

City of Bayfield

Special Event Permit Application for Use of Park(s)

(submit 45 days in advance; fee & proof of insurance required within 5 days of receiving approval)

Organization: _____

Date(s): _____

Time/Duration: _____

Maximum Number of Participants: _____

Contact Name: _____ **Signature:** _____

Contact Address: _____

Contact Phone#’s: _____

Contact Email(s): _____

Description of Event (type of activity; location including start, finish, staging areas; signage & public notification & information; traffic control; public safety; sanitation and trash management; post-event clean-up and rehabilitation (if needed)(attach map).

Events include, but are not limited to, run/bike/walk/swim/boat events and races, fundraisers, festivals, parades, and street dances; events that have a participation fee; events that require exclusive use of closure of any park, sidewalk, trail, or street or otherwise restrict or limit use by non-participants; and any use not otherwise specifically allowed.

City of Bayfield

Special Event Permit for Use of City Park(s)

Fees & Proof of Insurance Must be Submitted within 5 Days of Receiving Approval - Fees are Non-Refundable

Approved/Disapproved by: _____ Date: _____

Standard Fee Due: _____ Additional Fee: _____

\$100 for events of less than 50; \$200 for events over 50

Additional fee may occur if services such as law enforcement are required

Additional requirements/restrictions (if needed beyond those in application):

Standard Permit Restrictions:

- No property, including picnic tables, signs, trash receptacles etc., shall be removed
- No glass containers * Please recycle as much as possible
- Permittee is responsible to provide trash and recycling containers and removal
- Use grills provided - fires only allowed in constructed fire grills or rings
- Use public restrooms or sanitation facilities provided by permittee
- Fire lanterns, fireworks, or other similar flammable devices are prohibited
- Decorations are allowed, but must be removed at the end of the event
- No cutting/removing of vegetation or digging/disturbing of soil
- Park is closed between 12:00 midnight and 5:00 a.m. unless excepted under permit

I agree that I will assume responsibility for the park area(s) used for this function and will reimburse the City of Bayfield for any costs incurred for repairs or extra clean-up resulting from this function.

Signature of Permittee: _____ Date: _____

Please sign and return with fee and proof of insurance to:

City of Bayfield: 125 South First St. Bayfield, WI 54814

Retain a copy for your records

For Administrative Use (include staff initials with date)

Receipt Dates: Fee _____ Proof of Insurance: _____

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