



WINNEBAGO COUNTY PARKS DEPARTMENT
501 E. CTY. RD. Y
Oshkosh WI 54901

RUN WALK ROLL EVENT PERMIT APPLICATION

Official Full Name of Sponsoring Organization

Name of Applicant/Contact Person

Street Address Apartment/Unit/Suite

City State Zip code

E-mail Address & Day time phone #

Cell phone # /Evening phone/ # Fax number

501C Identification Number

Are you a returning event? ___ No ___ Yes Previous event Date _____ Park/Trail _____

EVENT INFORMATION:

Event Name

Estimated Attendance: _____ Participants _____ Spectators

Requested Park/Trail Location

Requested Event Date

Requested Set-up Date - Takedown Date

SHELTER/ PAVILION OR PICNIC AREA(S) REQUESTED:

Applying for a Special Event Permit does not guarantee pavilion/picnic permit availability.

Shelter/Pavilion requested _____ Date _____ Entire time requested _____

Picnic area(s) requested _____ Date _____ Entire time requested _____

EVENT DESCRIPTION:

Provide a detailed description of your event. Attach route map(s), insurance certificate and additional documentation.

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All event features are subject to the approval of Winnebago County Parks. Winnebago County Parks reserves the right to require law enforcement presence at any event; additional costs will be associated with this support. Additionally, certain event features such as street closures and those mentioned below may require separate permits from the municipality of the park you are reserving.

ALCOHOL SALES:

If event provides own alcohol sales, please see requirements below.
Are you requesting permission to **serve alcohol** at your event? No Yes

Alcohol may be distributed free-of-charge at private events ONLY. To distribute or sell alcohol to the public, a copy of the **City of Oshkosh Class B liquor license is required**.

Are you requesting permission to **sell alcohol** at your event? No Yes
A copy of the **City of Oshkosh Class B liquor license** is required. A copy of the this license must be provided to the Parks Office. A Certificate of Insurance for \$1,000,000 in both general liability and **liquor liability insurance** is also **required**, naming Winnebago County as an additional insured party. Any event involving the sale of alcoholic beverages will may involve additional costs and support from law enforcement

AMPLIFIED SOUND:

Are you requesting permission to have amplified sound? No Yes

It is the responsibility of the Event Organizer to provide electrical requirements to support the event. Amplified sound must be directed away from residences and other events taking place. Please describe the purpose and plans for amplified sound and meet all requirements of Winnebago County General Code Chapter 19 regarding sound amplification.

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DJ No Yes Type of music played: _____

Band No Yes Type of music played: _____ # of Bands: _____

DUMPSTER REQUESTS:

Depending on the number of attendees a Dumpster may be required. Are you requesting a Dumpster be placed at the event regardless of a requirement?

No Yes Dumpster size requested: _____

EQUIPMENT NEEDS (as available)

barricades traffic cones recycling containers. The Parks Office will determine the availability and costs associated with your request. These items are only for use within the Winnebago County Community Park., not on the WIOUWASH or Mascoutin State Recreation Trails.

Please note: Stages are not available through the Winnebago County Parks.

PORT-A-JOHNS:

Applicant is responsible for providing sufficient port-a-johns to accommodate the size of the event unless the rental of Shelter #2 is required and the facilities located there are deemed sufficient for the number of attendees. One ADA accessible port-a-john for every 250 people is required for all events. The Winnebago County Parks Department does not have a list of preferred vendors.

PROMOTIONAL FEATURES:

Will your event feature:

Animals No Yes Describe: _____

Banners No Yes Banners may be displayed on Park Property, per Parks Director's approval, no more than one week prior to your scheduled event.

Other promotional features? No Yes Please describe: _____

Please see Event Rules and Regulations for requirements pertaining to exclusivity contracts of Winnebago County Parks official sponsors.

Please place a check mark next to the items you will be **SELLING** -

Food No Yes

Non-Alcoholic Beverages No Yes

Alcoholic Beverages No Yes

Merchandise No Yes

Will you be charging admission? No Yes

Will you be collecting donations? No Yes

Will you be holding a silent auction? No Yes

A City of Oshkosh, Winnebago County Health Dept. or local municipal license may also be required. A copy of the License must be on file with the Parks Office.

STRUCTURES:

Fencing No Yes

port-a-johns No Yes

Stages No Yes

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Tents/canopies _____ No _____ Yes Location _____

It is the responsibility of the permit holder to obtain these structures, which may require a separate permit from the municipality.

Please be advised, staking of tents is ABSOLUTELY PROHIBITED without prior approval from the Parks Director. The event organizer is responsible for contracting Diggers Hotline at (800)242-8511. Tents and/or canopies must be secured with sand bags or water barrels.

VEHICLES:

Vehicles are prohibited from driving on grass, athletic fields, park walkways and trails without written permission from the Parks Director. Any damage caused by vehicles will be the responsibility of the permit holder.

Will you require special parking needs or vehicular access? No _____ Yes _____ Please describe:

MAPS:

Your application will not be reviewed if a site map or route map is not included with your application.

Route Map: For a run, walk or other activity in which participants follow a course, you must attach a separate map of the proposed route. All proposed routes are subject to Winnebago County Park approval, and use of any space outside the park (such as a City street) must be approved by the municipality. Parks is not responsible for any costs associated with the denial of a proposed route.

Site Map:

The site map should indicate the location of the following: all sources of amplified sound, tents and canopies, stages, portable toilets, dumpsters, fences, barricades and other structures, proposed driving paths for all equipment and supply vehicles and alcohol, food and merchandise service. All site maps are subject to the approval of Winnebago County Parks.

SECURITY PLAN AND MEDICAL SERVICES:

Security Plan: Depending on the size and activities of your proposed event, Winnebago County Parks may require the presence of security at your event. Law enforcement presence may also be required at your event.

Have you made provisions for on-site security services? No _____ Yes _____ Please provide information

Medical Services:

Have you made provisions for on-site medical services? No _____ Yes _____ Please provide information requested below.

SIGNATURE:

The permit holder named above will be responsible for the conduct of the group and for the condition of the reserved area. This permit is subject to all municipal codes, ADA regulations, and Winnebago County Ordinances in addition to all rules and regulations governing parks and recreation trails. The applicant agrees that, while using the park facility, the sponsoring organization will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, color, national origin or handicap. I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and agree to abide by them.

Name of Applicant

Organization

Approved by Signature/Approval date

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