

# 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    Hwy 33 Wayside **Dates:** \_\_\_\_\_

*\*\*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: \_\_\_\_\_