



2019 APPLICATION FOR EVENT

City of Janesville/Recreation Division
18. N Jackson St. /PO Box 5005
Janesville, WI 53547-5005
Phone#: (608)755-3030
www.ci.janesville.wi.us/specialevents

Event Organizer Information

Organization/Group Name: _____
Are you a 501(c) 3 non-profit organization? No Yes Tax Exempt No. _____
Address: _____ City: _____ Zip: _____
Applicant's Name: _____ Day #: _____ Evening #: _____
Address: _____ City: _____ Zip: _____
Email Address: _____
Point of contact at Event (if different from applicant): _____
Event Website: _____
Please check for approval notification letter: electronically sent or hard copy mailed (*address)

NEW-The City will be creating a special event calendar on our website. Events must be approved first. Included will be event name, date(s), location, times and contact information (website, email and phone #) Please indicate the email and phone # you would like listed _____

Event Information New Event Returning Event (Estimated Attendance Last Year _____)

Event Type: (Check one) Neighborhood Block Party Runs/Walks/Non-Motorized Bike Rides
 Community/Park/Athletic Event/Parade/Motorized Bike Ride
Event/Activity Name: _____ Purpose: _____
Event Date(s): _____ Start/End time: _____
Set-up Date/Time: _____
Event Location: _____
Estimated attendance: _____ Or number of parade units: _____
Neighborhood Block party location (be specific with streets/blocks): _____
Description of Event & Activities: _____

Check yes or no for each item: (items requiring a special permit require a separate application & fee)

Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Financial gain activity (includes donations)	<input type="checkbox"/>	<input type="checkbox"/>	Beer/wine sales/consumption (requires special permit and fee)
<input type="checkbox"/>	<input type="checkbox"/>	Admission/Entry Fee Charged/Donations	<input type="checkbox"/>	<input type="checkbox"/>	Fireworks (requires special permit & fee)
<input type="checkbox"/>	<input type="checkbox"/>	Concession sales/Vendor displays/Sales	<input type="checkbox"/>	<input type="checkbox"/>	Tents over 10'x20' (requires special permit/fee)
<input type="checkbox"/>	<input type="checkbox"/>	Electricity needed	<input type="checkbox"/>	<input type="checkbox"/>	Prepared Food (contact Health Dept. for any required permits)
<input type="checkbox"/>	<input type="checkbox"/>	Street closure request (Downtown events will utilize Festival Street for road closures)	<input type="checkbox"/>	<input type="checkbox"/>	Amplification equipment
<input type="checkbox"/>	<input type="checkbox"/>	Addtl. Dumpsters (provided by event organizer)	<input type="checkbox"/>	<input type="checkbox"/>	Musical bands
<input type="checkbox"/>	<input type="checkbox"/>	Portable Toilets (provided by event organizer)	<input type="checkbox"/>	<input type="checkbox"/>	Horses/animals
<input type="checkbox"/>	<input type="checkbox"/>	Signs/Banners	<input type="checkbox"/>	<input type="checkbox"/>	Boats/snowmobiles/ATVs
<input type="checkbox"/>	<input type="checkbox"/>	Waste/recyclables generated	<input type="checkbox"/>	<input type="checkbox"/>	Amusement rides

Waste Management Plan & Recycling Plan (Required if generating any recyclable waste):

What items of recyclable waste will be generated? _____
How many trash/recycling stations will you have? _____ How many volunteers assigned to recycling? _____
What are the locations of your stations? _____
How will recycling be provided at your event? (Check one): ___ Self-Collection with own containers
___ Self-collection with city rented containers* ___ Private Hauler/Contractor (ensure they separate recyclables)
*indicate # of bins/bags needed on reverse side.
How will waste management be provided at your event?
Include stations on map. Additional information may be requested for larger events. Please read the Recycling Guide found online in the special events section of the City website.

Application Continued on Back. Back page must be filled out and signed for application to be complete.

Special Event Application Fees:

Event sponsors are required to pay the following fee for the use of City facilities (Check event type):

Neighborhood Block Parties **\$50**

Runs/walks/Bike rides (non-motorized) (route map required) **\$80**

Park/Community/Athletic Events/Motorized Bike Rides: (Park set up/route map required)

(By attendance over duration of the event)

1 day event < 50 Attendees (no financial gain or donations accepted) **\$25** 1 day event < 100 Attendees **\$90**

1 or 2 day event, 100-500 Attendees **\$120** 1 or 2 day event, >500 Attendees **\$200**

3 or 4 day event, <1,000 Attendees **\$250** 3 or 4 day event, 1,000-4,000 Attendees **\$350**

3 or 4 day event, >4,000 Attendees **\$450** 5+ day event **\$550**

Additional Fees/Costs:

Event sponsors are responsible for damage to grounds/buildings, and for picking up litter generated from the event. If the Parks Division staff has to clean up or repair buildings or grounds following an event, *the sponsor will be billed at a rate of \$40 per man-hour and materials at cost (garbage bags trash and recyclable service pick-up, etc.).*

Events requiring a pavilion/picnic grove rental must reserve that separately at the Recreation office, by mailing in the Pavilion/Picnic Grove permit form with payment, or online (pending availability).

Events requiring police services exceeding the availability of on-duty personnel will be billed the actual costs incurred.

The City reserves the right to charge additional fees for events requiring additional services requested by event organizer and/or determined by the City of Janesville.

Equipment Rental Fees:

The following equipment is available for special events. Fees shown are on an event basis versus daily fee. Please indicate quantity needed. **Deposits must be paid by separate check or cash. Replacement fees will be charged to event sponsor for equipment not returned timely, or for damaged equipment.** Event Sponsor is responsible for transporting and returning all equipment. Pick up locations/times will be indicated in event approval letter.

- | | |
|--|--|
| <input type="checkbox"/> Large PA System \$40 (+\$25 deposit) | <input type="checkbox"/> 6ft. <input type="checkbox"/> folding table <input type="checkbox"/> non-folding table \$5 each |
| <input type="checkbox"/> Medium PA System \$25 (+\$25 deposit) | <input type="checkbox"/> Portable Park Benches |
| <input type="checkbox"/> Small PA System \$15 (+\$25 deposit) | <input type="checkbox"/> Portable Picnic Tables |
| <input type="checkbox"/> Megaphone \$9 | <input type="checkbox"/> Trash Barrels |
| <input type="checkbox"/> Air Chalk \$4 (3 oz. can – 3 colors) | <input type="checkbox"/> 3-Row Bleacher \$50 (+\$50 deposit) |
| <input type="checkbox"/> Starting Gun \$6 | <input type="checkbox"/> Barricades (# and type) |
| <input type="checkbox"/> 5 Gallon Water Cooler \$3 | <input type="checkbox"/> Recycle Bins \$1 each (+\$25 deposit per rental) |
| <input type="checkbox"/> Traffic Cones - \$4/dozen | (no matter how many bins, 1 deposit of \$25) |
| <input type="checkbox"/> Safety Vests - \$.75 | <input type="checkbox"/> Recycle Bags \$1 each |
| <input type="checkbox"/> Measuring Wheel | <input type="checkbox"/> Festival Street bollards <input type="checkbox"/> \$320 (weekend) |
| | <input type="checkbox"/> <input type="checkbox"/> \$200 (weekday) |
| <input type="checkbox"/> Directional Arrows \$3/set | <input type="checkbox"/> Other |

The person/group named on this application will be responsible for the conduct of the special event and for facility condition. We will not deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, creed, national origin, handicap or religion.

The applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless, the CITY OF JANESVILLE, a Wisconsin Municipal corporation located in the county of Rock, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorneys= fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the CITY OF JANESVILLE, and each and every of its elected and appointed officials, employees, and agents, regardless of when or where, occurring or arising from this event.

The undersigned acknowledges receipt of the Special Events Guidelines booklet. It is the applicant's responsibility to read the booklet and determine the sections that apply to their event and comply.

Date _____ Applicant's signature _____

For Office Use Only:

Application Fee: _____ Pavilion Rental Fee: _____ Equipment Rental Fee: _____
Total amount Due: _____ Total Deposit Due: _____ Total Amount Paid: _____/
Check #: _____ Cash: _____ Credit Card#: _____ Expiry: _____