

Date _____

APPLICATION FOR SPECIAL EVENT PERMIT

Name of Group Telephone Number

Street Address City Zip Code

Are you a 501 (C-3) non-profit organization? no yes, Tax Exempt No. _____

Applicant's Name Home Telephone Number

Address Business Telephone Number

SECTION A:

TYPE OF EVENT (Check all appropriate block(s) and circle type of event)

- Athletic Activity (tournament or sports event)
- Financial Gain Special Event on Parkland (Concert, festival, circus, carnival show, assembly/MUST submit layout map of area)
- Free Special Event on Parkland (Concert, festival, circus, carnival show, assembly/MUST submit layout map of area)

Name of Activity/Purpose _____

Assembly Area: _____ Dispersal Area: _____

Event Date(s): _____ Estimated Attendance _____
Month Date Year

Event Starting Time: ____ a.m. ____ p.m. Ending Time: ____ a.m. ____ p.m.

When will you set-up (date & time): _____

PLEASE CHECK APPROPRIATE BOXES:

	Yes	No		Yes	No
Admission/entry fee	___	___	Fireworks	___	___
Financial gain activity	___	___	Amusement rides	___	___
Concession sales	___	___	Erection of tents	___	___
Beer sales (requires special permit)	___	___	Amplification Equip.	___	___
Vendor displays/sales	___	___	Musical Bands	___	___
Electricity needed	___	___	Horses/animals	___	___
Portable toilets	___	___	Boats/snowm/ATV	___	___
Barricades needed	___	___	Street closure	___	___

SECTION B:

1. Please explain the purpose and nature of your event including all planned activities: attach additional sheet if necessary. _____

2. How will you advertise this event?

3. Name of vendor who will supply fermented malt beverages: _____
What quantities will be ordered? _____

4. Describe your planned method of crowd control? _____

5. Please check the item below which best describes your method of financing, purchasing and dispensing of your fermented malt beverage and/or food:
- The organization will purchase beverage from the general treasury and give them to any person during the event.
 - The organization will purchase beverage from the general treasury and sell them to members during the event.
 - The organization shall collect a predetermined amount from all those planning to attend and serve food and/or beverage for prepaid members only.
 - The organization shall purchase all food and/or beverage from the general treasury and sell them to anyone.
 - All members will bring their own fermented malt beverage for their own consumption.
 - Other, please describe: _____

 - Fermented malt beverages will not be dispensed in any way.

The person/group named on this application will be responsible for the conduct of the special event and for the condition of the facility. We will not deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, creed, national origin, sexual orientation, handicap or religion.

The applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, defend, fully save and hold harmless, the CITY OF STEVENS POINT, a Wisconsin Municipal Corporation located in the County of Portage, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorneys' fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the CITY OF STEVENS POINT, and each and every of its elected and appointed officials, employees, representatives, and agents, regardless of when or where, occurring or arising from this event.

Any special event sponsor that is renting the park (making payment to the City of Stevens Point) shall submit a general liability insurance policy certificate in the amount of \$1,000,000.00 naming the CITY OF STEVENS POINT as an additional insured party.

Date

Applicant's Signature

Administrative Action: _____

Parks Commission Action: _____

Public Protection Action: _____

City Council Action: _____

FOR CITY OF STEVENSPPOINT USE ONLY

Authorized By _____ Date _____

Title _____

ADDITIONAL REQUIREMENTS IF WARRANTED and FEES:

Police Department:

Date _____ Fees: _____

Fire Department:

Date _____ Fees: _____

Transportation:

Date _____ Fees: _____

Streets:

Date _____ Fees: _____

Parks & Rec:

Date _____ Fees: _____

ENTER DATE WHEN COMPLETED:

- _____ Letter of request Submitted
- _____ Obtained Insurance Certificate
- _____ Insurance Waiver (if applicable)
- _____ Completed Application Forms
- _____ Received Payment for Event
- _____ Obtained Vending Permit
- _____ Obtained Beer License/Permit
- _____ Contacted Field Supervisor
- _____ Budgetary Statement

FEE: \$ _____ Additional Charges \$ _____

TOTAL CHARGES \$ _____

**SPECIAL EVENT RULES
DEPT. OF PARKS, REC. AND FORESTRY
CITY OF STEVENS POINT**

The following rules and regulations must be complied with when conducting any public event in any city park. **Please keep in mind that your event may require Parks Commission and Common Council approval. Please *do not* start any type of advertising, fund raising, etc., until all needed approvals are secured.**

ORDINANCES

1. Sponsors of public events in the parks must comply with all applicable park rules and city ordinances.

KEYS & LOCKS

1. Any keys needed for use of a park facility must be picked up the Rec. office on the day the facility is to be used and returned by noon on the following day. In the event of weekend or holiday rentals, keys must be picked up by 4:00 p.m. on the workday proceeding the weekend or holiday and returned before noon on the workday following the weekend or holiday.
2. The applicant is responsible for all keys in their possession and has sole authority for their usage and security. Keys may not be used by unauthorized personnel and may only be used during the time specified on the application.
3. Keys may not be transferred from person to another without the express written permission of the Parks & Recreation Director.
4. Padlocks should never be left hanging open on the hasp of a door or gate. After unlocking a padlock, please relock the padlock to the hasp immediately.
5. The cost of replacing lost padlocks and keys or the changing of any locks as the result of lost keys will be billed to the special event sponsor whose name appears on the application.

LAYOUT MAP

1. Prior to receiving approval for a public event the sponsor must provide a map of the park area showing the location of all facilities and services to include, but not limited to, concessions, rides, parking, fencing, portable toilets, etc.

UTILITIES

1. Any temporary installation of electrical services must be approved in advance by the Parks Department and the total cost of which will be borne by the sponsor.

2. The public events sponsor must contact city before any material is driven into the ground. Contact should be made at least ten working days before the date of the public event to allow utilities adequate time to locate their underground utilities. Applicants should contact our City Clerks Office at 715-346-1569.

CLEANUP AND REFUSE

1. The event sponsor may be required to provide adequate trash and recycling dumpsters to handle the volume of anticipated refuse. Dumpsters will be located close to hard surface roads and will be emptied on an as needed basis.
2. Cleaning of the park area after a public event is the responsibility of the sponsor. The area will be entirely cleared of litter within 24 hours of the end of the public event. All portable objects such as tents, fencing, portable toilets, etc. will be removed within 48 hours of the end of a special event. If cleaning is not accomplished by the event sponsor within the time allotted, the same shall be accomplished by the Parks and Rec. Dept. and the sponsor will be billed for it.

PARKING

1. Parking of vehicles on grassy areas adjacent to the public event shall be designated on the layout map and authorized by the Director of Parks & Rec. or his/her designee.
2. The sponsor shall provide an adequate number of individuals to control and regulate the parking of vehicles in these designated parking areas.
3. No heavy vehicles will be permitted to drive on any grass areas.
4. A public event sponsor must notify the Stevens Point Police Department in advance of a public event if it is anticipated that traffic control will be needed in the immediate area of the public event.

NOISE CONTROL

1. If requested by the Stevens Point Police Department, the sponsor of a public event shall reduce the sound volume if complaints are being generated that the sound is creating a public nuisance. If the sponsor fails to reduce the sound volume to an acceptable level, they shall be subject to a penalty as provided by the city ordinance and further applications for public events may be denied.
2. All entertainment including rides, bands, PA systems will cease at 10:00 p.m.

FOOD AND BEVERAGE CONCESSIONS

1. Sponsors of public events that provide food and beverage concessions are responsible for securing all necessary licenses and permits.
2. If the sponsor elects to contract this service to a commercial vendor(s) the names and addresses of such vendors shall be provided to the Parks & Rec. office during the application process.

3. No food or beverages may be sold or dispensed after 10:00 p.m.

BEER CONCESSIONS

1. Each sponsoring organization shall have its beer garden area specifically delineated by a fence for serving of beer. The fence shall completely enclose the area but for space for ingress and egress; and shall provide an adult member of the sponsoring organization or security guard for checking identification cards.
2. The enclosing fence shall be two, four feet high fences placed at least seventy-two inches (72") apart. The fence provided shall be of the snow fence variety or an equivalent nonpenetrable material. The Park Division has available appropriate snow fence which may be provided at a nominal charge.
3. Security Persons(s) shall be on duty at all times during the operation of the area and shall prevent entry of minors or intoxicated people into the area and shall prevent beer from being carried or passed out of the area. The Police Department is authorized to require additional security based on patron experience or special concerns about the event.
4. The Public Protection Committee may set forth additional restrictions on a case by case basis.

SECURITY AND PROTECTION

1. The sponsor of a public event shall be responsible for providing the necessary number of uniformed security personnel. The sponsor shall furnish to the Parks & Rec. Dept. a list of such security personnel or the security agent hired at least ten days prior to the public event for the city's approval.
2. The minimum number of security personnel on duty shall be one per 500 attendees or a portion thereof after the first 500 attendees.
3. If a beer license is granted, the sponsor must provide a minimum of two security personnel who will be assigned at all times to the beer area.

PORTABLE TOILET FACILITIES

1. In addition to the toilet facilities available in the immediate park area, portable toilets may be required for health and sanitation reasons.
2. Toilet facilities shall be provided based on the anticipated peak crowd size in accordance with the following guidelines:
 - a. With a beer permit:
 - 1 portable toilet for each 200 females
 - 1 portable toilet for each 300 males

- b. Without beer permit:
 - 1 portable toilet for each 300 females
 - 1 portable toilet for each 500 males
3. Any portable toilets shall be located immediately adjacent to or within the authorized area of the public event. Placing toilets close to security lighting is preferred.
4. Portable toilets shall be properly enclosed, in good repair, emptied when full and a minimum of 100 feet away from any food preparation area. Prevailing winds will be considered when placing portable toilets.
5. Portable toilets used for a public event shall be kept in a clean and usable condition by the sponsor. This will include periodic inspection by a representative of the sponsor to insure proper functioning of the toilets and adequate supply of toilet paper.

MISCELLANEOUS

1. Variances from the provisions of these rules may only be granted with the express written permission of the approving authority.

INSURANCE

1. Any group or sponsor renting a park for a public event will be required to provide a comprehensive general liability insurance policy naming the City of Stevens Point as the co-insured including contractual liability insurance.
2. In addition to the above coverage, the sponsor must provide any or all of the following coverages, if any of these conditions exist during the conduct of a public event:
 - a) **COMPREHENSIVE AUTOMOBILE LIABILITY COVERAGE**
If the sponsor will be using any owned, hired, or non-owned motor vehicles.
 - b) **WORKER'S COMPENSATION COVERAGE**
If the sponsor will be using any employees during the event.
 - c) **PERSONAL INJURY COVERAGE**
If the sponsor is securing the services of a private security agency.
 - d) **ATHLETIC PARTICIPATION COVERAGE**
If the sponsor is conducting an athletic event.
 - e) **PRODUCT AND COMPLETED OPERATIONS COVERAGE**
If the sponsor will be selling or distributing any food, beverage, or non-consumable product.

3. The insurance certificate will be presented to the Parks & Rec. Dept. prior to granting approval for the public event. The certificate will give a thirty (30) day notice of cancellation to the City of Stevens Point.
4. Individuals who are registering to participate in a public event such as a race, run, walk, or athletic event must complete a waiver statement provided by the sponsor acknowledging their acceptance of any risk to participate. The City of Stevens Point reserves the right to review and approve the sponsor's waiver statement.
5. The following levels of insurance coverage will provide a general guideline to the Parks & Rec. Dept.:

\$1,000,000.00 Policy – Examples of events include but not limited to: athletic events, concerts, fairs/games, speeches, and running, boat, auto or bicycle races.

The City of Stevens Point reserves the right to designate the appropriate level of insurance and, if substantial risk is present, may require additional levels of coverage.