

## CITY OF SUPERIOR SPECIAL EVENT PERMIT INSTRUCTIONS

*Please keep this page for your records.*

Please use the following as a guide to make sure your permit is complete. **NOTE: This permit, along with insurance information and fees, must be returned to Parks and Recreation a minimum of 60 days before your event. No fees will be waived. Sponsorship by the City may be requested.** Insurance may be submitted no later than 2 weeks from event date if application is completed in its entirety.

- A Certificate of Insurance is required by the City for every event and MUST list the event and date and have the City listed as Additional Insured (not just Certificate Holder). SEE SAMPLE PROVIDED.** Please contact Parks & Recreation if you have questions about obtaining special event insurance.
- A \$25 nonrefundable processing fee must accompany our permit.** In addition, fees for other City services (see Page 2) are required at the same time. **Please make check payable to "CITY TREASURER."** You may also pay with cash or money order.

### \*\*\*Information That May Apply to Your Event\*\*\*

- Licenses:** (As applicable, e.g., permit for alcohol, etc.) Contact the **City Clerk's Office** at **715-395-7200** for more information or email: [cityclerk@ci.superior.wi.us](mailto:cityclerk@ci.superior.wi.us)
- Fireworks permit:** If you plan to have fireworks at your event, you must contact the Fire Chief at least 30 days prior to your event to apply for a permit. Contact the **Fire Department** at **715-395-1680** for more information or email: [firedept4@ci.superior.wi.us](mailto:firedept4@ci.superior.wi.us)
- Food services or portable toilet requirements:** Contact the **Douglas County Health Department** at **715-395-1304**. Food vendors are not permitted until after the Douglas County Health Department issues a separate vendor license.
- Security may be required for crowds greater than 50. You must make arrangements for this with a private security company & submit a copy of your contract to us.**
- To request Auxiliary Police support for traffic and/or pedestrian control, contact the **Superior Police Department** at **715-395-7234** or email: [jagob@ci.superior.wi.us](mailto:jagob@ci.superior.wi.us) or [poskozima@ci.superior.wi.us](mailto:poskozima@ci.superior.wi.us)
- Emergency/Evacuation Plan:** (As applicable) Contact the **Superior Police Department** at **715-395-7234**.
- Services from the City of Superior:** Must be determined in advance and are to be applied to the cost with the permit (see Page 2).
- Map of the area to be used, which shows the entire area encompassed by this permit, noting location of food vendors, toilets, barricades, bounce houses, etc.** Any event involving a state road is subject to the approval of the Public Works Department & WisDOT.

**A SPECIAL EVENT PERMIT IS NOT VALID (MEANING YOU MAY NOT HAVE YOUR EVENT) WITHOUT ALL THE NECESSARY APPROVAL SIGNATURES AND AN ACCURATE CERTIFICATE OF INSURANCE.**

Return completed permit with payment to: Parks and Recreation  
1316 North 14th Street Suite 200  
Superior, WI 54880

Questions? Call Parks and Recreation 715-395-7270 or email: [parks@ci.superior.wi.us](mailto:parks@ci.superior.wi.us)

# CITY OF SUPERIOR SPECIAL EVENT PERMIT

<p><b><u>For Office Use Only</u></b></p> <p>Date Received _____</p> <p>Paid <input type="checkbox"/> Amount \$ _____ Insurance Recd. <input type="checkbox"/></p> <p>Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date Returned _____</p>
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**Event Name:** \_\_\_\_\_

**Contact/Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

**Web Site** \_\_\_\_\_ **Facebook event page** \_\_\_\_\_

**A. DETAILED EVENT DESCRIPTION:** Include where event will be held and type of activities (e.g., parade, athletics, street dance, walk-a-thon, rides/games, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Maximum number of participants expected (please estimate if unsure) \_\_\_\_\_

**B. DATES AND TIMES FOR EVENT** (Use an extra sheet for more than 4 days)

<b>Date(s)</b>				
<b>Setup start time</b>				
<b>Event start time</b>				
<b>End time (incl. tear down)</b>				

**C. INSURANCE REQUIREMENT**

The City of Superior requires you to provide coverage in the amount of \$1,000,000 aggregate with the City named as Additional Insured for the event (including setup and tear down). Attach your insurance certificate to this permit.

**D. ROADWAY/TRAIL USER – MAP IS REQUIRED**

Roadway(s)/trail to be used \_\_\_\_\_  
\_\_\_\_\_

(include map of entire area encompassed by request showing location of food vendors, toilets, barricades, etc). **DOT approval is required (City will secure) if a state road (e.g., Tower Avenue, Belknap Street, East 2nd Street) or city street is used.**

**E. SALES (see instruction sheet for email & phone numbers for the departments mentioned below)**

1. Do you or any food vendors intend on offering or selling food at your event? Yes  No

**If yes, you *must contact* the Douglas County Health Department for rules: 715-395-1304**  
**NOTE: It is the responsibility of the event organizer to ensure that all food vendors are properly licensed according to county and state regulations. Food vendors are not permitted until after Douglas County Health Department issues a separate vendor license.**

2. Do you intend to sell alcohol at your event? Yes  No   
**If yes, please contact the City Clerk's office.**

3. Do you intend to sell any other items? Yes  No   
If yes, what? \_\_\_\_\_  
**If yes, please contact the City Clerk's office.**

4. Do you plan on having fireworks as part of your event? Yes  No

**If yes, you must obtain a permit by contacting the Superior Fire Department at least 30 days prior to your event.**

Note: Sales of any kind are not permitted unless authorized by the City. Permits for sales of food, beer, or other alcoholic beverages, are further regulated by state and local agencies, which you are responsible for obtaining.

**F. FEES**

SERVICE	DELIVERY DATE	DELIVERY LOCATION	COST	# OF UNITS	AMOUNT DUE
PROCESSING FEE			\$25.00		\$25.00
GARBAGE CANS			\$5 each If you fail to order enough cans & trash is scattered, you will be charged a cleanup fee for time & materials.		
RECYCLING BIN			\$10 each		
BARRICADES			\$5 each		
CONES-pylons, candlestick or barrels			\$1 each		
NO PARKING SIGNS ON STAKES			\$5 per block		
STREET SWEEPER			\$50		
PARADE FEE			Up to 99 units \$50 100+units \$100		
PAVILION RENTAL		<b><u>Call Parks &amp; Rec for cost/availability</u></b> (\$25-\$50 depending on which park)			
ELECTRICITY FROM EXISTING SIMPLE OUTLET	Schedule key pick up with Parks & Rec prior to event		\$5		
ELECTRICAL PANEL		\$25 to use electric near parking lot			
PORTABLE TOILETS		\$25 pumping fee, per toilet, per day, if toilet is already on site.  If more than 100 attendees expected, you must arrange for additional toilets.			
<b>TOTAL AMOUNT DUE</b>					<b>\$</b>

*Reminder that all fees must be paid in full. The City of Superior offers event sponsorships. If interested in pursuing, please submit the “Event Sponsorship Application” with your special event permit at least 60 days in advance of your event.*

G. AUTHORIZATION TERMS & CONDITIONS

I, the undersigned applicant, certify that the permit is accurate and complete. I understand that inaccurate information is grounds for cancellation of any event and may jeopardize any future events.

I also agree that I will save and indemnify and hold harmless the City, its supervisors, and employees against all liabilities, judgments, costs, and expenses, including the claims of any third party, which may come against the City for granting this application, or which may in any way result from the carelessness or neglect of the applicant, or his/her members, guests, employees, or other persons or entities under contract with the applicant.

If this box is checked, special security is required, and I agree to provide \_\_\_\_\_ security guards for the duration of the event at my own expense. I agree to provide the City with proof that such guards are secured.

Check this box if you think you will need assistance from the Superior Police Department Auxiliary Police for traffic and/or pedestrian control. Every effort will be made to provide support, if auxiliary volunteers are available. **You must call or email the police department** (contact information on the instruction sheet/page 1 of this form) to make arrangements.

If this box is checked, a special **license/permit(s)** is required, and I agree to secure the \_\_\_\_\_ license/permit(s) at my expense. I agree to provide the City with proof that such license/permit(s) have been secured.

If this box is checked, an **emergency/evacuation plan** is needed, and I will submit a plan not less than **two business days** prior to the event.

**IMPORTANT: FAILURE TO PROVIDE ANY NEEDED INFORMATION COULD VOID THIS PERMIT AND CANCEL YOUR EVENT. ALSO, A SPECIAL EVENT PERMIT IS NOT VALID UNTIL INSURANCE HAS BEEN PROVIDED, ALL FEES HAVE BEEN PAID, AND ALL NECESSARY APPROVAL SIGNATURES HAVE BEEN OBTAINED.**

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

**H. NOTES/SPECIAL INSTRUCTIONS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I. APPROVALS

1. Parks, Recreation & Forestry Director \_\_\_\_\_
2. Public Works Director or Asst. Director \_\_\_\_\_
3. Superior Police Department Traffic Lieutenant \_\_\_\_\_

**Email Distribution:** City Clerk's Office  
 Mayor's Office  
 BID  
 Police Department (Traffic Lt & Community Policing Officer)  
 Douglas County Health Dept.  
 Park Superintendent  
 Street Superintendent & Staff Assistant at MSB  
 Chamber of Commerce  
 Emergency Management  
 Applicant  
 DTA (if rerouting is needed)  
 Post Office (if routes will be affected)  
 Barker's Island businesses (if event held on Island)  
 Dan Hartel (only if recycling is used)  
 Sign Shop – Barricades/cones  
 WisDOT (if needed)