

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**

**May 13, 2024 - 6:05 PM**

**(or immediately following previously scheduled meeting)**

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

**OR**

**Zoom Teleconferencing**

**Meeting ID: 841 6171 6292 | Passcode: 927312**

**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 A" Beer & Liquor License:
    1. Refuel Pantry-Church Point at 3209 Church Street, Stevens Point for license period beginning May 21, 2024.
    2. Refuel Pantry-Division Point at 412 Division Street, Stevens Point for license period beginning May 21, 2024.
    3. Refuel Pantry-Main Point at 4928 Main Street, Stevens Point for license period beginning May 21, 2024.
  - B. Class "B" Beer License: Refuel Pantry-Main Point Restaurant at 4928 Main Street, Stevens Point for license period beginning July 1, 2024.
  - C. Extension of Licensed Premise: Caravan Wine Shop, LLC, 1221 Second Street, Stevens Point, request for extension of licensed premise for a Sidewalk Café parallel with and in front of the shop. Starting at the northernmost point, the café will have a width of 15.5' x 5' depth, East to West, and will not obstruct any doorways.
  - D. Temporary Class "B" Beer License:
    1. CREATE Portage County, PO Box 565, Stevens Point for Levitt Amp

- Stevens Point Concert Series on June 6, 13, 20, 27, July 11, 18, 25, and August 1, 8, 15, 22, 2024 at Pfiffner Pioneer Park.
- 2. CREATE Portage County, PO Box 565, Stevens Point for Stevens Point Juneteenth on June 22, 2024 at Pfiffner Pioneer Park.
- 3. Stevens Point Area Girls Youth Softball Association Inc, PO Box 623, Stevens Point for Point Class Summer Softball Tournament 2024 on July 19-21, 2024 at Goerke Park, 1100 Minnesota Avenue, Stevens Point, WI 54481.
- 4. Stevens Point Area Youth Girls Softball Association, PO Box 633, Stevens Point for Point Fastpitch Summer Softball Tournament on July 19-21, 2024 at Iverson Park, softball field.
- 5. St. Joseph Parish, 1709 Wyatt Avenue, Stevens Point for St. Joseph Parish Picnic 2024 on June 1, 2024 at St. Joseph Parish, 1709 Wyatt Avenue, Stevens Point, WI 54481.
- E. 2024-2025 "Class B" Beer and Liquor, Reserve "Class B" Beer and Liquor, Class "B" Beer and "C" Wine, Class "B" Beer, "Class A" Liquor and Class "A" Beer, "Class A" Liquor, and Class "A" Beer License Applicants.
- 3. Request to Hold Event/Street Closing:
  - A. Levitt AMP Concert Series on June 6, 13, 20, 27, July 11, 18, 25, and August 1, 8, 15, 22, 2024 (Recurring).
  - B. Stevens Point Juneteenth on June 22, 2024 (Recurring).
  - C. Discover Downtown on July 20, 2024 (Recurring).
  - D. Riverfront Jazz Festival on August 31, 2024 and September 1, 2024 (Recurring).
- 4. Adjournment.

Meeting Rider

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 4:00p.m.

**LICENSE LIST**  
**PUBLIC POLICY AND GENERAL GOVERNMENT**  
**Monday, May 13, 2024**

**“Class A” Beer & Liquor License:**

1. **Refuel Pantry—Church Point** at 3209 Church St, Stevens Point for license period beginning 05/21/2024
2. **Refuel Pantry—Division Point** at 412 Division St, Stevens Point for license period beginning 05/21/2024
3. **Refuel Pantry—Main Point** at 4928 Main St, Stevens Point for license period beginning 05/21/2024

**Class “B” Beer License:**

1. **Refuel Pantry—Main Point Restaurant** at 4928 Main St, Stevens Point for license period beginning 07/01/2024

**Extension of Licensed Premise:**

1. **Caravan Wine Shop, LLC**, 1221 2<sup>nd</sup> St, Stevens Point, request for extension of licensed premise for a Sidewalk Café parallel with and in front of the shop. Starting at the northernmost point, the café will have a width of 15.5' x 5' depth, East to West, and will not obstruct any doorways.

**Temporary Class “B” Beer License:**

1. CREATE Portage County, PO Box 565, Stevens Point for Levitt Amp Stevens Point Concert Series on June 6, 13, 20, 27, July 11, 18, 25, and August 1, 8, 15, 22, 2024 at Pfiffner Pioneer Park
2. CREATE Portage County, PO Box 565, Stevens Point for Stevens Point Juneteenth on June 22, 2024 at Pfiffner Pioneer Park
3. Stevens Point Area Girls Youth Softball Association Inc, PO Box 623, Stevens Point for Point Class Summer Softball Tournament 2024 on July 19—21, 2024 at Goerke Park, 1100 Minnesota Ave, Stevens Point, WI 54481
4. Stevens Point Area Youth Girls Softball Association, PO Box 633, Stevens Point for Point Fastpitch Summer Softball Tournament on July 19—21, 2024 at Iverson Park, softball field.
5. St. Joseph Parish, 1709 Wyatt Ave, Stevens Point for St. Joseph Parish Picnic 2024 on June 1, 2024 at St. Joseph Parish, 1709 Wyatt Ave, Stevens Point, WI 54481

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**CARAVAN WINE SHOP**

1221 2nd St.  
Stevens Point, WI 54481  
(715) 544-6061  
keith@caravanwineshop.com

RECEIVED

APR 29 2024

CITY CLERKS  
OFFICE

29th April, 2024

**Office of the City Clerk**

1515 Strongs Ave.  
Stevens Point, WI

To Whom It May Concern,

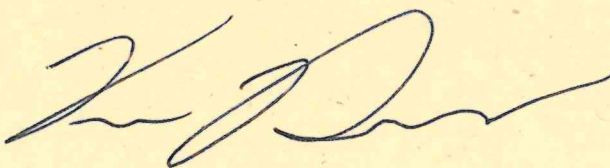
We are writing this letter to request an extension of the premises to the front of Caravan Wine Shop. We make this request in order to move forward with our application to obtain a Sidewalk Cafe license from the City of Stevens Point. The purpose of the Cafe is to allow for our customers to sit outside with an alcoholic (or non-alcoholic) beverage purchased from our shop.

The cafe would run in parallel with, and directly in front of, our shop. Starting at the northernmost point, the cafe would have a width of 15' 6 " and have a depth of 5' east to west, for a total of 77.5 Sq. Ft. It would not block any doorways, nor would it cross the pathway towards any doorways. In this space we would put 3 small 24" circular topped tables, at which 2-3 chairs could tuck into. The sidewalk is currently in excellent condition and there are no obstructions in front of our shop. There is a city park bench that sits in front of Fall Line Outfitters about 12' away from where the northernmost cafe table would be. With our current planning, this would still leave 8-10' of open space.

We have received support for the cafe location from the three neighboring businesses: Graffiti's Sports Pub, Fall Line Outfitters, and Process General.

Thank you for your consideration.

Sincerely,



**Keith Biesack**

**2024-2025 LICENSE YEAR APPLICANTS:**

UPDATED: APRIL, 2024

**"CLASS B" BEER & LIQUOR**

|                                                                         |                             |                                                                        |
|-------------------------------------------------------------------------|-----------------------------|------------------------------------------------------------------------|
| 1. Arbuckle's Eatery & Pub                                              | Paul M Buchkowski, Agt.     | 1320 Strong's Avenue                                                   |
| 2. Buffalo Wild Wings Grill & Bar                                       | Cody W Worzalla, Agt.       | 5370 Hwy 10 E, Suite H                                                 |
| 3. Cobblestone Hotel & Suites—<br>Wissota Chophouse                     | Kim E Wogernese, Agt.       | 1117 Centerpoint Drive                                                 |
| 4. Columbus Club of Stevens<br>Point                                    | Perry Pazdernik, Agt.       | 401 W Clark Street                                                     |
| 5. Congress Club                                                        | Nicole J Moon, Agt.         | 1200 Park Street                                                       |
| 6. CREATE Portage County                                                | Paula D Schlice, Agt.       | 1300 Maria Drive                                                       |
| 7. El Mezcal                                                            | Adolfo Melendez, Agt.       | 5741 Windy Drive, Suite E                                              |
| 8. Elbow Room Bar                                                       | Bruce D Woboril, Agt.       | 1321 Second Street                                                     |
| 9. Fill's Bar                                                           | Michael B Felden, Agt.      | 3301 Patch Street                                                      |
| 10. Final Score                                                         | James T Billings, Agt.      | 908 Maria Drive                                                        |
| 11. Frank & Ernie's                                                     | Francis G Jurgella II, Agt. | 925 Second Street                                                      |
| 12. Graffiti's Sports Pub                                               | Daniel B Retzki, Agt.       | 912 Main Street                                                        |
| 13. Grazies Italian Grill                                               | Thomas Valenta, Agt.        | 5327 Hwy 10 E                                                          |
| 14. Guu's on Main                                                       | Kellen Ferkey, Agt.         | 1140 Main Street                                                       |
| 15. Hilltop Pub & Grill                                                 | Michael Mitchell, Agt.      | 4901 Main Street                                                       |
| 16. Holiday Inn Convention Center                                       | Charity K Hulce, Agt.       | 1001 Amber Avenue                                                      |
| 17. Icon, WI                                                            | John H Troemel, Agt.        | 956 Main Street                                                        |
| 18. Kim's Barrel Inn                                                    | Kim L Krayecki, Agt.        | 1001 Second Street                                                     |
| 19. Kub's Bar & Grill                                                   | William Kubisiak, Agt.      | 2408 Division Street                                                   |
| 20. Legacy Family Restaurant                                            | Heather A Ruland, Agt.      | 5110B Main Street                                                      |
| 21. Loyal Order of Moose Lodge<br>#1572                                 | Mark A Wanta, Agt.          | 1025 Second Street N                                                   |
| 22. Matsu Ya Sushi & Grill                                              | Paulina Kusch, Agt.         | 5725 Windy Drive, Suite A                                              |
| 23. Michele's                                                           | Thad J Klaskinski           | 513 Division Street                                                    |
| 24. North Point Pub                                                     | Debra L Wisinski, Agt.      | 348 Second Street N                                                    |
| 25. Pete's Sports Bar & Grill                                           | Peter P Ananiadis           | 200 Division Street                                                    |
| 26. Point After Pub & Grill                                             | Nicole A Molski, Agt.       | 801 Second Street                                                      |
| 27. Rock N Roll Bar N Grill                                             | Jose A Perez                | 2301 Church Street                                                     |
| 28. Rookies Sports Pub/<br>Park Ridge Family Restaurant                 | Randal T Woyak, Agt.        | 3425 Church Street                                                     |
| 29. Rose House LLC                                                      | Rosalind R Kealiher, Agt.   | 1140 Clark Street                                                      |
| 30. Ruby, Ruby Coffee Roasters                                          | Hannah Milakovich, Agt.     | 1410 Third Street                                                      |
| 31. Sentryworld, PJ's, Muse,<br>The Inn, Library Café,<br>The Outfitter | Michael K James, Agt.       | 1800 North Point Drive/<br>601 Michigan Avenue/<br>501 Michigan Avenue |
| 32. Skipp's Bowling Center                                              | Robert W Opiola, Agt.       | 2300 Strong's Avenue                                                   |
| 33. Stevens Point Elk Lodge                                             | Thomas Jungwirth, Agt.      | 1132 Clark Street                                                      |
| 34. Stevens Point Softball Assoc.                                       | Matthew Disher, Agt.        | 1001 Second Street N                                                   |
| 35. Sugar Bar                                                           | Pat J Dunn, Agt.            | 835 Main Street                                                        |

|                            |                        |                     |
|----------------------------|------------------------|---------------------|
| 36. The 13th Floor Canteen | Tamie L Blenker, Agt.  | 1109 Park Street    |
| 37. The Cabin              | Brian J Kizewski, Agt. | 1338 Second Street  |
| 38. The OT Tavern          | Jay J Billings, Agt.   | 916 Maria Drive     |
| 39. The Outfit             | Brian J Kizewski, Agt. | 804 Main Street     |
| 40. The Wooden Chair       | Adam J. Schweder, Agt. | 1059 Main Street    |
| 41. Tokyo's Steak House    | Qianchen Zhang, Agt.   | 1617 Academy Avenue |
| 42. Top Hat Bar            | John J Mallick         | 1346 Third Street   |
| 43. Pending                |                        |                     |
| 44. Pending                |                        |                     |
| 45. Pending                |                        |                     |
| 46. Pending                |                        |                     |
| 47. Pending                |                        |                     |
| 48. Pending                |                        |                     |
| 49. Pending                |                        |                     |
| 50. Pending                |                        |                     |
| 51. Pending                |                        |                     |
| 52. Pending                |                        |                     |
| 53. Pending                |                        |                     |
| 54. Pending                |                        |                     |
| 55. Pending                |                        |                     |

**RESERVE "CLASS B" BEER & LIQUOR:**

|                             |                           |                  |
|-----------------------------|---------------------------|------------------|
| 1. Chef's Kitchen           | Christian Czerwonka, Agt. | 924 Clark Street |
| 2. Daisy Lounge             | Zachary Strenger, Agt.    | 1040 Main Street |
| 3. Father Fats Public House | Christian Czerwonka, Agt. | 945 Clark Street |

**CLASS "B" BEER & CLASS "C" WINE:**

|                                         |                          |                                 |
|-----------------------------------------|--------------------------|---------------------------------|
| 1. Bill's Pizza                         | Patrick D Barlow, Agt.   | 1101 Main Street                |
| 2. Emy J's                              | Hana Cutler, Agt.        | 1009 First Street               |
| 3. Franny's                             | Franchesca R Silva, Agt. | 5720 Windry Drive, Suite D      |
| 4. Noodles and Company                  | Thomas Weigand, Agt.     | 101 Division Street, Suite C    |
| 5. Point Market & Vietnamese Restaurant | Nancy Vue Yang, Agt.     | 3511 Church Street              |
| 6. Rock N Roll Café                     | Jose A Perez             | 2801 Stanley Street             |
| 7. The Main Grain Bakery & Eatery       | Sarah J More             | 1009 First Street, Suites B & C |
| 8. Pho Ever 21                          | Minh Nguyen              | 5509 Hwy 10 E                   |

**CLASS "B" BEER:**

|                               |                          |                           |
|-------------------------------|--------------------------|---------------------------|
| 1. Baymont Stevens Point      | Raj Patel, Agt.          | 247 Division Street       |
| 2. Bow Wow Meow Boutique, LLC | Michelle Zimmerman, Agt. | 3449 Church Street        |
| 3. China Wok                  | Chun Hua Yang            | 135 Division Street N, #6 |

|                               |                         |                             |
|-------------------------------|-------------------------|-----------------------------|
| 4. Fore Indr Glf              | James Thompson, Agt.    | 3296 Church Street, Suite D |
| 5. Northward Adventures       | Benjamin Martinez, Agt. | 4201 Main Street            |
| 6. Point Area Bicycle Service | John W Pawlak, Agt.     | 1319 Strongs Avenue         |
| 7. Polito's Pizza             | Kevin P Polito, Agt.    | 960 Main Street             |
| 8. SPAYHA                     | Melissa Clark, Agt.     | 801 Badger Avenue           |

**"CLASS A" LIQUOR & CLASS "A" FERMENTED:**

|                                |                                     |                                  |
|--------------------------------|-------------------------------------|----------------------------------|
| 1. Aldi #51                    | Rick A Wagner, Agt.                 | 5632 Hwy 10 E                    |
| 2. Coopers 10-39 BP            | William Cooper, Agt.                | 4928 Main Street                 |
| 3. Fateh Oil LLC               | Birkhender Singh Salh, Agt.         | 2733 Stanley Street              |
| 4. Festival Foods              | Jeff Lee Brasel, Agt.               | 1600 Academy Avenue              |
| 5. Hwy. 10 Liquor & Smoke      | Amratlal M Zala, Agt                | 5474 US 10, Unit 1               |
| 6. J.R. Liquor                 | Amratlal M Zala, Agt.               | 484 Division Street              |
| 7. Kwik Trip #183              | Patrick Matuszak, Agt.              | 3258 Church Street               |
| 8. Kwik Trip #342              | Jennifer C Zywicki, Agt.            | 3533 Stanley Street              |
| 9. Kwik Trip #691              | Donald C Kulinski, Agt.             | 1600 Maria Drive                 |
| 10. Kwik Trip #863             | Cassandra S Peper, Agt.             | 5311 Old Hwy 18                  |
| 11. Metro Market #132          | Michael Kilburg, Agt.               | 1500 Pinecrest Avenue            |
| 12. R Store #4487              | Rhonda A Urlaub, Agt.               | 5485 Hwy 10 E                    |
| 13. Save A Lot                 | Zach Berard, Agt.                   | 3264 Church Street               |
| 14. Ski's Meat Market          | Sean Ingram, Agt.                   | 5370 Hwy 10 E                    |
| 15. Stevens Point Area Co-Op   | Sara J Pionkowski, Agt.             | 633 Second Street                |
| 16. Stevens Point Liquor       | Yogesh Patel, Agt.                  | 2800-02 Stanley Street           |
| 17. Swetz Roadside Convenience | George C Swetz, Agt.                | 2133 Division Street             |
| 18. Tobacco Outlet Plus #505   | Walter R Sosin III, Agt.            | 2830 Church Street               |
| 19. The Store #55              | Kimberly Perron, Agt.               | 1201 Badger Avenue               |
| 20. The Store #57              | Antonio Tumbarello, Agt.            | 201 W Clark Street               |
| 21. The Store #58              | Jessica D.<br>Warner-LaPointe, Agt. | 5601 Carrie Frost Drive, Suite B |
| 22. West Side Mobil            | Abdul S. Khan, Agt.                 | 232 W Clark Street               |

**"CLASS A" LIQUOR:**

|                                           |                              |                     |
|-------------------------------------------|------------------------------|---------------------|
| 1. Honey Bee Good Meadery<br>& Plant Shop | Kathrynn Kirmse-Fuhrer, Agt. | 2041 Madison Street |
|-------------------------------------------|------------------------------|---------------------|

**CLASS "A" FERMENTED:**

|                    |                          |                     |
|--------------------|--------------------------|---------------------|
| 1. Fleet Farm Fuel | Mark Karkiewicz, Agt.    | 5590A Hwy 10 E      |
| 2. Northside BP    | Joseph P Mancheski, Agt. | 412 Division Street |
| 3. Southside BP    | Whitney Jelinski, Agt.   | 3209 Church Street  |

# 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: 4/9/24  
AMOUNT: \$315.38.00  
RECEIPT: 154235364

*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.*

1. Please Select One: ☐ New Event ☒ Return Event as Previously Presented ☐ Return Event w/ Changes
2. Name of Event: Levitt AMP Stevens Point Concert Series
3. Name of Sponsoring Person or Organization: Create Portage County  
Address: 1039 B Ellis St, PO Box 565 City: Stevens Point State: WI Zip Code: 54481  
Is this a 501 (C-3) non-profit organization? ☒ Yes ☐ No If Yes, Tax Exempt CES#: 008-0003182695-04
4. Contact Person: Dana Sonnenberg  
Phone: (715) 2540460 Email: danas@createportagecounty.org Fax: \_\_\_\_\_  
Address: PO Box 565 City: Stevens Point State: WI Zip Code: 54481
5. 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: Free concert series  
☐ Private Event: \_\_\_\_\_  
☐ Other: \_\_\_\_\_
6. Event Date(s): June 6, 13, 20, 27; July 11, 18, 25, Aug 1, 8, 15, 22 Event Start Time: 5:00 pm Event End Time: 8:30 pm
7. Set Up Date and Time: Day beginning at Noon
8. Event Assembly Location: on site  
Event Dispersal Location (if different from Assembly Location): n/a
9. Alternative Location: ☐ Yes ☐ No if "Yes" please list location: Pfiffner Building in case of rain  
(usage of an alternative location must be communicated with the City Clerk's Office two business days prior to the event)
10. Estimated Attendance Of:  
Participants/Vendors: 25 Spectators/Attendees: 1600 Vehicles: 300 Animals: n/a
11. Site Plan/Map of Event Attached [REQUIRED]: ☒ Yes ☐ No  
(Include Locations of Vendors, Tents, Portable Restrooms, Etc.)
12. 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).
13. List of Street Blocks to Close for Event: \_\_\_\_\_
14. Briefly Describe Your Event (You May Attach Additional Pages, If Needed):  
Levitt AMP Concert series is returning to Stevens Point for the 8th year. As in the past, official activities will start around 5:00 pm with group  
yoga and tai chi. Music will begin at 6:00 pm and end at 8:30 pm. There will be food truck vendors as well as local artists and community  
organizations with booths and tables. This is free and open to the public
15. Describe any additional needs from the City or City Facilities (Barricades, Fencing, Garbage Cans, City Facilities, Parks, etc.):  
Extra trash and recycling cans at Pfiffner Park every Thursday,
16. Police Presence Needed? ☐ Police ☐ Auxiliary Officer (Contact Lt. Uitenbroek at [buitenbroek@stevenspoint.com](mailto: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                                                                                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 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)                                                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2 | Alcoholic Beverages Served (Additional Permit Required—Contact City Clerk: 715-346-1569)                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 11 | Financial Gain Activity                                                                                                                                                                                             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3 | Amplification Equipment                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 12 | Fireworks—Please Explain Below: (Additional Permit Required—Contact Fire Department & Ask for Officer on Duty: 715-344-1833)                                                                                        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4 | Amusement Rides/Inflatables (Certificate of Insurance Required—Contact City Clerk's Office: 715-346-1569) | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 13 | Food Prepared/Served (Additional Permit Required—Contact Portage County Health Dept: 715-345-5350 AND Fire Dept—Email the Fire Marshal at: <a href="mailto:sinnert@stevenspoint.com">sinnert@stevenspoint.com</a> ) | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 5 | Boats/Snowmobiles/ATVs                                                                                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 14 | Horses/Animals                                                                                                                                                                                                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6 | Concession Sales                                                                                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 15 | Musical Bands                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 7 | Drive Anything Into the Ground (Utility Location Required \$25—Contact Parks Department: 715-346-1531)    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 16 | Portable Toilets                                                                                                                                                                                                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8 | Electricity Needed                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 17 | Vendor Displays/Sales                                                                                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 9 | Erection of Tents/Temporary Structures—Area Less than 400sq. ft.                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 18 | Usage of the Square (Farmers Market Runs May 1st - October 31st—Contact: <a href="mailto:stevenspointfarmersmarket@gmail.com">stevenspointfarmersmarket@gmail.com</a> )                                             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

Additional Explanation Here:

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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.

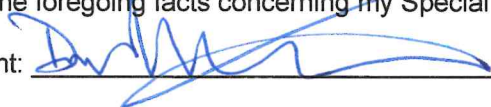
**NON-DISCRIMINATION, HOLD HARMLESS, INDEMNIFICATION AND DEFENSE**

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: 3/6/24

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

Portage St



Playground at  
Pfiffner Pioneer Park

sound gear

food vendors

Crosby Ave

art/community vendors

Pfiffner Pioneer Park  
Park with the Pfiffner  
Building

Crosby Ave

Green Circle Trail

Green Circle Trail

# 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:

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AMOUNT: \$35.00  
RECEIPT: 154235366

*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.*

1. Please Select One: ☐ New Event ☒ Return Event as Previously Presented ☐ Return Event w/ Changes
2. Name of Event: Stevens Point Juneteenth
3. Name of Sponsoring Person or Organization: Create Portage County  
Address: 1039 B Ellis St, PO Box 565 City: Stevens Point State: WI Zip Code: 54481  
Is this a 501 (C-3) non-profit organization? ☒ Yes ☐ No If Yes, Tax Exempt CES#: 008-0003182695-04
4. Contact Person: Dana Sonnenberg  
Phone: (715) 2540460 Email: danas@createportagecounty.org Fax: \_\_\_\_\_  
Address: PO Box 565 City: Stevens Point State: WI Zip Code: 54481
5. 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: Free festival  
☐ Private Event: \_\_\_\_\_  
☐ Other: \_\_\_\_\_
6. Event Date(s): June 22 Event Start Time: Noon Event End Time: 8:30 pm
7. Set Up Date and Time: Day of beginning at 8:00 am
8. Event Assembly Location: on site  
Event Dispersal Location (if different from Assembly Location): n/a
9. 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)
10. Estimated Attendance Of:  
Participants/Vendors: 25 Spectators/Attendees: 400 Vehicles: 250 Animals: n/a
11. Site Plan/Map of Event Attached [REQUIRED]: ☒ Yes ☐ No  
(Include Locations of Vendors, Tents, Portable Restrooms, Etc.)
12. 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).
13. List of Street Blocks to Close for Event: \_\_\_\_\_
14. Briefly Describe Your Event (You May Attach Additional Pages, If Needed):  
Stevens Point Juneteenth's 3rd year at Pfiffner park, free and open to the public, this event will feature performances from the SPASH Jazz band, an open mic, and other music and dance performances. There will be food truck vendors as well as local artists and community
15. Describe any additional needs from the City or City Facilities (Barricades, Fencing, Garbage Cans, City Facilities, Parks, etc.):  
Extra trash and recycling cans at Pfiffner Park
16. Police Presence Needed? ☐ Police ☐ Auxiliary Officer (Contact Lt. Uitenbroek at [buitenbroek@stevenspoint.com](mailto: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                                                                                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 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)                                                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2 | Alcoholic Beverages Served (Additional Permit Required—Contact City Clerk: 715-346-1569)                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 11 | Financial Gain Activity                                                                                                                                                                                             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3 | Amplification Equipment                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 12 | Fireworks—Please Explain Below: (Additional Permit Required—Contact Fire Department & Ask for Officer on Duty: 715-344-1833)                                                                                        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4 | Amusement Rides/Inflatables (Certificate of Insurance Required—Contact City Clerk's Office: 715-346-1569) | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 13 | Food Prepared/Served (Additional Permit Required—Contact Portage County Health Dept: 715-345-5350 AND Fire Dept—Email the Fire Marshal at: <a href="mailto:sinnert@stevenspoint.com">sinnert@stevenspoint.com</a> ) | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 5 | Boats/Snowmobiles/ATVs                                                                                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 14 | Horses/Animals                                                                                                                                                                                                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6 | Concession Sales                                                                                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 15 | Musical Bands                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 7 | Drive Anything Into the Ground (Utility Location Required \$25—Contact Parks Department: 715-346-1531)    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 16 | Portable Toilets                                                                                                                                                                                                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8 | Electricity Needed                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 17 | Vendor Displays/Sales                                                                                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 9 | Erection of Tents/Temporary Structures—Area Less than 400sq. ft.                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 18 | Usage of the Square (Farmers Market Runs May 1st - October 31st—Contact: <a href="mailto:stevenspointfarmersmarket@gmail.com">stevenspointfarmersmarket@gmail.com</a> )                                             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

Additional Explanation Here:

Bounce house

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.

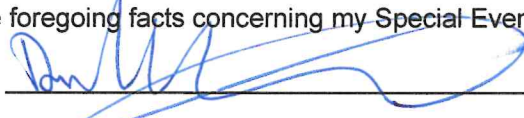
**NON-DISCRIMINATION, HOLD HARMLESS, INDEMNIFICATION AND DEFENSE**

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: 3/6/24

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

Portage St



Playground at  
Pfiffner Pioneer Park

sound gear

food vendors

Crosby Ave

art/community vendors

Pfiffner Pioneer Park  
Park with the Pfiffner  
Building &

Crosby Ave

Green Circle Trail

Green Circle Trail

REC-1

MAY 1

## SPECIAL EVENT PERMIT APPLICATION

## OFFICE USE ONLY:

DATE: 05/03/24

AMOUNT: 35

RECEIPT: 2.017098

Application Fee: \$35

CITY CLERK'S  
OFFICE

- ☒ 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: Discover Downtown
- Name of Sponsoring Person or Organization: SPA 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#: \_\_\_\_\_
- Contact Person: Nicole Kaiser  
 Phone: 715-571-4201 Email: info@downtownpointwi.com Fax: \_\_\_\_\_  
 Address: PO Box 675 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: \_\_\_\_\_
- Event Date(s): 7-10-24 Event Start Time: 10am Event End Time: 5pm
- Set Up Date and Time: 7am
- Event Assembly Location: \_\_\_\_\_  
 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: \_\_\_\_\_ Spectators/Attendees: 400 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: see map
- Briefly Describe Your Event (You May Attach Additional Pages, If Needed):  
sidewalk sales, kids activities, ping pong  
ball drop, fashion show,
- Describe any additional needs from the City or City Facilities (Barricades, Fencing, Garbage Cans, City Facilities, Parks, etc.):  
Barricades, Garbage cans,
- Police Presence Needed? ☐ Police ☐ Auxiliary Officer (Contact Lt. Uitenbroek at [buitenbroek@stevenspoint.com](mailto:buitenbroek@stevenspoint.com))  
 Please Explain: NO

RECEIVED

MAY 03 2024

CITY CLERK'S  
OFFICE

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

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

Additional Explanation Here:

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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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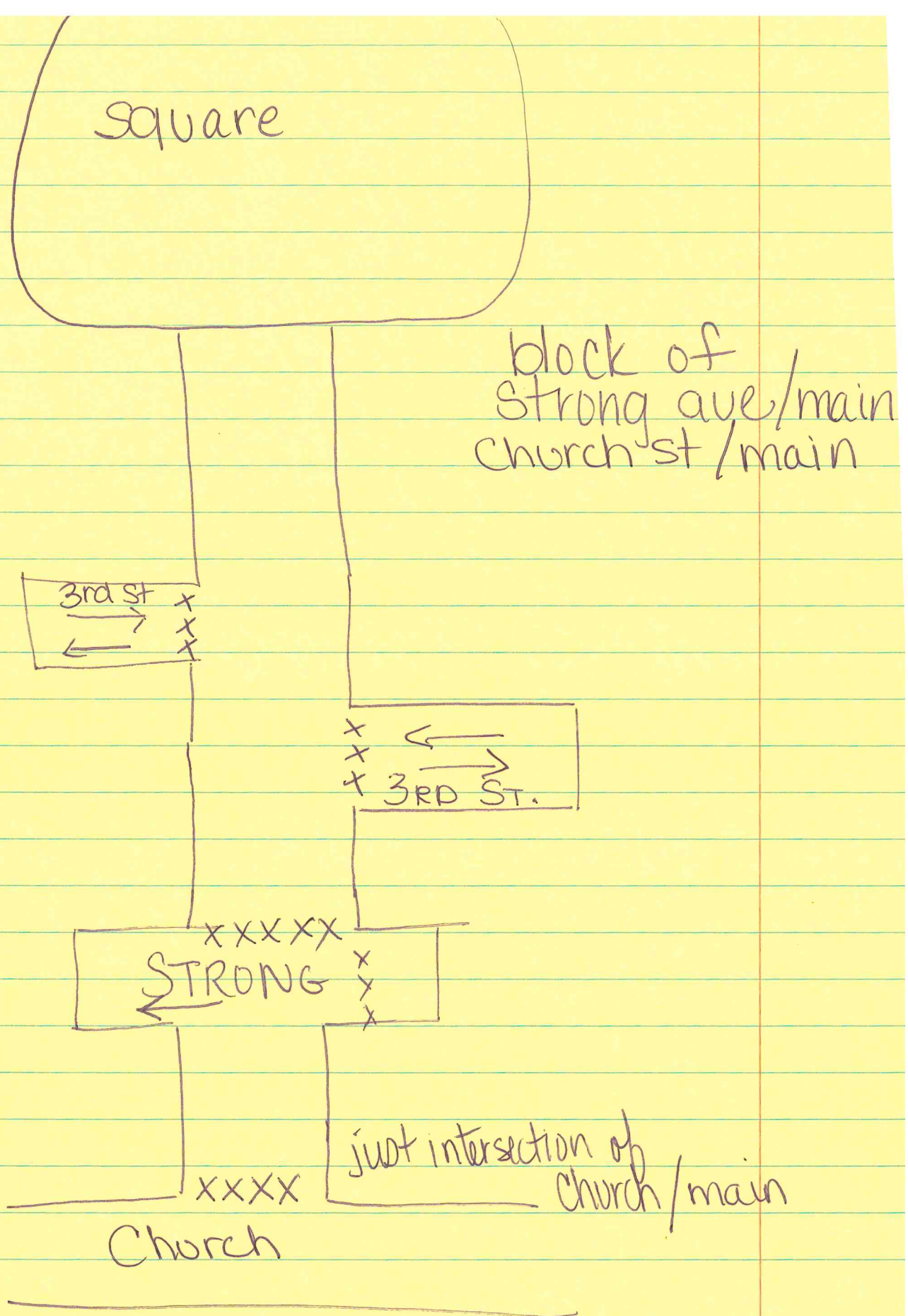
NOTHING CONTAINED WITHIN THIS AGREEMENT IS INTENDED TO BE A WAIVER OR ESTOPPELS OF THE CONTRACTING MUNICIPALITY OR ITS INSURER TO RELY UPON THE LIMITATIONS, DEFENSES, AND IMMUNITIES CONTAINED WITHIN WISCONSIN LAW, INCLUDING THOSE CONTAINED WITHIN WISCONSIN STATUTES §§ 893.80, 895.52, AND 345.05. TO THE 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: Nicole Fawcett Date: 5-1-24

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

Signature of City Clerk: \_\_\_\_\_ Date: \_\_\_\_\_



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# 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: 4/9/24  
AMOUNT: \$35.00  
RECEIPT: 15423534

*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.*

1. Please Select One: ☐ New Event ☒ Return Event as Previously Presented ☐ Return Event w/ Changes
2. Name of Event: Riverfront Jazz Festival
3. Name of Sponsoring Person or Organization: Create Portage County  
Address: 1039 B Ellis St, PO Box 565 City: Stevens Point State: WI Zip Code: 54481  
Is this a 501 (C-3) non-profit organization? ☒ Yes ☐ No If Yes, Tax Exempt CES#: 008-0003182695-04
4. Contact Person: Dana Sonnenberg  
Phone: (715) 2540460 Email: danas@createportagecounty.org Fax: \_\_\_\_\_  
Address: PO Box 565 City: Stevens Point State: WI Zip Code: 54481
5. 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: Free, two-day music festival  
☐ Private Event: \_\_\_\_\_  
☐ Other: \_\_\_\_\_
6. Event Date(s): August 31-September 1 Event Start Time: 3:00 pm Event End Time: 8:30 pm
7. Set Up Date and Time: Day of beginning at 10:00 am
8. Event Assembly Location: on site  
Event Dispersal Location (if different from Assembly Location): n/a
9. 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)
10. Estimated Attendance Of:  
Participants/Vendors: 10 Spectators/Attendees: 1000 Vehicles: 400 Animals: n/a
11. Site Plan/Map of Event Attached [REQUIRED]: ☒ Yes ☐ No  
(Include Locations of Vendors, Tents, Portable Restrooms, Etc.)
12. 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).
13. List of Street Blocks to Close for Event: \_\_\_\_\_
14. Briefly Describe Your Event (You May Attach Additional Pages, If Needed):  
Live jazz performances at Pfiffner park to raise money for scholarships for UWSP Jazz students  
featuring food trucks
15. Describe any additional needs from the City or City Facilities (Barricades, Fencing, Garbage Cans, City Facilities, Parks, etc.):  
Extra trash and recycling cans at Pfiffner Park
16. Police Presence Needed? ☐ Police ☐ Auxiliary Officer (Contact Lt. Uitenbroek at [buitenbroek@stevenspoint.com](mailto: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                                                                                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 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)                                                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2 | Alcoholic Beverages Served (Additional Permit Required—Contact City Clerk: 715-346-1569)                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 11 | Financial Gain Activity                                                                                                                                                                                             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3 | Amplification Equipment                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 12 | Fireworks—Please Explain Below: (Additional Permit Required—Contact Fire Department & Ask for Officer on Duty: 715-344-1833)                                                                                        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
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| 5 | Boats/Snowmobiles/ATVs                                                                                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 14 | Horses/Animals                                                                                                                                                                                                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6 | Concession Sales                                                                                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 15 | Musical Bands                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 7 | Drive Anything Into the Ground (Utility Location Required \$25—Contact Parks Department: 715-346-1531)    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 16 | Portable Toilets                                                                                                                                                                                                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
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Additional Explanation Here:

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

Signature of Applicant:  Date: 3/6/24

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

Portage St



Playground at  
Pfiffner Pioneer Park

sound gear

food vendors

Crosby Ave

art/community vendors

Pfiffner Pioneer Park  
Park with the Pfiffner  
Building &

Crosby Ave

Green Circle Trail

Green Circle Trail