

# 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 or 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: \_\_\_\_\_

\$150 for events of less than 50; \$250 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
- 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: 34 South Broad St. Unit 101 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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