enter text.**

\*Electricity is not available in all parks or spaces. Leisure Services will review the request for feasibility. May Require Electrician.

**Additional Equipment Requested or Comments?** ☐ Yes  No

**If yes, please specify.** **Click here to enter text.**

**Insurance**

**Name of Insurance Co. Click here to enter text. Policy #** Click here to enter text.

**I understand additional insurance may be required depending on the nature of the event and I agree to provide such insurance.**

**Will you be selling items or food?  Yes  No**Click here to enter text.

**Will alcohol be served?  Yes  No** Click here to enter text.

**Will you have a bouncy house or other inflatable entertainment?  Yes  No**

**Please include an event flier if applicable.**

Click here to enter text. **Date:** Click here to enter text.

**Signature of Applicant\***

\*This typed (electronic signature) has the same validity and meaning as my handwritten signature.

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# Facility Special Event Request Agreement

Date: Click here to enter a date.

Organization: Click here to enter text. Representative Name: Click here to enter text.

# INDEMNITY AGREEMENT

All events will be required to sign and date the following indemnity and hold harmless agreement:

The undersigned agrees to defend, indemnify, and hold harmless the City of Waterloo, its agents, officers, and employees, from and against any and all claims for injury or damages to persons or property arising out of or caused by the use of such property. The undersigned further agrees upon receipt of notice from the City of Waterloo to defend at its own expense the City of Waterloo, its agents, officers, and employees from any action or proceeding against the City of Waterloo, its agents, officers, or employees arising out of or caused using such property. The undersigned agrees that a judgment obtained in any such action or proceeding shall be conclusive in any action by the City, its agents, officers or employees against the undersigned, when so notified as to the undersigned's cause of the injury or damage, as to the liability of the City, its agents, officers and employees to the plaintiff in the first named action, and as to the amount of the damage or injury. The City of Waterloo, its agents, officers, and employees may maintain an action against the undersigned to recover the amount of the judgment together with all the expenses incurred by the City, its agents, officers, and employees in the action. The undersigned confirms that they will comply with the ordinances and regulations of the City of Waterloo.

**I have read and agree to follow all the guidelines outlined in this document.**

Click here to enter text. Date: Click here to enter a date.

**Signature of Applicant\***

\*This typed (electronic signature) has the same validity and meaning as my handwritten signature.

FOR OFFICE USE ONLY

Approved  Denied

Amount: $ Click here to enter text.

Click here to enter text. Date: Click here to enter a date.

Director of Leisure Services or Designee

\*This typed (electronic signature) has the same validity and meaning as my handwritten signature.

Mayor’s Office *If applicable* (Name: Britni Perkins / Contact #: Click here to enter text.)

Waterloo Fire *If applicable* (Name: Chief Bill Beck. / Contact #: Click here to enter text.)

Waterloo PD *If applicable* (Name: Captain Robert Duncan / Contact #: Click here to enter text.)

Public Works *If applicable* (Name: Shellie Crisman / Contact #: 319-291-4267)

Proof of Insurance has been provided *If applicable*

Special Event Notification Petition *If applicable*

Barricade Map Placement *If applicable*