



# EVENT APPLICATION

OFFICE OF THE CITY CLERK  
 23 N 2<sup>nd</sup> Street, Tomahawk WI 54487  
 (715) 453-4040 Email: clerk-treasurer@cityoftomahawk.com  
 www.cityoftomahawk.com

<b>EVENT INFORMATION</b>			
Date of Application	Name of Event	Date of Event	
Name of Sponsoring Organization			
<b>CONTACT INFORMATION</b>			
Contact Person for Event		Home Phone	
Address		Cell Phone	
City	State	Zip	
Mailing address, if different from above			
<b>2<sup>ND</sup> CONTACT INFORMATION</b>			
2 <sup>ND</sup> Contact Person for Event		Home Phone	
Address		Cell Phone	
City	State	Zip	
Mailing address, if different from above			
<b>EVENT DETAILS</b>			
Estimated <b>Daily</b> Attendance:		Estimated <b>Total</b> Attendance:	
Location(s) of Event			
Time Set Up Begins	Time Event Begins	Time Event Ends	
Description of Event (Also complete the "Special Event Detailed Scheduled Form):			
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<b>PUBLIC CONSUMPTION</b> (This only applies to fermented malt beverage.)			
Will beer/wine be consumed in public streets and public areas during this event? _____			
Date: _____ From _____ to _____			
(If event is multiple dates please specify for each day.)			

## EVENT INFRASTRUCTURE

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|--|--|
| <input type="checkbox"/> Entry fee or donation   | <input type="checkbox"/> Amusement rides             |
| <input type="checkbox"/> Sales of goods or merchandise, etc.                             | <input type="checkbox"/> Inflatables                 |
| <input type="checkbox"/> Sales of food – prepared or pre-packaged (Fill out vendor list) | <input type="checkbox"/> Fireworks                   |
| <input type="checkbox"/> Service of food to participants                                 | <input type="checkbox"/> Bleachers or other fixtures |
| <input type="checkbox"/> Food cart   | <input type="checkbox"/> Overnight camping           |
| <input type="checkbox"/> Staging   | <input type="checkbox"/> Amplified sound or music    |
|  | <input type="checkbox"/> Electrical Support          |

## COMPLETE APPLICATION INCLUDES

Complete applications are required 60 days to any event in order to obtain approval. Applications will not be accepted without all documentation. Complete application includes:

- Proof of Insurance: The City of Tomahawk requires that all organizers of events provide liability insurance. An event sponsor is required to provide a valid certificate of insurance evidencing limits of liability not less than \$1,000,000 and name the **City of Tomahawk, 23 N 2<sup>nd</sup> Street, Tomahawk, WI 54487** as an additional insured **and** certificate holder.
- Map of the event layout or route of public streets or paths, include barricade drop off sites and, if needed, portajon placement.
- Event Schedule (Include dates and times for set up and events. Form attached.)
- Special event application fee
- Waste and recycling worksheet
- Traffic control plan worksheet
- List of vendors (form attached)
- Park reservation/agreement form
- Emergency Action Plan

## HOLD HARMLESS AGREEMENT

The application agrees to hold harmless, indemnify and defend, at no cost to the City, the City of Tomahawk, its employees, agents, representatives and elected officials, for any and all claims, demands, suits, losses, costs, expenses (including attorney fees), or any other type of damages, that result from Special Events.

Applicant is responsible for any and all losses or claims that are in any way connected with their Special Event.

I also certify by my signature below that I am a duly qualified representative of my organizations and authorized to sign this hold harmless agreement.

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

## WASTE COLLECTION AND RECYCLING WORKSHEET

Wisconsin Recycling Law requires everyone in the state to recycle whether they are at home, at work, or at a special event. Special event coordinators must make provisions for recycling: glass jars, aluminum and steel/tin cans, plastic containers (#1 and #2), newspapers, corrugated cardboard and office paper.

In preparing for your event, try to predict the types of trash and recyclables that may be generated. The best way to do this is to ask vendors and concessionaires what they plan to bring with them. They may bring cardboard food containers, napkins, and paper and plastic cups and plates.

Once you know the materials that may be generated, you can determine how and where to set up your event's waste and recycling program. Be realistic when developing your program. You may need your recycling "stations" staffed by volunteers the first year you use a public recycling program.

Please describe your waste and recycling plans for your event:

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What, if any, concessions products will be sold during your event?

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What additional containers will your event require?

\_\_\_\_\_ Solid Waste      \_\_\_\_\_ Recycling      The City has the ability to provide dumpsters for events if they are available.

## TRAFFIC CONTROL PLAN WORKSHEET

Please describe your traffic and parking control plans for your event. How will you control traffic and parking to keep traffic and pedestrian lanes open.

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Will your event impact neighbors and other park users, how will you notify them of alternate routes or parking options?

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Provide additional maps with locations of barricades and altered traffic flow.

## EMERGENCY ACTION PLAN

### ITEMS TO CONSIDER

- First Aid
- Emergency response procedures
- Emergency contact information
- Designated “lost child” area
- Plan to communicate information to staff and volunteers
- Crowd control
- Weather conditions
- Evacuation
- Alcohol containment
- Securing valuables
- Protecting event participants and volunteers

Please describe your first aid and emergency action plan for your event. Will you have first aid kits available, and/or more advanced medical care, including AED and/or medical personnel available for participants and spectators? How will you advise participants and spectators of locations for first aid if needed?

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How and who will monitor weather during your event? How will you notify participant and spectators of emergency situations?

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How will you provide for access by ambulance and fire truck to all spectators and participants of your event for medical emergencies?

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What communication tools during emergencies will be available to you at the event and around race routes? If your event extends outside the City of Tomahawk limits what plans do you have in place with other local authorities?

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**SPECIAL EVENT DETAILED SCHEDULE**

ACTIVITY	LOCATION	DATE	START TIME	END TIME

**STREET AND PUBLIC PLACES EVENT VENDING**  
**FOR SALE OR SERVICE OF FOOD AND/OR MERCHANDISE AT A SPECIAL EVENT**

Provide a complete list of vendors.

<b>VENDOR</b>	<b>For-Profit or Non-Profit</b>	<b>Location</b>

## SPECIAL EVENTS CHARGES WORKSHEET

Please indicated # of items/services requested (Please note that prices are subject to change)		City Services Requested	Total Amount Due
		Please indicate # of Items	
Special Event Application Fee (required)	\$25.00/event	1	

<b>PARK SERVICES</b>			
Facility Rental (see park reservation agreement form for worksheet)			
Camping Fees	\$30.00/day/site		

<b>ALCOHOL CONCESSIONS</b>			
Temporary One Day Class B License (for non-profit organizations)	\$10.00/Location		

<b>PUBLIC WORKS SERVICES</b>			
Barricades (include on your map barricade locations)	\$1.00/each for delivery and pick up		
Picnic Tables (include on your map picnic table locations)	\$2.00/each for delivery and pick up		
Street Sweeping	\$10.00/Hour		
Solid Waste Containers	\$2.00/container for delivery and pick up		
Dumpsters - Garbage	\$16.00/Yard		
Dumpsters – Recycle	\$10.00/Yard		
Port-A-Potties	\$75.00/Unit/Day		
Other:			

<b>OTHER CITY SERVICES</b>			
Electrical Service	\$25.00/day/panel		
Park Staff	\$10.00/Hour		
Other:			

<b>TOTAL</b>	
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## PARK RESERVATION/AGREEMENT

OFFICE OF THE CITY CLERK  
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Only accepted when accompanied with all fees due and signed. The person signing this is responsible for the coordination and supervision during desired usage.			
Date of Application	Name of Group		
<b>CONTACT INFORMATION</b>			
Contact Person for Event		Home Phone	
Address		Cell Phone	
City	State	Zip	
Mailing address, if different from above			
<p>I/our group (renter) have read, understand, and agree to abide by the outlined "Picnic/Special Gathering Policies, Guidelines and Procedures" and renter agrees to indemnify, defend, and hold harmless, the City of Tomahawk, its officers and employees, from and against all loss or expense including costs and reasonable attorney's fees and/or liability for damages for personal injury and property damage to the extent caused by any negligent or willful act or omission of renter.</p> <p>Falsification or misrepresentation could constitute an automatic loss of security deposit and/or cancellation of event.</p> <p>I HEREBY ATTEST THAT THIS COMPLETED APPLICATION IS A TRUE STATEMENT OF DESIRED USAGE AND IS REPRESENTATIVE OF THE INDICATED GROUP/ORGANIZATION/AFFILIATION (if any).</p>			
Signature		Date	
Date(s) of Event			
Time(s) Starting _____ AM/PM Ending _____ AM/PM (City parks are open between 7:00AM and 10:00PM daily. Exceptions may be made with the approval of the Park and Recs Committee and Common Council.)			
Type of Organization/Group <input type="checkbox"/> Family Event <input type="checkbox"/> Church <input type="checkbox"/> School <input type="checkbox"/> Service Organization <input type="checkbox"/> Company/Commercial <input type="checkbox"/> Other: _____			
Estimated Attendance: _____			



**PARK:**

- SARA Park
- French Town Park
- Washington Square Park
- Kwahamot Park
- Squaw Point
- Bradley Park – Please Check all that apply
- Stone Shelter
- Pavilion
- Veterans Memorial Park – Please check all that apply
- “Fishing Unlimited” Pavilion
- “Music on the River” Pavilion

**PLEASE ANSWER THE FOLLOWING:**

- Will admission be charges?    Yes                       No
- Sales of any kind?                      Yes                       No
- Collection of donations?              Yes                       No

If yes, to any of the above, the appropriate Committee/Common Council approval is required.

**PARK FEES/CHARGES**

**DUE AT TIME OF APPLICATION**

**BRADLEY PARK (Plus \$50 Security Deposit)**

- Pavilion (Per half day \$25 rent).....\$ \_\_\_\_\_  
Half day is considered 7:00AM to 2:00PM or 2:00PM to 10:00PM
- Stone Shelter (\$150 rent).....\$ \_\_\_\_\_

**VETERANS MEMORIAL PARK (Plus \$50 Security Deposit)**

- “Music on the River Pavilion (Per half day \$50 rent).....\$ \_\_\_\_\_
- “Fishing Unlimited” Pavilion (Per half day \$25 rent).....\$ \_\_\_\_\_  
Half day is considered 7:00AM to 2:00PM or 2:00PM to 10:00PM

**SARA PARK**

- Ball Diamonds (\$200 per tournament) .....\$ \_\_\_\_\_
- Ball Diamonds (\$25.00 per team) .....\$ \_\_\_\_\_
- Camping (\$30/night/site).....\$ \_\_\_\_\_

**FRENCH TOWN PARK**

- Ball Diamonds (\$15.00 per team).....\$ \_\_\_\_\_

Security Deposit(s).....\$ \_\_\_\_\_

**TOTAL PARK FEES**.....\$ \_\_\_\_\_

## PICNIC/SPECIAL GATHERING

### POLICIES, GUIDELINES AND PROCEDURES

#### 1.) APPLICATION/APPROVAL

Requests for reservations for a calendar year will be accepted beginning the first business day following January 1<sup>st</sup> of the calendar year. Applications must be made by an adult 18 years of age or above, who will assume primary responsibility for enforcing park policies, guidelines, and procedures during the picnic/special gathering. Applications for use will be on a first come, first serve basis with all fees due upon application.

#### 2.) RESERVATION SEASON

Reservations can be made for May 1 –October 31, weather permitting.

#### 3.) REFUNDS/CHANGE OF DATE

In case of cancellations, permit fee can be refunded ONLY if, at least TWO (2) WEEKS prior to reservation date. Refunds are not issued due to unfavorable weather conditions. Refunds will only be issued if park is closed.

#### 4.) MUNICIPAL ORDINANCES

User permit is subject to all municipal ordinance in addition to all rules and regulations governing parks and parkways and can be terminated immediately at the discretion of the Park and Recs Department or Tomahawk Police Department if the terms of this application

#### 5.) BOAT LANDINGS

Boat landings are to remain open to the public. There is a \$2.00 per day or a \$20.00 annual boat landing fee. Failure to pay this fee at time of launch can result in fines and forfeitures.

#### 6.) DAMAGES/ADDITIONAL EXPENSES

Group and responsible person will be billed for damages to park property, excessive cleanup costs, or significantly underestimated attendance. All or part of the security deposit submitted may be retained to cover stand damages/expenses. An additional charge may be assessed if security

deposit does not adequately cover the cost of said damages/expenses.

#### 7.) BEER (FERMENTED MALT BEVERAGE) DISTRIBUTION (ONLY)

Beer (fermented malt beverage) distribution is permitted in the reservation area when a valid permit is procured. There is a \$10.00 per day fee.

#### 8.) AMPLIFICATION EQUIPMENT

Amplification equipment requires approval by the Park and Recs Committee. The use of radios is permitted; common courtesy is requested when selecting a volume level.

#### 9.) ADJACENT FACILITIES/PARKING

Parking lots, restrooms, playgrounds, etc. are open to the public, NOT EXCLUSIVE TO PERMIT HOLDER. Vehicles **cannot** be parked on the grass at Veterans Memorial Park.

#### 10.) ADMISSIONS/SALES/DONATIONS

If you plan to charge admission, have sales of any kind, or collect donations, a permit from the Park and Recs Board/Common Council will be required. Please contact the Clerk's Office for further information. This includes sale of food and beverages; tickets for rides, games, raffles or door prizes, novelty items, t-shirts, etc. Notify the Clerk's Office immediately if plan to have sales or collect donations.

#### 11.) DOGS/OTHER ANIMALS

For the enjoyment of all park patrons, dogs are required to remain on a 6' leash.

#### 12.) DECORATIONS

Use decorations that will not cause damage to park property. Masking tape on painted surface is prohibited.

#### 13.) SEVERE WEATHER

It is your responsibility to monitor weather to insure your own safety – our shelters are not intended to protect you from severe weather.

## EXAMPLE – OFFICIAL PARADE RULES AND GUIDELINES

1. To be part of the \_\_\_\_\_ Parade an official application and signed waiver (signed by each participant) must be completed, and a list provided to \_\_\_\_\_.
2. Individuals/organizations must agree to all Parade Rules and Guidelines herein. Your acceptance of the rules in the Parade Application serves as a waiver of liability in indemnification agreement between all participants of your contingent and the \_\_\_\_\_. It is also your agreement to make all participants in your contingent aware of the rules and guidelines.
3. All entries must be present and in person not later than \_\_\_\_\_ the day of the event. Any entry arriving after will be placed at the end of the parade.
4. \_\_\_\_\_ will make the decision on all parade entries as to whether they are appropriate to be in the parade.
5. March units will NOT be allowed to stop along the parade route to perform unless the parade coordinator grants special permission. A written request for performance must accompany this application.
6. Participants must follow all Health and Safety protocols.
7. No parade participant may throw or pass out candy, flyers, coupons, or any item from the parade. Any entry with participants throwing or passing out any items will be removed from the parade route.
8. No political campaign literature may be distributed by any parade participant.
9. In the line-up area, entries with vehicles are required to be in good operating condition and have at least a half tank of gasoline. All vehicles must be able to navigate the entire parade route and make all turns required without difficulty.
10. If after being accepted your unable to attend, please email \_\_\_\_\_ immediately at \_\_\_\_\_.

### **FLOAT RULES**

The following rules govern float entries requesting to participate in the \_\_\_\_\_ and are in addition to the Official Parade Rules and Guidelines.

1. Parade floats need to be at the staging area by \_\_\_\_\_.
2. There must be someone with the float entry at all times.
3. All vehicles in parade are required to be in good operating condition. All vehicles must be able to navigate the entire parade route and make all turns required without difficulty.
4. Floats must be decorated and constructed in a safe manner as well as not present a health or safety to other participants or the general public.
5. Participants are NOT permitted to jump on and/or off the float during the parade.

## EXAMPLE – PARADE ENTRY FORM

Contact Name: \_\_\_\_\_

Business or Entrant: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

### TYPE OF ENTRY OR ENTRIES

Do you have vehicles/antique cars? \_\_\_\_\_ Please describe & how many \_\_\_\_\_

Do you have a float? \_\_\_\_\_ Please describe \_\_\_\_\_

Total length of vehicle (needed for line-up layout) \_\_\_\_\_

Do you have animals? \_\_\_\_\_ Please describe & how many? \_\_\_\_\_

Walking Group \_\_\_\_\_ Estimated Number \_\_\_\_\_

Do you have music? \_\_\_\_\_ Is it a band? \_\_\_\_\_

Other \_\_\_\_\_ Please describe \_\_\_\_\_

I have signed the waiver/Hold Harmless Agreement. I have read the attached Official Rules and Guidelines and will abide by all the rules stated therein.

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Signature of Legal Guardian if application is under the age of 18 Date

Deadline to enter is \_\_\_\_\_. No entries will be accepted after this date. Entries are divided into groups/subgroups by type of entry and then placed in parade line-up by date of entry receipt.

Return to: \_\_\_\_\_

For mor information please contact: \_\_\_\_\_

\_\_\_\_\_  
\*for use by parade organizer only

Date Received: \_\_\_\_\_ Parade No. \_\_\_\_\_

## EXAMPLE - Waiver/Hold Harmless Agreement

submit one waiver per person

I, \_\_\_\_\_ (hereinafter, "Participant"), agree to participate in the  
(Participant Name)

\_\_\_\_\_ held in the City of Tomahawk. I hereby freely and voluntarily  
(Name of Parade/Event)

execute this Waiver and Liability and Hold Harmless Agreement (hereinafter, "Waiver") through which I release, waive, discharge, and covenant not to sue the City of Tomahawk and/or any of the aforementioned entities boards, officers, agents, volunteers, or employees (hereinafter, all of the which may collectively be referred to a "Releasees") from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or relating to any loss, damages, or injury, including death, that may be sustained by me, or any property belonging to me, or that is in my custody, whether caused by the negligence of the Releasees, or otherwise while participating in \_\_\_\_\_. I warrant and aver that I am in good physical condition, and I know of no reason or reasons that would prevent me from safely participating in the event or activity. I agree to follow all health and safety protocols. I am fully aware that the parade/event by be physically rigorous with exposure to extreme elements and that there are risks and hazards, both known and unknown to me, connected with the parade/event and being on the premises where the parade/event takes place. With full knowledge of the known risks and/or hazards and the potential of unknown risks and/or hazards, I hereby voluntarily and freely elect to enter upon the premises on which the parade/event takes place and to participate in the parade/event. I further, agree to be subject to the terms of this Waiver. I also agree to indemnify and hold harmless each and everyone of the Releases, whether collectively or individually, from any loss, liability, damage, or costs that they may incur due to my participation in the parade/event, whether caused by the negligence of any or all of the Releasees or otherwise.

This Waiver shall be subject to and constructed in accordance with and under the laws of the State of Wisconsin. In the event any court of competent jurisdiction holds that a particular provision or requirement of this Waiver is in violation of any applicable law, such provision or requirement shall be enforced only to the extent it is not in violation of such law or is not otherwise enforceable, and all other provisions and/or requirements or portions of provisions and/or requirements of this Waiver shall remain in full force and effect. It is my express intent that this release shall bind the members of my family, spouse, heirs, assigns, and/or personal representatives. This Waiver shall be deemed as a waiver, discharge, and covenant not to sue Releasees.

By signing this Waiver, I acknowledge and represent that:

1. I have read the foregoing Waiver, understand it, and sign it voluntarily as my own free act and deed.
2. I am at least eighteen (18) years of age and am fully competent to execute this Waiver.
3. I execute the Waiver for full, adequate, and complete consideration fully intending to be bound by the same.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
PRINTED NAME OF PARTICIPANT

\_\_\_\_\_  
SIGNATURE OF PARTICIPANT

If participant is under the age of 18:

\_\_\_\_\_  
PRINTED NAME OF LEGAL GUARDIAN

\_\_\_\_\_  
SIGNATURE OF LEGAL GUARDIAN