



Application for Rental of Park Shelters/Equipment

Wisconsin Rapids Parks & Recreation Department

444 West Grand Avenue, Wisconsin Rapids, WI 54495-2780 / (715) 421-8240

Web: parks.wirapids.org / Email: parksdepartment@wirapids.org

Park reservations may be made one year in advance, and are on a first-come, first-served basis. Payment must be made at the time reservation is made (cash, check or credit card). The rental season starts approximately the second weekend of May until the second weekend of October, weather permitting. The Rapids Room at the Recreation Center is available year-round.

Group Name: _____ Estimated # of People Attending Event: _____

Type of Event: _____

Requested Date: _____ Time: _____ to _____

Person Responsible for the Group Above: _____

Address: _____ Phone: _____

Email: _____ Contact Phone (Day of Rental): _____

Park Shelter to be Reserved:

Park Staff Only: ☐ Approved ☐ Denied

☐ **Helen's House** (Wisconsin Rapids Municipal Zoo, 1921 Gaynor Avenue) \$150 rental fee + \$100 key/security deposit. Enclosed shelter; holds approximately 50 – 60 people. Air conditioning, kitchen with refrigerator, sink with hot and cold water (no stove), counters with plug-ins; pass-through window; tables (eight 8-foot tables, two 6-foot tables, 60 chairs); restrooms. Temperature and fans will be set by staff, based on predicted outside temperature, and may not be adjusted.

☐ **Robinson Park** (1150 17th Street North) \$100 rental fee (+ \$100 key/security deposit if band shell needed). Large open shelter; holds approximately 200 people. Power switch box in shelter house (no key necessary); water faucet; fireplace. Surrounding park area includes band shell, ball diamonds, play equipment, park pong, disc golf, horseshoe pits, volleyball court, and restrooms. **Please note:** lights automatically turn off at 11:15 p.m. Please note that restrooms have automatic locks and will open between 8 a.m. – 11 p.m. Doors shall NOT be propped open before/after hours.

☐ **Sand Lot Park** (453 Goodnow Avenue) \$100 rental cost + \$100 key/security deposit. Open shelter; holds approximately 75–100 people. Enclosed kitchen with refrigerator, sink with hot and cold water, counters with plug-ins; pass-through window; picnic tables; power (no key necessary); outdoor water faucet; and restrooms. No fireplace. Surrounding park area includes play equipment, ball diamonds, volleyball courts, horseshoe pits, and basketball court.

Rental permission is only for the shelter areas at the above parks. The other areas of the park will be open to the public. However, if you wish to utilize additional areas of the park, please indicate what areas and for what reason those areas will be used: _____

Please note that requests for additional areas may not always be honored, and require at least 7 business days advance notice. Robinson Park and Sand Lot ball diamonds have primary use tenants, therefore those fields may not be available.

Wisconsin Rapids Recreation Center Shelters (681 Chestnut Street) Surrounding park area includes play equipment, with seasonal amenities (aquatics center or skating pond). **Pool passes not included with rentals.**

☐ **Aquatics Rapids Room** Resident rental: \$150 + \$100 key/security deposit; Non-Resident rental: \$250 + \$100 key/security deposit. Enclosed shelter; holds approximately 75 people. Kitchen with refrigerator, microwave, sink, serving window, counter space, eight 8' tables.

☐ **Aquatics Open Shelter** (Park and enter from Apple Street) Rental: \$100 Covered shelter; holds approximately 60–70 people. Electrical outlets; eight 8' tables.

☐ **Aquatics Family Area Shelter** (inside pool area) Rental: \$80 Covered shelter; holds approximately 35–40 people. Six 6' tables.



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Park Equipment to be Reserved:

☐ **Trash (50 gallon)/Recyclable Carts** \$2 each, if you pick up. (Delivery charge for 1-15 carts is \$55.) Per ordinance, recycling is required. (For each trash cart rented, a recyclable cart must be rented.)

Trash Carts _____ / Cost \$ _____ # Recyclable Carts _____ / Cost \$ _____ Delivery Needed? ☐ Yes ☐ No
Total Cost: \$ _____ Address for delivery (if different): _____

* For Picnic Tables and Benches – please contact the Heart of Wisconsin Chamber of Commerce at (715) 423-1830. *

Park Rental Information and Applicable Ordinances

City park hours are 8 a.m. until 11 p.m. Park must be vacated by 11 p.m. The removal of all equipment, structures, and materials for your event must occur prior to park closure on your day of rental. Decorating, setup, caterers, DJ and cleanup must all be completed within your rental time. Please note that we cannot guarantee condition of open shelters as they are not secured and may be used without the City's knowledge.

Circuits are 20 amp and high-draw items (crock pots, Nescos, etc.) may trip the breaker. If it is necessary for our staff to reset the breaker, **you may be charged a fee.** On weekends or after Parks Department hours, call the Police Department's non-emergency number, (715) 423-4444, press #2, and they will reach Parks Department staff. If you leave a message at the Parks Department on a weekend, your message will not be received until Monday morning.

Pets/Weapons/Fires/Noise Ordinance

No pets are allowed in any City park shelters and on any of the above park grounds or in any picnic/playground areas. No weapons are allowed in any City buildings, whether concealed or not. No fires are allowed except in authorized fireplaces or on portable heating or cooking stoves. While using the park, keep in mind it is a violation of City Ordinance 25 to exceed 55 dB of sound at the property line. If you intend to use sound amplification (band, speakers), you may be required to obtain a variance to the noise ordinance. Please see the City Clerk.

Smoking/Tobacco Products/Vaping are prohibited in ALL Wisconsin Rapids Parks and City buildings. Wisconsin Rapids Ordinance 25.35.

Checklist for Clean-Up/Garbage/Recycling

The facility must be left in a clean and orderly condition. Facility must be cleaned and emptied the day of your rental. If facility is left in an unacceptable condition, you will forfeit the \$100 deposit and be charged the balance of the actual costs needed to return facility to its original state. **Please note that no glass beverage containers are allowed in parks.**

1. Put garbage in waste receptacles outside (renter must supply additional bags; most are 56 gallon).
2. Recycling must be separated from trash and placed in the appropriate cart (bags are not required for recyclable carts).
Please Note: For Robinson Park and Sand Lot, please place cart 3 feet from dumpster. For Helen's House, place recyclable cart by receptacle near entrance gate.
3. Sweep out the shelter (broom may be available).
4. If kitchen was used, please wipe down counters. (Renter must provide toweling, spray cleaners, etc.) Wipe out the refrigerator and wipe down all tables.
5. Remove everything you have brought in, including all decorations.
6. Bathrooms should be unlocked and left that way. Be sure all other doors to the shelter or kitchen are locked.

Unsafe Conditions/Vandalism/Damage: Report any unsafe conditions, damage, vandalism or other issues to the Parks & Recreation Department during regular business hours, (715) 421-8240. On weekends or after hours, call the Police Department's non-emergency number, (715) 423-4444, and press #2.

Parking is only permitted in designated parking areas that have paved or gravel surfaces. Parking is not permitted on grass, in landscaped areas, or under tree canopies. Vehicular access to picnic shelters and other rented facilities is allowed only for the purpose of loading and unloading.



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Keys/Deposit: Keys will be picked up and returned to the Parks & Recreation Department between the hours of 8 a.m. – Noon and 1–4:30 p.m. Monday–Friday. **A \$100 CASH key/cleaning security deposit is required when keys are picked up.** Keys must be returned to the Parks & Recreation Department on the next regular workday. If everything is left in good order, your security deposit will be returned upon return of the keys.

Cancellations: Refund of rental fee will be made ONLY if cancellation is received at least ten (10) days or more prior to your reservation date. If cancelled with less than ten days' notice, no refund will be given.

Special Events: If your event is open to the public or you plan to sell items, you may be required to complete a special events application or obtain other licenses. You may not sell alcoholic beverages at a private event, or sell give away alcohol beverages at an event open to the public, unless you have an alcohol license. Only special groups qualify for such a license a special events application may also be required. Please contact the City Clerk's Office at (715) 421-8200.

Non-Profit Rentals of Park Shelters You may qualify for a no-cost rental if you have proof of 501(c)3 status and your event is NOT a fundraiser. **Policy for Non-Profit Rentals (May 2014):** Weekday rentals only; no discounts or free rentals on weekends (Friday, Saturday, Sunday). Paid reservations will take priority. No charge if non-profit requested and shelter is available. Key deposit will still be required. One event per group, per year, for non-fundraising events with 501(c)3 status. City-approved special events take precedence.

Please retain your copy of this form and have it with you on the day of your park rental.

In consideration of the permission granted by the City to use its property/facilities for the specific activity or activities identified and for other valuable consideration provided or required to be provided, the applicant agrees as follows:

I have read the above rules and understand them. I am an authorized representative of the above organization (if any), and I certify that the above statements are true. I understand that I am responsible for my group complying with these rules. I understand that my group has been given permission to use the facility above, subject to the terms of this application and other City ordinances.

It is fully understood and agreed that the group guarantees to hold the City harmless against any and all suits, claims or actions of any manner which might arise as the result of any activities. The group agrees to defend the City and indemnify it against any and all expenses incurred in the defense of any suit, claim of any type arising out of the activity or any damages, judgments or decrees which might be awarded against the City in the event that suit should be brought as a result of the activities.

I, individually and on behalf of the group, agree to make payments to the City for any damages done to the park/facility used by the group. I also agree to clean the park facility following the event as to return it to the same condition as it was prior to the event. In the event the group fails to return the park/facility to the above condition, it shall forfeit any deposit herein, and shall pay for any additional expense in bringing the facility back to that condition.

PLEASE NOTE: Your reserved shelter is available to you ONLY on the day of your reservation! Entering shelter prior to the day of your reservation may result in loss of your deposit.

Your Signature _____ Date _____



White Sands Beach Pavilion & White Sands Beach Open Shelter

South Wood County Park
5510 Wazeecha Ave, Wisconsin Rapids WI 54494

Birthdays • Beach Parties • Family Gatherings & More • RENT BOTH!

Available May 15—October 15

These shelters are available at **NO CHARGE** on a first-come, first-served basis if not reserved.

Pavilion—West Shelter /Kitchenette

\$125—10am—10pm / Holiday Rate: \$150

Reservations will have access to the kitchenette, which contains full size refrigerator, sink, counter space w/ outlets, cleaning supplies and hot & cold water.

West Shelter is 35' x 23' plus kitchen which is 12' x 8'10"

Open—East Shelter

\$100—10am—10pm / Holiday Rate: \$125

East Shelter is 35' x 23'

Both shelters contain:

Seating for up to 50

(5) 8' Picnic Tables, 8' Accessible Picnic Table

(1) Large Charcoal Grill, Multiple Outlets

Fully Remodeled Restrooms

White Beach Area Includes:

Playground / Swing Set

Swimming Beach (Memorial Weekend—Labor Day Weekend)

Trailhead for 4-mile trail surrounding Lake Wazeecha

WIFI is available through Solarus. Go to the WIFI settings on your phone for set up information.



MAKE YOUR RESERVATION NOW!

<https://parksreservations.woodcountywi.gov/parks/>

715-421-8422 / parks@woodcountywi.gov

For more information, see "Shelter Policies & Fees" at

<https://www.woodcountywi.gov/Departments/Parks/>

or CHECK US OUT ON FACEBOOK!



WHITE SANDS BEACH SHELTER W/ KITCHENETTE

Cleaning check list

Basic cleaning supplies are provided for you including: broom, wipes, garbage bags

	Remove all decorations, tape and confetti from walls, ceilings, tables, windows and eye hooks
	Wipe spills from counters, tables, seats, microwave, refrigerator and floors
	Sweep floor
	Replace tables and seats back to original location
	Place garbage and recyclables from inside and outside of shelter in to the appropriate containers in the parking lot. Replace Bags
	Extinguish fire in the grill
	Take all food and personal items with you
	All lights are motion activated and do not have switches

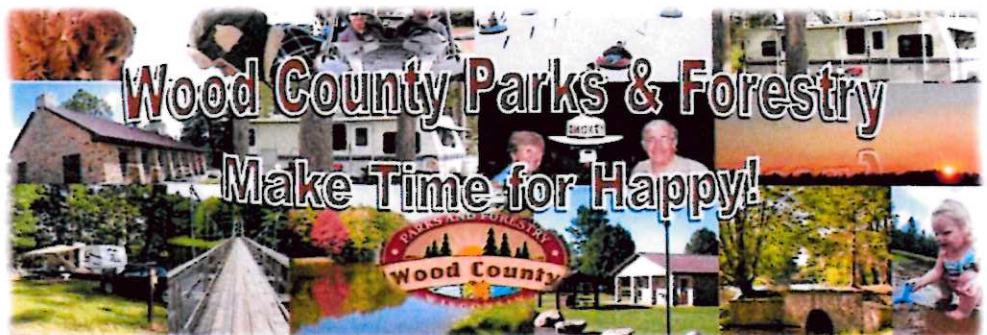
*FAILURE TO COMPLY WITH THE ABOVE WILL SUBJECT THE USER TO BE BILLED FOR THE COST OF LABOR AND/OR REPAIRS

Please let us know if you have any questions, concerns or comments by sending us an email to parks@woodcountywi.gov.

Would you like to reserve this shelter again? You may do so up to ONE YEAR in advance.

Scan the QR code to be taken directly to the reservation system.

<https://parksreservations.woodcountywi.gov/parks/>





City of Nekoosa
951 Market Street
Nekoosa, WI 54457
715.886.7877 - City Clerk
715.886.7901 - Fax

SPECIAL EVENT PERMIT APPLICATION

Per §12.04 Nekoosa Municipal Code

(Application must be submitted at least 45 days prior to event)

Event Name: <u>Open Market</u>		
Event Sponsor/Organization: <u>Sami Williams</u>		
Event Description: * <u>market open to all, such as farmer's market, crafts, flea, food, etc.</u>		
Event Start Date & Time: <u>May 18th? 9am-3pm</u>		Event End Date & Time: <u>Sept. 21st 9am-3pm</u>
Event Location (if in a residential neighborhood, you will be required to notify all adjacent property owners of the event: ☒ Public: ☐ Residential:		
Event Coordinator 1 Name: <u>Sami Williams</u>		
Phone: <u>715-451-4542</u>		Email: <u>nekoosahunter@yahoo.com</u>
Event Coordinator 2 Name:		
Phone:		Email:
Event Type*: ☐ Carnival ☐ Festival ☐ Run/Walk/Bicycle Race ☐ Parade ☐ Public Entertainment ☐ Car show ☐ Sporting Event ☒ Outdoor Market/Merchandise Sales ☐ Food/Beverage Sales ☐ Fireworks ☐ Other:		
*Attach any additional information as needed and a map of your event, including streets, parking lots or property used, event routes, placement of tents, equipment, facilities or other notable items		
Estimated # of participants:		
Event Staff:	Spectators:	Vendors:

1. Is there an outdoor bar that will serve alcohol? <i>If yes, temporary Class B beer and/or wine (picnic) and operator (bartender) licenses are necessary under separate application.</i>	☐ Yes ☒ No
2. Please list the number of City of Nekoosa licensed bartenders will be on site . ☒ N/A	
3. Will you be selling/serving food? <i>If yes, you will need to contact the Wood County Health Department for proper permits.</i>	☐ Yes ☒ No
4. Will your event need electricity? <i>If yes, the Fire Department will need to inspect prior to being energized.</i>	☐ Yes ☒ No
5. Will you be setting up any lighting? <i>If yes, the Fire Department will need to inspect prior to being energized.</i>	☐ Yes ☒ No
6. Will you require any fencing? <i>If yes, provide plans for location, gates and Diggers Hotline.</i> ☐ Attached	☐ Yes ☒ No
7. Does your event involve fireworks? <i>If yes, you will need to contact the Fire Department and complete the Fireworks Display Application.</i> ☐ Attached	☐ Yes ☒ No
8. Does your event involve amplified music? ☐ Band ☐ DJ ☐ Other: Hours:	☐ Yes ☒ No
9. Will you be erecting any tents, canopies or other structures (in accordance with WI Dept. of Commerce Code, 14.31 NFPA 1 41.4.1 Tents)?	☐ Yes ☒ No
10. Will you provide portable restrooms for participants? <i>Provide a description of number, locations and plan for waste disposal and pickup.</i> ☐ Attached	☐ Yes ☒ No
11. Will you provide parking? <i>Provide a plan describing where parking will be available.</i> ☐ Attached	☐ Yes ☒ No
12. Is a route map required? <i>Provide a map for run/walk/bike/parade events.</i> ☐ Attached	☐ Yes ☒ No
12. Will you provide dumpster/clean-up services? <i>Provide a clean-up and refuse collection plan.</i> ☐ Attached	☐ Yes ☒ No
13. Does your event involve any of the following City Services? ☐ Street Closure: Street name & portion: ☐ Traffic Control ☐ Barricades – How many? _____ (locate on map) ☐ Trash Containers – How many? _____ (locate on map) ☐ Picnic Tables – How many? _____ (locate on map) ☐ Fencing – Type? _____ (locate on map) ☐ Police Department Personnel – How many? _____ ☐ Fire Department Personnel – How many? _____ ☐ Public Works Personnel – How many? _____	☐ Yes ☒ No
What other assistance do you need from the City (personnel, materials, equipment)?	
Any other additional information? we would like to have it this year 1 time a month & over next to the Dollar General.	

INSURANCE REQUIREMENTS

The Special Event Sponsor will obtain liability insurance for an event that includes fireworks, alcohol, estimated more than 150 in attendance, involves a road closure or is held on City property. Proof of this insurance with coverage no less than \$1,000,000 which names and endorses the City, its officers, agents, employees and contractors as an additional insured party is due no later than 20 days before the event. ☐ Attached

TERMINATION OF AN EVENT

The City reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by the Police Department, Fire Department and/or there is a violation of City Ordinances, State Statutes or the terms of the applicants permit. The City Clerk or designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant agrees to indemnify and save the City harmless from and against all liabilities, claims, demands, judgments, losses, and all suits of law or in equity, costs, and expenses, including reasonable attorney fees, for injury or death of any person, or damage to any property arising from the holding of such special event. The applicant agrees that during the use of the public area the sponsoring organization will not exclude any person from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, national origin, handicap, or sexual orientation.

Applicant Signature

Dani Williams

Date

*4-28-25***Department Review (for City use only)**

City Clerk:	☐ Approval ☐ Denial, Reason:
Police Chief:	☐ Approval ☐ Requires Assistance from the Police Department ☐ Denial, Reason:
Public Works Director:	☐ Approval ☐ Requires Assistance from Public Works ☐ Denial, Reason:
Fire Chief:	☐ Approval ☐ Requires Assistance from the Fire Department ☐ Denial, Reason:

Special Event Fees

Administrative Review Fee:	☐ Waived	☐ \$50.00
Site Inspection Fee (one-time fee):	☐ Waived	☐ \$50.00
Police Dept. Assistance Fee (per officer):	☐ Waived	# of officers _____ @ \$ _____ /hr. = \$ _____ Equipment description: _____ _____ @ \$ _____ /hr. = \$ _____
Public Works Fee: (per employee) (equipment)	☐ Waived	# of employees _____ @ \$ _____ /hr. = \$ _____ Equipment description: _____ _____ @ \$ _____ /hr. = \$ _____ _____ @ \$ _____ /hr. = \$ _____
Fire Dept. Assistance Fee (per fireman)	☐ Waived	# of fireman _____ @ \$ _____ /hr. = \$ _____ Equipment description: _____ _____ @ \$ _____ /hr. = \$ _____ _____ @ \$ _____ /hr. = \$ _____
EMS Assistance Fee (per paramedic)	☐ Waived	# of EMT's _____ @ \$ _____ /hr. = \$ _____ Equipment description: _____ _____ @ \$ _____ /hr. = \$ _____
Fee Total \$	Receipt No.	Date Rec'd:



City of Nekoosa
951 Market Street
Nekoosa, WI 54457
715.886.7877 - City Clerk
715.886.7901 - Fax

SPECIAL EVENT PERMIT APPLICATION

Per §12.04 Nekoosa Municipal Code

(Application must be submitted at least 45 days prior to event)

Event Name: <u>Culpepper & Merriweather Circus</u>	
Event Sponsor/Organization: <u>For Nekoosa</u>	
Event Description*: <u>Big top circus with animals, clowns, acrobats</u>	
Event Start Date & Time: <u>8/16/25</u>	Event End Date & Time: <u>8/16/25</u>
Event Location (if in a residential neighborhood, you will be required to notify all adjacent property owners of the event: ☒ Public: ☐ Residential:	
Event Coordinator 1 Name: <u>Heather Sairs</u>	
Phone: <u>715-213-6297</u>	Email: <u>Fornekoosa@gmail.com</u> <u>hgsairs@gmail.com</u>
Event Coordinator 2 Name: <u>Chris Hovorka</u>	
Phone: <u>262-880-5437</u>	Email: <u>Cjhovorka@gmail.com</u>
Event Type*: ☒ Carnival ☒ Festival ☐ Run/Walk/Bicycle Race ☐ Parade ☐ Public Entertainment ☐ Car show ☐ Sporting Event ☐ Outdoor Market/Merchandise Sales ☐ Food/Beverage Sales ☐ Fireworks ☐ Other: <u>Circus</u>	
*Attach any additional information as needed and a map of your event, including streets, parking lots or property used, event routes, placement of tents, equipment, facilities or other notable items	
Estimated # of participants: Event Staff: <u>9</u> Spectators: <u>500+</u> Vendors: <u>Circus only</u>	

1. Is there an outdoor bar that will serve alcohol? If yes, temporary Class B beer and/or wine (picnic) and operator (bartender) licenses are necessary under separate application.	☐ Yes ☒ No
2. Please list the number of City of Nekoosa licensed bartenders will be on site . ☐ N/A	
3. Will you be selling/serving food? If yes, you will need to contact the Wood County Health Department for proper permits. <i>Circus will be</i>	☒ Yes ☐ No
4. Will your event need electricity? If yes, the Fire Department will need to inspect prior to being energized.	☒ Yes ☐ No
5. Will you be setting up any lighting? If yes, the Fire Department will need to inspect prior to being energized.	☒ Yes ☐ No
6. Will you require any fencing? If yes, provide plans for location, gates and Diggers Hotline. ☐ Attached	☐ Yes ☒ No
7. Does your event involve fireworks? If yes, you will need to contact the Fire Department and complete the Fireworks Display Application. ☐ Attached	☐ Yes ☒ No
8. Does your event involve amplified music? ☐ Band ☐ DJ ☒ Other: <i>Announcer.</i>	☐ Yes ☐ No
Hours: <i>10 - 8 pm?</i>	
9. Will you be erecting any tents, canopies or other structures (in accordance with WI Dept. of Commerce Code, 14.31 NFPA 1 41.4.1 Tents)?	☒ Yes ☐ No
10. Will you provide portable restrooms for participants? Provide a description of number, locations and plan for waste disposal and pickup. ☐ Attached	☒ Yes ☐ No
11. Will you provide parking? Provide a plan describing where parking will be available. ☐ Attached	☒ Yes ☐ No
12. Is a route map required? Provide a map for run/walk/bike/parade events. ☐ Attached	☐ Yes ☒ No
12. Will you provide dumpster/clean-up services? Provide a clean-up and refuse collection plan. ☐ Attached	☒ Yes ☐ No
13. Does your event involve any of the following City Services? ☐ Street Closure: Street name & portion: ☒ Traffic Control ☐ Barricades - How many? _____ (locate on map) ☐ Trash Containers - How many? _____ (locate on map) ☐ Picnic Tables - How many? _____ (locate on map) ☐ Fencing - Type? _____ (locate on map) ☒ Police Department Personnel - How many? _____ ☒ Fire Department Personnel - How many? _____ ☐ Public Works Personnel - How many? _____	☐ Yes ☐ No
What other assistance do you need from the City (personnel, materials, equipment)? <i>possibly traffic control, not sure, not sure if City services will be needed outside of police. The circus does most everything else.</i>	
Any other additional information? <i>No fencing, but stakes will be provided into the ground for the tent</i>	

INSURANCE REQUIREMENTS

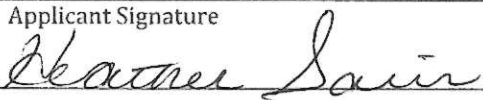
The Special Event Sponsor will obtain liability insurance for an event that includes fireworks, alcohol, estimated more than 150 in attendance, involves a road closure or is held on City property. Proof of this insurance with coverage no less than \$1,000,000 which names and endorses the City, its officers, agents, employees and contractors as an additional insured party is due no later than 20 days before the event. ☐ Attached

TERMINATION OF AN EVENT

The City reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by the Police Department, Fire Department and/or there is a violation of City Ordinances, State Statutes or the terms of the applicants permit. The City Clerk or designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant agrees to indemnify and save the City harmless from and against all liabilities, claims, demands, judgments, losses, and all suits of law or in equity, costs, and expenses, including reasonable attorney fees, for injury or death of any person, or damage to any property arising from the holding of such special event. The applicant agrees that during the use of the public area the sponsoring organization will not exclude any person from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, national origin, handicap, or sexual orientation.

Applicant Signature



Date

5-1-2025

Department Review (for City use only)

City Clerk:	☐ Approval ☐ Denial, Reason:
Police Chief:	☐ Approval ☐ Requires Assistance from the Police Department ☐ Denial, Reason:
Public Works Director:	☐ Approval ☐ Requires Assistance from Public Works ☐ Denial, Reason:
Fire Chief:	☐ Approval ☐ Requires Assistance from the Fire Department ☐ Denial, Reason:

Special Event Fees

Administrative Review Fee:	☐ Waived ☐ \$50.00
Site Inspection Fee (one-time fee):	☐ Waived ☐ \$50.00
Police Dept. Assistance Fee (per officer):	☐ Waived # of officers _____ @ \$ _____/hr. = \$ _____ Equipment description: _____ @ \$ _____/hr. = \$ _____
Public Works Fee: (per employee) (equipment)	☐ Waived # of employees _____ @ \$ _____/hr. = \$ _____ Equipment description: _____ @ \$ _____/hr. = \$ _____ @ \$ _____/hr. = \$ _____
Fire Dept. Assistance Fee (per fireman)	☐ Waived # of fireman _____ @ \$ _____/hr. = \$ _____ Equipment description: _____ @ \$ _____/hr. = \$ _____ @ \$ _____/hr. = \$ _____
EMS Assistance Fee (per paramedic)	☐ Waived # of EMT's _____ @ \$ _____/hr. = \$ _____ Equipment description: _____ @ \$ _____/hr. = \$ _____
Fee Total \$	Receipt No.
Date Rec'd:	



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951 Market Street
Nekoosa, WI 54457
715.886.7877 - City Clerk
715.886.7901 - Fax

SPECIAL EVENT PERMIT APPLICATION

Per §12.04 Nekoosa Municipal Code

(Application must be submitted at least 45 days prior to event)

Event Name: <u>Mid West Fest</u>	
Event Sponsor/Organization: <u>FOR NEKOOSA</u>	
Event Description*: <u>Food Truck - Bouncy Houses, - yard Games - Beverage Area - Live Music</u>	
Event Start Date & Time: <u>6/21/25 3pm</u>	Event End Date & Time: <u>6/21/25 9pm.</u>
Event Location (if in a residential neighborhood, you will be required to notify all adjacent property owners of the event: ☒ Public: ☐ Residential:	
Event Coordinator 1 Name: <u>Heather Sairs</u>	
Phone: <u>715-213-6297</u>	Email: <u>hgsairs6@gmail.com.</u>
Event Coordinator 2 Name: <u>Chris Houverka.</u>	
Phone: <u>262-880-5437</u>	Email: <u>cyhouverka@gmail.com.</u>
Event Type*: ☐ Carnival ☒ Festival ☐ Run/Walk/Bicycle Race ☐ Parade ☒ Public Entertainment ☐ Car show ☐ Sporting Event ☐ Outdoor Market/Merchandise Sales ☒ Food/Beverage Sales ☐ Fireworks ☐ Other:	
*Attach any additional information as needed and a map of your event, including streets, parking lots or property used, event routes, placement of tents, equipment, facilities or other notable items	
Estimated # of participants: Event Staff: <u>9</u> Spectators: <u>500+</u> Vendors: <u>8+/-</u>	

1. Is there an outdoor bar that will serve alcohol? If yes, temporary Class B beer and/or wine (picnic) and operator (bartender) licenses are necessary under separate application.	☒ Yes ☐ No
2. Please list the number of City of Nekoosa licensed bartenders will be on site . ☐ N/A	4
3. Will you be selling/serving food? If yes, you will need to contact the Wood County Health Department for proper permits. <u>Food Trucks.</u>	☒ Yes ☐ No
4. Will your event need electricity? If yes, the Fire Department will need to inspect prior to being energized.	☒ Yes ☐ No
5. Will you be setting up any lighting? If yes, the Fire Department will need to inspect prior to being energized.	☒ Yes ☐ No
6. Will you require any fencing? If yes, provide plans for location, gates and Diggers Hotline. ☐ Attached	☒ Yes ☐ No
7. Does your event involve fireworks? If yes, you will need to contact the Fire Department and complete the Fireworks Display Application. ☐ Attached	☐ Yes ☒ No
8. Does your event involve amplified music? ☒ Band ☐ DJ ☐ Other: Hours: <u>3pm - 9pm</u>	☒ Yes ☐ No
9. Will you be erecting any tents, canopies or other structures (in accordance with WI Dept. of Commerce Code, 14.31 NFPA 1 41.4.1 Tents)?	☒ Yes ☐ No
10. Will you provide portable restrooms for participants? Provide a description of number, locations and plan for waste disposal and pickup. ☐ Attached	☒ Yes ☐ No
11. Will you provide parking? Provide a plan describing where parking will be available. ☐ Attached	☒ Yes ☐ No
12. Is a route map required? Provide a map for run/walk/bike/parade events. ☐ Attached	☐ Yes ☒ No
12. Will you provide dumpster/clean-up services? Provide a clean-up and refuse collection plan. ☐ Attached	☒ Yes ☐ No
13. Does your event involve any of the following City Services? ☐ Street Closure: Street name & portion: ☐ Traffic Control ☒ Barricades - How many? <u>2</u> (locate on map) ☐ Trash Containers - How many? _____ (locate on map) ☐ Picnic Tables - How many? _____ (locate on map) ☐ Fencing - Type? _____ (locate on map) ☒ Police Department Personnel - How many? <u>1-2</u> ☒ Fire Department Personnel - How many? <u>1-2</u> ☒ Public Works Personnel - How many? <u>1-2</u>	☐ Yes ☐ No
What other assistance do you need from the City (personnel, materials, equipment)? <u>I am not sure what we will need from the City, everything went smoothly last year. possibly a police officer walking through now and then.</u>	
Any other additional information? <u>The event is a family friendly event and we will make sure that everything is under control.</u>	

INSURANCE REQUIREMENTS

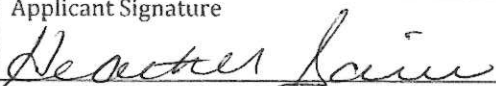
The Special Event Sponsor will obtain liability insurance for an event that includes fireworks, alcohol, estimated more than 150 in attendance, involves a road closure or is held on City property. Proof of this insurance with coverage no less than \$1,000,000 which names and endorses the City, its officers, agents, employees and contractors as an additional insured party is due no later than 20 days before the event. ☐ Attached

TERMINATION OF AN EVENT

The City reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by the Police Department, Fire Department and/or there is a violation of City Ordinances, State Statutes or the terms of the applicants permit. The City Clerk or designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant agrees to indemnify and save the City harmless from and against all liabilities, claims, demands, judgments, losses, and all suits of law or in equity, costs, and expenses, including reasonable attorney fees, for injury or death of any person, or damage to any property arising from the holding of such special event. The applicant agrees that during the use of the public area the sponsoring organization will not exclude any person from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, national origin, handicap, or sexual orientation.

Applicant Signature



Date

5/1/25

Department Review (for City use only)

City Clerk:	☐ Approval ☐ Denial, Reason:
Police Chief:	☐ Approval ☐ Requires Assistance from the Police Department ☐ Denial, Reason:
Public Works Director:	☐ Approval ☐ Requires Assistance from Public Works ☐ Denial, Reason:
Fire Chief:	☐ Approval ☐ Requires Assistance from the Fire Department ☐ Denial, Reason:

Special Event Fees

Administrative Review Fee:	☐ Waived ☐ \$50.00
Site Inspection Fee (one-time fee):	☐ Waived ☐ \$50.00
Police Dept. Assistance Fee (per officer):	☐ Waived
	# of officers _____ @ \$ _____ /hr. = \$ _____ Equipment description: _____ @ \$ _____ /hr. = \$ _____
Public Works Fee: (per employee) (equipment)	☐ Waived
	# of employees _____ @ \$ _____ /hr. = \$ _____ Equipment description: _____ @ \$ _____ /hr. = \$ _____ @ \$ _____ /hr. = \$ _____
Fire Dept. Assistance Fee (per fireman)	☐ Waived
	# of fireman _____ @ \$ _____ /hr. = \$ _____ Equipment description: _____ @ \$ _____ /hr. = \$ _____ @ \$ _____ /hr. = \$ _____
EMS Assistance Fee (per paramedic)	☐ Waived
	# of EMT's _____ @ \$ _____ /hr. = \$ _____ Equipment description: _____ @ \$ _____ /hr. = \$ _____
Fee Total \$	Receipt No.
Date Rec'd:	