

Our intention is to have in-person meetings going forward. For the time being, we will hold the City Committee Meetings, Plan Commission, Council and most others at the Community Room at 933 Michigan Avenue. This in-person location will meet the legal requirement for our open meetings.

We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

**CITY OF STEVENS POINT
PUBLIC POLICY AND GENERAL GOVERNMENT**

August 14, 2023 - 6:00 PM

**Community Room
933 Michigan Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting ID: 891 6610 4665 | Passcode: 858097

By Computer: [Zoom Link](#)

By Phone: +1-312-626-6799 (US Chicago)

(A quorum of the City Council may attend this meeting)

AGENDA

Discussion and Possible Action on:

1. Roll Call.
2. License List:
 - A. "Class B" Beer & Liquor License: Caravan Wine Shop at 1221 Second Street, Stevens Point for license period beginning August 22, 2023.
 - B. Temporary Extension of Licensed Premise: Partner's Pub & Grill, 2600 Stanley Street, Stevens Point, request for temporary extension of licensed premise for a special event on October 21, 2023 to include a tent and fenced areas of their parking and rear lots.
3. Request to Hold Event/Street Closing:
 - A. Art in the Park on September 16, 2023 (Recurring Event).
 - B. Pacelli Homecoming Parade on October 5, 2023 (Recurring Event).
 - C. Festival Foods Turkey Trot on November 23, 2023 (Recurring Event).
 - D. Downtown Christmas on December 9, 2023 (Recurring Event).
4. Adjournment.

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD # 346-1556 or by mail at 1515 Strongs Ave., Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00 p.m.

LICENSE LIST
PUBLIC POLICY AND GENERAL GOVERNMENT
Monday, August 14, 2023

"Class B" Beer & Liquor License:

1. **Caravan Wine Shop** at 1221 2nd St, Stevens Point for license period beginning 08/22/2023

Temporary Extension of Licensed Premise:

1. **Partner's Pub & Grill**, 2600 Stanley St, Stevens Point, request for temporary extension of licensed premise for a special event, October 21, 2023 to include the tent and fenced in areas of Partner's parking and rear lots.

SPECIAL EVENT PERMIT APPLICATION

Application Fee: \$35

- ☐ Exempt (Veterans, Schools, Funerals) ☐ Small (Less Than 100 Attendees)
☐ Medium (100-500 Attendees) ☒ Large (500+ Attendees)

OFFICE USE ONLY:

DATE: _____

AMOUNT: _____

RECEIPT: _____

Insurance: Medium and Large Events are required by City Ordinance 12.28(6)b to submit a Certificate of Insurance providing minimum combined single bodily injury and property damage of \$1,000,000.

- Please Select One: ☐ New Event ☒ Return Event as Previously Presented ☐ Return Event w/ Changes
- Name of Event: ART IN THE PARK
- Name of Sponsoring Person or Organization: CHILDRENS ARTS PROGRAM + City of St. Pt
 Address: 3117 Della St City: Stevens Point State: WI Zip Code: 54481
 Is this a 501 (C-3) non-profit organization? ☐ Yes ☒ No If Yes, Tax Exempt CES#: _____
- Contact Person: Patti Adamski
 Phone: 715-344-8901 Email: padamski8183@gmail.com Fax: _____
 Address: _____ City: _____ State: _____ Zip Code: _____
- Event Type: (Check All That Apply and Describe: Run/Walk, Concert, Festival, Picnic, Etc.)
☐ Athletic Event: _____
☐ Financial Gain Event on City Property: _____
☒ Free Public Event on City Property: _____
☐ Private Event: _____
☐ Other: _____
- Event Date(s): 9-16-2023 Event Start Time: 10 AM Event End Time: 4 PM
- Set Up Date and Time: 9-16-2023 7 AM
- Event Assembly Location: Pfeiffer Pioneer Park
 Event Dispersal Location (if different from Assembly Location): _____
- Alternative Location: ☐ Yes ☒ No if "Yes" please list location: _____
 (usage of an alternative location must be communicated with the City Clerk's Office two business days prior to the event)
- Estimated Attendance Of:
 Participants/Vendors: 125 Spectators/Attendees: 500-750 Vehicles: _____ Animals: _____
- Site Plan/Map of Event Attached [REQUIRED]: ☐ Yes ☐ No
 (Include Locations of Vendors, Tents, Portable Restrooms, Etc.)
- Street Closures Required? ☐ Yes ☒ No (If "Yes" Certificate of Insurance providing minimum combined single bodily injury and property damage of \$1,000,000 is required regardless of event size).
- List of Street Blocks to Close for Event: NO
- Briefly Describe Your Event (You May Attach Additional Pages, If Needed):
ARTIST + craft vendors who set up their own tents, large food tent to accomodate non profit organizations who sell food + drink items. Addition non profit who have childrens activities.
- Describe any additional needs from the City or City Facilities (Barricades, Fencing, Garbage Cans, City Facilities, Parks, etc.):
Fencing in front of Central company building Garbage cans, bars for food tent, picnic tables under food tent and in park.
- Police Presence Needed? ☐ Police ☐ Auxiliary Officer (Contact Lt. Uitenbroek at buitenbroek@stevenspoint.com)
 Please Explain: _____

16. Will You Have Any of the Following? Check the Appropriate Boxes:

		Yes	No			Yes	No
1	Admission/Entry Fee	☐	☒	10	Erection of Tents/Temporary Structures—Area Greater than 400sq. ft. (Additional Permit Required—Contact Fire Dept & Ask for Officer on Duty: 715-344-1833)	☒	☐
2	Alcoholic Beverages Served (Additional Permit Required—Contact City Clerk: 715-346-1569)	☐	☒	11	Financial Gain Activity	☐	☒
3	Amplification Equipment	☐	☒	12	Fireworks—Please Explain Below: (Additional Permit Required—Contact Fire Department & Ask for Officer on Duty: 715-344-1833)	☐	☒
4	Amusement Rides/Inflatables (Certificate of Insurance Required—Contact City Clerk's Office: 715-346-1569)	☐	☒	13	Food Prepared/Served (Additional Permit Required—Contact Portage County Health Dept: 715-345-5350 AND Fire Dept—Email the Fire Marshal at: sinnert@stevenspoint.com)	☒	☐
5	Boats/Snowmobiles/ATVs	☐	☒	14	Horses/Animals	☐	☒
6	Concession Sales	☒	☐	15	Musical Bands	☐	☒
7	Drive Anything Into the Ground (Utility Location Required \$25—Contact Parks Department: 715-346-1531)	☒	☐	16	Portable Toilets	☐	☒
8	Electricity Needed	☒	☐	17	Vendor Displays/Sales	☒	☐
9	Erection of Tents/Temporary Structures—Area Less than 400sq. ft.	☒	☐	18	Usage of the Square (Farmers Market Runs May 1st - October 31st—Contact: stevenspointfarmersmarket@gmail.com)	☐	☒

Additional Explanation Here:

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all Special Event organizers and participants must comply with all applicable City Ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Additional fees such as park facilities, tent, and firework permits are in addition to the fees submitted for the Special Event Application.

NON-DISCRIMINATION, HOLD HARMLESS, INDEMNIFICATION AND DEFENSE

THE PERSON OR GROUP NAMED AS THE SPONSORING ORGANIZATION ON THIS APPLICATION WILL BE RESPONSIBLE FOR THE CONDUCT OF THE SPECIAL EVENT AND FOR THE CONDITION OF THE FACILITY. THE SPONSORING ORGANIZATION WILL NOT DENY ANY PERSON ANY BENEFIT OR OTHERWISE SUBJECT ANY PERSON TO DISCRIMINATION BECAUSE OF RACE, COLOR, CREED, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, RELIGION, GENDER IDENTITY, OR MEMBERSHIP IN ANY PROTECTED CLASS.

BY SIGNING THIS APPLICATION, THE SPONSORING PERSON OR ORGANIZATION LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

NOTHING CONTAINED WITHIN THIS AGREEMENT IS INTENDED TO BE A WAIVER OR ESTOPPELS OF THE CONTRACTING MUNICIPALITY OR ITS INSURER TO RELY UPON THE LIMITATIONS, DEFENSES, AND IMMUNITIES CONTAINED WITHIN WISCONSIN LAW, INCLUDING THOSE CONTAINED WITHIN WISCONSIN STATUTES §§ 893.80, 895.52, AND 345.05. TO THE EXTENT THAT INDEMNIFICATION IS AVAILABLE AND ENFORCEABLE, THE CITY OF STEVENS POINT OR ITS INSURER(S) SHALL NOT BE LIABLE IN INDEMNITY OR CONTRIBUTION FOR AN AMOUNT GREATER THAN THE LIMITS OF LIABILITY FOR MUNICIPAL CLAIMS ESTABLISHED BY WISCONSIN LAW.

I hereby certify that the foregoing facts concerning my Special Event are true to the best of my knowledge:

Signature of Applicant: *Ruth Adamski* Date: 7-27-2023

ACTIVITIES

KIDS

BANDSHELL

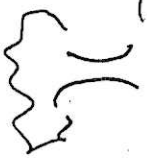
35 - - - - - 398

Food
TENT

KETTLE
CORN

ICE
CREAM

CREAM
PUFFS



1

7-27

53 - - - - - 58
64 - - - - - 59

86 - - - - - 91

41 - - - - - 52
75 - - - - - 65

VARGA
76 - - - - - 85
96 - - - - - 92
40

28 - - - - - 34
27

SPECIAL EVENT PERMIT APPLICATION

Application Fee: \$35

- ☒ Exempt (Veterans, Schools, Funerals) ☐ Small (Less Than 100 Attendees)
☐ Medium (100-500 Attendees) ☐ Large (500+ Attendees)

OFFICE USE ONLY:

DATE: _____

AMOUNT: _____

RECEIPT: _____

Insurance: Medium and Large Events are required by City Ordinance 12.28(6)b to submit a Certificate of Insurance providing minimum combined single bodily injury and property damage of \$1,000,000.

- Please Select One: ☐ New Event ☒ Return Event as Previously Presented ☐ Return Event w/ Changes
- Name of Event: Pacelli Homecoming Parade
- Name of Sponsoring Person or Organization: Joe Zawacki / Larry Theiss / Pacelli Catholic Schools
Address: 1321 Maria Drive City: Stevens Point State: WI Zip Code: 54481
Is this a 501 (C-3) non-profit organization? ☒ Yes ☐ No If Yes, Tax Exempt CES#: _____
- Contact Person: Larry Theiss, Principal
Phone: 715-341-2042 Email: ltheiss@pacelli.catholic.scho.wisconsin.gov
Address: 1321 Maria Drive City: Stevens Point State: WI Zip Code: 54481
- Event Type: (Check All That Apply and Describe: Run/Walk, Concert, Festival, Picnic, Etc.)
☐ Athletic Event: _____
☐ Financial Gain Event on City Property: _____
☐ Free Public Event on City Property: _____
☐ Private Event: _____
☒ Other: Homecoming Parade
- Event Date(s): 10/5/2023 Event Start Time: 4:00 Event End Time: 4:30
- Set Up Date and Time: 10/5/2023 ~ 3:30
- Event Assembly Location: St. Peter Middle School
Event Dispersal Location (if different from Assembly Location): Pacelli Catholic High School
- Alternative Location: ☐ Yes ☒ No if "Yes" please list location: _____

(usage of an alternative location must be communicated with the City Clerk's Office two business days prior to the event)

- Estimated Attendance Of:
Participants/Vendors: 100 Spectators/Attendees: 250 Vehicles: 15 Animals: 0
- Site Plan/Map of Event Attached [REQUIRED]: ☒ Yes ☐ No
(Include Locations of Vendors, Tents, Portable Restrooms, Etc.)
- Street Closures Required? ☒ Yes ☐ No (If "Yes" Certificate of Insurance providing minimum combined single bodily injury and property damage of \$1,000,000 is required regardless of event size).
- List of Street Blocks to Close for Event: See Parade route for details
- Briefly Describe Your Event (You May Attach Additional Pages, If Needed):
Following the same parade route as prior years. Approximately 15 vehicles in the parade.
- Describe any additional needs from the City or City Facilities (Barricades, Fencing, Garbage Cans, City Facilities, Parks, etc.):

- Police Presence Needed? ☐ Police ☒ Auxiliary Officer (Contact Lt. Uitenbroek at buitenbroek@stevenspoint.com)
Please Explain: _____

16. Will You Have Any of the Following? Check the Appropriate Boxes:

		Yes	No			Yes	No
1	Admission/Entry Fee	☐	☒	10	Erection of Tents/Temporary Structures—Area Greater than 400sq. ft. (Additional Permit Required—Contact Fire Dept & Ask for Officer on Duty: 715-344-1833)	☐	☒
2	Alcoholic Beverages Served (Additional Permit Required—Contact City Clerk: 715-346-1569)	☐	☒	11	Financial Gain Activity	☐	☒
3	Amplification Equipment	☐	☒	12	Fireworks—Please Explain Below: (Additional Permit Required—Contact Fire Department & Ask for Officer on Duty: 715-344-1833)	☐	☒
4	Amusement Rides/Inflatables (Certificate of Insurance Required—Contact City Clerk's Office: 715-346-1569)	☐	☒	13	Food Prepared/Served (Additional Permit Required—Contact Portage County Health Dept: 715-345-5350 AND Fire Dept—Email the Fire Marshal at: sinnert@stevenspoint.com)	☐	☒
5	Boats/Snowmobiles/ATVs	☐	☒	14	Horses/Animals	☐	☒
6	Concession Sales	☐	☒	15	Musical Bands	☐	☒
7	Drive Anything Into the Ground (Utility Location Required \$25—Contact Parks Department: 715-346-1531)	☐	☒	16	Portable Toilets	☐	☒
8	Electricity Needed	☐	☒	17	Vendor Displays/Sales	☐	☒
9	Erection of Tents/Temporary Structures—Area Less than 400sq. ft.	☐	☒	18	Usage of the Square (Farmers Market Runs May 1st - October 31st—Contact: stevenspointfarmersmarket@gmail.com)	☐	☒

Additional Explanation Here:

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all Special Event organizers and participants must comply with all applicable City Ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Additional fees such as park facilities, tent, and firework permits are in addition to the fees submitted for the Special Event Application.

NON-DISCRIMINATION, HOLD HARMLESS, INDEMNIFICATION AND DEFENSE

THE PERSON OR GROUP NAMED AS THE SPONSORING ORGANIZATION ON THIS APPLICATION WILL BE RESPONSIBLE FOR THE CONDUCT OF THE SPECIAL EVENT AND FOR THE CONDITION OF THE FACILITY. THE SPONSORING ORGANIZATION WILL NOT DENY ANY PERSON ANY BENEFIT OR OTHERWISE SUBJECT ANY PERSON TO DISCRIMINATION BECAUSE OF RACE, COLOR, CREED, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, RELIGION, GENDER IDENTITY, OR MEMBERSHIP IN ANY PROTECTED CLASS.

BY SIGNING THIS APPLICATION, THE SPONSORING PERSON OR ORGANIZATION LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

NOTHING CONTAINED WITHIN THIS AGREEMENT IS INTENDED TO BE A WAIVER OR ESTOPPELS OF THE CONTRACTING MUNICIPALITY OR ITS INSURER TO RELY UPON THE LIMITATIONS, DEFENSES, AND IMMUNITIES CONTAINED WITHIN WISCONSIN LAW, INCLUDING THOSE CONTAINED WITHIN WISCONSIN STATUTES §§ 893.80, 895.52, AND 345.05. TO THE EXTENT THAT INDEMNIFICATION IS AVAILABLE AND ENFORCEABLE, THE CITY OF STEVENS POINT OR ITS INSURER(S) SHALL NOT BE LIABLE IN INDEMNITY OR CONTRIBUTION FOR AN AMOUNT GREATER THAN THE LIMITS OF LIABILITY FOR MUNICIPAL CLAIMS ESTABLISHED BY WISCONSIN LAW.

I hereby certify that the foregoing facts concerning my Special Event are true to the best of my knowledge:

Signature of Applicant:  Date: 7/17/2023

*****Signature of Approval*****

Signature of City Clerk: _____ Date: _____ Page 8 of 16



SPECIAL EVENT PERMIT APPLICATION

Application Fee: \$35

DATE:	6-15-23
AMOUNT:	\$35 ⁰⁰
RECEIPT:	1.093173

- ☐ Exempt (Veterans, Schools, Funerals) ☐ Small (Less Than 100 Attendees)
☐ Medium (100-500 Attendees) ☒ Large (500+ Attendees)

Insurance: Medium and Large Events are required by City Ordinance 12.28(6)b to submit a Certificate of Insurance providing minimum combined single bodily injury and property damage of \$1,000,000.

- Please Select One: ☒ New Event ☐ Return Event as Previously Presented ☐ Return Event w/ Changes
- Name of Event: Festival Foods Turkey Trot
- Name of Sponsoring Person or Organization: Festival Foods
 Address: 1600 Academy Avenue City: Stevens Point State: WI Zip Code: 54481
 Is this a 501 (C-3) non-profit organization? ☐ Yes ☒ No If Yes, Tax Exempt #: _____
- Contact Person: Daylitt or Kevin Hopp
 Phone: 715-342-1323 Email: hlibbaday@yahoo.com Fax: _____
 Address: 3816 Jay Court City: Stevens Point State: WI Zip Code: 54481
- Event Type: (Check All That Apply and Describe: Run/Walk, Concert, Festival, Picnic, Etc.)
☐ Athletic Event: Run/Walk
☐ Financial Gain Event on City Property: _____
☐ Free Public Event on City Property: _____
☐ Private Event: _____
☐ Other: _____
- Event Date(s): November 23, 2023 Event Start Time: 8:00am Event End Time: 10:00am
- Set Up Date and Time: November 23, 6:00am-8:00am
- Event Assembly Location: SPASH - 1201 Northpoint Drive, Stevens Point, WI
 Event Dispersal Location (if different from Assembly Location): _____
- Estimated Attendance Of:
 Participants/Vendors: 600 Spectators/Attendees: _____ Vehicles: 250 Animals: 20
- Site Plan/Map of Event Attached (REQUIRED): ☐ Yes ☐ No
 (Include Locations of Vendors, Tents, Portable Restrooms, Etc.)
- Street Closures Required? ☒ Yes ☐ No (If "Yes" Certificate of Insurance providing minimum combined single bodily injury and property damage of \$1,000,000 is required regardless of event size).
- List of Street Blocks to Close for Event: North Second Street between North Point Drive and the most Southern SPASH exit.
- Briefly Describe Your Event (You May Attach Additional Pages, If Needed):
Festival Foods Turkey Trot will create and sustain an event that focuses on families, healthy living, fun and a sense of community for all ages and abilities.

- Do You Require Any Other Special Assistance from the City?
 We do not believe so at this time.

- Describe any additional needs from the City or City Facilities (Barricades, Fencing, Garbage Cans, City Facilities, Parks, etc.):

- Police Presence Needed? ☐ Police ☐ Auxiliary Officer (Contact Lt. Uitenbroek at buitenbroek@stevenspoint.com)
 Please Explain: _____

16. Will You Have Any of the Following? Check the Appropriate Boxes:

		Yes	No			Yes	No
1	Admission/Entry Fee	☒	☐	10	Erection of Tents/Temporary Structures—Area Greater than 400sq. ft. (Additional Permit Required—Contact Fire Dept & Ask for Officer on Duty: 715-344-1833)	☐	☒
2	Alcoholic Beverages Served (Additional Permit Required—Contact City Clerk: 715-346-1569)	☐	☒	11	Financial Gain Activity	☐	☒
3	Amplification Equipment	☒	☐	12	Fireworks—Please Explain Below: (Additional Permit Required—Contact Fire Department & Ask for Officer on Duty: 715-344-1833)	☐	☒
4	Amusement Rides/Inflatables (Certificate of Insurance Required—Contact City Clerk's Office: 715-346-1569)	☐	☒	13	Food Prepared/Served (Additional Permit Required—Contact Portage County Health Dept: 715-345-5350 AND Fire Dept—Email the Fire Marshal at: egana@stevenspoint.com)	☐	☒
5	Boats/Snowmobiles/ATVs	☐	☒	14	Horses/Animals	☐	☒
6	Concession Sales	☐	☒	15	Musical Bands	☐	☒
7	Drive Anything Into the Ground (Utility Location Required \$25—Contact Parks Department: 715-346-1531)	☐	☒	16	Portable Toilets	☒	☐
8	Electricity Needed	☐	☒	17	Vendor Displays/Sales	☐	☐
9	Erection of Tents/Temporary Structures—Area Less than 400sq. ft.	☐	☒				

Additional Explanation Here:

We will have tents and portable toilets, but they will be located on Stevens Point Public School District property.

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all Special Event organizers and participants must comply with all applicable City Ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Additional fees such as park facilities, tent, and firework permits are in addition to the fees submitted for the Special Event Application.

NON-DISCRIMINATION, HOLD HARMLESS, INDEMNIFICATION AND DEFENSE

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NOTHING CONTAINED WITHIN THIS AGREEMENT IS INTENDED TO BE A WAIVER OR ESTOPPELS OF THE CONTRACTING MUNICIPALITY OR ITS INSURER TO RELY UPON THE LIMITATIONS, DEFENSES, AND IMMUNITIES CONTAINED WITHIN WISCONSIN LAW, INCLUDING THOSE CONTAINED WITHIN WISCONSIN STATUTES §§ 893.80, 895.52, AND 345.05. TO THE EXTENT THAT INDEMNIFICATION IS AVAILABLE AND ENFORCEABLE, THE CITY OF STEVENS POINT OR ITS INSURER(S) SHALL NOT BE LIABLE IN INDEMNITY OR CONTRIBUTION FOR AN AMOUNT GREATER THAN THE LIMITS OF LIABILITY FOR MUNICIPAL CLAIMS ESTABLISHED BY WISCONSIN LAW.

I hereby certify that the foregoing facts concerning my Special Event are true to the best of my knowledge:

Signature of Applicant:

Kim Lynn

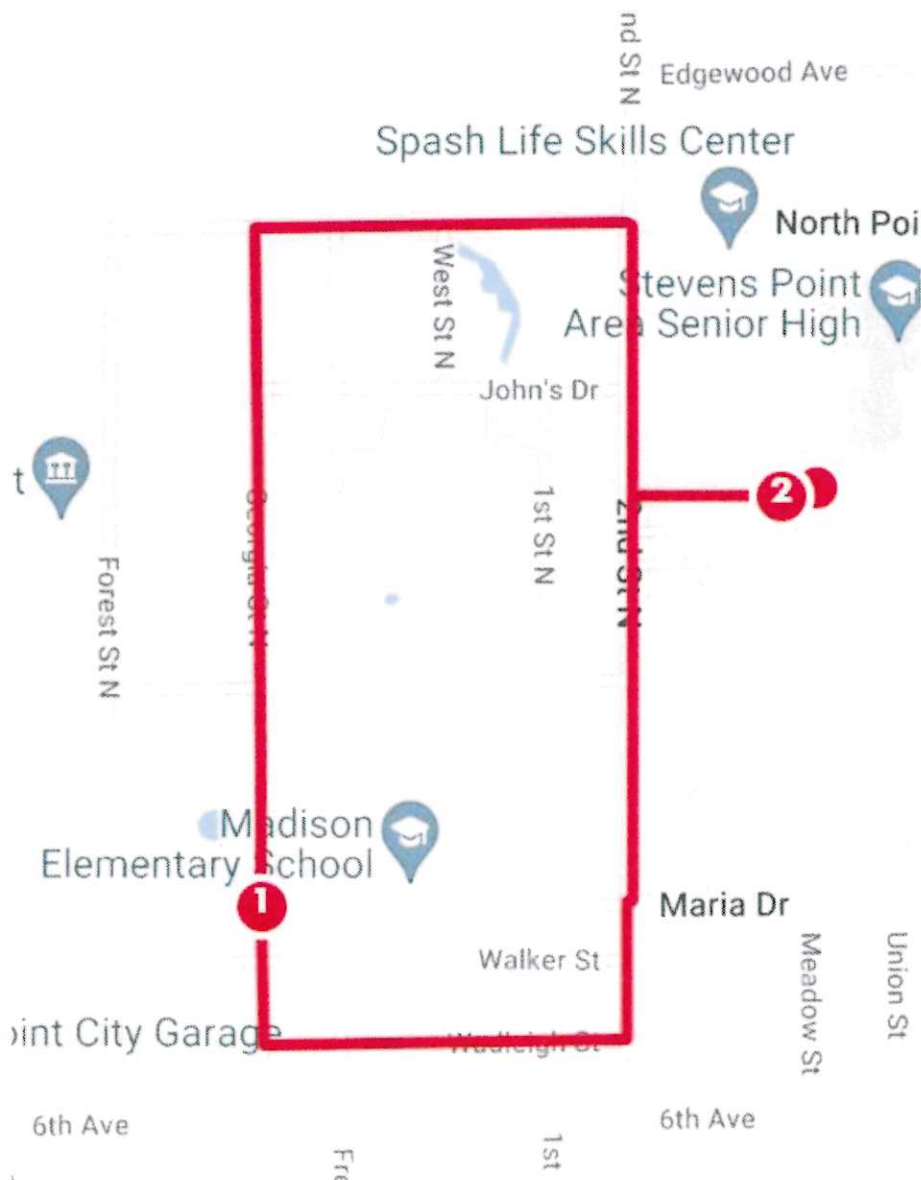
Date:

6-15-23

Signature of Sponsor

2023 Festival Turkey Trot Maps

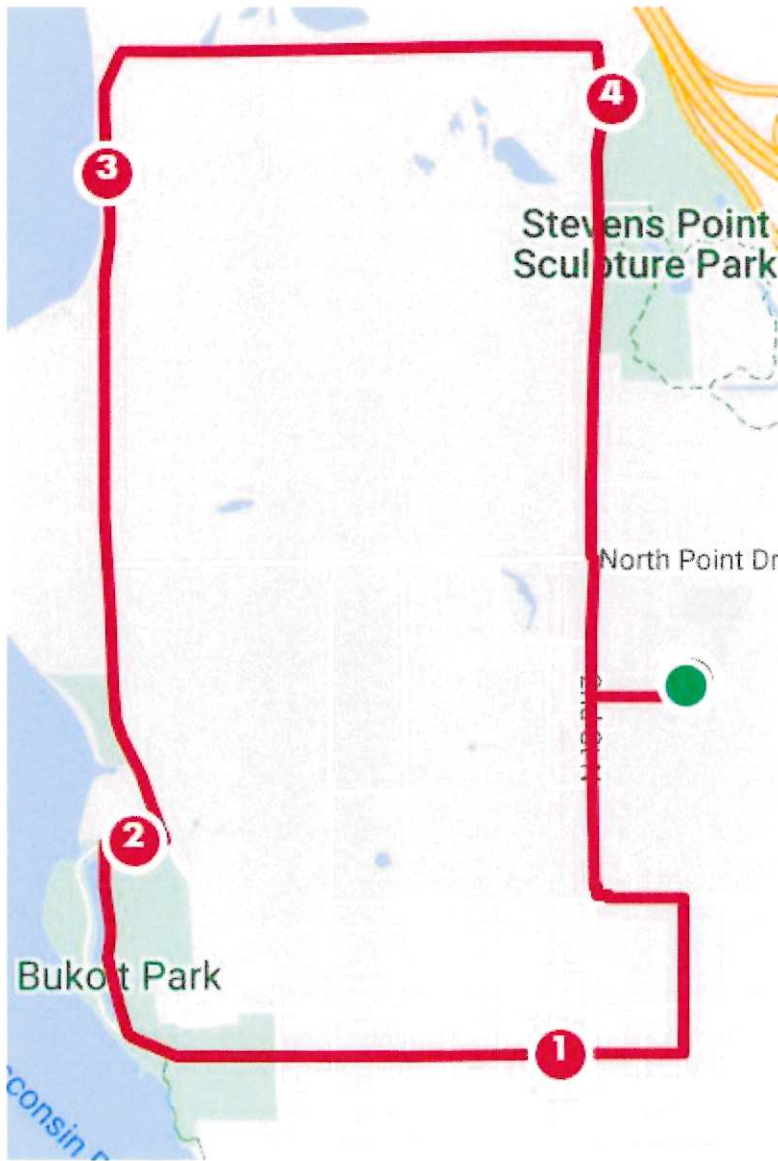
2 Mile Route – Starts and ends in the SPASH West Parking Lot



2 Mile

Start in the SPASH parking lot, go South and turn right onto Wadleigh St, right onto Georgia, turn right onto North Point Dr, and turn right onto N. 2nd St, turn left into the SPASH parking lot and finish at the start/finish area.

5 Mile Route – Starts and ends in the SPASH West Parking Lot



5 Mile

Start in SPASH parking lot, go South and turn left onto Maria Dr, right onto Meadow and right onto Bukolt Ave. Run through Bukolt Park on the East side of the lagoon. Exit the backside of the park and go North on Old Wausau Rd, take a right onto DuBay Ave, take a right onto N. 2nd St, take a left into the SPASH parking lot and finish at the start/finish area.

SPECIAL EVENT PERMIT APPLICATION

Application Fee: \$35

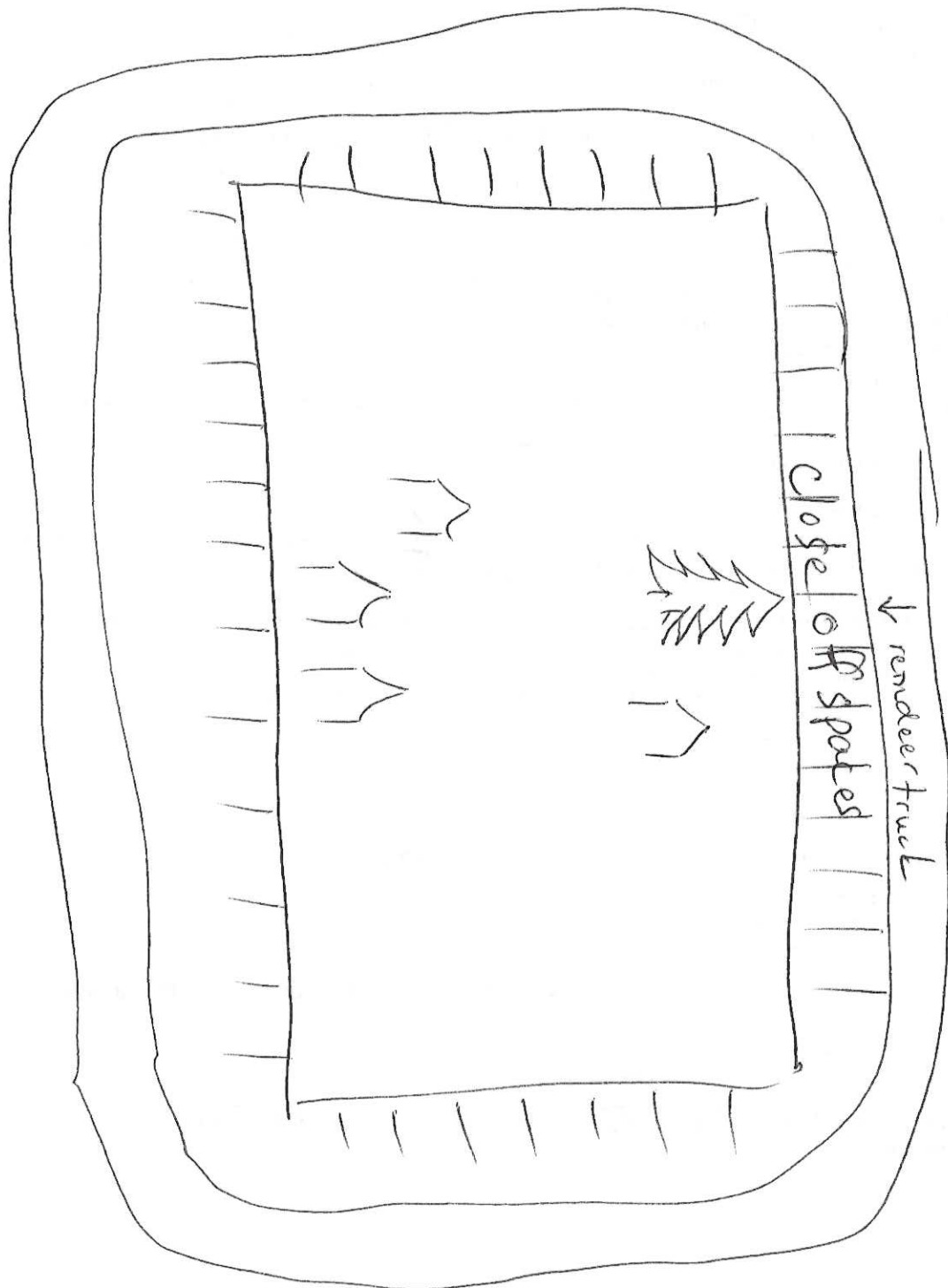
- ☐ Exempt (Veterans, Schools, Funerals) ☐ Small (Less Than 100 Attendees)
☐ Medium (100-500 Attendees) ☒ Large (500+ Attendees)

OFFICE USE ONLY:

DATE: 7/7/23
 AMOUNT: \$35
 RECEIPT: 1.093388

Insurance: Medium and Large Events are required by City Ordinance 12.28(6)b to submit a Certificate of Insurance providing minimum combined single bodily injury and property damage of \$1,000,000.

- Please Select One: ☒ New Event ☐ Return Event as Previously Presented ☐ Return Event w/ Changes
- Name of Event: Downtown Christmas
- Name of Sponsoring Person or Organization: Stevens Point Alliance
 Address: PO Box 675 City: Stevens Point State: WI Zip Code: 54481
 Is this a 501 (C-3) non-profit organization? ☐ Yes ☐ No If Yes, Tax Exempt CES#: 501 C6
- Contact Person: Nicole Kaiser Email: info@downtownpointwi@gmail.com
 Phone: 715-571-4201 Fax: _____
 Address: same as above City: _____ State: _____ Zip Code: _____
- Event Type: (Check All That Apply and Describe: Run/Walk, Concert, Festival, Picnic, Etc.)
☐ Athletic Event: _____
☐ Financial Gain Event on City Property: _____
☒ Free Public Event on City Property: _____
☐ Private Event: _____
☐ Other: _____
- Event Date(s): Dec. 9, 2023 Event Start Time: 1pm Event End Time: 4:30p
- Set Up Date and Time: Dec. 9, 11am
- Event Assembly Location: Square
 Event Dispersal Location (if different from Assembly Location): _____
- Estimated Attendance Of:
 Participants/Vendors: 5 Spectators/Attendees: 1,000 Vehicles: + Animals: reindeer
- Site Plan/Map of Event Attached [REQUIRED]: ☒ Yes ☐ No ON BACK
 (Include Locations of Vendors, Tents, Portable Restrooms, Etc.)
- Street Closures Required? ☐ Yes ☒ No (If "Yes" Certificate of Insurance providing minimum combined single bodily injury and property damage of \$1,000,000 is required regardless of event size).
- List of Street Blocks to Close for Event: _____
- Briefly Describe Your Event (You May Attach Additional Pages, If Needed):
live reindeer & Santa Claus.
- Do You Require Any Other Special Assistance from the City?
electricity
- Describe any additional needs from the City or City Facilities (Barricades, Fencing, Garbage Cans, City Facilities, Parks, etc.):
Do not setup ice rink until Dec. 11.
shovel sidewalk around square.
- Police Presence Needed? ☐ Police ☐ Auxiliary Officer (Contact Lt. Uitenbroek at buitenbroek@stevenspoint.com)
 Please Explain: _____



16. Will You Have Any of the Following? Check the Appropriate Boxes.

	Yes	No		Yes	No
1 Admission/Entry Fee	☐	☒	10 Erection of Tents/Temporary Structures—Area Greater than 400sq. ft. (Additional Permit Required—Contact Fire Dept & Ask for Officer on Duty: 715-344-1833)	☐	☒
2 Alcoholic Beverages Served (Additional Permit Required—Contact City Clerk: 715-346-1569)	☐	☒	11 Financial Gain Activity	☐	☒
3 Amplification Equipment	☒	☐	12 Fireworks—Please Explain Below: (Additional Permit Required—Contact Fire Department & Ask for Officer on Duty: 715-344-1833)	☐	☒
4 Amusement Rides/Inflatables (Certificate of Insurance Required—Contact City Clerk's Office: 715-346-1569)	☐	☒	13 Food Prepared/Served (Additional Permit Required—Contact Portage County Health Dept: 715-345-5350 AND Fire Dept—Email the Fire Marshal at: sinnert@stevenspoint.com)	☐	☒
5 Boats/Snowmobiles/ATVs	☐	☒	14 Horses/Animals <u>reindeer</u>	☒	☐
6 Concession Sales	☐	☒	15 Musical Bands	☒	☐
7 Drive Anything Into the Ground (Utility Location Required \$25—Contact Parks Department: 715-346-1531)	☐	☒	16 Portable Toilets	☐	☒
8 Electricity Needed	☒	☐	17 Vendor Displays/Sales	☐	☒
9 Erection of Tents/Temporary Structures—Area Less than 400sq. ft.	☒	☐	18 Usage of the Square (Farmers Market Runs May 1st - October 31st—Contact: stevenspointfarmersmarket@gmail.com)	☒	☐

Additional Explanation Here:

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all Special Event organizers and participants must comply with all applicable City Ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Additional fees such as park facilities, tent, and firework permits are in addition to the fees submitted for the Special Event Application.

NON-DISCRIMINATION, HOLD HARMLESS, INDEMNIFICATION AND DEFENSE

THE PERSON OR GROUP NAMED AS THE SPONSORING ORGANIZATION ON THIS APPLICATION WILL BE RESPONSIBLE FOR THE CONDUCT OF THE SPECIAL EVENT AND FOR THE CONDITION OF THE FACILITY. THE SPONSORING ORGANIZATION WILL NOT DENY ANY PERSON ANY BENEFIT OR OTHERWISE SUBJECT ANY PERSON TO DISCRIMINATION BECAUSE OF RACE, COLOR, CREED, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, RELIGION, GENDER IDENTITY, OR MEMBERSHIP IN ANY PROTECTED CLASS.

BY SIGNING THIS APPLICATION, THE SPONSORING PERSON OR ORGANIZATION LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

NOTHING CONTAINED WITHIN THIS AGREEMENT IS INTENDED TO BE A WAIVER OR ESTOPPEL OF THE CONTRACTING MUNICIPALITY OR ITS INSURER TO RELY UPON THE LIMITATIONS, DEFENSES, AND IMMUNITIES CONTAINED WITHIN WISCONSIN LAW, INCLUDING THOSE CONTAINED WITHIN WISCONSIN STATUTES §§ 893.80, 895.52, AND 345.05. TO THE EXTENT THAT INDEMNIFICATION IS AVAILABLE AND ENFORCEABLE, THE CITY OF STEVENS POINT OR ITS INSURER(S) SHALL NOT BE LIABLE IN INDEMNITY OR CONTRIBUTION FOR AN AMOUNT GREATER THAN THE LIMITS OF LIABILITY FOR MUNICIPAL CLAIMS ESTABLISHED BY WISCONSIN LAW.

I hereby certify that the foregoing facts concerning my Special Event are true to the best of my knowledge:

Signature of Applicant: [Signature] Date: 4-20-23

*****Signature of Approval*****

Signature of City Clerk: _____ Date: _____