

City of Wausau Events Policy and Procedures

GOAL

It is the goal of the City of Wausau to encourage and coordinate special community events, while regulating these events in a positive manner to ensure the health and safety of participants in the event, efficient management of City services and the protection of public lands and facilities.

DEFINITION OF EVENT

“Event” means any planned extraordinary occurrence requiring City services and/or on public right-of-way or public premises including but not limited to: parades, processions, festivals, athletic events and events requiring street closures.

EVENT CLASSIFICATION

There are three classes of events: Class I, Class II and Class III. Each class has its own characteristics. An event does not have to have all the characteristics listed to be in the classification. The City reserves the right to make final determination of an event’s classification.

CLASS I: (\$150.00) (*Multiple day event \$187.50 or Serial day event \$300.00)

- Event will have a large number of participants and/or spectators (500 or more people).
- Event is open & may attract interest from the general population of the community & surrounding area.
- Usually involves the closing of a street (except residential block parties).
- May involve multiple events (i.e. parade and football game, carnival and crafts).

CLASS II: (\$45.00) (*Multiple day event \$56.25 or Serial day event \$90.00)

- Event is open to the public, but is only of interest to a certain segment of the community (i.e. runners, walkers, supporters of certain causes, bicyclists, etc.).
- Most athletic events (i.e. tournaments, fishing contests).
(The events policy does not apply to local youth sports organizations that contract for regular season games or tournament play)
- May involve the closing of a street, except residential block parties.

CLASS III: (\$30.00)

- Event is closed to the public or will only appeal to the members of a particular group and their guests.
- Event may be of general interest and open to the public, but will only involve a small number of people.
- May involve the closing of a street (except residential block parties).

EVENT REQUIREMENTS AND CONDITIONS

Application Deadline and Fee:

Class I	2 months prior to the event	\$150.00	Late Fee	\$150.00
Class II	2 months prior to the event	\$ 45.00	Late Fee	\$75.00
Class III	1 month prior to the event	\$ 30.00	Late Fee	N/A

***NOTE:** Multiple Day events or Serial Day events will incur an additional charge (see above)

Event Permits:

Event permits are required in advance for all classes of special events. Permits **do not** include vending permits that may also be required.

Vending Permits:

If sales occur at the event, all event vendors must obtain permission to vend and complete a registration form for the event organizer to submit with their special events application. In addition, food vendors must pass inspection and obtain a valid permit, if needed, from the Marathon County Health Department prior to serving at any event.

City Facilities, Park Land and Open Spaces:

The City establishes rental rates for city facilities, park land and open spaces annually. Event organizers intending to use a rentable park facility or whose event precludes normal occupancy and use of a rentable park facility must reserve it separately. **Submitting an event application does not reserve a rentable park facility and reserving a park facility does not give approval for the event.** Contact the Parks Department at 715-261-1500 to reserve the park shelter or facility.

THE 400 BLOCK

Contact the Clerk's Office at 715-261-6620 to reserve The 400 Block prior to submitting this events application. **Reserving The 400 Block does not give approval for the event and submitting an events application does not reserve The 400 Block.**

DEFINITION

Public space for the use and enjoyment of the public at all times.

BLOCK USAGE

The Block may be reserved for free events and activities of interest to the general public, keeping with accepted standards of behavior and content. Up to 25% of the space may be rented by private groups for private events.

A limited number of specialized snack and/or beverage vendors may be permitted as an enhancement to daily use by the public. A vending permit fee will be paid to the City in lieu of real property tax.

Activities on the block will be limited to the hours of 7:00 am., to 12:00 midnight. Overnight camping and grilling are prohibited on the block. Vehicles may not be driven or parked on the block. Beware of buried water lines on the block. They are shallow and could easily be damaged by tent stakes or other objects pounded into the ground.

BLOCK COORDINATION AND SCHEDULING

Reservations will be made through the Clerk's Office. It is recommended to reserve the block early as it is a first-come-first-serve basis. Reservations will not be taken for events occurring more than 24 months away.

NOTE: Reservation of the 400 Block does not automatically permit the event. Approval process requires a special events application be completed and filed with the City Clerk. All conditions and requirements of the Special Event Policy, Municipal, State and Federal rules, regulations and guidelines must be followed prior to obtaining a permit.

BLOCK RENTAL FEES

Fees for city services are listed on the next page of this policy. Rental rates for the 400 block are as follows:

Private event sponsored by a private group	\$150/less than four hours per day \$300/greater than four hours per day
Admission event	\$150/less than four hours per day \$300/greater than four hours per day
Free event – open to the public	\$50/less than four hours per day \$100/greater than four hours per day

FEES - Refer to Fee Determination Schedule for applicability

Event organizers should make every effort to secure resources and manpower from the private sector. For those instances where the City must provide service, the event shall be required to pay the anticipated cost to the City Clerk at least 3 business days prior to the event permit being issued. Events other than those directly sponsored by the City of Wausau shall fully reimburse the City for services rendered.

There are times when the city must provide unanticipated service following the event's conclusion. Fees for those instances, services will be billed to the event following the event's conclusion.

Fees or charges imposed under this policy shall not include any fee or charge for City services in connection with an event when the service is directly related to protection provided or precautions taken in anticipation of reaction or response to expressive activity which is protected by the First Amendment to the United States Constitution.

Event Fees

Equipment Rental Deposit (Water tank, trailer, service panels, & water stand pipes)		\$ 50.00 / unit
Snow Fence 50" Roll including stakes and ties**		\$ 10.00 / roll
Portable Stage**		\$150.00 / each
Portable Stage Canopy**		\$ 75.00 / each
Barricades **		\$ 5.00 / each
Picnic Tables**		\$ 15.00 / each
Manual Post Pounder		\$ 25.00
Water Stand Pipes		\$ 50.00 / each
Backflow Preventers		\$ 10.00 / each
Bleacher Planks		\$ 5.00 / each
Use of sound and/or light system(s) (400 Block only)		\$125.00 / \$500 deposit
Stage and Planter Pedestals		\$ 25 / event
Portable Electrical Panels (Spider Box)		\$125 / panel / event
Park Services Staff	Week Day	\$ 34.00 / hr / person
	Weekend and Evenings	\$ 54.00 / hr / person
Electrical Services Staff	Week Day	\$ 40.00 / hr / person
	Weekend and Evenings	\$ 54.00 / hr / person
Public Works Staff	Week Day	\$ 34.00 / hr / person
	Weekend and Evenings	\$ 54.00 / hr / person

**Set up, delivery and pick up of equipment are not included in the daily rental rates and will be charged per hourly rate based on actual time spent. Delivery and pickup needs to be scheduled at least two weeks in advance and will not always be available for all items.

Damages or Cleanup:

If required, damage to city property or clean up after an event shall be invoiced to the event organizer following the event's conclusion.

The City of Wausau is an Eco-friendly municipality and as such requires Event Organizers to recycle as part of their cleanup plan. You will be required to contract with a company to provide garbage collection and recycling services for the event.

Insurance:

A commercial general liability policy is required in the following minimum amounts for Class I and Class II events.

Per person / injury	\$ 500,000
Per occurrence / injury	\$ 500,000
Property damage	\$ 500,000
Public liability and property damage and excess liability umbrella policy	\$1,000,000

Applicant must sign a hold harmless agreement and provide the City with a certificate of insurance showing insurance written by a company licensed by the State of Wisconsin and covering any and all liability or obligations which may result from the applicant's employees, agents, contractors, or subcontractors. **The certificate shall name the City of Wausau as an additional insured.** Proof of insurance, including coverage and exceptions must be provided to the City prior to the event permit being issued.

Ordinances:

Sponsors, participants and organizers of special events must comply with all applicable state, federal and municipal regulations and ordinances.

Total Occupancy of City Lands and Facilities:

An event may be allowed to totally or partially occupy the following Parks: Oak Island, Athletic, Riverside, Boileau Field, Woodson, Yawkey, City Hall, White Water, Big Bull Falls, Stewart, Sylvan Hill, portions of the River Edge Parkway, Fern Island, Picnic Island and Brockmeyer Park and The 400 Block.

Other City lands and facilities: Third Street Pedestrian Mall (Washington to Grant Streets), Wausau Downtown Airport, County Parks located in the City limits and school properties located in the City limits and Specified Parade Routes.

Public Safety:

Event organizers are responsible for ensuring the safety of the participants in their event. Depending upon the size, location, and nature of the event, the City may require any or all of the following: Private security on site, police on site, metal detectors, first aid services, EMS on site, internal communication system, external communication system, public address system, night lighting, exit signage, emergency plan including evacuation plan, weather monitoring, fire extinguishers and/or fire protection systems.

Parking:

Adequate parking must be available to support the event without causing undue disruption of normal commercial or residential activities. Off-site parking combined with shuttle transportation may augment on-site parking. If your event has parking issues, please include a proposal to address those issues in the application under the “Event Issues and Challenges” section.

Commercial Sales:

Sales of food, beverages and merchandise are allowed during special events on public property under the following conditions:

- a. Food, beverage and merchandise sales must be secondary to the primary theme or activity of the event.
- b. Uninvited vendors are not allowed to vend at an event unless they have express written permission from the event organizer and proper permits from the Marathon County Health Department. Event organizers are responsible for obtaining registration information for all vendors participating in their event.
- c. Merchandise sold by vendors during an event shall be reviewed by and have approval of the event organizer.
- d. Event vendors are responsible for obtaining and displaying all appropriate sales permit, health/sanitation licenses, food and beverage and vending permits if required. All food & beverage vendors should complete the food & beverage worksheet.

Wine and/or Beer Sales:

Wine and Beer concessions are allowed under the conditions of City ordinance 5.64.150 as follows: A Temporary Class “B” / Class “B” Retailers License (picnic license) must be obtained. These are only eligible to churches, foundations or bona fide clubs in existence for at least six months. Licensed operators (bartenders) are required. A Retailer’s license application is required by state law to be on file with the City Clerk a minimum of 15 days prior to issuance and requires approval from the City Council. If you are planning to serve beer or wine at your event, contact the City Clerk to file a “Temporary Class B Retailers” application at least **30 to 45 days** in advance of this event.

Enclosure Required—Picnic License.

- a. The license holder of a special Temporary Class “B” Retailers License (picnic license) shall cause to be installed around the main point of sale a fence or fences at least seven feet in height measured from ground level, or two fences at least four feet high and eight feet apart, in order to control ingress and egress of persons and consumption of fermented malt beverages; and shall station an adult at the entrance to the area for the purpose of checking age identification. The herein described fence regulations shall not apply to a licensed area within an enclosed building.

- b. No fermented malt beverage shall be served to or consumed by anyone outside of the fenced-in area unless a waiver has been requested and granted pursuant to conditions described in WMC 5.64.150 on or before December 31, 2004 for certain described locations.
- c. All license holders issued a Temporary Class “B” Retailers License (picnic license) shall post in a conspicuous location at the main point of sale and at all entrances to the facility a sufficient number of signs disclosing that no fermented malt beverage shall be served to any underage person.
- d. A licensed operator (bartender) shall be stationed at all points of sale at all times. (Ord. 61-4591 §1, 1986.)

Bands, Public Address Systems and Entertainment:

If the event includes the use of public address systems, amplified music or live entertainment, this information must be detailed on the application when submitted. Event Organizers should contact neighboring residential properties within 200 feet of the event of noise issues as to the type of noise, the dates of the event, the expected times of when the noise will begin and conclude at least 15 days prior to the event.

If complaints are received, the Wausau Police Department shall require the event organizer to reduce the sound volume. If the organizer(s) fail to reduce the sound volume to an acceptable level, they shall be subject to a penalty as provided by City noise ordinance.

Event organizers are responsible for contacting the Department of Inspections and Electrical Systems for any electrical assistance they may need for band equipment, amplifiers, stage lighting, temporary lighting, food and beverage vendors, etc. All vendors should complete a food & beverage stand registration worksheet. Questions regarding electrical use should be directed to 715-261-6780.

Accessibility:

Event organizers are responsible for ensuring their public event complies with the accessibility requirements of the Americans with Disabilities Act (ADA). Many events change the normal use patterns or exceed the normal design capacity of public facilities. Organizers are responsible for providing any additional facilities such as accessible parking, travel-ways, seating, restrooms, drinking water, etc., plus service and program access for individuals with physical, sight, speech, hearing and other impairments covered by the act. Organizers shall provide sufficient access for public safety vehicles.

Sanitation and Toilet Requirements:

Depending on the nature of the special event, organizers may be required to provide additional restroom and refuse facilities such as portable toilets, hand-washing stations, garbage cans, dumpsters, etc., if determined appropriate by the County Health Department and/or the City.

Street Closures:

If your event requires closure of a street, please detail such request on the application. The Police Department and Public Works will review your application and determine whether to permit the closure. Please note that arterial streets, major collector streets, and bus routes may not be acceptable for closure.

By submitting the application, the applicant shall be responsible for contacting all persons on the block; for verifying there are no objections to the street closing; for placing barricades and signs, on the street as directed by City officials, removing them after the event; and for cleanup of all debris by 9:00 am., the morning after the event.

“Fire and EMS response apparatus require a minimum of 20 foot width clearance for vehicle access. All access lanes/roads must be kept clear to that width for emergency vehicles. Cul-de-sacs should have a minimum turning diameter of 70 feet, and other type turnarounds such as L-types, T-types, and Y-types should allow for fire apparatus with a wheelbase of 25 feet to turn around with no more than one (1) backing maneuver. Access into and around individual display booths, tents, facilities, restrooms, etc. must be maintained to the extent that personnel with ambulance cots, EMS equipment, and/or fire equipment can maneuver freely and quickly when responding to an emergency. Street barricades should be easily removable to admit emergency/police vehicles as necessary with minimal time delay.”

The City Department of Public Works shall supply necessary signs and barricades at specific locations on the boulevard on the day of the event and pick them up the next workday following the event.

Parades:

Parade organizers must apply for a special event permit from the City Clerk. The application must include details as to the exact parade route, the location of staging and demobilization areas, the times of the parade start and finish, the size of the parade including number of floats and an itinerary or schedule of times for each detail i.e. staging at location and time, parade on route at time, demobilization at location and time, etc. The City Clerk will determine the appropriate class category.

Parade organizers must submit a map of the parade route with their event application. All parades must be held on parade routes approved by the Traffic Lieutenant and Director of Public Works. Streets are normally closed for parades. The City will determine the number, type and location of barricades and/or traffic cones required.

The City shall be responsible for delivery and pick up of the barricades or traffic cones. The City shall place the barricades or traffic cones at the appropriate time and shall remove them from the street when they are no longer needed. Non-City sponsored events will be billed for the cost of services provided.

Cancellation: Cancellation of any event, for any reason, shall result in charges for actual services provided, forfeiture of permit fees and any other forfeiture related to facility or equipment rentals.

Approval Process:

Event applications are reviewed by staff consisting of representatives from (any or all of) the following entities: Parks Department, Police Department, Fire Department, Inspections/Electrical Department, Engineering Office, Department of Public Works, City Clerk, Mayor, and Marathon County Health Department. These Departments will review your application for compliance of areas under their expertise. Should a department have a concern with something in your application, they will contact you directly to provide assistance, information and education to resolve the issue. Once the event is reviewed, the City staff will make recommendations to the Public Health & Safety Committee who approves the event prior to issuance by the City Clerk. Please note the Public Health & Safety Committee only meets once per month. It is in your best interest to get your application filed well in advance of your event.

A listing of events shall be provided to Council on a monthly basis; however approval of the event is delegated by Council to the Public Health & Safety Committee. Events denied, shall receive a full refund of application fees less 25% administrative processing fee.

**CITY OF WAUSAU
CITY SERVICES INCLUDING EQUIPMENT USAGE AND 400 BLOCK RESERVATION / USE FEES
FEE DETERMINATION SCHEDULE**

	ADMISSION/FREE EVENT OF LIMITED INTEREST not open to the General Public Sponsored and/or Organized by a Not-For-Profit Group, Club or Community Group	ADMISSION EVENT OF WIDE INTEREST Open to the General Public Sponsored and/or Organized by a Not-For-Profit Group, Club or Community Group	FREE EVENT OF WIDE INTEREST Open to the General Public Sponsored and/or Organized by a Not-For-Profit Group, Club or Community Group	Event is Sponsored and/or Organized by a Private Group	Event is Sponsored and/or Organized by a Commerical Enterprise
Example of an Event	Political Groups, Club Organizations such as model railroad or Ham Radio Operators	Blues Fest, Renaissance Festival, Log Jam	Weekly Concert Series on the Square, Fall Art Festival, Easter Egg Hunt, Kayak Races, Christmas Parade, Balloon Rally	Weddings, Company Picnics, Private Party	Circus, Auction, Sale
Primary Audience	Special Interest Group not representing the General Public	Wide interest by the General Public	Wide interest by the General Public	Invited guests	Fee Paying Audience, Special Interest Groups
Beneficiary of Fees or Commerical Venture	Admission fees/indirect revenues generated benefit the NFP group, or club	Admission fees generated benefit the NFP group, or club	Indirect revenues generated benefit the NFP group, or club	Private Group	Private organization or commerical enterprise
Role of the City	No Inkind Services	Inkind Services may apply	Inkind Services may apply	No Inkind Services	No Inkind Services
Park/Facility Rental	Fees as outlined per the fee schedule	Inkind Services determined through application process*	Inkind Services determined through application process*	Fees as outlined per the fee schedule	Fees as outlined per the fee schedule
Fees for Equipment Rental	Fees as outlined per the fee schedule	Inkind Services determined through application process*	Inkind Services determined through application process*	Fees as outlined per the fee schedule	Fees as outlined per the fee schedule
Fees for Park Service Staff	Hourly rates as provided on the attached schedule	Inkind Services determined through application process*	Inkind Services determined through application process*	Hourly rates as provided on the attached schedule	Hourly rates as provided on the attached schedule
Fees for Electrical Services	Hourly rates as provided on the attached schedule	Inkind Services determined through application process*	Inkind Services determined through application process*	Hourly rates as provided on the attached schedule	Hourly rates as provided on the attached schedule
Fees for Public Works Staff	Hourly rates as provided on the attached schedule	Inkind Services determined through application process*	Inkind Services determined through application process*	Hourly rates as provided on the attached schedule	Hourly rates as provided on the attached schedule

* Events receiving direct city funding, along with the Christmas, Labor Day, Memorial Day, and United Way Parade are exempt from application for inkind services not to exceed \$5,000.



SPECIAL EVENTS APPLICATION
(Submit this application to the City of Wausau Clerk's Office)

Class of Event: _____	Class Fee	\$ _____
Multiple Day __	Serial __	
Block Reservation Fee:	\$ _____	
Estimated City Services Fee:	\$ _____	

Event Name: _____

Event Dates: _____ Time of Event: _____

Set Up Dates: _____

Removal Dates: _____

Event Location: _____

Organizer: _____

Contact Person: _____

Address: _____

Work Phone #: _____ Home/Cell Phone #: _____

Email Address: _____

Describe Event: (include purpose, features, schedule, estimated attendance, number of floats if parade)

Event Location or Route, if parade (include map and timed itinerary of events including staging & demobilization times and locations)

Describe any event issues or challenges (such as parking) and your plan for addressing those issues.

Describe how you intend to use the proceeds (if any) from this event?

Describe how the event will be promoted or advertised?

EVENTS QUESTIONNAIRE

Please answer all questions:		YES	NO	Describe Specifically and completely (how many, what, where, why)	Are you expecting the City to provide this service? Please indicate who or what you expect.
1.	Is the event open to the general public? List your estimated attendance?				
2.	Have you reserved or rented the event's location? Call Clerk's Office @ 715-261-6620 for The 400 Block; Parks Dept @ 715-261-1550 for park facilities.				
3.	Will an admission or entry fee be charged? Will there be security for large cash collections?				
4.	Will there be wine or beer served?				
5.	If there will be wine/beer served, have you applied for and obtained a temporary liquor license with the City Clerk (261-6620) and arranged for licensed bartenders at the event?				
6.	If there will be wine/beer served, have you obtained and erected fencing to comply with the City's beer garden (enclosure) ordinance?				
7.	If you are <u>charging an admission</u> or if you are <u>selling alcohol</u> will you be prohibiting firearms and concealed weapons and post that fact? If not, what steps will you take to ensure the health, safety and welfare of those attending?				
8.	Are you planning to erect a stage(s)? If so, please list whether a canopy will be needed over the stage. City staging may not be available.				
9.	Are you planning to have tents or temporary structures for the event? (This would require passing a safety inspection by Fire and/or Inspection Dept staff 261-7900, 261-6780). Have all underground utilities been located prior to pounding stakes or fence posts into the ground? Call Parks Dept (261-1550 for public property or Digger's Hotline 1-800-242-8511 for private property at least 10 days prior to set up.)				
10.	Will there be food or beverage vending? Have vendors passed inspection, received approval and been permitted by the Marathon County Health Department? (261-1900)				
11.	Will there be other types of vending? Describe what and how many. Have you completed registration information to submit with the events application?				

Please answer all questions:		YES	NO	Describe specifically and completely (how many, what, where, why)	Are you expecting the City to provide this service? Please indicate who or what you expect.
12.	Will you need The 400 Block stage?				
13.	Will you use the planter electrical pedestals or need additional electrical panels?				
14.	Will vendors or anyone else need electricity at the event? Have each of the vendors completed the food & beverage work stand questionnaire for Electrical Inspectors to be submitted with your events application?				
15.	Have you provided sufficient restroom facilities or portable toilets for this event, in accordance with Health Department 715-261-1900 requirements?				
16.	Have you provided available drinking water?				
17.	Have you provided sufficient refuse collection bins and arranged for cleanup of the premises after the event in accordance with Health Department and City requirements?				
	a. Have you contracted with a company to provide garbage and recycling services for the event?				
	b. How many of the following will you provide for the event (Please list): Garbage Containers? Recycling containers for glass, plastic and aluminum? Recycling containers for cardboard and paper?				
	c. Have arrangements been made to empty and/or collect garbage and recycling containers within 24 hours following the event?				
18.	Is there entertainment such as bands, amplifiers, circus, performances, etc.? Have the neighboring residences been notified in writing of the noise expectations of this event?				
	Will you need The 400 Block sound system?				
	Will you need The 400 Block light system?				
19.	Does your event occur at night or continue into evening (dark) hours? If so, what is your plan for lighting and security?				

Please answer all questions:	YES	NO	Describe specifically and completely (how many, what, where, why)	Are you expecting the City to provide this service? Please indicate who or what you expect.
20. Will there be overnight camping at the event premises? If so, what is your plan for public health, lighting and security issues?				
21. Will there be fireworks or pyrotechnics at this event? Have you obtained the necessary permits from Fire Inspectors 715-261-7900?				
22. Is there an emergency plan in place for accidents, injuries, fires, severe weather, etc.?				
23. Will this event involve amusement games and rides? Have you complied with the WI Administrative Code Chapter 34 with regard to amusement rides?				
24. Will this event hold a raffle? Have you complied with the legal requirements in Wisconsin through the Dept of Administration? (608-270-2552)				
25. Will this event require street closure? Have the neighbors been notified of the request to temporarily close the street and the times of the closure? Have you detailed the street closing plan on the events application to the City Clerk?				
26. Have you obtained orange safety vests and provided training for route guides on runs/walks?				
27. Will there be any traffic control, crossing assistance, security or parking issues due to this event? Have you consulted with the Police Dept 715-261-7800				
28. Does this event need private shuttle transportation (buses)? Have you arranged for private service with drop-off and pickup points to this event?				
29. Have you obtained and provided to the Clerk adequate liability insurance with the City of Wausau named as the additional insured?				
30. Have you provided a complete time schedule and location itinerary of the parade staging & route?				
31. Does this event need temporary bike racks? If so, how many and where?				

Please list all vendors participating in your event (you may attach additional pages if necessary)

Vendor Business Name:

Individual Contact Name:

Street Address, City, Zip:

Business and Home Phone #:

Type of Merchandise being sold:

(For food/beverage - submit food & beverage stand worksheet for each stand)

State of Wisconsin Seller's Permit (sales tax) #

Marathon County Health Department Permit (food / beverage products) #

Vendor Business Name:

Individual Contact Name:

Street Address, City, Zip:

Business and Home Phone #:

Type of Merchandise being sold:

(For food/beverage - submit food & beverage stand worksheet for each stand)

State of Wisconsin Seller's Permit (sales tax) #

Marathon County Health Department Permit (food / beverage products) #

Vendor Business Name:

Individual Contact Name:

Street Address, City, Zip:

Business and Home Phone #:

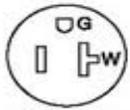
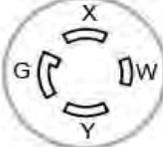
Type of Merchandise being sold:

(For food/beverage - submit food & beverage stand worksheet for each stand)

State of Wisconsin Seller's Permit (sales tax) #

Marathon County Health Department Permit (food / beverage products) #

Attention organizer: Please copy this page for additional vendor registrations.

Food and Beverage Stand Registration Worksheet	
Organization:	
Chairman / President:	
Contact Person:	
Address:	
Work Phone #	Home or Cell Phone #
Describe Food(s) and/or Beverages you plan to sell:	
Describe Food Stand and EXACT Measurements (indicate if you will be using a wagon):	
Self-contained Wagon: (circle one if applies) 240V or 120V	
Describe EXACT Space Requirements:	
ELECTRICAL NEEDS: The Health Department requires you to have HOT WATER available. You may need to use an appliance to keep it heated.	
Vendor Electrical Request	
Require Less than 50 amps: Vendors requiring 50 AMPS or less will be cord and plug connected. Specify needs from available plug configurations listed below. Plug adapters are not provided.	
 <p style="text-align: center; font-size: small;">NEMA 5-15R 15A 125V</p> <p>5-15R/5-20R_____ Number Requested_____</p>	 <p style="text-align: center; font-size: small;">NEMA 5-20R 20A 125V</p>
 <p style="text-align: center; font-size: small;">NEMA L14-30R 30 Amps 125 / 250 Volts</p> <p>L14-30_____ Maximum of One</p>	
<p style="text-align: center; font-size: small;">NEMA# 14-50R 50 Amp 1-120/240 VAC</p>  <p>14-50R_____ Maximum of One</p>	<p style="text-align: center; font-size: small;">(800) 597-9311</p>  <p style="text-align: center; font-size: x-small;">50 Amp 125/250 Volt Locking Flush Mount Receptacle Non-NEMA Configuration</p> <p style="text-align: center; font-size: x-small;">www.ATIDistributors.com</p> <p>50 AMP 125/250_____ Maximum of One</p>
<p>Require more than 50 AMPS: Vendors requiring greater than 50 AMPS will be hard wired to an electrical distribution panel. Specify estimated total electrical requirements:</p> <p>AMPS _____ VOLTS _____ WIRE SIZE _____</p>	
<p>Note: Worn or defective equipment will not be connected.</p>	

Note: Please contact the Marathon County Health Food Safety Program 715-261-1900 to discuss your food service plan prior to the event.

I agree to indemnify and save harmless the City of Wausau and Marathon County, and their employees, elected and appointed officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of Wausau or Marathon County properties, equipment, or services herein specified.

Signature of
Event Organizer: _____

Date: _____

***Attention Organizer:

If your organization receives funding through City's room tax appropriation process you must complete the attached budget statement or submit an itemized budget statement. Your proposed budget must be submitted with this application and your actual budget must be submitted within 90 days after the end of your event.

PH&S Approval: 10/19/2004
Council Approval: 11/9/2004
Revised: 7/21/2016