

City of Portage Special Event Permit Application

Today's Date: _____

Per Sec. 66-321 of the Portage Municipal Code

Date of Event (including set-up & tear down):

Must be submitted at least 45 days prior to the event.

Organization: _____

Event Name: _____ Event Location: _____

Event Coordinator Name & Phone #: _____

Billing Address (where invoice is to be sent): _____

Event Coordinator Email: _____

- Type of Event:**
- Carnival
 - Festival
 - Public Entertainment
 - Run/Walk
 - Marathon
 - Parade (choose route)
 - Pauquette to Market Square
 - Market Square to Fairgrounds
 - W Slifer (Airport Rd to Blue Star Park)
 - E Slifer (Hamilton to New Pinery)

Description of Event, include an approximate number of people who will attend:

How many people? _____ *Description:* _____

Banner? YES NO If yes, where: Entrance Sign: __New Pinery Rd __Hwy 51/16 S __Hwy 16 N
__Hwy 33 Near Pauquette Park __Commerce Plaza __Hwy 33 Wayside __Other _____

***Certificate of Insurance naming the City of Portage as an additional insured. Attach to this form.*

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

City Services: Street Closure Name & Portion: _____

__Traffic Control __Barricades Qty:____ __Trash Containers Qty:____ __Picnic Tables Qty:____(\$5 per table)

Fencing - Type: _____ Location: _____

- Fees:**
- Special Event Fee \$30 Plus:**
- ___ Fairgrounds (per day – must pay for set-up & tear down days)
 - ___ Cattle Barn \$75
 - ___ Ag Building: \$100
 - ___ Bidwell: \$100
 - ___ Building 7: \$100
 - ___ Building 6: \$125
 - ___ Building 8: \$125 (May 1-Sept 31)
\$200 (Oct 1-April 31)
 - ___ Ball Field: \$75
\$125 Lights & Lining Field
 - ___ Grandstand & Track: \$250
 - ___ Horse Arena: \$100

- Park Shelters (resident/nonresident)
 - Tier One Weekday \$40/\$60
Weekend \$50/\$70
 - Tier Two Weekday \$30/\$50
Weekend \$40/\$60
 - Tier Three Weekday \$20/\$40
Weekend \$30/\$50

*Tier 1: Collipp Worden 1, Goodyear 1, Pauquette 1, Sunset, Silver Lake
Tier 2: Collipp Worden 2, Lawton, Pauquette 2
Tier 3: Pauquette Gazebo, Pine Meadow, Cattail, Woodridge, Goodyear 2, Lincoln, Sanborn*

NOTE: If city staff time is required for set-up or tear down, there will be an invoice sent to the event coordinator after the event for additional city cost.

Total Fees Due:

\$ _____

Receipt #

Special Event Fee: 1301
Park Facility Rental: 1515

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 d 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, furnishing or equipment occurring, or clean-up required as a result of the applicant/organization's use of the City owned facility.

Signature of Applicant: _____