



City of Watertown Event Checklist for Applicant

Checklist of required applicable items relating to Special Events.

All forms are to be turned into the City Clerk's Office unless otherwise noted.

Incomplete applications will not be accepted.

- ☒ Special Event Application (*complete and signed*).
- ☒ Special Event Application Fee (*cash or check payable to City of Watertown.*)
- ☒ Indemnification and Hold Harmless signed.
- ☒ Special Event Application Fee and Extraordinary Services acknowledgement signed.
- ☒ Security and Emergency Action Plan with Police and Fire Department approval. *(email per Jeff Meloy)*
- ☒ Certificate of Liability Insurance AND Additional Insured Endorsement.
- ☒ Photocopy of Tax-Exempt Number, if applicable. **Required to avoid sales tax if being billed for materials i.e. barricades.*
- ☒ Photocopy of Wisconsin Seller Permit, if applicable. **Required unless exempt pursuant to Wis. Stat. 77.54 (7m).*
- ☒ Map of Special Event area; include any street, alley or right-of-way closed for the special event and placement of barricades. Site plan must include, as applicable, alcohol sales location(s), stages, temporary structures, vendors, carnival, portable toilets, garbage/recycling receptacles and dumpsters, fencing, exit locations for fenced events, accessible paths, handicap parking, access for emergency vehicles and personnel.
- ☒ Turn by turn list of parade/procession; also include assembly area, starting point and termination point, and where any barricades will be placed.
- ☒ Merchandise/Food Vendor List. **Due no less than ten (10) business days before the event to the City Clerk.*
- ☒ List of the legal names of all employees, volunteers, and hired/volunteer entertainers who are responsible for the supervision or care of minors, or whose duties would require close contact and/or alone time with minors at the event. **Due no less than ten (10) business days before the event to the City Clerk.*
- ☒ Statement from property owner for private property event location, if applicable.
- ☒ all other applicable applications to City Departments – responsibility of applicant.

For questions please contact the City Clerk's Office at 920-262-4000 or email mdunneisen@watertownwi.gov



SPECIAL EVENT PERMIT APPLICATION

→ Riverfest 5K 2024

New Event ☒ Repeat Event ☐ Date Received: 7/30/2024 Date of Event: 8/10/2024 Fee Amount: _____

APPLICANT INFORMATION:

Name of person, entity, or organization holding the special event:

Watertown Area YMCA

Address: Street, City, State, Zip

415 S. 8th St. Watertown, WI 53094

Phone: 920-262-8555

Email: ccudnchowski@glcymca.org

Website: glcymca.org

☒ Non-profit Group ☐ For Profit

☐ Other, please describe:

Nonprofit Tax-Exempt Number

39-0806378

501(c)3, if applicable (include photocopy)

Is this the applicant's 1st special event application for the calendar year? Yes ☒ No ☐

Wisconsin Seller Permit Number: Sales Tax, if applicable (include photocopy)

If the named applicant is not required to hold a Wisconsin Seller's Permit pursuant to s. 77.54 (7m), Wis. Stats., check this box ☐

EVENT INFORMATION:

Event Name: Riverfest 5K and Kids Fun Run

Event Date(s): 8/10/2024

Event Location Address include parking locations and streets to be used if applicable:

Riverside Park Area [see attached form for streets used]

A DETAILED map is required upon submittal of application, is it included? Yes ☒ No ☐

Is the event located in a City Park? Yes ☐ No ☒

If yes, do you have a park reservation? Yes ☐ No ☐ Park name: _____

Is the event closing of a Street/Alley/Right-of-Way/Parking Lot? Yes ☐ No ☒

Will you need City Services for your event? Yes ☒ No ☐ for Police Officer Presence

Is the event on private property? Yes ☐ No ☒ If yes, do you have written permission? Yes ☐ No ☐

Is the event a city sponsored parade or celebrating a Federal Holiday? Yes ☐ No ☒

If yes, please explain:

Event start/end time: 7am - 11am

Event set up/take down times: 5:30am - 12pm

Total Attendance: # 150

Alcohol consumed, sold, or served? Yes ☐ No ☒

Vendors? Yes ☐ No ☒

Event Description (purpose, activity, who can participate, etc. Attach additional sheet if necessary.)

5K Run - registration required

Will your event be selling food? Yes ☐ No ☒ If yes, please explain: (Type of food and sold by who)

MAIN EVENT ORGANIZER – PRIMARY CONTACT IF DIFFERENT FROM APPLICANT:

Contact Name: First, Middle, Last

Cameron Thomas Cudnchowski

Address: Street, City, State, Zip

415 S. 8th St. Watertown, WI 53094

Phone:

920-262-8555

Email:

ccudnchowski@glcymca.org

OFFICE USE ONLY:

APPROVED ON:

PERMIT #


Indemnification and Hold Harmless

(Read carefully before signing!)

Indemnification: By signing below, I acknowledge that for good and valuable consideration, I (applicant), on behalf of myself and the organization, if applicable, agree to indemnify, defend and hold harmless the City of Watertown and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses and costs, including attorney fees, arising out of the activities performed as described herein, caused in whole or in part by any negligent act of omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts may be liable, except where caused by the sole negligence or willful misconduct of the City.

Certification: By signing below, I certify that I am at least 18 years of age and that I have reviewed and understand the City's Insurance Requirements and Ordinance for Special Events. My signature further confirms: (i) I understand the filing of this application does not ensure the issuance of a Special Event Permit; (ii) The special event application fee is non-refundable (iii) I will be responsible for ensuring the event and event participants comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, alcohol licensing regulations, and any other applicable laws, rules and regulation; (iv) Fees for park facilities, food vendor permits, fireworks permit, any other applicable City of Watertown permits or licenses, other municipal services and equipment, etc., are in addition to the Special Event Permit application fee; (v) I am authorized to apply for this Special Event Permit on behalf of the organization holding the event (if applicable). (vi) The information contained in this application is true and correct to the best of my knowledge. I understand that intentionally providing false or misleading information in this application will be the basis for denial/revocation of the permit and may lead to civil or criminal penalties.

If there are any changes to the Special Event after submittal of the application, I agree to notify the City of Watertown of these changes for review.

Name of Applicant: Cameron Cudrakowski Signature:  Date: 7/30/2024

SPECIAL EVENT APPLICATION FEE & EXTRAORDINARY SERVICES

Application fee is due when the application is submitted and is nonrefundable if the event is cancelled. If the event is rescheduled for a date within 6-months, the application fee would apply to the rescheduled date; if the event is rescheduled for a date later than 6-months of the original event date the application fee is nonrefundable.

\$50.00 - first application for the year of the applicant if submitted 45 days or more prior to event date.

\$35.00 - each subsequent application of the applicant if submitted 45 days or more prior to event date.

(The fee is doubled if submitted less than 45 days prior to event date)

Extraordinary Services - measurable financial costs which are above and beyond the normal levels of public health and safety services on a nonevent day. See the special event fee schedule for more information. Extraordinary services do not include the provision of police protection against hostile individuals targeting the event's message or intentions.

The applicant is liable for and must pay to the city clerk the actual cost of all extraordinary services provided by the city and is required to pay 50% of the estimated extraordinary services prior to the special event with the remaining amount billed at the conclusion of the event. Sales tax will be added if applicable. By signing the applicant acknowledges that they have been made aware of this information.

Signature of Applicant:  Date: 7/30/2024

Submit Special Event Application and fee (cash or check) in person or by mail to:

City Clerk 106 Jones Street

PO Box 477

Watertown, WI 53094

Questions: 920-262-4010 or email cityclerk@watertownwi.gov