

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 yes, contact Portage County Health Dept. at 715-345-5350 and Fire Dept. at 715-344-1833*
- 10.) Will alcoholic beverages be served? Yes No *If yes, contact City Clerk's Office 715-346-1569*
- 11.) Will the event utilize any City Facilities? Yes No *Note: Park facilities handled by Parks Dept. 715-346-1531*
- 12.) Check which services are needed: Police Auxiliary Officer *Contact Police Dept. sspath@stevenspoint.com*

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