

SPECIAL EVENT APPLICATION

CHIPPEWA FALLS PARKS, RECREATION AND FORESTRY

SPECIAL USE PERMIT POLICIES, PROCEDURES AND APPLICATION FOR USE OF PARKS

It is the policy of the Chippewa Falls Park Board to encourage and support special community events, such as festivals, walks/runs, and athletic events while regulating these events in a positive manner to ensure the health and safety of the participants in the event.

To assist your organization with your event, we have put this packet of information together. Please read it thoroughly. If you have questions about this material or about holding your event, please call the Parks, Recreation and Forestry Department at 715-723-0051 or visit the office at City Hall, 30 W Central Street, Chippewa Falls, WI 54729.

It is important to thoroughly review this information prior to completing the attached application. **Incomplete applications will be returned to you for completion.** Although the application is due 45 days prior to your event, we highly recommend that you submit your completed application further in advance of your event. The Parks and Recreation Department will accept completed applications up to a year in advance.

Please tell us what name best describes the type of event you will be organizing.

- 1. Pavilion or Shelter Reservation** for a family picnic, reunion, club meeting, wedding or other similar event. The Parks and Recreation Department has many picnic shelter buildings located in Irvine Park or Casper Park. These pavilions are available for rent for the purpose of recreational gatherings of groups by invitation from you. This would include family reunions, meetings and parties. Many of these facilities have differing appropriate uses and each can accommodate certain-sized activities based on the experiences of the Parks, Recreation Department staff. The size is based on available adjacent parking, handicapped accessibility, and water and restroom facilities. The Park Board reserves the right to not allow activities that exceed facility capacities. Charges for Park Staff services apply as listed in the Special Events Application Worksheet.

2. Special Event shall mean a scheduled public gathering of persons, on park property, to which the public is invited or over **200** persons or at which concessions are to be sold, such as food or beverages. A special event is open to the public at a predetermined location on park property. Therefore, if you have one or more of the following, you are a Special Event:

- Any event that collects donations or has sales of any kind (such as entry fees, retail sales of goods or merchandise, food or beverages, or memorabilia).
- Any event that is open to the public or attracts more than **200** persons.
- If you have Live Music or a DJ.
- If you will be putting up tents, amusement rides, inflatables, signs, banners, staging, bleachers, or other fixtures.
- If you will sell concessions – food or beverages pre-packaged or prepared on site.
- If you have a firework display at your event. (Not allowed in Irvine Park)
- If you will be filming a production or movie.
- If your event will sell alcohol.
- If there will be overnight camping.
- Food trucks at event.

WHAT IS THE PROCESS ONCE I COMPLETE MY SPECIAL EVENT PERMIT APPLICATION?

1. Complete the application form.
2. Pay a non-refundable fee of \$25.00.
3. Submit the complete application 45 days prior to your event to the Parks, Recreation and Forestry Department at 30 W Central Street, Chippewa Falls WI 54729.
4. Attend a Special Event Meeting if required by the Parks, Recreation and Forestry Department.
5. Approval will be made by the Chippewa Falls Park Board, which meets the second Tuesday of every month.
6. Approval is for Park property only. If you are using streets or other city property you must contact the City Police, Streets, or City Clerk.

CITY OF CHIPPEWA FALLS PARK BOARD

SPECIAL EVENT APPLICATION

Date of Application: _____

Name of Event: _____

Date of Event: _____

Name of Sponsoring Organization/Group: _____

- Non-Profit Group-Tax Exempt # _____
- For-Profit
- Other (please describe): _____

Contact Person for Event: _____

Address: _____

City / State /Zip: _____

Work Phone: _____ Home Phone: _____

Cell Phone: _____ E-mail: _____

Estimated Daily Attendance for this event: _____

Estimated Total Attendance for this event: _____

Your charge or entry fee to participants of your event: _____

Location (s) of Event: _____

Time Set Up Begins: _____

Time Event Begins: _____

Time Event Ends: _____

Description of Event:

Complete applications are due at least 45 days prior to any event in order to obtain Special Event approval from the City of Chippewa Falls Park Board.

Please attach the following to complete your application:

- Event Schedule (include dates and times for set up, events, take down and clean up)
- Map of the event layout.
- Proof of Insurance: The City requires that all organizers of Special Events provide liability insurance. An event sponsor shall be required to provide a valid certificate of insurance evidencing limits of liability not less than \$1,000,000 and name the City of Chippewa Falls as an additional insured and certificate holder.
- Copy of any park or pavilion rental agreement if applicable to your event.
- Recycling & garbage plan
- **Emergency action plan and traffic control procedures**

Please check the following applicable items regarding your event:

- Entry Fee or Donations
- Retail sales of goods and merchandise
- Live Music or DJ
- Sales of service of food – prepared or pre-packaged
- Sales of memorabilia, CDs, t-shirts, etc.
- This event may attract over 200 persons over the course of a single day
- We will be putting up tents larger than 250 square feet (tents/canopies must have sandbags, stakes are not permitted).
- Amusement rides
- Inflatables (tents/canopies must have sandbags, stakes are not permitted).
- Signs and banners
- Staging, bleachers or other fixtures
- Fireworks (Not allowed in Irvine Park)
- Overnight Camping

HOLD HARMLESS AGREEMENT

The applicant agrees, to hold harmless, indemnify and defend, at no cost to the City, the City of Chippewa Falls, its employees, agents, representatives and elected or appointed city officials, for any and all claims, demands, suits, losses, costs, expenses (including attorney fees), or any other type of damages, that result from the Special Event.

Applicant is responsible for any and all losses or claims that are in any way connected to their Special Event.

I also certify by my signature below that I am a duly qualified representative of my organization and authorized to sign this hold harmless agreement.

Applicant Signature

Date

APPROVALS

Parks/Recreation Director _____ Date _____

City of Chippewa Falls Park Board Date _____

SEND NOTICES TO THE FOLLOWING

City of Chippewa Falls Police Department Date _____

City of Chippewa Falls Fire Department Date _____

City of Chippewa Falls Public Works Date _____

FORM REVISED 2022

APPROVED BY PARK BOARD 9 MARCH 2010