



City of Sheboygan Private Event Permit Application



* Indicates Required Field

Applicant, Event Organizer, and Organization Information

Applicant Name: * (Full Legal Name)

Is the applicant at least 18 years of age or older? * Yes No

Applicant Email Address: * **Applicant Phone Number: ***

Applicant Mailing Address: * (Street, City, State, & Zip)

Name of Organization: * (Legal Name) **Organization Phone Number" ***

Organization Address: * (Street, City, State, & Zip)

Is the individual organizing the event different from the applicant? * (If no, skip to "Event Details") Yes No

Name of Individual Organizing the Event: (Full Legal Name)

Organizer Email Address: **Organizer Phone Number:**

Name of Representing Organization: (Legal Name)

Representing Organization Address: (Street, City, State, & Zip)



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Event Details

Name of Event: *

Type of Event: *

General Location(s) of Event: * (Park, public parking lot, public street, public sidewalk, public alley, Redevelopment Authority land, or other public property)

Generally describe the event and its purpose: *

What is the estimated daily attendance for this event? *

What is the estimated total attendance for this event? (If more than one day)

Is your event a single, one-time occurrence, or will your event consist of a series of multiple occurrences of the same type of event within the same calendar year at the same location? *

Single Occurrence

Multiple Occurrences

Single, One-Time Event

Start Date:

Start Time:

End Date:

End Time:

Multiple Occurrence Event

Dates: (list all)

Start Time:

End Time:



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Will this event require additional dates or time for set-up and/or take-down of the event? * (This should include activity set-up and take-down, including tents and other temporary structures.)

Yes

No

Set-Up (earliest date & time needed for set-up)

Start Date:

Start Time:

Tear-Down (latest date & time needed for tear-down)

End Date:

End Time:

Will your event include any of the following? * (select all that apply)

- Additional Portable Toilets and/or Handwashing Stations**
- Additional Garbage Cans, Recycling Cans, and/or Dumpsters**
- Generator(s)**
- Tent(s) or Other Temporary Structure(s) 100 Sq Ft or Larger**
- Staking of Objects into the Ground** (tent, canopy, fencing, signs, etc.)
- Temporary Electrical/Technical Installation(s) on City Property**
- Access to City Electrical Panels/Equipment/Devices**
- Cancellation in the Event of Inclement Weather**
- Postponement in the Event of Inclement Weather**
- High-Risk Activities** (inflatables, dunk tank, rock wall, etc.)
- Activities in a Park Outside of Normal Operating Hours**
- Activities in a Park Facility Outside of Normal Park Permit Hours**

Your completed application MUST include a detailed map or diagram of the event, identifying each of the following, if applicable:

- Concession areas
- Vendor locations
- Tents, including tent dimensions
- Other temporary structures (staging, fencing, inflatables, tables, seating, etc.)
- Public right-of-way or thoroughfare closures
- Garbage and recycling bins
- Parking areas or plans for event parking, if relying on off-street parking
- Restroom and sanitation facilities
- All other activity areas



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Event Contacts

Primary On-Site Contact: *	Full Legal Name	Phone Number	Email Address	
Secondary On-Site Contact: *	Full Legal Name	Phone Number	Email Address	
Additional Event Contacts:	Full Legal Name	Phone Number	Email Address	Event Responsibilities

Note: The primary and/or secondary on-site contact must be present at all times during the event.

Park Facilities & Equipment

Will this event require exclusive use of, or a portion thereof, any park and/or park facility? *	Yes	No
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If no, skip to “Are you interested in reserving equipment for your event?”

Park Facility Requested: (select all that apply)	City Green	Fountain Park Bandshell
	Cleveland Park Shelter	King Park Pavilion
	Deland Community Center	Kiwanis Fieldhouse
	Deland Green Space	Kiwanis Green Space
	Deland Home	Lakeview Park Shelter
	End Park Shelter	Optimist Park Shelter
	Evergreen Area 1	Quarryview Center
	Evergreen Area 3	Richardson Shelter
	Evergreen Area 4	Roosevelt Fieldhouse
	Evergreen Area 5	Veterans Park Shelter
	Evergreen Area 6	Vollrath Park Shelter
	Other (please specify):	

It is the responsibility of the event organizer to determine availability of the requested park or park facility prior to completion of the Private Event Permit Application.



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Have you secured the reservation for the park facility being requested for this event? Yes No

Are you interested in reserving equipment for your event? * Yes No

The City utilizes its inventory of equipment for many activities including City operations. The City does not guarantee that the full inventory for any particular equipment will be available for rent at any given time.

Equipment Requested: (indicate quantity for each)	Extra Large Grill (3'x5' sections)	Mobile Stage (24' x 32' x 40" tall)
	Large Grill (18" x 40" sections)	Drum Stage (16' x 8' x 12" or 18" tall)
	6' Picnic Table w/ Attached Bench	Dance Floor (17.5' x 36')
	10' Straight Table	Snow Fence w/ Stakes (50' roll w/ 5 stakes)
	10' Straight Bench	Garbage Can
	4' Park Bench w/ Backrest	Recycling Can
	Chair Trailer (320 chairs)	
Other (please specify):		

Will your event require rental of traffic cones, "no parking" signs, and/or barricades? * Yes No

Note: If your event includes right-of-way and/or public thoroughfare closures, please select "Yes". Barricade type, quantity, and placement shall be determined by the City based on the needs and regulations applicable to each right-of-way or public thoroughfare closure request.

Please provide details regarding any special delivery needs for equipment or materials, including date, time, and/or location:

Public Parking & Parking Lots

Will there be adequate safe parking provided? * Yes No

Will your event require parking meters to be reserved? * Yes No

Will your event require exclusive use of, or a portion of thereof, the public parking lot(s) managed by Parking Utility? * Yes No

Unless special parking requests, including parking on the grass, are approved in writing by the City of Sheboygan, all parking regulations will be enforced. Remember to maintain fire lanes and access roads.



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- | | | |
|-----------------------|-------------------------|-------------------|
| Public Parking | Lot 2 | Lot 17 |
| Lot(s) | Lot 3 | Riverfront East A |
| Requested: | Lot 4 | Riverfront East B |
| (select all that | Lot 5 | Riverfront East C |
| apply) | Lot 7 | Riverfront West A |
| | Lot 8 | Lakeview B |
| | Lot 9 | Lakeview C |
| | Lot 10 | South Pier A |
| | Lot 13 | South Pier B |
| | Lot 14 | Heritage Square |
| | Lot 16 | |
| | Other (please specify): | |
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Review & Additional Information

Please select one option: *

We have reviewed the proposed location and determined it is suitable for our proposed use. There are no requested changes, upgrades, or safety concerns identified.

We are requesting changes and/or upgrades.

If requesting changes/upgrades, please describe below:

Please use this space to provide any additional details that may assist in reviewing your application:



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Insurance

The event organizer is required to provide proof of adequate insurance coverage by submitting a Certificate of Liability Insurance along with the Additional Insured Endorsement applicable to the event. The General Liability Insurance Policy must carry a minimum coverage of **\$1,000,000 per occurrence**, and the **City of Sheboygan must be listed as both the Certificate Holder and Additional Insured** on the policy.

If the event includes heightened-risk activities—such as inflatables, rock walls, dunk tanks, or other similar offerings—the organizer must provide proof of insurance coverage specific to those activities. Many general liability policies exclude high-risk activities, so it is the responsibility of the event organizer to communicate with their insurance provider to ensure adequate coverage is in place for all planned activities.

Legal Acknowledgement

I certify that I am authorized to sign this application on behalf of the event sponsor. The information provided in this Private Event Permit Application is true, correct, and complete to the best of my knowledge. I agree to promptly notify the City of Sheboygan of any changes to the event details and obtain approval for such changes prior to implementation. I understand that submission of this application does not guarantee approval or issuance of a permit, and that an incomplete or inaccurate application may result in denial.

I further acknowledge that the event sponsor and all participants must comply with all applicable federal, state, and local laws, ordinances, rules, and regulations, including but not limited to city ordinances, traffic regulations, park rules, state health laws, fire codes, and liquor licensing requirements. Compliance includes adherence to any written or verbal orders issued by City officials for the protection of public health and safety, and I understand that the decisions of City officials shall be final and binding.

Event organizers shall ensure that all attendees comply with public health guidance in effect at the time of the event, including directives from the Sheboygan County Health Officer, the State of Wisconsin, and federal agencies such as the Centers for Disease Control and Prevention. The event sponsor agrees to pay all applicable fees for shelters, fieldhouses, green spaces, and other facilities impacted by the event. Additional charges may apply for exclusive use or for events requiring changes, upgrades, or extended hours.

The event sponsor is responsible for planning safe arrival, departure, and parking for attendees, participants, and vendors. Adequate, trained personnel shall be provided to manage parking in approved areas. Vehicles are prohibited on park turf, playing fields, and other restricted areas unless prior written approval is obtained at least 60 days in advance from the Department of Public Works. At all times during the event, a designated staff member shall monitor any water banks or waterfront areas as a safety measure.

Signature:

Print Name:

Title & Organization Name:

Date:



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Indemnification & Hold Harmless Agreement

By signing below, you agree to indemnify and hold harmless the City of Sheboygan as outlined in the agreement. To the extent authorized by law, Applicant hereby agrees to indemnify, defend, and hold harmless the City of Sheboygan, its elected and appointed officials, officers, employees, agents, representatives, and authorized volunteers from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, defense costs, attorneys' fees, costs, and expenses of whatsoever kind or nature in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed or alleged to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive of Applicant or its agents or anyone acting under its direction or control or on its behalf arising out of, or in connection with, or relating to this Agreement. Applicant's aforesaid indemnity and hold harmless agreement shall not be applicable to any liability caused by the willful misconduct of the City of Sheboygan, its elected and appointed officials, officers, employees, agents, representatives, or authorized volunteers. Nothing in this agreement shall be construed as the City of Sheboygan waiving its statutory limitation and/or immunities as set forth in the applicable Wisconsin Statutes or other applicable law. This indemnity provision shall survive the termination or expiration of this Agreement.

Signature:

Print Name:

Title & Organization Name:

Date:
