



City of Neenah  
 211 Walnut Street, P.O. Box 426  
 Neenah, WI 54957-0426

**For Office Use Only**

Date Paid: \_\_\_\_\_ Amount Paid: \$75.00  
 Receipt No: \_\_\_\_\_  
 Charge to Acct. No.010-0000-532-1500 Code: US

**City of Neenah Street Use Permit**  
**\$75.00 FEE (Section 14-129(e)) NON-REFUNDABLE**

**Important: Incomplete applications will be returned to the Event Organizer. The completed application must be on file not less than 45 days prior to the event.**

SECTION 1 - EVENT INFORMATION <i>(Please print)</i>		
Name of Event:	Event Date(s):	Event Time:
Event Location/Route:		
Event Description:		
Estimated Attendance for Event:	Will there be any vendors? If so what type? For food vending contact the Winnebago County Health Department at 232-3000. <input type="checkbox"/> NO <input type="checkbox"/> YES	
Will there be any amplified music/announcements? <input type="checkbox"/> NO <input type="checkbox"/> YES	Beginning Time _____ Ending Time _____	
Will there be any street closures? If so, list streets: <input type="checkbox"/> NO <input type="checkbox"/> YES		

SECTION 2 - EVENT CONTACT INFORMATION <i>(Please print)</i>			
Contact Name:			
Street Address:	City:	State:	Zip:
E-Mail Address:	Telephone:		
	Home:	Work:	Cell:
Name of Organization:			
Street Address:	City:	State:	Zip:
Telephone Number of Organization:	Is the organization a 501(c) organization? If so list the IRS EIN: <input type="checkbox"/> NO <input type="checkbox"/> YES		

### SECTION 3 – PROVISIONS AND TERMS

**THIS PERMIT** is intended to clarify the working relationship between the **Sponsor** of the special event and the **City of Neenah**. The **Sponsor** agrees to abide by the terms of this permit, and all existing policies governing use of City Facilities unless specifically noted in the PERMIT. The Public Services & Safety Committee as well as the City Council must approve this permit.

**PARK FACILITIES** must be reserved via payment by the **Sponsor** through the **Park and Recreation Department**.

Use of **CITY STREETS** for events such as parades, walks and runs must be approved by the **City Traffic Engineer**. If the route extends beyond the City limits, the **Sponsor** must contact authorities in those jurisdictions for approval. If the event requires street closures or re-routing of traffic, the **Sponsor** may be required to mail a notice to affected residences and businesses PRIOR to the Public Services & Safety meeting and two weeks PRIOR to the event.

A **CERTIFICATE OF INSURANCE** covering the event must be provided by the **Sponsor**, naming the City of Neenah its officers, council members, agents, employees, and authorized volunteers as additional insured(s) with no exclusions. Any waivers of liability signed by participants of the event must also include the above underlined persons as included in the waiver of liability. A copy of such waiver shall be provided to the City.

**STAFF** needed to run the event are the responsibility of the **Sponsor**, except where the **City** determines that qualified personnel are required. **Sponsor** shall also be responsible for the City's reasonable service and/or equipment cost associated with the Event. The rates are calculated by the formula outlined in the ordinance.

**EQUIPMENT** needed to run the event will be the responsibility of the **Sponsor** except when city equipment, such as traffic barricades or cones are used, under the direction of the **City Traffic Engineer**. The cost to repair or replace lost or damaged equipment will be charged to the **Sponsor**.

The **Sponsor** is responsible for and any PERMIT issued is subject to the Sponsor Responsibilities as described in SECTION 5 of this application.

An **INVOICE** detailing charges for City services will be sent to the **Sponsor** following the event. The charges are determined from actual cost, not the estimate in SECTION 5 of this application. Payment is due within 30 days of the date of the invoice.

**NO CHANGES** may be made by the Sponsor, regarding items included in this AGREEMENT, unless written permission is attached to this document. When questions regarding this AGREEMENT arise, they should be directed to the appropriate Department. If questions arise during the event, and the Department representative is unavailable, the decision of City Staff on duty shall prevail.

### SECTION 4 – LEGAL NOTICE

**I understand the filing of this application does not ensure the issuance of this permit. I also understand that all Event organizers and participants must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Fees for park facilities, food sales permits, tent and fireworks permits are in addition to the fees submitted for the Street Use Permit Application. I further understand that an incomplete application may be cause for denial of the event.**

**HOLD HARMLESS INDEMNIFICATION AND DEFENSE.  
FOR GOOD AND VALUABLE CONSIDERATION THE APPLICANT AND/OR THE ORGANIZATION AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF NEENAH AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, DAMAGE, EXPENSES, COSTS, INCLUDING ATTORNEY FEES ARISING OUT OF THE ACTIVITIES PERFORMED AS DESCRIBED HEREIN, CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT OR OMISSION OF THE APPLICANT/ORGANIZATION, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY ANY OF THEM OR ANYONE WHOSE ACTS ANY OF THEM MAY BE LIABLE, EXCEPT WHERE CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**SECTION 5 – OFFICE USE ONLY**

**Certificate of Liability Insurance**

Date Received:        /        /        Initials:

**Schedule for Review by Committee**

Date:        /        /        Time: 7:00 PM

**Sponsor Responsibilities**


Will event have amplified music or PA system?    **NO**    **YES** – See Parks and Recreation Facility Use Information  
 Sponsor must provide neighbors with a number to call for problems encountered during the event.    **NO**    **YES**

**Parks & Recreation**

Facilities:


Equipment:


Staff:


**Public Works**

Equipment:


Staff:


**Police**

Equipment:


Staff:


**Cost Estimates**

Est. Actual Cost    Event Charge

	Est. Actual Cost	Event Charge
Parks and Recreation	\$	\$
Police	\$	\$
Public Works	\$	\$
<b>TOTAL ESTIMATE</b>	<b>\$</b>	<b>\$</b>

**SECTION 6 – PUBLIC SERVICES AND SAFETY COMMITTEE APPROVAL**

City Representative (*Print*)

Signature

Date