

**CITY OF SHEBOYGAN**  
**SPECIAL EVENT PERMIT APPLICATION**



**SECTION 1 - Organization Information**

Name of Organization

Street Address City State Zip

Telephone Number Fax Number

Individual Organizing the Event

Address City State Zip

Email

Telephone Number Event Day Telephone Number

**SECTION 2 - Event Information**

Name of Event Date(s) of Event

Generally describe the event and its purpose:

Is your event a (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Street Festival                      | <input type="checkbox"/> Run or Walk (Distance: _____)            |
| <input type="checkbox"/> Music Concert                        | <input type="checkbox"/> Bike Ride (Distance: _____)              |
| <input type="checkbox"/> Block Party                          | <input type="checkbox"/> March utilizing any Public Property      |
| <input type="checkbox"/> Religious/Educational                | <input type="checkbox"/> Rally/Memorial                           |
| <input type="checkbox"/> Parade (that includes the following) | <input type="checkbox"/> Public Assembly for Political Purpose    |
| <input type="checkbox"/> Vehicles                             | <input type="checkbox"/> Sport Tournament (Fishing, Soccer, etc.) |
| <input type="checkbox"/> Animals                              | <input type="checkbox"/> Water Activity (use of lake or river)    |
| <input type="checkbox"/> Marching Units                       | <input type="checkbox"/> Other: _____                             |
| <input type="checkbox"/> Other: _____                         |   |

May we share your event on social media outlets (City website/Facebook/Nextdoor)?

- Yes  
 No

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Location of Event:

- |  |   |
|--|---|
| <input type="checkbox"/> Park or other public property                   | <input type="checkbox"/> Public parking lot           |
| <input type="checkbox"/> City Green                                      | <input type="checkbox"/> Private property             |
| <input type="checkbox"/> Public street, sidewalk, alley, or right-of-way | <input type="checkbox"/> Redevelopment Authority Land |

List any streets that may be closed or otherwise affected by your event: \_\_\_\_\_

\_\_\_\_\_

Will your event have a significant number of vehicles utilizing metered parking? \_\_\_\_\_

Do you require parking meters to be covered? \_\_\_\_\_

*Parking meter stalls can be covered for \$5/day per stall (less than 10 stalls) or \$2.50/day per stall (10+ stalls). Contact the Parking Utility for meter numbers at 920-459-3285.*

Park(s) Requested:

Public Parking Lot Requested:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Kiwanis Fieldhouse      | <input type="checkbox"/> Evergreen Area 4        | <input type="checkbox"/> Lot 2                      |
| <input type="checkbox"/> Kiwanis Greenspace      | <input type="checkbox"/> Evergreen Area 5        | <input type="checkbox"/> Lot 3                      |
| <input type="checkbox"/> Deland Community Center | <input type="checkbox"/> Evergreen Area 6        | <input type="checkbox"/> Lot 4                      |
| <input type="checkbox"/> Deland Greenspace       | <input type="checkbox"/> Roosevelt Fieldhouse    | <input type="checkbox"/> Lot 5                      |
| <input type="checkbox"/> Richardson Shelter      | <input type="checkbox"/> Cleveland Park Shelter  | <input type="checkbox"/> Lot 7                      |
| <input type="checkbox"/> King Park               | <input type="checkbox"/> Veterans Park Shelter   | <input type="checkbox"/> Lot 8                      |
| <input type="checkbox"/> Quarryview Center       | <input type="checkbox"/> Vollrath Park Shelter   | <input type="checkbox"/> Lot 9                      |
| <input type="checkbox"/> Deland Home             | <input type="checkbox"/> Lakeview Park Shelter   | <input type="checkbox"/> Lot 10                     |
| <input type="checkbox"/> Evergreen Area 1        | <input type="checkbox"/> End Park Shelter        | <input type="checkbox"/> Lot 11                     |
| <input type="checkbox"/> Evergreen Area 2        | <input type="checkbox"/> Fountain Park Bandshell | <input type="checkbox"/> Lot 13                     |
| <input type="checkbox"/> Evergreen Area 3        | <input type="checkbox"/> Optimist Park Shelter   | <input type="checkbox"/> Lot 14                     |
|  | <input type="checkbox"/> Other: _____            | <input type="checkbox"/> Lot 17                     |
|  | _____  | <input type="checkbox"/> South Pier                 |
|  |  | <input type="checkbox"/> Riverfront                 |
|  |  | <input type="checkbox"/> S. 12 <sup>th</sup> Street |

**You MUST attach a detailed map or diagram of your event indicating the specific location, layout of the event, the direction of the route (including all turns and the number of traffic lanes to be used). Any concessions, service tents, and other temporary structures must be indicated on the diagram. The diagram will be due completed with signed special event policies and procedures form.**

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If the event takes place on City property (parks, city streets or right-of-ways, or other city owned facilities) in whole or in part:

- We have reviewed the proposed location for the event and determined suitability for our proposed use. There are no requested changes, upgrades, or safety concerns identified.

**OR**

- We are requesting the following changes or upgrades:

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### SECTION 3 - Additional Information

What is the estimated daily attendance for this event:

What is the estimated total attendance for this event:

Number of Booths:

Event Day	SUN	MON	TUE	WED	THUR	FRI	SAT
SET-UP TIME							
START TIME							
STOP TIME							
TEAR DOWN / CLEAN-UP							

Additional organization(s) sponsoring event, including addresses:

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- Please check this box if your organization is tax-exempt and provide proof of tax-exempt status with this application.

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**IT IS THE RESPONSIBILITY OF THE EVENT ORGANIZER TO MAKE THE APPROPRIATE CONTACT WITH THE COORDINATORS LISTED BELOW AND SUBMIT COPIES OF ANY PERMITS TO THE DEPARTMENT OF PUBLIC WORKS AT LEAST TWO WEEKS PRIOR TO THE EVENT. IF ALL DOCUMENTATION IS NOT RECEIVED THE EVENT WILL BE CANCELED.**

Will you have (check all that apply):

- Street closures ..... Police Department
- Bon fires and/or open flames ..... Fire Department
- Fireworks or pyrotechnic devices ..... Fire Department/Coast Guard
- Activities on river/lake ..... Fire Department/Coast Guard
- Generator(s) and/or additional electrical facilities (Amps, Lighting, PA system, entertainment)  
..... Fire Department/Public Works
- Activities in a park outside of normal operating hours ..... Public Works
- Bleachers, stage and/or fencing ..... Public Works
- Tent/Canopy larger than 100 square feet or other temporary structure  
..... Public Works/Parking Utility
- Cones and/or barricades ..... Public Works/Parking Utility
- Animals included or allowed in event ..... Public Works/City Clerks
- High-risk activities such as bounce houses, rock walls, dunk tanks, etc. .... Public Works/City Clerks
- Operation of amusement machines, devices, or mechanical games ..... City Clerks
- Alcoholic beverages ..... City Clerks
- Vendor related sales and/or display booths ..... City Clerks
- Carnival/Circus activities ..... City Clerks/Fire Department
- Parking meters covered ..... Parking Utility
- Pre-event advertising through yard or other signs ..... City Development
- Temporary directional or other signage during the event ..... City Development
- Use of Redevelopment Authority (RDA) Land ..... City Development
- Food and/or non-alcoholic beverages ..... Health Department

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**SECTION 4 - Contact Information**

**PRIMARY CONTACT**

Name	Daytime Telephone		
Cell Phone	Fax		
Email			
Address	City	State	Zip

**SECONDARY CONTACT**

Name	Daytime Telephone		
Cell Phone	Fax		
Email			
Address	City	State	Zip

**ONSITE PRIMARY CONTACT**

Name	Daytime Telephone		
Cell Phone	Fax		
Email			
Address	City	State	Zip

**ONSITE SECONDARY CONTACT**

Name	Daytime Telephone		
Cell Phone	Fax		
Email			
Address	City	State	Zip

**NOTE: Either the primary or secondary onsite contact must be present at all times during the event.**

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### SECTION 5 – Equipment Rentals

Please see the below table for any equipment rentals that may be necessary for your event. Note that there is a minimum delivery charge of \$25.00 for any equipment rental and any special service requests are billed at \$50.00/hour/person. Any equipment rental fees will be billed at time of reservation.

GRILLS				
	\$10 Each	Chicken Grill	2'x4' sections	8 sections
	\$20 Each	Large Grill	18"x40" sections	10 sections
TABLES & SEATING				
	\$18 Each	6' Picnic Combo	Table and attached benches	100 available
	\$13 Each	10' Straight Table	22" Wide, 30" High, 10' Long	110 available
	\$8 Each	10' Straight Bench	12" Wide, 19" High, 10' Long	100 available
	\$8 Each	4' Park Bench	Bench w/backrest	150 available
	\$200 / Rental	320 Chairs	White Plastic, \$20.00 charge for each missing chair	1 available
STAGES				
	\$400 / Rental	Mobile Stage	24' x 32', 40" high	1 Available
	\$60 / Rental	Drum Stage	16' x 8', 12 or 18" high	1 Available
	\$250 / Rental	Wood Stage	28' x 12', 36" high	1 Available
	\$50 / Rental	Dance Floor (½ Floor)	17.5' x 36' (DPW does not setup Dance Floors)	2 Available
	\$100 / Rental	Dance Floor (Full Floor)	35' x 36' (DPW does not setup Dance Floors)	1 Available
MISCELLANEOUS				
	\$10 Each	Snow Fence w/stakes	50' Roll	
	\$50 Each	Bleachers	16' long, 5 rows	6 Available
	\$0 Each	Garbage Cans	Event Organizers are responsible for hauling away any accumulated trash from their event or contract with private entities for haul-away service.	
	\$0 Each	Recycling Cans		

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**SECTION 6 - Legal Notice**

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. I further understand that an incomplete application may be cause for denial of the event.

**HOLD HARMLESS/INDEMNIFICATION AGREEMENT**

The undersigned sponsor of an organized special event acknowledges that the City of Sheboygan has adopted a Resolution granting such sponsor permission to hold a special event utilizing the streets, sidewalks and/or other properties or rights of way of the City of Sheboygan. It is understood that such permission is conditioned upon the sponsor agreeing to indemnify and hold the City harmless from any and all claims, suits, or actions for damage or injury associated with the organized special event.

It is understood and agreed that the undersigned sponsor of an organized special event shall save the City of Sheboygan harmless and indemnify the City for any loss, cost, or damage that may arise out of or in connection with the organized special event to be held on the streets, sidewalks and/or other properties or rights of way of the City of Sheboygan on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Further, the undersigned sponsor hereby releases the City, its agents, and employees from any liability whatsoever associated with the organized special event and agrees that the City shall not be liable for any loss, damage, or injury to the person or property of anyone arising out of or resulting from the sponsor's use of the City streets and or sidewalks for its organized special event. Further, the undersigned also agrees to pay all reasonable expenses and attorney's fees incurred by the City if the undersigned shall default under the provisions of this agreement.

IN WITNESS WHEREOF, on behalf of (group name) \_\_\_\_\_  
\_\_\_\_\_ of  
\_\_\_\_\_, have signed this agreement on the  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature(s): \_\_\_\_\_  
\_\_\_\_\_

\*If a corporation, signed by president and an officer of the corporation.

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### SECTION 7 – Park Shelter/Building Policies and Procedures

Set-up is not allowed prior to the time stated on the Park Permit. The shelter/building is available to you only on the day of your reservation. Entering the shelter/building prior or after your scheduled reservation may result in loss of the deposit and/or additional charges. If you need additional time for set-up please be advised you will need to rent the facility the day before.

All decorations displayed are to be removed after your event. Do not use anything that would damage the walls or woodwork, for example: nails, tacks, staples, duct tape, etc. We recommend masking tape, painters tape, or command hooks. Open flames, glitter, rice, and confetti are prohibited.

Tents are permitted only in designated areas and are allowed only under certain circumstances; contact the Superintendent of Parks & Forestry for approval. It is the applicant's responsibility to call Digger's Hotline (800-242-8511) at least one week prior to requested rental to mark area for tent placement. Tents may only be set up the day of the rental and must be removed on the same day, if additional time is required please be advised you will need to rent the facility for an extra day.

A person(s) who rents a park shelter or picnic area may possess and consume alcohol in and around the shelter or picnic area. The possession or consumption of fermented malt beverages or intoxicating liquors is prohibited on all beach areas within the city.

The park and associated facilities must be maintained and restored to the same condition as when entered. Please wipe tables/counters clean, put all garbage in dumpsters (if you have an enclosed building extra garbage bags are provided in the storage closet), wipe inside/outside of any appliances, sweep floors, remove all food from the facility (including the refrigerator, sink, etc.). Please note you will need to bring your own dish cloths and soap. While every effort is made to supply the facilities with toilet paper, cleaners, wipes, trash bags, etc. if you are having a large or prolonged event please bring additional supplies with you to clean-up following your rental.

Some facilities require a key. Key pickup must be during regular business hours and can be up to one week prior to your scheduled rental date. Failure to pick up the key results in forfeiture of your rental. Please contact our office if special arrangements need to be made (920-459-3440, option 8). A security deposit will be collected at the time of key pickup which must be a check or money order.

Any damages to facilities deemed to be in excess of normal wear and tear, or excessive clean-up, will be charged to the individual signing the Park Permit Rental in addition to the forfeiture of the security deposit. If the facility is not locked up properly, you will be responsible for any damage done to the facility by vandalism. Make sure doors and windows are latched.

Cancellations must be made at least fourteen days in advance and have a \$20.00 non-refundable processing fee. Changes to the date or location of a reservation must be made at least fourteen days or more prior to the reservation date. Modifications made to any reservation date or location within fourteen days of the original rental will be treated as a cancellation.

Refunds are not issued due to unfavorable weather conditions. Rentals are not rescheduled due to unfavorable weather conditions.



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**SECTION 8 – Special Event Policies and Procedures**

The event organizers shall obey all laws, rules, regulations, and special orders given by the City of Sheboygan officials for the safety and health protection of the citizens. Such laws, rules, regulations, orders, and recommendations may either be written or verbal form and the decision of the City officials shall be final and conclusive.

Event organizer(s) who obtain permission to host an event shall comply, and shall ensure all attendees of the event comply, with all applicable public health guidance in effect at the time of the rental. This includes – but is not limited to – guidance issued by the Sheboygan County Health Officer, the State of Wisconsin, and the federal government (including, but not limited to, the Centers for Disease Control).

Fees for all shelters or fieldhouses deemed unavailable for outside use by the Department of Public Works during the duration of the event shall be paid by the sponsoring organization. Any Greenspace fees are charged for the use of Kiwanis or Deland Park property due to the events' impact on regular recreational use.

The Event Organizer shall submit a *General Liability Insurance Policy Certificate* with a minimum of **\$1,000,000** naming the City of Sheboygan as an additional insured party for all event dates including setup and teardown. The City of Sheboygan must also be listed as the *Certificate Holder* with the address listed as 828 Center Avenue, Sheboygan, WI 53081. The Department of Public Works must receive this certificate at least 60 days prior to the event date. The City of Sheboygan also requires *Product and Premises Liability Insurance* in the amount of **\$1,000,000** in the aggregate. A certificate of insurance must be provided to the City of Sheboygan showing the correct amounts and naming the City of Sheboygan as "additional insured". Some activities may require additional insurance. The City of Sheboygan will work with you on a case by case basis.

At all times, a member of the organization's staff shall be patrolling any water banks as a safety measure.

The event sponsor must plan for safe arrival, departure, and parking of the event attendees, participants, and vendors. Adequate, trained personnel shall be provided to control and regulate parking of vehicles in approved areas. No heavy vehicles are permitted on park turf areas. The City of Sheboygan prohibits vehicles from parking on playing fields and other specific parkland. Some grassy areas allow parking under specific conditions with AT LEAST 60 DAYS PRIOR APPROVAL by the Department of Public Works.

Please attach any information that you wish to have the City consider or you believe may be relevant to your event application.

- I am enclosing other information that I believe is necessary or helpful to describe the planned event

Please review the Contingency Plan Information on the following page.

- I have reviewed and have considered the Contingency Plan Information

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### FOR REVIEW ONLY

### CONTINGENCY PLAN

Event sponsors should review and consider the following issues when they are Contingency Plan Information planning or preparing for an event. Many of these issues are required by one or more regulations, or are components of larger regulations. Considering other issues which may not be required should contribute to the planning and operation of the event. Developing responses to these questions should result in more productive and fruitful discussions with the various departments with the City during their review of the Special Events Permit Application.

1. Weather related issues: rain, snow, severe storms, tornadoes, etc.
  - a. If the weather forecast includes bad weather, will the event be cancelled? If so, how will attendees be notified?
  - b. Develop a plan for the sudden onset of severe weather. Where will the people go and who is designated to assist in their safe arrival at the safe refuge place?
  - c. Is there an area of safe refuge in case of a tornado?
2. Medical Issues
  - a. Where will ambulance access to the event be in case one is needed?
  - b. Who will conduct crowd control in the event of a medical emergency?
  - c. Will a first aid station, with trained first aid provider, be provided at the event? Where?
  - d. If applicable, is there adequate shade to prevent heat stroke? Will water be provided? Where?
3. Crowd Control
  - a. Who will monitor the barricades?
  - b. Who will work the entry gates? Maintain egress and access?
  - c. Who will patrol the area to prevent incidents from getting out of control?
  - d. Develop a plan for those patrolling the crowd of what to do if they encounter unruly behavior. Have communications equipment.
4. Security
  - a. Will there be Police Officers providing security? If so, contact the Police Department for applicable requirements or guidelines relation to the number necessary.
  - b. If volunteers or private agencies provide security, will they have appropriate phone numbers for EMS, Fire, and Police?
  - c. If applicable, what will security officials do if non-paying attendees breach the gate/perimeter?
  - d. If a complaint is received, for example, for loud music, how and who will handle the complaint?
  - e. Provide communications equipment. Portable radios, cell phones, and access to land lines.
  - f. If applicable, secure monies in an area not accessible to the attendees.
5. Logistics
  - a. Where will there be, or will there be, a staging area for support staff?
  - b. What time will the crowd be disbursed and by whom?
  - c. Who will conduct clean-up?
  - d. Remember to maintain fire lanes and access roads.
  - e. Appoint one person to oversee and take responsibility for the event. Who?
  - f. Will an adequate amount of restroom facilities be provided? Where?
  - g. Is there adequate safe parking provided? Where?

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**SECTION 8 – Signature**

I am allowed to sign this application on behalf of the event sponsor. The information contained in this application for a Special Event permit is true, correct, and complete to the best of my knowledge. If there are any changes to the Special Event, I agree that I will promptly notify the City of Sheboygan of these changes and request approval of them.

_____ Signature	_____ Date
_____ Print Name	_____ Print Title and Organization Name

**SECTION 9 – FOR OFFICE USE ONLY**

In agreement to the promises and stipulations stated within this application, the parties concerned have hereunto affixed their signatures below.

**CITY OF SHEBOYGAN**

_____ Public Works Business Manager	Date	_____ Director of Public Works	Date
_____ City Clerk	Date	_____ Director of Transit	Date
_____ Director of Planning & Development	Date	_____ Police	Date
_____ Fire	Date		