



WINNEBAGO COUNTY PARKS DEPARTMENT
RUN WALK ROLL EVENT PERMIT APPLICATION
Return permit to: Winnebago County Parks Department
625 E. County Road Y, Suite 500
Oshkosh, WI 54901
E: parks@winnebagocountywi.gov | P: (920)232-1960

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: _____

501-C 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(s) & 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

Describe 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. Certain event features, such as street closures and those mentioned below, may require separate permits from the municipality of the park you are reserving.

SPECIAL EVENT FEES

The Winnebago County Parks Department reserves the right to charge a special event fee for the additional staff time, equipment, and consumable materials above and beyond the standard maintenance practices of the Parks Department for a special event.

ALCOHOL SALES *(If the event provides its 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 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.

AMPLIFIED SOUND

Amplified sound must be directed away from residences and other events taking place. The organizer must meet the requirements of Winnebago County General Code Chapter 19 regarding sound amplification. The Event Organizer is responsible for providing the electrical requirements to support the event.

Are you requesting permission to have amplified sound? ☐ Yes ☐ No

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 to be placed at the event regardless of a requirement? ☐ Yes ☐ No

EQUIPMENT NEEDS *(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 events.

PROMOTIONAL FEATURES

See Event Rules and Regulations for requirements about exclusivity contracts of Winnebago County Parks' official sponsors.

Animals: ☐ Yes ☐ No | Describe: _____

Banners: ☐ Yes ☐ No | Banners may be displayed on park property, per the Parks Department's approval, no more than one week before the 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 Department.)

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: _____

Staking tents is prohibited without prior approval from the Parks Department. 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 Department. 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. 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 & MEDICAL SERVICES

Depending on the size and activities of your proposed event, the Winnebago County Parks Department may require the presence of security and/or medical services 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: _____

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: _____