

SPECIAL EVENT PERMIT APPLICATION

OFFICE USE ONLY:

DATE: _____

AMOUNT: _____

RECEIPT: _____

Application Fee: \$35

- Exempt (Veterans, Schools, Funerals) Small (Less Than 100 Attendees)
 Medium (100-500 Attendees) Large (500+ Attendees)

Insurance: Medium and Large Events are required by City Ordinance 12.28(6)b to submit a Certificate of Insurance providing minimum combined single bodily injury and property damage of \$1,000,000.

1. Please Select One: New Event Return Event as Previously Presented Return Event w/ Changes
2. Name of Event: _____
3. Name of Sponsoring Person or Organization: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Is this a 501 (C-3) non-profit organization? Yes No If Yes, Tax Exempt #: _____
4. Contact Person: _____
Phone: _____ Email: _____ Fax: _____
Address: _____ City: _____ State: _____ Zip Code: _____
5. Event Type: (Check All That Apply and Describe: Run/Walk, Concert, Festival, Picnic, Etc.)
 - Athletic Event: _____
 - Financial Gain Event on City Property: _____
 - Free Public Event on City Property: _____
 - Private Event: _____
 - Other: _____
6. Event Date(s): _____ Event Start Time: _____ Event End Time: _____
7. Set Up Date and Time: _____
8. Event Assembly Location: _____
Event Dispersal Location (if different from Assembly Location): _____
9. Estimated Attendance Of:
Participants/Vendors: _____ Spectators/Attendees: _____ Vehicles: _____ Animals: _____
10. Site Plan/Map of Event Attached [REQUIRED]: Yes No
(Include Locations of Vendors, Tents, Portable Restrooms, Etc.)
11. Street Closures Required? Yes No
List of Street Blocks to Close for Event: _____
12. Briefly Describe Your Event (You May Attach Additional Pages, If Needed):

13. Do You Require Any Other Special Assistance from the City?

14. Describe any additional needs from the City or City Facilities (Barricades, Fencing, Garbage Cans, City Facilities, Parks, etc.):

15. Police Presence Needed? Police Auxiliary Officer (Contact Lt. Mueller at jmueller@stevenspoint.com)
Please Explain: _____

16. Will You Have Any of the Following? Check the Appropriate Boxes:

		Yes	No			Yes	No
1	Admission/Entry Fee			10	Erection of Tents/Temporary Structures—Area Greater than 400sq. ft. (Additional Permit Required —Contact Fire Dept & Ask for Officer on Duty: 715-344-1833)		
2	Alcoholic Beverages Served (Additional Permit Required —Contact City Clerk: 715-346-1569)			11	Financial Gain Activity		
3	Amplification Equipment			12	Fireworks—Please Explain Below: (Additional Permit Required —Contact Fire Department & Ask for Officer on Duty: 715-344-1833)		
4	Amusement Rides/Inflatables (Certificate of Insurance Required —Contact City Clerk’s Office: 715-346-1569)			13	Food Prepared/Served (Additional Permit Required —Contact Portage County Health Dept: 715-345-5350 AND Fire Dept—Email the Fire Marshal at: egana@stevenspoint.com)		
5	Boats/Snowmobiles/ATVs			14	Horses/Animals		
6	Concession Sales			15	Musical Bands		
7	Drive Anything Into the Ground (Utility Location Required \$25 —Contact Parks Department: 715-346-1531)			16	Portable Toilets		
8	Electricity Needed			17	Vendor Displays/Sales		
9	Erection of Tents/Temporary Structures—Area Less than 400sq. ft.						

Additional Explanation Here:

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.

NON-DISCRIMINATION, HOLD HARMLESS, INDEMNIFICATION AND DEFENSE

THE PERSON OR GROUP NAMED AS THE SPONSORING ORGANIZATION ON THIS APPLICATION WILL BE RESPONSIBLE FOR THE CONDUCT OF THE SPECIAL EVENT AND FOR THE CONDITION OF THE FACILITY. THE SPONSORING ORGANIZATION WILL NOT DENY ANY PERSON ANY BENEFIT OR OTHERWISE SUBJECT ANY PERSON TO DISCRIMINATION BECAUSE OF RACE, COLOR, CREED, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, RELIGION, GENDER IDENTITY, OR MEMBERSHIP IN ANY PROTECTED CLASS.

BY SIGNING THIS APPLICATION, THE SPONSORING PERSON OR ORGANIZATION LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

NOTHING CONTAINED WITHIN THIS AGREEMENT IS INTENDED TO BE A WAIVER OR ESTOPPELS OF THE CONTRACTING MUNICIPALITY OR ITS INSURER TO RELY UPON THE LIMITATIONS, DEFENSES, AND IMMUNITIES CONTAINED WITHIN WISCONSIN LAW, INCLUDING THOSE CONTAINED WITHIN WISCONSIN STATUTES §§ 893.80, 895.52, AND 345.05. TO THE EXTENT THAT INDEMNIFICATION IS AVAILABLE AND ENFORCEABLE, THE CITY OF STEVENS POINT OR ITS INSURER(S) SHALL NOT BE LIABLE IN INDEMNITY OR CONTRIBUTION FOR AN AMOUNT GREATER THAN THE LIMITS OF LIABILITY FOR MUNICIPAL CLAIMS ESTABLISHED BY WISCONSIN LAW.

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

Signature of Applicant: _____ Date: _____

****NOTICE - SIGN PLACEMENT****

The City of Stevens Point is providing a reminder that if you will be promoting your event with temporary signs, please do not place signs in the boulevard, which is the grassy area between the road and the sidewalk. You also can not place the signs in the center road boulevard - the grassy area that separates the two lanes of traffic. Signs that are placed illegally, will be removed.

Garage sale signs are an exception to this ordinance.



Please place signs behind the sidewalk or approximately 10' from the street if no sidewalk.