



Public Special Event Sponsor Checklist

(Includes Large Scale Public Gatherings)

This checklist is to serve as a guide for sponsors to know the deadlines to JPRF

90 or more days prior to the event

- ✍ Obtain and read Public Special Events Policies and Procedures
- ✍ Fill out and return Public Special Event Application with \$60 application fee
- ✍ Fill out and all other applications if needed with appropriate application fees

Following approval

- ✍ Apply for Special Class B License with the City Clerk. (If event includes alcohol)
- ✍ 50% of total invoice due within 30 days

30 days prior to the event

- ✍ Call Parks, Recreation and Forestry Director for walk through appointment
- ✍ Copy of Certificate of Liability to JPRF
- ✍ Site Map- with all items marked
- ✍ List of all vendors to JPRF
- ✍ List of all golf carts and motorized vehicles to JPRF
- ✍ Copy of Special Class B License to JPRF (if required) ✍ Copy of Security Agreement to JPRF (if required)
- ✍ Copy of emergency evacuation plan (if required)

Week of the event

- ✍ Walk through with Parks, Recreation and Forestry Director and Chief Crew Person

Day of the event

- ✍ Ensure that all vendors are abiding by policies and procedures

24 hours following event

- ✍ Park area completely cleared off all event equipment
- ✍ Trash cleared from the park area
- ✍ Complete JPRF evaluation
- ✍ Contact Parks, Recreation and Forestry Director if any incidents occurred during the event

30 days following the event

- ✍ Total invoice due to JPRF
- ✍ Inform Parks, Recreation and Forestry Director if the event will be held again
- ✍ Reserve date for next year's event



Office Use
Date Received _____
Time _____ Initial _____
Permit # _____

Public Special Event Application
 (Includes Large-Scale Public Gatherings)

Please fill in the information below and return to Jefferson Parks, Recreation & Forestry Department (JPRF) office along with \$60 non-refundable application fee. Please print using blue or black ink.

General Information

Name/ Description of Event _____ Organization _____

Organization Website _____ Tax Exempt number (attach proof) _____

Name of Event Coordinator _____

Address _____ City _____ State _____ Zip _____

Email _____ Fax _____

Day Phone _____ Evening Phone _____ Cell Phone _____

Name of Alternative Contact _____ Email _____

Day Phone _____ Evening Phone _____ Cell Phone _____

Event Information

Date(s) _____ Attendance Per Day _____

Facility and/or park areas requested _____

Event hours: _____ Set-up begins _____ Clean-up ends _____

Will Wine/Ber be served? Yes No If yes, contact City Clerk at 920-674-7700

Will Wine/ Beer be sold? Yes No If yes, contact City Clerk at 920-674-7700

Will Food be given away? Yes No Will Food be sold? Yes No If yes, contact County Health at 920-674-7275

Will Signs/Banners be displayed? Yes No Where? _____

Will you have security? Yes No Who? _____

Will you have items left overnight? Yes No What? _____

Have you received a Special Event Handbook? Yes No

Will you need Street Closures? Yes No If yes, contact City Clerk at 920-674-7700

Will you need No Parking Areas? Yes No If yes, contact City Clerk at 920-674-7700

Additional Equipment provided by sponsor

Electricity- Generators Tent/ canopy Portable Toilets Yes No Inflatable/moonwalk Yes No Describe? _____

Amplified sound Yes No How Many? _____ Sizes? _____

Golf Carts/Motorized Vehicles Yes No Purpose/type _____

Other Yes No Attach list of vehicles _____

By signing below, the signee states that the information given on this form is true and accurate. The signee also understands that he/she will be held accountable for all information/policies set forth in the Public Special Events Handbook, City of Jefferson Ordinances and Wisconsin/ United States Legislature.

Signature _____



City of Jefferson Parks, Recreation and Forestry Department

317 S. Main Street Jefferson WI 53549 Phone: (920) 674-7720 Fax: (920) 674-7710

www.jeffersonwis.com

Form to be used for Sponsor to budget for event

Please see page 3 of handbook for fee waiver process

Public Special Events Fees & Charges Schedule/ Worksheet

Date: _____

Administrative Fees

Application Fee (Non-refundable)	\$60.00				\$ _____
Non-sufficient Fund Fee	\$50.00				\$ _____

General User Service Fees

Shelter Reservations – weekday M-F	\$30.00	X	_____	days	\$ _____
Shelter Reservations – weekend Sat/Sun	\$45.00	X	_____	days	\$ _____
Shelter Deposit	\$100.00				\$ _____
Ball Diamond Reservations	\$50.00	X	_____	days	\$ _____
Ball Diamond Deposit	\$25.00				\$ _____
Rotary Park with limited electricity available	\$30.00	X	_____	days	\$ _____
Special event deposit	\$ _____				(fee determined by # of attendees)

Special User Service Fees

Sale of Goods in City ROW Permit	\$50.00 yearly				\$ _____
Circus, Menageries, Dog or Pony Shows	\$20.00 each day	X	_____	Days	_____
Concerts or Music Amusements	\$20.00 each day	X	_____	Days	_____
Merry-go-Rounds/Other Public Amuse.	\$10/day or \$20/week	X	_____	Days/week	_____

Public Special Event Total Due (calculate all charges) \$ _____

All balances over 30 days will incur interest of 18% per annum.

Event Name _____ Today's Date _____

Date(s) of Event _____ Location _____

Indemnification and Reimbursement Agreement

WHEREAS, the Common Council of the City of Jefferson ("City") has established a policy regulating the use of city parks and other specified properties for large-scale public gatherings and Special Events, and

WHEREAS, said ordinance requires persons wishing to hold a Special Event to: (1) indemnify the City and the Park, Recreation and Forestry Commission for injuries and damages caused by the event; and (2) agree to reimburse costs incurred due to extraordinary damage to City property during the event, and

WHEREAS, the undersigned applicant has filed an application to conduct a Special Event in the City, THEREFORE, the City and the undersigned applicant ("Applicant") hereby agree as follows.

1. Indemnification. The Applicant hereby indemnifies and holds harmless the City of Jefferson, its officers, agents, employees, successors or assigns, from and against any and all losses, debts, actions, claims, demands, liabilities, expenses, costs, injuries and/or damages to persons or property occurring in connection with the Special Event proximately caused by the actions of the Applicant, the sponsoring organization, its Officers, Employees or agents, or any person under their control.
2. Reimbursement for Extraordinary Damage. The applicant shall reimburse the City for costs incurred due to extraordinary damage to City Property during the Special Event conducted by the Applicant. "Extraordinary Damage" is defined as "damage to Park or other city property in excess of normal wear and tear and which requires repairs in excess of routine maintenance."
3. Procedure For Reimbursement. To initiate a request for reimbursement pursuant to paragraph two (2) of this Agreement, the Park, Recreation and Forestry Department shall submit to the Applicant a detailed written accounting of the extraordinary damages and the cost of their repair as evidenced by written receipts. The accounting shall be submitted via first class mail, return receipt requested, to the address the Applicant provided on its Public Gathering/Special Event application. The Applicant shall remit payment no later than thirty (30) days from receipt of the accounting. (Interest of 18% per annum will be charge on all accounts 30 days past due.)
4. Miscellaneous Provisions.
 - a. Waiver. One or more waivers by either party of any provisions, term or condition of this Agreement shall not be construed by either party as a waiver of a subsequent breach of the same by the other party.
 - b. Severability. In the event any provisions of this contract shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties.
 - c. Governing Law. This Agreement shall be governed and construed in accordance with the law of the State of Wisconsin.
 - d. Entire Agreement. This Agreement constitutes the entire Indemnification and Reimbursement Agreement between the parties, and any change, amendment, or modification must be made in writing and executed by both parties.

IN WITNESS HEREOF, the undersigned have read and understand the contract presented here for Special Event indemnification and reimbursement:

Applicant

By: _____ Date: _____
[Print name:]

City of Jefferson

By: _____ Date: _____
Dale Oppermann, Mayor

By: _____ Date: _____
Tanya NP Stewart, City Clerk/Treasurer



317 S. MAIN ST.
JEFFERSON, WISCONSIN 53549
674-7700



