



**St Croix County Non-Profit Event Application and Permit  
Parks Division, Community Development, St. Croix County, WI**

**Notice:** To apply for a permit to use county-owned land for special events, as defined by St. Croix County Code of Ordinances, applicants are required to provide information requested on this form. Submittal of this form constitutes an agreement with the Community Development Department (department) under Chapter 30. The department will be unable to process your agreement unless you provide all information requested. Personally identifiable information collected will be used for administrative and enforcement purposes and may also be provided to requesters as required under Wisconsin open records law [ss. 19.31-19.39, Wis. Stats.].

**Instructions:** The requesting vendor should complete this form with the property manager and obtain documentation of insurance 90 days prior to event. Proof of insurance and 501C3 status must be provided with form.

Permittee Information				
Organization/Company		Contact Person	Daytime Phone Number	Cell
Street or Route		City	State	Zip Code
Event Information				
Property Name		Type of Event		
Describe Applicable Area (include trail name/distance, picnic area, shelters, parking lots, and similar facilities - <u>Attach a map of the area to the permit request</u> )				
Describe Event Activities				
Will a Concession be set up? <input type="checkbox"/> yes <input type="checkbox"/> no	Type of Concession	Items Sold at Concession	How will event be advertised?	Type of Advertising Allowed on site
Describe Items or structures to be erected or placed on County-owned lands			On-site product Vendors? (e.g. running shoes)	
Mission Statement			501(c)(3) & Tax ID #	
Event Dates Start                      End		Alternate Event Dates Start                      End		Permit Fee
				# of Participants

**This permit is subject to the following conditions and requirements:**

1. A Special Event is considered 25 or more people and requires exclusive use as described in Parks Ordinance 30.06(39).
2. The department may terminate or modify the conditions of this permit by giving verbal notice to the permittee at any time.
3. Unless specifically authorized by this permit, all applicable laws and administrative rules must be followed by the permittee and participants of the special event.
4. Neither this permit nor any right or duty in whole or in part by the permittee under this permit may be assigned, delegated, or subcontracted without the written consent of the department.
5. Only items listed above and agreed to by the department may be placed in the use area.
6. If the planned event cannot be held on the event dates listed above, this permit and conditions will govern the alternate dates listed above.

7. The department agrees that the permittee shall have sole control of the method, hours worked, and time and manner of any performance under this permit other than as specifically provided herein. The department takes no responsibility for supervision or direction of the performance of the permittee to be performed by the permittee or the permittee's employees or agents. The department further agrees that it will exercise no control over the selection and dismissal of the permittees' employees or agents.
8. All waste and debris resulting from this event shall be disposed of by the permittee as directed by the department. The area shall be maintained in a clean, neat condition for the duration of the event.
9. No cutting or trimming of trees shall be done without the department's approval.
10. The permittee shall inspect the area described by this permit before the event and shall remove, eliminate, or correct any unsafe or dangerous conditions or hazard. The permittee shall maintain the area in safe condition for the duration of the event.
11. The permittee shall indemnify the department and its employees against all claims, damages, costs, and expenses including reasonable attorney's fees arising either from the management of the event or from any breach or default on the part of the permittee in the performance of the permit agreement, or from any negligence of the permittee in the event. The permittee shall purchase liability insurance to be effective the dates of the event and naming both St. Croix County and its employees and the permittee as insureds in the amount of \$1,000,000.00 single limit per occurrence including coverage of \$1,000,000.00 for bodily injury, including death, and \$25,000.00 property damage so the department and its employees will be protected from any liability arising out of conducting the event by the permittee. If the permittee is a county-approved friends group, the permittee shall purchase liability insurance to be effective the dates of the event and naming both St. Croix County and its employees and the permittee as insureds in the amount of \$500,000.00 single limit per occurrence including coverage of \$300,000.00 for bodily injury, including death, and \$25,000.00 property damage so the department and its employees will be protected from any liability arising out of conducting the event by the permittee.
12. The permittee shall furnish the department with a copy of the insurance policy or certificate of insurance thirty days prior to the event. This permit is conditioned upon the department's approval of the insurance policy. The permittee will immediately notify the department both verbally and in writing of any action by the insurer to cancel the insurance policy.
13. No fire(s) shall be started without department approval except in department-provided grills and fire-rings.
14. The permittee shall take reasonable actions under a plan approved by the property manager to direct and supervise the parking of participants' and spectators' motor vehicles in order to prevent traffic problems. The permittee shall post observers at all points where the event crosses a road. Only authorized individuals may direct traffic, in accordance with s. 340.01(70) and 349.02, Wis. Stats.
15. The permittee shall not discriminate against any employee, participant, or applicant for employment in the event because of age, race, color, sex, religion, handicap, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation or national origin.
16. The permittee shall furnish the department with financial statements and such other operating reports concerning the event in such detail as the department may require. These reports and statements from this event shall be submitted to the department within 30 days of the department's request for the information.
17. This permit, together with the requirements herein and referenced parts and attachments, shall constitute the entire permit and previous communications, or permit pertaining to this permit are hereby superseded. Any contractual revision including cost adjustments and time extensions must be made by an amendment to this permit or other written documentation, signed by both parties at least 30 days prior to the ending date of this permit.
18. Additional conditions specifically concerning this event shall be in effect if numbered and listed on a separate sheet(s) of paper. Each such condition will be initialed by the permittee and the department representative.
19. "Concession" for the purposes of this permit shall include the selling or giving away of goods or services.

**The undersigned representatives of the permittee represent individually and as officers of the permittee that they have been duly authorized to sign this permit and bind their organization.**

Signature of Permittee/Title and Organization	Date signed
Signature of Permittee/Title and Organization	Date Signed

**OFFICIAL USE ONLY**

**St. Croix County Parks Division for the Community Development Department**


**Fee received \$ \_\_\_\_\_ Date \_\_\_\_\_ Receipt # \_\_\_\_\_**

<input type="checkbox"/> approved	<input type="checkbox"/> denied	Signature of Park Administrator	Date Signed
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**Mailing address:**

Community Development Department  
1101 Carmichael Road  
Hudson, WI 54016

Electronic copy to:
<input type="checkbox"/> County Clerk <input type="checkbox"/> Highway Department <input type="checkbox"/> Parks Staff <input type="checkbox"/> Public Health <input type="checkbox"/> Sheriff's Department

	<b>RECEIPT NO.</b> _____
<h1 style="margin: 0;">ST. CROIX COUNTY PARKS &amp; TRAILS NON-PROFIT EVENT PERMIT</h1>	
<b>PERMIT HOLDER</b> _____	
<b>PARK</b> _____	
<b>DATE</b> _____ <b>TO</b> _____	
<b>AUTHORIZED BY</b> _____ <b>DATE</b> _____ <small>(Park Administrator)</small>	
<h2 style="margin: 0;">PERMIT MUST BE ONSITE &amp; AVAILABLE FOR INSPECTION DURING EVENT</h2>	
<small>Per Parks Ordinance Ch. 30 Section 30.07(4)</small>	
<input type="checkbox"/> Distributed To Park Property Manager <input type="checkbox"/> Scanned To S Drive Parks Special Events	