



CITY OF WATERLOO

Special Event Guide and Application

The City of Waterloo requires a Special Event Application any time an event or its related components are located inside the Waterloo municipal boundary and include the use of:

- Blocking Off Public streets;
- Parking in a “No Parking Zone”
- Outdoor private property when the property is part of a special event venue that includes City public property (e.g. a private property used as a parking lot for part of a festival event where City property is used during the event); and

Parades, Races, and Walks are organized activities following a set course that involve full or partial closure of City streets, sidewalks, or greenways. **All application must include a map of the route and indication of barricades.**

General Events are organized activities that have a stationary footprint requiring the closure of roads or public squares or plazas, often involving amplified noise, food, beverage, merchandise, or other forms of entertainment. Examples include festivals, markets, and ceremonies. **All application must include a map of barricade location.**

Neighborhood Block Parties are small-scale organized activities that close local-service residential streets or other public place often organized by the people living in the neighborhood. Block parties are a traditional way for neighbors to come together and socialize. They are beneficial in promoting good will, cooperation, awareness, and safety in the neighborhood, and therefore the City of Waterloo encourages residents to hold block parties.

Planning a block party requires the support of all those who reside on the block within the area that will be closed. Included with the enclosed application is a neighborhood approval petition. On the application you will need to notify your neighbors that live on the streets of the street closure. There is a petition for them to sign off on that they are aware that access to their property may be limited during your event.

The applicant must reside on the block and is responsible for the event, which includes setup and take-down of the barricades, cleanup of the public right-of-way following the event, and maintaining a clear lane for emergency vehicles. **All application must include a map of barricade location. Main thoroughfares are not closed for block parties.**

Individuals, organizations and businesses hosting Special Events MUST submit an application for a Special Event at least thirty (30) days prior to the date of the event. This will allow time for the review and approval process by the Mayor’s Office, Public Works, Fire Department and Police Department. If you event will be using any amplifiers, loudspeakers or any other similar device, which shall in any degree magnify the human voice or any other sound, a permit is needed. All applications including noise variance must be approved before the applicant can hold a special event.

Completed special event application, noise variance application, petitions, area map and/or route may be submitted as follows:

1. Email: mayor@waterloo-ia.org
2. Mail: Mayor's Office
ATTN: Special Event Application
715 Mulberry Street
Waterloo, IA 50703

If you have any questions, please contact the Mayor’s Office at 319-291-4301.

Note: This permit is subject to the City of Waterloo Code of Ordinances and all rules and regulations governing streets rights-of-way.





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Special Event Application Form

Today's date: _____ Name of the event: _____

Date of the event: _____ Start and end time of the event: _____

Time street will be closed: _____ Time street will be opened: _____

Contact person: _____

Address: _____

Phone: _____ Cell: _____ Email: _____

Name of street(s) to be closed: _____

From (Cross Street/Ave.): _____ to (Cross Street/Ave.): _____

Barricades should be delivered to: _____

Barricades should be delivered by this date: _____ By this time: _____

Are there houses inside the barricade area? Yes No

House number of homes inside the barricaded area: _____

Do you plan to use amplified sound?: Yes: ____ No: ____ (If yes, must file a noise variance application)

Additional Comments:

PLEASE READ: The Undersigned hereby agrees to indemnify the City of Waterloo, its officials, officers, employees, contractors, insurers, and agents, with respect to any and all claims for injuries, death, property damage, property loss, or otherwise, arising from the acts or omissions of Undersigned, its officers, employees, or guests, on or about the block party premises for the duration of the block party. This submission of this application and variances does not guarantee approval. I acknowledge all information is provide and accurate.

Applicant Signature

Date

CITY DEPARTMENT APPROVALS - INTERNAL USE ONLY

Street: _____ Date: _____ Mayor's Office: _____ Date: _____

Police: _____ Date: _____

Fire: _____ Date: _____

