



Stevens Point Parks, Recreation, and Forestry Department

2022 Special Event Application Rules and Guidelines

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1. PERMIT APPLICATION

1. As of January 1, 2022, the new special event ordinance adopted by the City Common Council went into effect for all special events held on City Park property. All special events are required to complete a special event application through the City Clerks' office located at 1515 Strongs Avenue.
2. Download the [Special Events Permit Application](#) form.
3. A Site Plan/Map (see section 6 below) is required with application.
4. Completed applications are to be submitted, with the \$35 application fee, to the City of Stevens Point Clerks office at 1515 Strongs Ave.
5. Applicants will receive notification of application status via email.

2. HEALTH & SAFETY

The Stevens Point Parks, Recreation and Forestry Department will clean all facilities prior to rentals or special events. Additionally, trash receptacles and cleaning supplies will be provided by the City of Stevens Point. Any additional Covid protocol or requirements are at the discretion of the applicants. Additional information on CDC guidelines are available at the links below.

Centers for Disease Control and Prevention Event Information
<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

Portage County Health Department - 715-345-5350
<https://www.co.portage.wi.us/departement/health-and-human-services/division-of-public-health/about-us/contact-us>

3. ORDINANCES

1. Applicants of public events in the parks must comply with all applicable park rules and city ordinances. See section 12.28 in the [Code of Ordinances](#) online.

4. PARKS RENTALS/USE

If your special event involves the use of a City Park lodge/building/open area that requires a reservation to be made in advance applicants may contact the PRF office to see if dates are available, and request dates to be held, before submitting an application. If a special event permit application is not submitted to the Clerk's office within 30 days of dates being held, the hold will be removed from the calendar.

Fees for special event reservations will be provided to the applicant at the time the special event permit is issued by the City Clerk's office.

5. KEYS & LOCKS

1. Any keys needed for the use of a park facility must be picked up Stevens Point Parks, Recreation and Forestry (PRF) office located at 2442 Sims Avenue.
2. A security deposit of \$100 is required to checkout keys and locks.
3. Key(s) may be picked up during regular business days and hours of Monday – Friday, 7:30 am – 3:30 pm. Keys shall be issued no more than two (2) business days before the reserved date. If two (2) business days prior to reserved start time fall outside of the business hours listed above, keys may be obtained on the final business day in which they are available for pickup prior to the rental date from the PRF office.
4. Keys may not be transferred to another person without the express written permission of the Parks, Recreation and Forestry Director.
5. If the key(s) are not returned within 5 business days from the end of the event, lost, damaged or stolen, the renter shall pay for the replacement of the key(s) and any costs associated with lock replacements.

6. SITE PLAN/MAP OF EVENT

1. The Special Event application must include a site plan/map that provides locations of the following:
 - a. where power is needed
 - b. tent sizes and locations
 - c. rides
 - d. concession/vendor locations
 - e. parking
 - f. fencing
 - g. portable toilets
 - h. etc.

7. UTILITIES

1. Applicant must notify PRF of any staking, or planned material installation, that will penetrate the ground with a minimum of ten (10) days' notice prior to the special event start date. This notice allows a private locate and Digger's Hotline locate to be performed. A \$25.00 fee may apply to cover the cost of a private locate.
2. Any temporary installation of electrical services must be approved in advance by the PRF and the total cost of which will be borne by the applicant.

8. INSURANCE

1. 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.
2. This shall apply to special events not renting a park space or facility who are conducting athletic events, concerts, fairs/games, races or non-motorized or motorized vehicle festivals via a special event permit.
3. The City of Stevens Point reserves the right to designate the appropriate level of insurance and, if the substantial risk is present, may require additional levels of coverage.
4. In addition to the above coverage, the sponsor must provide any or all of the following coverages/certificates of insurance, 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.
 - f. Amusement Rides/Inflatables Coverage – If the sponsor will be providing during the event.
5. The insurance certificate will be presented to the PRF thirty (30) business days prior to the special event. The certificate will give a thirty (30) day notice of cancellation to the City of Stevens Point.

9. CLEANUP AND REFUSE

1. The applicant may be required to provide adequate refuse containers for their event. Locations of refuse containers shall be placed on the submitted site map for approval.
2. All portable structures, including tents, fencing, portable restrooms, etc. shall be removed within forty-eight (48) hours of the end of special event.
3. Special event applicants shall clean and return park locations and park facilities to the same condition they were found within twenty-four (24) hours after the event ends. Any clean up performed by PRF staff shall be invoiced to the applicant following the event.

10. PARKING

1. Parking of vehicles on grassy areas adjacent to the public event shall be designated on the site layout map and authorized by the Director of Parks & Rec. or his/her designee.
2. The applicant shall provide an adequate number of individuals to control and regulate the parking of vehicles in the designated parking areas only.
3. No heavy vehicles will be permitted to drive on any grass areas.
4. The applicant 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.

11. NOISE CONTROL

1. If requested by the Stevens Point Police Department, the applicant 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 comply with local ordinances.

12. FOOD AND BEVERAGE CONCESSIONS

1. Applicants of public events that provide food and beverage concessions are responsible for securing all necessary licenses and permits.
2. If the applicant elects to contract this service to a commercial vendor(s), the names and addresses of such vendors shall be provided to the PRF office during the application process.
3. Any concessions or vendor sales on park property require a signed Concession Sales Contract for Parks. This agreement is required for each concessionaire and/or vendor.
4. Food or beverages sales will comply with all local ordinances.

13. BEER CONCESSIONS

1. Each applicant shall have its beer garden area delineated by a fence for serving of beer. The fence shall enclose the area but provide space for ingress and egress.
2. Identification cards must be checked, and all local and state laws for alcohol sales and consumption must be followed. The City Clerk's office and Police Department are resources for alcohol sales and serving questions.
3. 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 impenetrable material. The Park Division has available appropriate snow fence, which may be provided at a nominal charge.
4. Security Persons(s) shall be on duty at all times during the operation of the area. They shall prevent the 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.
5. The Public Policy & General Government Committee may set forth additional restrictions on a case by case basis.

14. SECURITY AND PROTECTION

1. The applicant of a public event shall be responsible for providing the necessary number of uniformed security personnel. The applicant shall furnish 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 applicant must provide a minimum of two security personnel who will be assigned at all times to the beer area.

15. 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 every 200 females, 1 portable toilet for each 300 males
 - b. Without beer permit: 1 portable toilet for every 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 a minimum of 100 feet away from any food preparation area.