

# CITY OF PORTAGE

## SPECIAL EVENT APPLICATION



### **Permit Required**

If you wish to hold a special event on city property (i.e. in one of our parks or the Portage Fairgrounds) you must complete a Special Event Application at least 45 days prior to the event. All permits must be approved by the city before you can proceed, so please check with us for rules, regulations, and availability before you begin to plan your event.

Events that fall under this category are open to the public, might have an admission fee, or involve something more than an ordinary family picnic. Examples of Special Events include parades, street dances, 5K's, festivals, fundraisers, concerts, etc. If you are looking to rent just a park shelter for a birthday party, family reunion, graduation party, etc. you do not need a Special Event Permit, you can simply rent a shelter by visiting the Portage Park & Recreation website.

You must also secure Special Event Insurance and provide a certificate of insurance listing the city as additional insured, in order to have an event on city property. Please contact us if you have questions about obtaining special event insurance.

Please be sure to review the City of Portage Special Event Ordinance Sec. 66-321.

### **Important**

Your certificate of insurance must be for \$1,000,000 General Aggregate, the description must have the event and date listed, and the City must be listed as Additional Insured in the Certificate Holder box.

**If city employee staff time is needed for event, such as putting up barricades, cleaning, etc., these costs will be billed to you after your event is complete.**

Submit completed applications along with any additional permits and applications to:

**City of Portage  
115 W Pleasant St  
Portage, WI 53901**

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**Incomplete applications will not be accepted or will be returned to the applicant. Submitting an application does NOT guarantee the application will be approved. Application MUST be submitted WITH PAYMENT a MINIMUM of 45 DAYS PRIOR TO EVENT.**

### SECTION 1- APPLICANT INFORMATION

Information about the person applying to have a special event or applying on behalf of an organization

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### SECTION 2- ORGANIZATION INFORMATION

Information about the organization having the special event, if applicable

Organization's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Applicant's Relationship to Organization \_\_\_\_\_

### SECTION 3- EVENT INFORMATION

Name of Event \_\_\_\_\_

Type of Event : Carnival\_\_\_\_ Festival\_\_\_\_ Public Entertainment\_\_\_\_ Run/Walk/Marathon\_\_\_\_

Parade\_\_\_\_ (see approved parade routes) Civil Demonstration\_\_\_\_ Other (describe)\_\_\_\_\_

Parade Route: Include map with your application of where you would like the parade to be held.

Location of Event \_\_\_\_\_

Event Date(s) \_\_\_\_\_

Total Expected Attendance\_\_\_\_ Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Additional Event Info (purpose, activity, who can participate, annual event or first time, etc.)  
\_\_\_\_\_

### SECTION 4- CITY SERVICES REQUESTED

Street Closure (Street name and portion)\_\_\_\_\_ Traffic Control\_\_\_\_\_

Barricades (qty)\_\_\_\_ Trash Containers (qty)\_\_\_\_ Picnic Tables (qty)\_\_\_\_ Temporary Fencing (Y/N) \_\_\_\_\_

City Fee for Staff time to set-up/takedown requested services (@ \$50/staff hr.)

**Acknowledgement for possible post event City Billing: \_\_\_\_\_ (initials of applicant)**

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### SECTION 5– FACILITY RENTALS REQUESTED

**Portage Fairground Buildings (per day fee):** Cattle Barn (\$100)\_\_\_ Ag Building (\$150)\_\_\_ Bidwell (\$150)\_\_\_  
 Building 6 (\$150)\_\_\_ Building 8 (\$200)\_\_\_ Horse Arena (\$100)\_\_\_ Green Space (\$100)\_\_\_  
 Ball Field( \$75 or \$125 w/ Lights & field prep)\_\_\_ Grandstand & Track(\$250)\_\_\_\_\_

**Park Shelters (resident/nonresident) :**

**Tier 1** Weekday \$45/\$70—Weekend \$55/\$80

**Tier 2** Weekday \$35/\$60—Weekend \$45/\$70

**Tier 3** Weekday \$25/\$50—Weekend \$35/\$60

**Total Facility Use Fees:** \_\_\_\_\_

**Tier 1:** Collipp Worden 1, Goodyear 1, Pauquette 1, Sunset, Silver Lake, Beasley Pavilion

**Tier 2:** Collipp Worden 2, Lawton, Pauquette 2

**Tier 3:** Pauquette Gazebo, Pine Meadow, Cattail, Woodridge, Goodyear 2, Lincoln, Sanborn

### SECTION 6– APPLICANT CHECKLIST

The application is responsible for completing all necessary applications and permits. All applications can be found on city website at: [portagewi.gov](http://portagewi.gov)

- |   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li>• Will there be a band or amplified music/noise? Yes / No</li> </ul>   | <ul style="list-style-type: none"> <li>Yes / No</li> </ul> | <p>If yes, you will need to complete an <b>Amplifying Device Application.</b></p>                  |
| <ul style="list-style-type: none"> <li>• Will a tent or any other temporary structure be set up for your event? (bounce houses, dunk tanks, large inflatables, carnival rides, etc.)</li> </ul> | <ul style="list-style-type: none"> <li>Yes / No</li> </ul> | <p>If yes, you will need to complete a <b>Temporary Structure Application.</b></p>                 |
| <ul style="list-style-type: none"> <li>• Did you include a detailed map/diagram of your event and layout?</li> </ul>  | <ul style="list-style-type: none"> <li>Yes / No</li> </ul> | <p>Please submit a detailed map/diagram of your event along with the application.</p>              |
| <ul style="list-style-type: none"> <li>• Will alcoholic beverages be sold at this event?</li> </ul>   | <ul style="list-style-type: none"> <li>Yes / No</li> </ul> | <p>If yes, <b>ALCOHOL LICENSE PROCESS IS REQUIRED WITH CITY CLERK</b></p>                          |
| <ul style="list-style-type: none"> <li>• Do you have the proper insurance for your event and have you provided your certificate of insurance to the city?</li> </ul>                            | <ul style="list-style-type: none"> <li>Yes / No</li> </ul> | <p>If no, you must submit your certificate of insurance with this application.</p>                 |
| <ul style="list-style-type: none"> <li>• Do you plan to hang any banners around the city to advertise for your event?</li> </ul>  | <ul style="list-style-type: none"> <li>Yes / No</li> </ul> | <p>If yes, you will need to complete a <b>Banner Application.</b></p>                              |
| <ul style="list-style-type: none"> <li>• Do you have any outstanding fees with the city? (example: Utilities, Court, Invoices)</li> </ul>   | <ul style="list-style-type: none"> <li>Yes / No</li> </ul> | <p>If yes, you will need to pay those before application will be considered.</p>                   |
| <ul style="list-style-type: none"> <li>• Will you have a food truck(s)?</li> </ul>  | <ul style="list-style-type: none"> <li>Yes / No</li> </ul> | <p>If yes, Call the Portage Fire Department for Inspection.</p>                                    |
| <ul style="list-style-type: none"> <li>• Will your event start or end after posted park hours?</li> </ul>   | <ul style="list-style-type: none"> <li>Yes / No</li> </ul> | <p>If yes, you must get approval from the Park &amp; Rec Manager (Regular park hours 8am—10pm)</p> |



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### SECTION 7- INDEMNIFICATION AND DISCLAIMER

PLEASE READ CAREFULLY BEFORE SIGNING!

The applicant warrants that all information contained on this application is accurate and it is understood and agreed that the applicant/organization shall hold the City of Portage, its officers, agents, employees, and volunteers harmless from all damages, costs, or expenses in law or equity that may arise or occur as a result of damages to property or personal injury received by reason of or in the course of using or occupying a City owned facility. Further, the applicant/organization shall be responsible for any damage or loss sustained to the grounds, buildings, furnishing, or equipment occurring, or clean-up required as a result of the applicant/organization's use of the City owned facility.

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

### OFFICE USE ONLY

<u>Department</u>	<u>Approved/Denied</u>	<u>Signature</u>	<u>Date</u>
City Clerk	Approve      Denied		
<u>Department</u>	<u>Approved/Denied</u>	<u>Signature</u>	<u>Date</u>
Taxes, Special Assessments, & Other Claims Owed	Approve      Denied		
<u>Department</u>	<u>Approved/Denied</u>	<u>Signature</u>	<u>Date</u>
Utility Bills / Permits	Approve      Denied		
<u>Department</u>	<u>Approved/Denied</u>	<u>Signature</u>	<u>Date</u>
Forfeiture from a violation of any City of Portage Ordinance	Approve      Denied		
<u>Department</u>	<u>Approved/Denied</u>	<u>Signature</u>	<u>Date</u>
Police Chief	Approve      Denied		
<u>Department</u>	<u>Approved/Denied</u>	<u>Signature</u>	<u>Date</u>
Fire Chief	Approve      Denied		
<u>Department</u>	<u>Approved/Denied</u>	<u>Signature</u>	<u>Date</u>
Park & Rec Manager	Approve      Denied		
<u>Department</u>	<u>Approved/Denied</u>	<u>Signature</u>	<u>Date</u>
Department of Public Works	Approve      Denied		
<u>Department</u>	<u>Approved/Denied</u>	<u>Signature</u>	<u>Date</u>
City Administrator	Approve      Denied		

<b>TOTAL FEES</b>	<b>Receipt #</b> _____	Sub Total	_____
City Services (@\$50/staff hr)	<b>to be billed post-event</b>	X 5.5% Sales Tax (rentals only)	_____
Additional Application Fees	_____ (Alcohol, Temp. Structure, etc.)	Special Event Fee	\$30
Facility Rentals	_____	<b>TOTAL FEES</b>	_____