



136 North Monroe Street
Waterloo, WI 53594-1198
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 WORKS & PROPERTY COMMITTEE
DATE: August 6, 2026
TIME: 6:30 p.m.
LOCATION: Municipal Building Council Chambers, 136 N. Monroe Street

- 1) CALL TO ORDER AND ROLL CALL
- 2) APPROVAL OF MEETING MINUTES –
- 3) CITIZEN INPUT / PUBLIC COMMENT (3 minutes per individual)
- 4) PROJECT OVERSIGHT & UPDATES
- 5) UNFINISHED BUSINESS
- 6) NEW BUSINESS
 - a) Resident Request to put up no parking signs on east side of Jefferson. Polk to Leschinger St.
 - b) Review Draft RFP for Garbage/Recycling
 - c) Review/Approve Application for Special Event – Friends of the Library – 5K run/walk – September 12, 2026
- 7) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS -- Committee Calendar
- 8) ADJOURNMENT

Jeanne Ritter
Clerk/Deputy Treasurer

Committee Members: Weihert, Haseleu, and Thomas

posted, e-mailed & distributed: 06/01/2026

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.



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BIDDER'S COMPANY NAME: _____

CITY OF WATERLOO REQUEST FOR PROPOSALS

Solid Waste Disposal and Recycling Services

City of Waterloo
136 N. Monroe Street
Waterloo, WI 53594

Submittal Deadline:
October 17, 2026, at 11:00 A.M.

Prepared By:

Gabe Haberkorn
Waterloo Parks Coordinator
City of Waterloo
136 North Monroe Street
Waterloo, WI 53594

v- 920-478-3025
f- 920-478-2021
email – cityhall@waterloowi.us
web – www.waterloowi.us

REQUEST FOR PROPOSAL REQUIREMENTS

The City of Waterloo ("City") is committed to providing excellent service to the residents and businesses that choose to live and operate within our community. The City invites each firm ("Contractor") who shares this commitment to excellence to submit sealed proposals.

1. **CONTRACT TERMS:** The contract term will be for an initial period of five years with two, two-year renewal options at the end of the initial term. The initial five-year term would begin January 1, 2027.
2. **MUNICIPAL FACILITIES:** Municipal facilities shall receive solid waste and recycling services at no direct charge.
3. **TAX EXEMPTION:** The City of Waterloo is exempt from federal excise taxes and state sales taxes. Do not add sales tax to rate proposals.
4. **COST OF SERVICES:** The proposal should include the total cost of services. No additional customer charges or service fees shall be allowed.
5. **COMPLIANCE WITH LAW:** The Contractor shall comply with all laws and regulations of the State of Wisconsin and Ordinances of the City of Waterloo relating to the collection, disposal, storage, treatment, processing and marketing of refuse and recyclables. The Contractor shall also obtain and maintain all necessary municipal, state and federal permits, licenses and approvals necessary to carry out its obligations under the Contract.
6. **DISPOSAL AND PROCESSING:** The Contractor shall provide at its own expense a suitable disposal site for all refuse and a processing facility for recyclables, complying with all state and federal laws and regulations, local ordinances, as well as the regulations of the Wisconsin Department of Natural Resources. All refuse shall be hauled and disposed of outside of the limits of the City of Waterloo and in such a manner that shall not result in and shall not cause offensive or unsanitary conditions or create a public nuisance during transportation.
7. **CONTRACTOR'S INSURANCE:** The Contractor shall not commence work under the Contract until it has obtained all insurance required under this subsection and such insurance has been approved by the City of Waterloo, nor shall the Contractor allow any subcontractor to commence work until all the same insurance required on the subcontractor has been approved.

Workers Compensation Insurance: The Contractor shall take out and maintain during the term of the Contract and before any work is commenced, Workers Compensation Insurance for all of its employees employed to do the work; in case any work is sublet, the Contractor shall require the subcontractor to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in work under the Contract is not protected under the Workers Compensation Statute, the Contractor shall provide Employer's Liability Insurance for the protection of its employees not protected by the Workers Compensation Statute.

Public Liability and Property Damage Insurance

The Contractor shall take out and maintain during the term of the Contract Public Liability and Property Damage Insurance to protect Contractor, any subcontractor, and the City of Waterloo during the performance of work covered by the Contract, from claims for damages for personal injury, including accidental death as well as claims for property damages which may arise from performance under the Contract, whether such operations

be by the Contractor, by any subcontractor, or by anyone directly or indirectly employed by either of them in such manner as to impose liability on the City of Waterloo. The amounts of such insurance shall be as required by law.

If persons or property of others sustain loss, damage or injury resulting directly or indirectly from the work of the Contractor or its subcontractors in their performance of the work or from the Contractor's failure to comply with any of the provisions of the Contract or of law, the Contractor shall indemnify and hold the City of Waterloo harmless from any and all claims and judgments for damages, and from costs and expenses to which the Village may be subject or which it may suffer or incur by reason thereof.

The Contractor shall not commence its work until it has obtained all insurance required under this section and filed Certificates of Insurance thereof with the City of Waterloo Clerk's Office.

Comprehensive General Liability and Property Damage Insurance (subject to the following limits):

Bodily Injury: \$2,000,000 / \$5,000,000

Property Damage: \$2,000,000 / \$5,000,000

Comprehensive Automobile Liability and Property Damage (Owned, hired and non-owned motor vehicles):

Bodily Injury: \$2,000,000 / \$5,000,000

Property Damage: \$1,000,000

Excess Liability (Umbrella):

General Aggregate: \$10,000,000

Each Occurrence: \$10,000,000

ASSIGNMENT OF CONTRACT: No assignment by the Contractor of the Contract or any part thereof or the funds to be received hereunder by the Contractor will be recognized unless prior written approval of such assignment by the City of Waterloo and the surety has been obtained. Such written approval by the City of Waterloo should not relieve the Contractor of its obligations under the Contract. Any such assignment shall include the following language:

"It is agreed that the funds to be paid to the Assignee under this Assignment are subject to a prior lien for services rendered or materials supplied for the performance of the work called for in said Contract in favor of all persons, firms or corporations rendering such services or supplying such materials."

Assignment for the purposes of the Contract shall also mean sale of the Contractor's business to other than its current principal owners and/or stockholders.

8. **PAYMENTS.** The Contractor may submit monthly a request for payment for work to be performed under the Contract. The City of Waterloo will pay Contractor within fifteen (15) days after receipt of its invoice for work performed under the Contract. The Contractor agrees to cooperate with the City of Waterloo as to the form and content of the invoice to accommodate the administrative needs of the city. The parties acknowledge that the credit and/or costs associated with the collected recyclables and the landfill diversion credits have already been included as part of the fixed rates for services as outlined.
9. **COMPLAINTS.** Contractor should maintain telephone service at its office for receiving calls or complaints regarding its work and shall maintain an official address for said purpose.

10. **TIME AND LOCATION OF PICKUP.** All refuse and recycling shall be collected by the Contractor at regular intervals, which shall be at each unit once a week for refuse and either weekly or every-other-week for recycling.

All pickups shall be on a regularly scheduled basis, with each unit being served on the same day of each week at approximately the same time of day unless adjustments in the schedule are approved by the City of Waterloo designee. All pickups shall be between the hours of 6:00 a.m. and 6:00 p.m. All refuse and recyclables shall be picked up at either the driveway entrance within three (3) feet of the curb line or edge of city approved streets or roads as well as all private roads. There may requests for “walk ups” for some residents who cannot get their refuse and recycle cans to the curb, and the contractor will accommodate these requests.

11. **HOLIDAY COLLECTION.** In any week in which a holiday occurs on a collection day, collection will commence on the next business day following the holiday. Normal schedule collections will commence the following week. Contractor will provide the City of Waterloo Clerk’s Office with a list of applicable holidays. In the event of inclement weather that prohibits normal collection, the collection will be delayed with the notification to and consent of the City of Waterloo, but in no event more than three (3) days. Under no circumstances shall collections be made on Sunday or Holiday except with express written permission of the City of Waterloo designee.

12. **TERMINATION OF CONTRACT:** The City of Waterloo reserves the right to terminate the Contract if the city determines that the Contractor has failed to satisfactorily perform the work required as determined by the City of Waterloo or any commission of any breach (material or otherwise) of the terms of the Contract or upon the bankruptcy or insolvency of the Contractor. In the event the City of Waterloo decides to terminate the Contract, the city shall give the Contractor no less than ninety (90) days written notice before the termination takes effect. The ninety (90) day period will begin upon the certified mailing of notice by the city. After receipt of a notice of termination, the Contractor shall cease to perform any further work and satisfy all outstanding obligations. Following termination of the Contract, the City of Waterloo shall not be responsible for, and the Contractor hereby expressly waives any right or entitlement to any costs, fees or damages of whatever nature, either legal or equitable, that arises or may arise from the unilateral right of the City of Waterloo to terminate the Contract.

Either party may terminate the Contract upon the breach of the other party, if the non-breaching party has given written notice of the violations and the violation continues unremedied for sixty (60) days after such notice. The Contract may not be terminated because of causes beyond its reasonable control such as change in government regulation, strike or labor action, extraordinary weather conditions, etc.

13. **INDEMNIFICATION:** Contractor shall indemnify, defend, and hold the City of Waterloo harmless from any and all claims and liabilities whatsoever, including, but not limited to judgments, costs, damages, expenses, and attorneys’ fees in any way arising out of or caused by the work performed or provided by the Contractor under the Contract.
14. **QUALIFIED CONTRACTOR:** Any proposals submitted in response to this Request for Proposals must be submitted by a Qualified Contractor. Each Contractor must be in business for a minimum of five (5) years in the State of Wisconsin and provide references from other comparable municipal or large commercial accounts. No proposals will be considered by the City of Waterloo if submitted by a company who has not been in business for a minimum of five (5) years.

15. **BASIS OF AWARD OF PROPOSAL:** The City of Waterloo may award the Contract to the Contractor whom the city finds to be competent, reliable, responsible and qualified and whose proposal is the most favorable for the City of Waterloo as determined by the City Council in its absolute and sole discretion.

The City of Waterloo will review responsiveness to the qualification's requirements and compliance with the specifications and submittal requirements. The Contractor will be required to demonstrate that it is responsible, reliable, and capable of performing the work to be performed as requested in these specifications and that it possessed the necessary financial resources to perform the work in a proper and satisfactory manner. The information contained in the proposals should be detailed, clear and fully responsive to every material requirement of the specifications.

In the event the Contractor that is initially selected is determined to be non-responsive or unqualified to perform the work required, the proposal will be rejected. The City of Waterloo shall then select its next qualified Contractor. This process shall be repeated until a responsive, competent, reliable, and qualified Contractor is identified. The City of Waterloo may waive minor, non-material irregularities in any proposal. The City of Waterloo determination regarding whether a proposal irregularity is minor and non-material shall be final.

The proposal shall include all the following Contractor information:

- a) Qualifications – Provide a brief description and history of the firm including current size, how many persons are directly engaged in solid waste collection and disposal and recycling processing. Also, include the names, qualifications, years of experience and other background information of the local management team directly responsible for local operations.
- b) References – Discuss the firm's prior service experience in providing the proposed service. Provide a list of all municipal customers.
- c) Residential Collection Schedule – Submit a proposed residential collection service plan. Presently, trash collection is weekly on Fridays with recycling for alternating sections of the community every other week.
- d) Regulatory Compliance – Please provide a history of any regulatory compliance notifications received within the last three years, along with final dispositions.
- e) Equipment Listing – Provide a description of equipment to be used to provide services.
- f) Recycling – Provide a statement describing the range of recycling programs your company currently offers. Offer your assessment on how best Waterloo can maximize its recycling opportunity.
- g) Collection Details – Provide a description of how your company will collect recyclable material. For instance, do you collect recyclables and solid waste in separate containers, or are recyclables commingled with solid waste? What types of containers are provided for recyclable material?
- h) Reporting – The City requires that tonnage be reported to the Department of Natural Resources and other entities. Please explain how your company will track, record and submit these data.
- i) Proposed Contract – Please provide a proposed contract for services.

Contact us should you have specific questions regarding the information we are requesting. The City of Waterloo is willing to meet with you in a pre-submittal meeting to address questions.

AREA AND POPULATION

Waterloo is in the northwest corner of Jefferson County. The area of the municipality is four square miles. The population is 3,633.

SCOPE OF SERVICES

1. Properties/Customers Served: As of August 3, 2026, the City solid waste customer base was comprised of 63 commercial customers and 1,276 residential customers, each with two 90-gallon totes, one for trash and a second for recycling.

Eight municipal properties are to receive service at no charge:

- Municipal Building, 136 N. Monroe Street
- Karl Junginger Memorial Library, 625 N. Monroe Street
- Public Works Department, 211 Hendricks Street
- Fire Department, 900 Industrial Lane
- Waterloo Utilities, 575 Commercial Avenue
- Waterloo Treatment Plant, 401 Hendricks Street
- Firemen's Park, 500 Park Avenue
- Waterloo Regional Trailhead, 760 McKay Way

Total "Customer Units" is defined as the sum of commercial customers, residential customers and municipal properties. The total number will vary from time to time but is calculated at 1347 at this time.

2. Exclusivity: The City will grant an exclusive right to the Contractor -- and the Contractor will be responsible -- for the collection, transportation and disposal of solid waste generated by the customer base in accordance with all local, state and federal laws.

3. Collection Details: Service shall be curbside. Residential and commercial properties shall have no more than the equivalent of six 30-gallon waste containers per week as part of their regular waste removal service. Any residential or commercial customer exceeding this amount will contract separately, at their own expense for additional services. Except as otherwise provided in the final contract, solid waste collection will be "full service" and will include collection of couches, furniture, tables and other large items manageable by one person, in addition "white goods" such as refrigerators, freezers, ovens, stoves and water heaters will be collected as a call-in service, at no additional charge. Building or demolition material is not required to be picked up. Collection is to take place between 6:00 a.m. and 6:00 p.m.

Tonnage reports are attached to the documents.

4. Recyclable Items: The recyclable items that will be collected under the contract are as follows:

- Aluminum cans
- Corrugated Cardboard & other container board
- Glass containers (green, clean & brown)
- Newspaper
- Steel, tin and bi-metal cans
- Plastic containers, types 1-7
- Waste oil in a leak proof container no larger than 1 gallon
- Lead acid car/truck batteries in an undamaged casing
- Magazines, advertising circulars and office paper
- Appliances (all white goods)
- Tires (2 tires per week, maximum of 8 tires per year)

BID PRICE SECTION

Rate per Customer Unit per month for weekly solid waste service: _____

Rate per Customer Unit per month for weekly recycling service: _____

SIGNATURE SECTION

Signature

Company Name

Print Name

Company Address

Title

City State Zip

Telephone #

Fax #

URL/Email Address

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
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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): Friends of the Library 5013cc)

STATUS: (circle one) unincorporated (Incorporated) individual (Other) Non profit non-profit

CONTACT NAME: Tammy Renforth

PHONE NUMBER: 1-920-988-7854
DAYTIME EVENING FAX

EMAIL ADDRESS: fazrenforth@hotmail.com

NAME OF EVENT: Weiner & Kraut 5K

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

PURPOSE OF EVENT: fundraiser for Friends of the Library

DATE OF EVENT: September 12, 2026

EVENT HOURS: 2 SET UP HOURS 2 BREAKDOWN 1

DESCRIPTION OF EVENT: 5K run/walk

SITE/ADDRESS FOR EVENT (list if multiple locations) 625 N Monroe

PROJECTED ATTENDANCE: 40-50 PAST ATTENDANCE: 30

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 8-10

RAIN POLICY: rain or shine

DATE APPLICATION MADE 7/8/20

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 625 N Monroe in Waterloo, Wisconsin, known as, for staging of, the City of Waterloo does hereby agree to permit for use, at no cost, these premises for the date(s) of September 12 through Sept 12 2026. 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:**

Lynn Anderson
Name (please print)

Lynn Anderson
Signature

Signatory Title (if applicable)

7/8/2026
Date

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

Date application received: 7/17/26

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 5K

DATE (S) OF EVENT: September 12, 2026 HOURS: 2 (not including set up)

LOCATION/PROPERTY: 625 N Monroe KM1~~2~~ ~~library~~ library

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 X Just at 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: Tammy Renforth phone # 920-988-7854

2) What time will set up begin: night before for route marking

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

4) Estimated time for clean up after event: 10:30am - 11:30am

FEES AND PROCEEDS:

1) Will admission be charged for this event? ☒ YES

NO

If yes, how much: Adult \$25 30 days Seniors _____ Students _____

Children 5 & under _____ Families \$50 - \$60 day of

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? _____

Fundraiser for Friends of KMD Library

(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

If I could get 20 orange cones on Friday to mark

Purpose of barricades: _____

Location of placement: _____ Amount needed the route

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 _____

Waterloo, WI

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

Equipment being used: _____

Location: _____

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

Equipment being used: _____

Location: _____

Name of company providing service if other than City: _____

3) Will you need fencing installed? YES ☒ NO

Purpose of fencing: _____

Location: _____ Amount: _____

Date needed _____ Time needed _____

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

4) Will parking considerations be needed YES ☒ NO

Type(s) _____

Location: _____ Amount _____

Date: _____ Time: _____

5) Will picnic tables be needed? YES ☒ NO

Location _____ Amount _____

Date needed: _____ Time needed _____

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

6) Is a street sweeper needed? YES ☒ NO

Location _____ Date _____ Time _____

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

Name of company providing service, if not City: _____

7) Will you need additional trash bins? YES ☒ NO

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

Where do you want them placed? _____

Name of disposal company if other than the City: _____

Where will dumpster be place: _____

8) Will water connection be needed?

YES

NO

Location _____ Amount _____

Date _____ Time _____

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

