



Submitted On \_\_\_\_\_

## PARKS, RECREATION & FORESTRY SPECIAL EVENT PERMIT

1. Name of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Assembly Location: \_\_\_\_\_ Dispersal Location: \_\_\_\_\_

Event Starting Time: \_\_\_\_ a.m. \_\_\_\_ p.m. Ending Time: \_\_\_\_ a.m. \_\_\_\_ p.m.

Set Up Date and Time: \_\_\_\_\_

2. Please circle one:      **New Event**      **Returning Event**      **Return Event w/ Changes**

3. Type of Event (Check all that apply and describe: run/walk, concert, festival, picnic, etc.)

- Athletic Event: \_\_\_\_\_
- Financial Gain Special Event on Park Property: \_\_\_\_\_
- Free Public Special Event on Parkland: \_\_\_\_\_
- Private Special Event: \_\_\_\_\_
- Other: \_\_\_\_\_

4. Name of Sponsoring Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Are you a 501 (C-3) non-profit organization?  Yes  No If yes, Tax Exempt No. \_\_\_\_\_

5. Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Phone: \_\_\_\_\_

6. Site plan/Map of the event attached (required)?  Yes  No  
(include locations of vendors, tents, portable restrooms, etc.)

7. Please describe the purpose and nature of your event including all planned activities:  
(Attach additional sheet if necessary)

\_\_\_\_\_

\_\_\_\_\_

8. Please Check Appropriate Boxes:

	Yes	No		Yes	No
Admission/entry fee			Fireworks		
Financial gain activity			Amusement rides/Inflatables		
Concession sales			Erection of tents		
Beer sales (requires special permit)			Amplification Equipment		
Vendor displays/sales			Musical Bands		
Electricity needed			Horses/animals		
Portable toilets			Boats/snowmobiles/ATVs		
Street closure*					

\*Requires special event permit from City Clerk's office.

**9. Are you putting up any tents or inflatables?**     Yes    No

If yes, and the structure is larger than 10'x10', you may be required to have a tent inspection, call the Stevens Point Fire Department for more information at 715-344-1833.

**10. Will you drive anything into the ground?**     Yes    No

If yes, the Parks Department requires a utility locate at the cost of \$25.00.

**11. Describe any additional needs from the city (barricades, fencing, garbage cans, etc)?**

\_\_\_\_\_

**12. Fermented Malt Beverage Vendor:** \_\_\_\_\_

Please check the item below which applies to fermented malt beverages for your event.

- Fermented malt beverages will not be dispensed in any way.
- Fermented malt beverages will be given free to any person attending the event.
- Fermented malt beverages will be sold to visitors of the event.
- All members will bring their own fermented malt beverage for their own consumption.
- Other, please describe: \_\_\_\_\_

**13. Insurance**

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 with a minimum amount of \$1,000,000.00 of coverage. The insurance policy must list CITY OF STEVENS POINT as an additional insured party.

- Attached
- Will submit at least thirty (30) business days prior to the event

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.

**14. Hold Harmless Indemnification and Defense**

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, fully save and hold harmless and defend, 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

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(For office use)

Special Event Approval Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

Approval signature name (print): \_\_\_\_\_ Title: \_\_\_\_\_