

**City of Portage
Special Event Permit Application**

Per Sec. 66-321 of the Portage Municipal Code

Date of Application: _____ (*Application must be submitted at least 45 days prior to event*)

Event Name: _____	Organization: _____
Date(s) & Time of Event: _____	Contact Person: _____
Event Location*: _____	Mailing Address: _____
Name of Event Coordinator: _____	Email: _____
Address: _____	Phone Number: _____
Phone Number: _____	

Description of Event, including approximate number of people who will attend*: _____

Type of Event*:

<input type="checkbox"/> Carnival	<input type="checkbox"/> Run/Walk	<input type="checkbox"/> Parade	<input type="checkbox"/> Pauquette to Market Square
<input type="checkbox"/> Festival	<input type="checkbox"/> Marathon	(choose route)	<input type="checkbox"/> Market Square to Fairgrounds
<input type="checkbox"/> Public Entertainment			<input type="checkbox"/> W. Slifer (Airport Road to Blue Star Park)
			<input type="checkbox"/> E. Slifer (Hamilton to New Pinery)

City Services:	<input type="checkbox"/> Street Closure	Street Name & Portion: _____		
	<input type="checkbox"/> Traffic Control			
	<input type="checkbox"/> Barricades	Qty: _____	Location: _____	
	<input type="checkbox"/> Trash Containers:	Qty: _____	Location: _____	
	<input type="checkbox"/> Picnic Tables	Qty: _____	Location: _____	
	<input type="checkbox"/> Fencing	Type: _____	Installation: _____	
	<input type="checkbox"/> Banners	<input type="checkbox"/> Entrance Sign: New Pinery Rd	<input type="checkbox"/> Commerce Plaza	<input type="checkbox"/> Hwy 33E Wayside
	<input type="checkbox"/> Hwy 33 Across from Pauquette Park	<input type="checkbox"/> Entrance Sign: Hwy 51/16 South		
	<input type="checkbox"/> Entrance Sign: Hwy 16 North	<input type="checkbox"/> Other: _____		

**Attach any additional information as needed, or a map of your Special Event, including streets/property to be used, event route, placement of tents, equipment, and facilities.*

Certificate of Insurance (attach to form): Amount of Coverage: Insurance Co.:

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, building, furnishings 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 _____

Departmental Review
(for city use only)

City Clerk:	<input type="checkbox"/> Approval <input type="checkbox"/> Denial	Reason for Denial: _____
Chief of Police:	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> Requires assistance from PD	Reason for Denial: _____
Director of Public Works:	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> Requires assistance from PW	Reason for Denial: _____
Fire Chief:	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> Requires assistance from PW	Reason for Denial: _____
Park & Rec Manager:	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> Requires assistance from P&R	Reason for Denial: _____

Special Event Fees
(Minimum Permit Fee: \$30)

Special Event Fee/Deposit	<input type="checkbox"/> \$30
Events requiring no City Assistance	<input type="checkbox"/> \$30
1-10 hours City Staff	<input type="checkbox"/> \$ _____ (\$150 maximum)
11-20 hours City Staff	<input type="checkbox"/> \$ _____ (\$300 maximum)
21-60 hours City Staff	<input type="checkbox"/> \$ _____ (\$600 maximum)
< 60 hours City Staff	<input type="checkbox"/> \$ _____ (By Agreement)
\$ _____	
Receipt Number: _____	
Date Rec'd: _____	