

# CITY OF HURLEY SPECIAL EVENT PERMIT INSTRUCTIONS



Please use the following as a guide to make sure your permit is complete.

NOTE: This permit, along with insurance information and fees, must be returned to the City Clerk a minimum of 60 days (maximum of 9 months) before your event.

- \* All Permittees are required to attend a meeting with City staff approximately 30 days prior to the event date to discuss the outline of the special event.
- \* A Certificate of Insurance is required by the City for every event and MUST list the event, date and have the City listed as Additional Insured (Certificate Holder will not be accepted).
- \* A refundable Damage Deposit of \$500, and other City services fees (if applicable) are required with the application. Please make check payable to City of Hurley.
- \* Any event involving a state road, city street or trail MUST include a map with the permit. Use of these in an event is subject to the approval of the Wisconsin Department of Transportation and City of Hurley Police Department.
- \* A post event follow-up meeting must be scheduled within 30 days after the event is completed.

*A SPECIAL EVENT PERMIT IS NOT VALID WITHOUT ALL THE NECESSARY APPROVAL SIGNATURES AND AN ACCURATE CERTIFICATE OF INSURANCE.*

Return completed permit with payment to:

City of Hurley  
405 5<sup>th</sup> Ave N  
Hurley, WI 54534

## CITY OF HURLEY DEPARTMENTS - CONTACT INFORMATION

<b>City Clerk</b>	<b>715-561-4715</b>
<b>Hurley Public Works</b>	<b>715-561-2160</b>
<b>Hurley Police Department</b>	<b>715-561-3544</b>

# CITY OF HURLEY

IRON COUNTY, WI



## SPECIAL EVENT PERMIT

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Main Contact: \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Please provide a second point of contact if possible:

Name: \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_

Please provide a detailed description of the event:

---

---

---

Estimated number of participants: \_\_\_\_\_

**A. EVENT TYPE:**

- |  |   |
|--|---|
| <input type="checkbox"/> Beer/Wine/Brewers Event       | <input type="checkbox"/> Bike Race/Walk/Run             |
| <input type="checkbox"/> Car Show                      | <input type="checkbox"/> Carnival/Festival/Fair         |
| <input type="checkbox"/> Charity Event                 | <input type="checkbox"/> Farmer/Street Market           |
| <input type="checkbox"/> Music/Concert/Performance     | <input type="checkbox"/> Neighborhood Block Party       |
| <input type="checkbox"/> Parade/Procession/March/Rally | <input type="checkbox"/> Street Party/Food Festival/BBQ |
| <input type="checkbox"/> Vendor/Flea Market            | <input type="checkbox"/> Other (please describe) _____  |

**B. LOCATION OF SPECIAL EVENT:**

Please use detailed description of location including address, boundaries, roadways, trails, etc.

---



---



---

- ➔ Site map is required.
- ➔ If utilizing a City of Hurley Park or Greenspace, complete include this in your description.
- ➔ If utilizing private property, written permission from the property owner must be submitted with this application.

**C. DATES AND TIMES FOR EVENT**

Date(s)	/ /	/ /	/ /
Setup Start Time	a.m.	a.m.	a.m.
	p.m.	p.m.	p.m.
Event Start Time	a.m.	a.m.	a.m.
	p.m.	p.m.	p.m.
End Time (including tear down)	a.m.	a.m.	a.m.
	p.m.	p.m.	p.m.

#### D. INSURANCE

The City of Hurley requires that you to provide coverage for the duration of the event, including set up and tear down. The name of the event and date must be listed on the certificate, with the City of Hurley listed as *additionally insured*. Coverage amounts include: Comprehensive General Liability of not less than one million (\$1,000,000) per occurrence for bodily injury, personal injury and property damage; Automobile Liability Insurance of not less than one million (\$1,000,000) per occurrence bodily injury, personal injury, and property damage covering all vehicles to be used as part of the event.

*If selling alcohol, Liquor Liability Insurance of not less than one million (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. (include?)*

<b>Type of Insurance</b>	<b>Name of Insurance Company</b>	<b>Limits</b>
<b>General Liability</b>		
<b>Alcohol Liability</b>		
<b>Automotive Liability</b>		
<b>Other</b>		

**\*Copy of Certificate of Liability Insurance Required**

#### E. LIABILITY

The applicant must be at least 21 years of age and must assume financial responsibility for payment of fees, setup and cleanup, and any damages to equipment and/or property which may be incurred. Abuse of facilities or violation of regulations shall result in subsequent denial of use of parks/facilities. Applicant must provide adequate supervision of scheduled event. The City of Hurley is not responsible for the security of personal items of the applicant or attendees/guests of the event. The City of Hurley reserves the right to deny use of facilities to the applicant. Parking is allowed only in designated areas, unless other arrangements have been made.

## F. CONDITIONS AND INSURANCE

- The permit holder shall be responsible for notifying all businesses and residents whose sole route for ingress and egress from their businesses or residence is affected by the street closures associated with the event
- The permit holder shall make the necessary arrangements with the Public Works Department for barricades, cones and/or street signs and shall remove the barricades at the conclusion of the event and return barricades to Public Works.
- If using City property, the permit holder shall, at its expense, secure and keep in force for the duration of the event, obtain the necessary liability insurance as outlined in Hurley City Ordinances.
- The laws of the City of Hurley and State of Wisconsin must be observed, including, but not limited to, safety, litter, noise, alcohol, fire hazards and conduct.
- The issuance of a Special Event Permit does not obligate the City to provide municipal services, equipment or personnel thereof. Should the City provide municipal services, an estimate cost of the city- related services will be provided prior to the event. These costs may include but are not limited to, expenses from Police Department, Fire and EMS Department, Parks Department, and Public Works Department. By signing this permit, you agree to pay the City for any costs the City incurred due to your event.
- The City of Hurley will be held harmless from any claim for damage that might arise by reason(s) of the issuance of this permit.
- This permit is valid for the above date(s) and time(s) only. A copy of the permit must be in the applicant's possession at the time of the event.
- The City of Hurley Police Department may revoke or modify this permit if the applicant fails to comply with the conditions of this permit or in an emergency or hazardous situation

## G. EVENT DETAILS

Circle YES or NO and provide explanations as requested.

YES	NO	Will you be requesting City Police Services? If yes, have they been contacted?
YES	NO	Will you be requesting EMS/Ambulance Services? If yes, have they been contacted?
YES	NO	Will you be providing security Personnel? If yes, please explain.
YES	NO	Do you have a traffic control plan? If yes, please describe: If yes, please contact Public Works if cones or barricades are needed.
YES	NO	Will you be selling alcohol? If yes, a license is required. Contact the City Clerk's office. If yes, please describe your plan to contain alcohol within the consumption area:
YES	NO	Will you be erecting tents over 100 square feet (10' x 10')? If yes, please identify on site plan.
YES	NO	Will tents, canopies or stages be used? If yes, please identify on site plan.
YES	NO	Will there be Vendors or Food Concessions not associated with the event sponsor? If yes, provide number and type(s).
YES	NO	Will you require electricity? If yes, please describe needs and locations
YES	NO	Will amplified sound equipment be used? If yes, please list times (am to pm) of use
YES	NO	Will Porta-Potties be used? If yes, list number and identify location on site plan.

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

**H. Post Event Follow-Up**

Availability for post event wrap up meeting \_\_\_\_\_  
(Must be within 30 days of event)

**I. WAIVER**

I, and/or the organization I represent understand that any violation of these agreements or City Code will result in forfeiture of the event fee, immediate termination of event, and jeopardize future use of City of Hurley’s facilities. User agrees to indemnify, defend, and save and hold City of Hurley, its affiliates and their respective directors, officers, and employees, and agents of the City of Hurley harmless from and against any claims (including without limitation, third party claims for personal injury or real or personal property damage), actions, administrative proceedings, judgments, damages, punitive damages, penalties, fines, cost, liabilities, (including sums paid in settlement of claims), interest, or losses, including reasonable attorney’s and paralegal’s fees and expenses (including without limitation, any such fees and expenses incurred in enforcing this agreement or City Code, or collecting any sums due hereunder, costs, consultants’ fees, together with all other costs and expenses of any kind or nature that arise directly or indirectly from the use of the facilities by user. As a condition of the use of the City of Hurley’s facilities, the applicant agrees that it will not discriminate or permit discrimination at or in relation to applicant’s event against any person on the basis of race, color, creed, national origin, age gender or disability.

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

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

**FOR STAFF USE ONLY**

**For office use only**

Date Received \_\_\_\_\_

Insurance Received \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Paid  \$ \_\_\_\_\_

**APPROVALS**

DEPARTMENT	INITIALS	DATE	APPROVAL STATUS
City Clerk			____ Grant ____ Deny
Fire Department			____ Grant ____ Deny
Police Department			____ Grant ____ Deny
Public Works Department			____ Grant ____ Deny
Mayor			____ Grant ____ Deny

Additional Conditions for Permit:

Additional Instructions for Permittee: