

# CITY OF RHINELANDER

## Special Event Permit Application



ANSWER ALL QUESTIONS COMPLETELY AND PLEASE PRINT CLEARLY.

This application (All other permits, licenses and completed packet) must be on file with the City Clerk's Office at least **60 days prior** to the event.

Request is for:  Parade  Run/Walk  Concert  Other: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Name of sponsoring Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Complete Mailing Address

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Complete Mailing Address

Assembly Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Specific Location of Event: \_\_\_\_\_

ATTACH a map designating the event parameters.  ATTACH a detailed route for runs/walks/parades.

Are Street Closures required?  No  Yes - Streets listed CLEARLY on attached route map.

ATTACH a detailed operation plan.  ATTACH any and all contact information.

ATTACH a complete detailed site plan (including site measurements).

Estimated number of Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_ Vehicles: \_\_\_\_\_ Animals: \_\_\_\_\_

Food prepared/served at event?  No  Yes - Contact Oneida County Health Department (715) 369-6111

Will alcoholic beverages be sold/served?  No  Yes What Type? \_\_\_\_\_

Will tents or other temporary structures be erected?  No  Yes Show detail on your site plan.

Will your event be utilizing any Rhinelanders Parks?  No  Yes Where: \_\_\_\_\_

Check which services are needed?  Barricading  Street Sweeping  EMS/Fire  Police Officers

Other: \_\_\_\_\_

Will any fireworks or other pyrotechnic devices be used during the event?  No  Yes

Is any other special assistance from the City of Rhinelanders needed?  No  Yes Explain in detail: \_\_\_\_\_

I understand the filing of this application does not ensure the issuance of this license. I also understand that all Special Event organizers and participants must comply with all applicable city ordinances, traffic rules, park rules state health laws, fire codes and liquor licensing regulations. Additional fees such as park facilities, tent, firework and other permits are in addition to the fees submitted for the Special Event Application.

### HOLD HARMLESS INDEMNIFICATION AND DEFENSE

This applicant and/or the organization agrees to indemnify defend and hold harmless the City of Rhinelanders and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts on behalf of them may be liable, except where caused by the sole negligence or willful misconduct of the city.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_