

**CITY OF STEVENS POINT**  
**APPLICATION FOR SPECIAL EVENT PERMIT**

City of Stevens Point, 1515 Strongs Ave. Stevens Point, WI 54481

Answer all questions completely. Please print clearly.  
This application must be on file in the City Clerk's Office at least **60 days prior** to the event.

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- 1.) Please Check One:     New Event                       As Previously Presented                       Changed Since Last Event
- 2.) Request is for:         Parade                       Run/Walk                       Exhibition                       Other \_\_\_\_\_
- 3.) Name of Event: \_\_\_\_\_ Date of Event \_\_\_\_\_
- 4.) Name of Sponsoring Organization: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- 5.) Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- 6.) Assembly Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Specific Location of Event: \_\_\_\_\_
- 7.) Map of the Event Attached?     Yes     No                      Street Closures Required?     Yes     No  
List of Street Blocks that will need to be closed: \_\_\_\_\_
- 8.) Estimated Number of    Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_ Vehicles: \_\_\_\_\_ Animals: \_\_\_\_\_
- 9.) Food Prepared/Served at event?                       Yes     No                      If so, contact Portage Cty Health Dept. and Fire Dept.
- 10.) Will alcoholic beverages be served?                       Yes     No                      If so, contact City Clerk's Office
- 11.) Will the event utilize any City Facilities?                       Yes     No                      Note: Park facilities handled by Parks Dept.
- 12.) Check which services are needed:                       Police                       Auxiliary Officer
- Please explain: \_\_\_\_\_
- 13.) Will any fireworks or other pyrotechnic devices be used during the event?                       Yes\*     No  
\*If yes, Please explain: \_\_\_\_\_
- 14.) Will tents as described below\* or other temporary structures be erected?                       Yes\*     No  
\*If yes, you will need a permit from the Fire Department. Please contact them at 715-344-1833 and ask for the officer on duty.  
\*You will be erecting a tent or other temporary structure over 400 square feet or the aggregate area of smaller tents installed within 12 feet of each other is greater than 400 square feet. A tent is defined as a structure, enclosure, or shelter with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except air.  
\*You will be erecting a canopy over 700 square feet or the aggregate area of smaller canopies installed within 12 feet of each other is greater than 700 square feet. A canopy is defined as a tent that is open on all sides.
- 15.) Will smaller tents or other temporary structures be erected?                       Yes     No
- 16.) Are Inflatables or Bounce Houses part of your event?                       Yes\*     No  
\*If yes, you must have a certificate of insurance on file. Contact the Treasurer's Office (715-346-1573) for more information.

**\*APPLICATION CONTINUED ON THE BACK\***

17.) Briefly describe your Event (you may attach additional pages):

18.) Is any other special assistance from the City needed?

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all Special Event organizers and participants must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Additional fees such as park facilities, tent, and firework permits are in addition to the fees submitted for the Special Event Application.

**HOLD HARMLESS INDEMNIFICATION AND DEFENSE**

THE APPLICANT AND/OR THE ORGANIZATION AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY OF STEVENS POINT AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, DAMAGE, EXPENSES, COSTS, INCLUDING ATTORNEY FEES ARISING OUT OF THE ACTIVITIES PERFORMED AS DESCRIBED HERIN, CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT OR OMISSION OF THE APPLICANT/ORGANIZATION, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY ANY OF THEM OR ANYONE WHOSE ACTS ON BEHALF OF THEM MAY BE LIABLE, EXCEPT WHERE CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY.

I hereby certify that the foregoing facts concerning my Special Event are true to the best of my knowledge:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date