

CITY OF ASHLAND SPECIAL EVENT PERMIT INSTRUCTIONS

Please use the following as a guide to make sure your permit is complete.

NOTE: This permit, along with insurance information and fees, must be returned to the City Clerk a minimum of 30 days (maximum of 9 months) before your event.

- *All Permittees are required to attend a meeting with City staff approximately 15-20 days prior to the event date to discuss the outline of the special event.
- * A Certificate of Insurance is required by the City for every event and MUST list the event, date and have the City listed as Additional Insured (Certificate Holder will not be accepted).
- * A refundable Damage Deposit of \$500, and other City services fees (if applicable) are required with the application. Please make check payable to City of Ashland.
- * Any event involving a State road, City street or trail MUST include a map with the permit. Use of these in an event is subject to the approval of the Wisconsin Department of Transportation and City of Ashland Public Works.

A SPECIAL EVENT PERMIT IS NOT VALID WITHOUT ALL THE NECESSARY APPROVAL SIGNATURES AND AN ACCURATE CERTIFICATE OF INSURANCE.

Return completed permit with payment to:

Ashland City Clerk
601 Main Street West
Ashland, WI 54806

CITY OF ASHLAND DEPARTMENTS - CONTACT INFORMATION

Questions about...	Contact....	
Application, Permit, Payment	City Clerk Office	715-682-7071
Temp, ROW and Sign Permit info	Planning & Development Department	715-682-7041
Parks, Pavilions, Reservations	Parks & Recreation Department	715-682-7059
Barricades or Blocking Roadways, Outdoor Amenities	Public Works Department	715-682-7061
Indoor and Park Amenities	Facilities & Maintenance	715-682-7061
Emergent or Health Concerns, Inspections	Fire & EMS Department	715-682-7052
Emergent Safety Concerns, Security	Police Department	715-682-7062



<u>For office use only</u>	
Date Rcvd _____	Ins Rcvd _____
Paid <input type="checkbox"/> \$ _____	
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Permit # _____	

CITY OF ASHLAND SPECIAL EVENT PERMIT

Event Name: _____ Date: _____

Organization Name: _____

Main Contact: _____

Address: _____

Phone Number: (Day) _____ (Evening) _____

E-mail Address _____

Web Site _____

Please provide a second point of contact if possible:

Name: _____

Address: _____

Phone Number: (Day) _____ (Evening) _____

E-mail Address _____

Please provide a detailed description of the event:

Estimated number of participants: _____

A. EVENT TYPE:

- | | |
|---|---|
| <input type="checkbox"/> Music/Concert/Performance | <input type="checkbox"/> Bike Race/Walk/Run |
| <input type="checkbox"/> Street Party/Food Festival/BBQ | <input type="checkbox"/> Parade/Procession/March/Rally |
| <input type="checkbox"/> Carnival/Festival/Fair | <input type="checkbox"/> Neighborhood Block Party |
| <input type="checkbox"/> Car Show | <input type="checkbox"/> Farmer/Street Market |
| <input type="checkbox"/> Beer/Wine/Brewers Event | <input type="checkbox"/> Charity Event |
| <input type="checkbox"/> Vender/Flea Market | <input type="checkbox"/> Other (<i>please describe</i>) |

B. LOCATION OF SPECIAL EVENT

Please use detailed description of location including address, boundaries, roadways, trails, etc.

⇒Site map is required.

⇒If utilizing a City of Ashland Park or Greenspace, complete Appendix A and submit with application.

⇒If utilizing private property, written permission from the property owner must be submitted with application.

C. DATES AND TIMES FOR EVENT (Use an extra sheet for more than 4 days)

Date(s)	/ /	/ /	/ /	/ /
Setup start time	a.m. p.m.	a.m. p.m.	a.m. p.m.	a.m. p.m.
Event start time	a.m. p.m.	a.m. p.m.	a.m. p.m.	a.m. p.m.
End time (incl. tear down)	a.m. p.m.	a.m. p.m.	a.m. p.m.	a.m. p.m.

D. INSURANCE

The City of Ashland requires you to provide coverage for the duration of the event, including set up and tear down. The name of the event and date must be listed on the certificate, with the City of Ashland listed as Additionally Insured. Coverage amounts include: Comprehensive General Liability of not less than one million (\$1,000,000) per occurrence for bodily injury, personal injury and property damage; Automobile Liability Insurance of not less than one million (\$1,000,000) per occurrence bodily injury, personal injury and property damage covering all vehicles to be used as part of the event. Said policy shall cover all owned, non-owned and hired vehicles; and if selling alcohol, Liquor Liability Insurance of not less than one million (\$1,000,000) per occurrence for bodily injury, personal injury and property damage.

Type of Insurance	Name of Insurance Company	Limits
General Liability		
Alcohol Liability		
Automotive Liability		
Other		

*Copy of Certificate of Liability Insurance Required.

E. LIABILITY

The applicant must be at least 21 years of age and must assume financial responsibility for payment of fees, setup and clean up, and any damages to equipment and/or property which may be incurred. Abuse of facilities or violation of regulations shall result in subsequent denial of use of parks/facilities. Applicant must provide adequate supervision of scheduled event. The City of Ashland is not responsible for the security of personal items of the applicant or attendees/guests of the event. The City of Ashland reserves the right to deny use of facilities to the applicant. Parking is allowed only in designated area, unless other arrangements have been made.

F. CONDITIONS AND INSURANCE

- The permit holder shall be responsible for notifying all businesses and residents whose sole route for ingress and egress from their businesses or residences is affected by the street closures associated with the event.
- The permit holder shall make the necessary arrangements with the Public Works Department for barricades, cones and/or street signs and shall remove the barricades at the conclusion of the event and return barricades to Public Works.
- If using City property, the permit holder shall, at its expense, secure and keep in force for the duration of the event, obtain the necessary liability insurance as outlined in Chapter 875 Special Event Permits, Ashland City Ordinances.
- The laws of the City of Ashland and State of Wisconsin must be observed, including, but not limited to, safety, litter, noise, alcohol, fire hazards and conduct.
- The issuance of a City Event Permit does not obligate the City to provide municipal services, equipment or personnel thereof. Should the City provide municipal services, an estimate cost of the city- related services will be provided prior to the event. These costs may include but are not limited to, expenses from Police Department, Fire and EMS Department, Parks Department, and Public Works Department. By signing this permit, you agree to pay the City for any costs the City incurred due to your event.
- The City of Ashland will be held harmless from any claim for damage that might arise by reason(s) of the issuance of this permit.
- This permit is valid for the above date(s) and time(s) only. A copy of the permit must be in the applicant's possession at the time of the event.
- The City of Ashland Police Department may revoke or modify this permit if the applicant fails to comply with the conditions of this permit or in an emergency or hazardous situation.

G. EVENT DETAILS

Circle Y or N and provide explanations as requested.

Y	N	Will you be requesting EMS/Ambulance Services or City Police Services? <i>If yes, have they been contacted?</i>
Y	N	Will you be providing security Personnel? <i>If yes, please explain.</i>
Y	N	Do you have a traffic control plan? <i>If yes, please describe:</i>
Y	N	Do you need barricades/cones from Public Works? <i>If yes, please include the quantity requested on site map. Availability may be limited based on the needs of Public Works.</i>
Y	N	Will you be selling alcohol? <i>If yes, a license is required. Contact the City Clerk's office.</i> <i>If yes, please describe your plan to contain alcohol within the consumption area:</i>
Y	N	Will you be erecting signage? <i>If yes, there are size and quantity limitations – additional permits may be required. Please contact the Planning department.</i>
Y	N	Will you be erecting tents over 100 square feet (10' x 10')? <i>If yes, please identify on site plan.</i>
Y	N	Will tents, canopies or stages be used? <i>If yes, please identify on site plan.</i>
Y	N	Will there be Vendors or Food Concessions not associated with the event sponsor? <i>If yes, provide number and type(s). Note: Vendors and Food Concessions may require permits from the City of Ashland.</i>
Y	N	Will you require electricity? <i>If yes, please describe needs and locations.</i>
Y	N	Will amplified sound equipment be used? <i>If yes, please list times (am to pm) of use.</i>
Y	N	Will Porta-Potties be used? <i>If yes, list number and identify location on site plan.</i>
Y	N	Will fireworks be displayed? <i>If yes, provide supplier and Ashland Fireworks Permit #</i>
Y	N	Is an outdoor fire/bon fire planned during the event? <i>If yes, indicate location on site plan. Permission required through AFD</i>

IMPORTANT: FAILURE TO PROVIDE ANY NEEDED INFORMATION COULD VOID THIS PERMIT AND CANCEL YOUR EVENT. ALSO, A SPECIAL EVENT PERMIT IS NOT VALID UNTIL INSURANCE HAS BEEN PROVIDED, ALL FEES HAVE BEEN PAID, AND ALL NECESSARY APPROVAL SIGNATURES HAVE BEEN OBTAINED.

H. WAIVER

I, and/or the organization I represent understand that any violation of these agreements or City Code will result in forfeiture of the event fee, immediate termination of event, and jeopardize future use of City of Ashland’s facilities. User agrees to indemnify, defend, and save and hold City of Ashland, its affiliates and their respective directors, officers, and employees, and agents of the City of Ashland harmless from and against any claims (including without limitation, third party claims for personal injury or real or personal property damage), actions, administrative proceedings, judgments, damages, punitive damages, penalties, fines, cost, liabilities, (including sums paid in settlement of claims), interest, or losses, including reasonable attorney’s and paralegal’s fees and expenses (including without limitation, any such fees and expenses incurred in enforcing this agreement or City Code, or collecting any sums due hereunder, costs, consultants’ fees, together with all other costs and expenses of any kind or nature that arise directly or indirectly from the use of the facilities by user.

As a condition of the use of the City of Ashland’s facilities, the applicant agrees that it will not discriminate or permit discrimination at or in relation to applicant’s event against any person on the basis of race, color, creed, national origin, age gender or disability.

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

FOR STAFF USE ONLY

APPROVALS

Department	Initials	Date Reviewed	Approval Status
Parks Department			<input type="checkbox"/> Grant <input type="checkbox"/> Deny
Police Department			<input type="checkbox"/> Grant <input type="checkbox"/> Deny
Fire & EMS Department			<input type="checkbox"/> Grant <input type="checkbox"/> Deny
Public Works Department			<input type="checkbox"/> Grant <input type="checkbox"/> Deny
Planning Department			<input type="checkbox"/> Grant <input type="checkbox"/> Deny
Finance Department			<input type="checkbox"/> Grant <input type="checkbox"/> Deny
Administrative / City Clerk			<input type="checkbox"/> Grant <input type="checkbox"/> Deny

Additional Conditions for Permit:

Additional Instructions for Permittee:

Park Use/Special Event Request Application

Facility Use Requested Cheat Sheet: *(Check all that apply)*

Bayview Park			
<input type="checkbox"/>	City Dock	<input type="checkbox"/>	Pavilion
<input type="checkbox"/>	Swimming Beach	<input type="checkbox"/>	Other:
<input type="checkbox"/>	East Green Space (old Stockade area)	<input type="checkbox"/>	
<input type="checkbox"/>	West Green Space	<input type="checkbox"/>	
Hodgkin's Park			
<input type="checkbox"/>	Women's Softball Field	<input type="checkbox"/>	Dog Park
<input type="checkbox"/>	Jack Ledin Field (Men's Softball)	<input type="checkbox"/>	Pavilion
<input type="checkbox"/>	Pufall Field (Hard Ball Field)	<input type="checkbox"/>	Other:
Prentice Park			
<input type="checkbox"/>	Large Pavilion	<input type="checkbox"/>	Concessions Stand
<input type="checkbox"/>	Small Pavilion	<input type="checkbox"/>	Trails
<input type="checkbox"/>	Green Space	<input type="checkbox"/>	Campground*
<input type="checkbox"/>	Volleyball Court	<input type="checkbox"/>	Other:
Beaser Park			
<input type="checkbox"/>	Martinsen Field	<input type="checkbox"/>	Green Space
<input type="checkbox"/>	Bebeau Field	<input type="checkbox"/>	Gazebo
<input type="checkbox"/>	Playground	<input type="checkbox"/>	Basketball Courts
<input type="checkbox"/>	Other:	<input type="checkbox"/>	
Kreher Park			
<input type="checkbox"/>	Pavilion	<input type="checkbox"/>	Boat Landing
<input type="checkbox"/>	Beach	<input type="checkbox"/>	Playground
<input type="checkbox"/>	Gazebo	<input type="checkbox"/>	Campground*
<input type="checkbox"/>	Other:	<input type="checkbox"/>	

Maslowski			
	West Beach		Pavilion
	Middle Beach		Volleyball Court
	East Beach		Playground
	Artesian Well Parking Lot		Other:
Central Railyard Park			
	Concessions Building		Open Air Pavilion
	Jauquet Field		Martino Field
	Skate Park		Purple playground
	Tennis Courts		Red/Blue Playground
	Other:		
Ashland Rail-Trail System (ARTS) Segments			
	Waterfront Trail		5 th Street Corridor
	Spur Trail (Von Holzen Trail)		Maslowski – Prentice Park
	Wal-Mart Connector		Other:
Other City Parks			
	Ellis Park		Penn Park
	Memorial Park / Band Shell		Menard Park
	H. Pearson Park		6 th Avenue Beach

	West End Skating Rink		Hot Pond
	East End Skating rink		Bay City Park
	Marina Park / Gazebo		Ashland Ore Dock
	City Hall Chambers		OTHER: