



**WINNEBAGO COUNTY PARKS DEPARTMENT  
RUN WALK ROLL EVENT PERMIT APPLICATION**

Return permit to the Winnebago County Parks Department  
625 E. County Road Y, Suite 500  
Oshkosh, WI 54901  
E: parks@winnebagocountywi.gov  
P: (920)232-1960

For Official Use Only

Permit Approved

Yes  No

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name of Sponsoring Organization: \_\_\_\_\_

Name of Applicant/Contact Person: \_\_\_\_\_

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

City, State, & Zip: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

501C Identification Number: \_\_\_\_\_

Are you a returning event?  Yes  No

If yes, previous event date: \_\_\_\_\_ Location: \_\_\_\_\_

**EVENT INFORMATION**

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

Estimated Attendance: Participants \_\_\_\_\_ Spectators \_\_\_\_\_

Requested Location(s): \_\_\_\_\_

Requested Event Date(s): \_\_\_\_\_

Set-Up Date & Take-Down Date(s): \_\_\_\_\_

**SHELTER OR PICNIC AREA REQUESTED**

*Applying for a special event permit does not guarantee availability.*

Shelter Requested: \_\_\_\_\_

Date: \_\_\_\_\_ Entire Time Requested: \_\_\_\_\_

Picnic Area Requested: \_\_\_\_\_

Date: \_\_\_\_\_ Entire Time Requested: \_\_\_\_\_

## **EVENT DESCRIPTION**

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

All event features are subject to the approval of the Winnebago County Parks Department. The Parks Department 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, see requirements below.

Are you requesting permission to serve alcohol at your event? Yes No

Are you requesting permission to sell alcohol at your event? Yes No

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. A copy of 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 may involve additional costs and support from law enforcement.

### **AMPLIFIED SOUND:**

Are you requesting permission to have amplified sound? Yes No

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.

DJ: Yes No | Type of music: \_\_\_\_\_

Band: Yes No | Type of music & number 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? Yes No  
Dumpster size requested: \_\_\_\_\_

**EQUIPMENT NEEDS:** (As available. Select all that apply.)

Barricades Traffic Cones No Parking Signs Garbage Cans Bleachers

The Winnebago County Parks Department will determine the availability and costs associated with your request. These items are only for use within the Winnebago County Community Park.

**PORTA POTTIES:**

Applicant is responsible for providing sufficient porta potties to accommodate the size of the event unless the rental of a park shelter is required and the facilities located there are deemed sufficient for the number of attendees. One ADA accessible porta potty for every 250 people is required for all events.

**PROMOTIONAL FEATURES:** See Event Rules and Regulations for requirements pertaining to exclusivity contracts of Winnebago County Parks official sponsors.

Animals: Yes No | Describe: \_\_\_\_\_

Banners: Yes No | 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? Yes No | Describe: \_\_\_\_\_

Please place a check mark next to the items you will be selling.

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

Food: Yes No

Non-Alcoholic Beverages: Yes No

Alcoholic Beverages: Yes No

Merchandise: Yes No

Will you be charging admission? Yes No

Will you be collecting donations? Yes No

Will you be holding a silent auction? Yes No

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

Fencing: Yes No

Porta Potties: Yes No

Stages: Yes No

Tents/Canopies: Yes No | Location: \_\_\_\_\_

Please be advised, staking of tents is absolutely prohibited without prior approval from the Parks Director. The event organizer is responsible for contracting Digger's Hotline at (800)242-8511. Tents and/or canopies must be secured with sandbags 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? Yes No

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 approval, and use of any space outside the park (such as a city street) must be approved by the municipality. The Parks Department 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 or other structures, proposed driving paths for all equipment and supply vehicles, and any alcohol, food or merchandise service. All site maps are subject to the approval of the Winnebago County Parks Department.

**SECURITY PLAN AND MEDICAL SERVICES:**

**Security Plan:** Depending on the size and activities of your proposed event, the Winnebago County Parks Department 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? Yes No

Describe: \_\_\_\_\_

**Medical Services:**

Have you made provisions for on-site medical services? Yes No

Describe: \_\_\_\_\_

**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: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_