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*:

☐ Carnival ☐ Run/Walk ☐ Parade (choose route) ☐ Pauquette to Market Square
☐ Festival ☐ Marathon ☐ Market Square to Fairgrounds
☐ Public Entertainment ☐ W. Slifer (Airport Road to Blue Star Park)
☐ E. Slifer (Hamilton to New Pinery)

City Services:

☐ Street Closure   Street Name & Portion: _____

☐ Traffic Control

☐ Barricades   Qty: _____   Location: _____

☐ Trash Containers: Qty: _____   Location: _____

☐ Picnic Tables   Qty: _____   Location: _____

☐ Fencing   Type: _____   Installation: _____

☐ <u>Banners</u>   ☐ Entrance Sign: New Pinery Rd   ☐ Commerce Plaza   ☐ Hwy 33E Wayside

☐ Hwy 33 Across from Pauquette Park   ☐ Entrance Sign: Hwy 51/16 South

☐ Entrance Sign: Hwy 16 North   ☐ 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.: _____

_____   _____
Signature of Applicant   Date

Departmental Review (*for city use only*)		
City Clerk:	☐ Approval ☐ Denial	Reason for Denial: ————————————
Chief of Police:	☐ Approval ☐ Denial ☐ Requires assistance from PD	Reason for Denial: ———————————— ————————————
Director of Public Works:	☐ Approval ☐ Denial ☐ Requires assistance from PW	Reason for Denial: ———————————— ————————————
Fire Chief:	☐ Approval ☐ Denial ☐ Requires assistance from PW	Reason for Denial: ———————————— ————————————
Park & Rec Manager:	☐ Approval ☐ Denial ☐ Requires assistance from P&R	Reason for Denial: ———————————— ————————————

Special Event Fees (*Minimum Permit Fee: $30*)	
Special Event Fee/Deposit	☐ $30
Events requiring no City Assistance	☐ $30
1-10 hours City Staff	☐ $ _____ ($150 maximum)
11-20 hours City Staff	☐ $ _____ ($300 maximum)
21-60 hours City Staff	☐ $ _____ ($600 maximum)
< 60 hours City Staff	☐ $ _____ (By Agreement)
	$ _____ Receipt Number: _____ Date Rec'd: