

## A. OVERVIEW

This Special Trails Event Registration is required for all planned events occurring on any of the trails in the Cedar Valley Trails network including dirt and water trails.

Registration is required at least **sixty days** before your event and reduces the likelihood of multiple events occurring on the same day. Events will be approved on a first come, first served basis. Registration also improves the quality of events, improves the safety of participants, and creates opportunities for additional promotion of events. Events may be scheduled up to one calendar year prior to the event date. Please note that information on this form may be used on the Cedar Valley Trails Events page to help promote your event.

## B. PRE-EVENT CHECKLIST

1. Submit by email, a completed, saved pdf form at least **sixty days** before your event to [trailevent@cedarvalleytrails.org](mailto:trailevent@cedarvalleytrails.org).
2. Identify your event's location and/or course on the Cedar Falls/Waterloo Area Trails Jurisdiction map on last page of application.
3. Identify all jurisdictions your event will pass through. Registration will be forwarded to each jurisdiction by the Cedar Valley Trails Partnership. See attached list for additional requirements for each jurisdiction.
4. Police and emergency services notification for all jurisdictions involved in the event are required. The date and time of the event is needed for those services to have timely responses if necessary.
  - a. Cedar Falls Public Safety is notified internally after Public Event Permit is approved.
  - b. Waterloo Police Department is notified internally after Leisure Services receives the Special Trails Registration.
  - c. Hudson Police Department is notified internally after City Clerk receives the Special Trails Registration.
  - d. Evansdale Police Department is notified internally after Run-Walk-Ride Approval Form is received.
5. All markings for your event must be done with sidewalk chalk or signs. Using spray paint is considered vandalism and events that use it on the trails will be fined according to City Code in each jurisdiction with a minimum of a \$100 fine. Many brands of spray chalk do not wash away in a timely fashion and are therefore prohibited. For more information see the links below:
  - [Cedar Falls](#)
  - [Waterloo](#)
  - [Hudson](#)
  - [Evansdale](#)

Signage, waste receptacles, etc. must be removed within 24 hours.
6. Submit your event to the Cedar Valley on-line calendar [CedarValley365](#) to increase your event exposure.
7. Preview the course at least two days before the event to assure trails are passable. Potential hazards like high/standing water or downed trees must be avoided. If the course needs to be rerouted, this will allow time to reorganize.
8. Need help? A number of experienced trails event planners are available to help with recommendations for equipment, routing, best practices and more. Email your questions to [trailevent@cedarvalleytrails.org](mailto:trailevent@cedarvalleytrails.org) or call 319-268-4266.

## C. EVENT INFORMATION

Event Name:

Event Location:

Set-up Time:

Event Start Time:

Event Date:

Estimated Number of Participants:

Previous Year Participants (if applicable):

Tear-down Date and Time:

Event End Time:

**Event Description:**

*This will be used for the calendar of events and other promotions.*

**Event route:**

*Please describe route or attach a map*

**D. APPLICANT INFORMATION**

Please complete the fields below with the official/responsible party's information. This person must have all required authorizations on site.

Applicant Name:

*First Middle Last*

Primary Phone:

*Ex. (319) 268-4266*

Address:

*Street Address, City, State, Zip Code*

Other phone:

Fax:

Organization Name:

Email:

**E. LOCATION**

Please reference the attached map on last page. Indicate below which jurisdictions the event will take place.

<p>City of Waterloo: <input type="checkbox"/>Yes <input type="checkbox"/>No                  Madonna Welsh                  Waterloo Leisure Services                  1101 Campbell Drive                  Waterloo IA, 50701  <a href="mailto:Madonna.Welsh@waterloo-ia.org">Madonna.Welsh@waterloo-ia.org</a>                  319-291-4370  <i>Requires a Certificate of Insurance with                  Additionally Insured Certificate Holder</i></p>	<p>City of Cedar Falls: <input type="checkbox"/>Yes <input type="checkbox"/>No                  City of Cedar Falls                  220 Clay Street                  Cedar Falls, IA 50613  <a href="mailto:licensing@cedarfalls.com">licensing@cedarfalls.com</a>                  319-273-8600  <i>Requires a Certificate of Insurance with                  Additionally Insured Certificate Holder and                  Public Event Permit</i>  <a href="http://cedarfalls.com/1609/Public-Event-Permit">cedarfalls.com/1609/Public-Event-Permit</a></p>	<p>City of Evansdale: <input type="checkbox"/>Yes <input type="checkbox"/>No                  DeAnne Kobliska, City Clerk                  City of Evansdale                  125 North Evans Road                  Evansdale, IA 50707  <a href="mailto:cityclerk@cityofevansdale.org">cityclerk@cityofevansdale.org</a>                  319-232-6683  <i>Requires a Certificate of Insurance with                  Additionally Insured Certificate Holder and                  Run-Walk-Ride Approval Form</i>  <a href="http://evansdale.govoffice.com/forms">evansdale.govoffice.com/forms</a></p>
<p>City of Hudson: <input type="checkbox"/>Yes <input type="checkbox"/>No                  Chrissi Wiersma, City Clerk                  City of Hudson                  525 Jefferson Street                  Hudson, IA 50643  <a href="mailto:cwiersma@cityofhudsonia.com">cwiersma@cityofhudsonia.com</a>                  319-988-3600  <i>Requires a Certificate of Insurance with                  Additionally Insured Certificate Holder</i></p>	<p>City of Brandon: <input type="checkbox"/>Yes <input type="checkbox"/>No                  Danette Lujan, City Clerk                  City of Brandon                  400 North Street                  Brandon, IA 52210  <a href="mailto:cityofbrandon@iowatelecom.net">cityofbrandon@iowatelecom.net</a>                  319-474-2335  <i>No Certificate of Insurance required</i></p>	<p>La Porte City: <input type="checkbox"/>Yes <input type="checkbox"/>No                  Jane Whittlesey, City Clerk                  City of La Porte City                  202 Main Street                  La Porte City, IA 50651  <a href="mailto:lpcclerk@lpctel.net">lpcclerk@lpctel.net</a>                  319-342-3396  <i>No Certificate of Insurance required</i></p>
<p>Black Hawk County: <input type="checkbox"/>Yes <input type="checkbox"/>No                  Cherrie Northrup, Planning Administrator                  Black Hawk County Conservation Board                  1346 West Airline Highway                  Waterloo, IA 50703  <a href="mailto:cnorthrup@blackhawkcounty.iowa.gov">cnorthrup@blackhawkcounty.iowa.gov</a>                  319-433-7275  <i>Requires a Certificate of Insurance with                  Additionally Insured Certificate Holder</i>  <i>When requesting Certificate, list BHCCB address as                  316 E 5<sup>th</sup> St, Waterloo, IA 50703.                  Mail to 1346 West Airline Highway.</i></p>	<p>Iowa DNR: <input type="checkbox"/>Yes <input type="checkbox"/>No                  Lori Eberhard, Park Manager                  Iowa Dept. of Natural Resources                  George Wyth State Park                  3659 Wyth Road                  Waterloo, IA 50703  <a href="mailto:Lori.Eberhard@dnr.iowa.gov">Lori.Eberhard@dnr.iowa.gov</a>                  319-232-5505  <i>Events that begin or end in George Wyth State Park                  require a Certificate of Insurance with                  Additionally Insured Certificate Holder and a                  State Special Event Permit</i>  <a href="http://iowadnr.gov/Places-to-Go/State-Parks/Park-Events">iowadnr.gov/Places-to-Go/State-Parks/Park-Events</a></p>	<p>City of Gilbertville: <input type="checkbox"/>Yes <input type="checkbox"/>No                  Jean Etringer, Deputy City Clerk                  City of Gilbertville                  1321 5<sup>th</sup> St                  Gilbertville, IA 50634  <a href="mailto:gvilledeputy@mediacombb.net">gvilledeputy@mediacombb.net</a>                  319-296-1822  <i>No Certificate of Insurance required</i></p>

**F. INSURANCE AND LIABILITY NOTICE**

Liability and property damage insurance is required. The policy shall, at minimum, provide coverage during the entire length of the event. All entities in which the event is to be held need to be additionally insured which includes listing them as the additionally insured certificate holder. Black Hawk County shall be listed as additional insured if the event is in a county park such as Black Hawk Park, Hartman Reserve Nature Center or the Cedar Valley Nature Trail. Event organizers must carry a minimum of \$1,000,000 liability coverage.

Applicants assume all responsibility for and hereby agree to indemnify and hold harmless all jurisdictions identified in Section E of this application against any losses, damages, liabilities, action suits, proceedings, costs or expenses that the jurisdiction(s) may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting or arising from the permitted event. The obligation to indemnify and hold harmless the City of Cedar Falls, the City of Waterloo, the City of Evansdale, the City of Hudson, Black Hawk County, and George Wyth State Park will survive the termination or expiration of the Permit.

Proof of insurance must be provided to the entities in which the event will be held no less than 30 days prior to the event date. This will be accomplished by mailing a Certificate of Liability Insurance to the addresses listed in Section E of this application. For events taking place on Black Hawk County trails (Black Hawk Park, Hartman Reserve Nature Center or the Cedar Valley Nature Trail), please list Black Hawk County, 316 East 5<sup>th</sup> Street, Waterloo, IA 50703 and mail to 1346 West Airline Highway, Waterloo, IA 50703.

Insurance Carrier Name:

Policy Number:

Date Issued:

Location and/or cell number  
of responsible party  
(Section B) during event:**F. EVENT CONSIDERATIONS**

Please indicate which (if any) of the following will be used for or produced by this event, and provide a response to the associated questions. Use a separate sheet of paper if necessary.

Law Enforcement for Traffic Control:  Yes  NoMotorized vehicles:  Yes  No  
(Auto liability must be identified separately)

List makes and models:

Times and Locations:

Barricades:  Yes  No

Times and Locations:

Trash and/or recycling\*:  Yes  NoNumber of bins?   
Trash and recycling combined totalSigns and/or markings\*:  Yes  No

Locations:

\*-By checking yes, you acknowledge that all trash, recycling, signs and trail markings must be removed within 24 hours after the event. Furthermore, all events must recycle recyclable waste, and recycle bins must be provided at a 1:1 ratio to trash bins.

**H. ADDITIONAL INFORMATION**

Please provide any additional information that may help explain the event. Include any special considerations not mentioned elsewhere in this application (e.g. amplified sound, inflatables, security, restrooms).

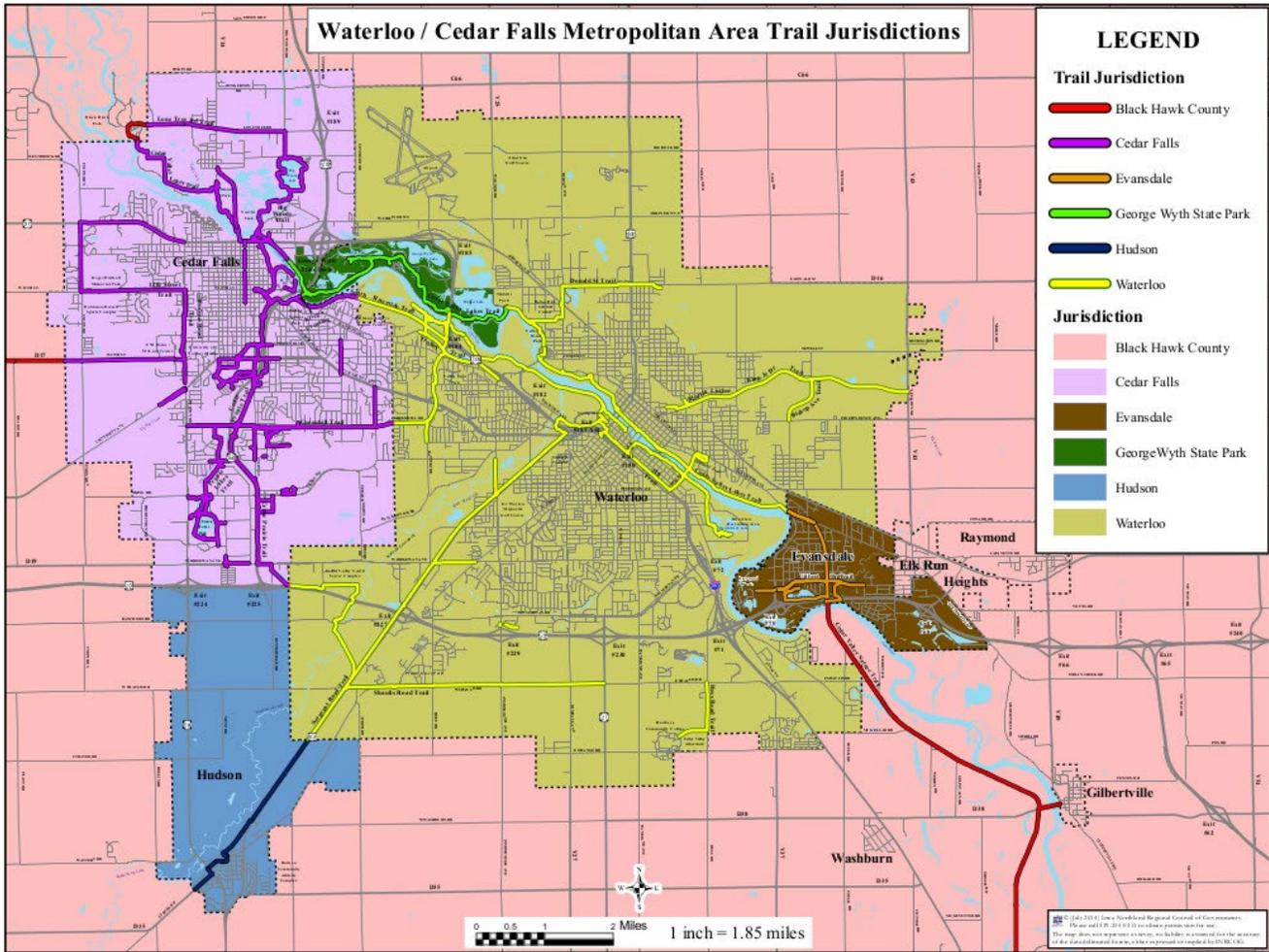
**I. SIGNATURE**

The undersigned registrant certifies that the information contained in this form is true and accurate to the best of their knowledge, and agrees to be bound to the terms and conditions described in this document as well as any applicable laws and regulations.

*Electronic Signature*

*Date*

By checking this box, you electronically sign, accept, and agree that the information contained in this form is true and accurate to the best of your knowledge, and agrees to be bound to the terms and conditions described in this document as well as any applicable laws and regulations.



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