

THE 400 BLOCK POLICY AND RESERVATION FORM

DEFINITION

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

BLOCK USAGE

- May be reserved through the City Clerk's Office 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 for private events.
- Hours - Event related activities on the block will be limited to the hours of 7:00 a.m., to 12:00 midnight.
- Camping - Overnight camping is prohibited on the block.
- Fires - Open fires are allowed by permit but are restricted to only liquid or gas fuel.
- Grilling - No grilling is allowed except for those special events granted waivers.
- Vehicles may not be driven or parked on the block without an approved special events permit.
- No vehicles may be driving across or parked on the fountain.
- Stakes – Any event that involves penetrating the grass area of the block may not occupy the site until all underground utilities potentially impacted have been marked by City personnel. Costs of marking underground utilities will be charged to the event organizer. Utility maps are available from the Clerk's Office to help plan events. Event operators are responsible for damages to the facilities.
- Decorations – Nothing may be used that punctures, abrades, leaves residue, removes finishes or discolors any surface of any City property. Decorations may be present within the permit time period.
- Vending and Advertising – No person shall sell or offer anything for sale or post or distribute bills or advertisements without the express written permission of the City.
- Tents – Tent delivery, erection and removal shall occur during the permit time period.

BLOCK COORDINATION AND SCHEDULING

Reservations will be made through the Clerk's Office. It is recommended you reserve the block early as it is a first come first serve basis. Reservations will not be taken for public class I events occurring more than 24 months away. Reservations for all other events may be made up to 12 months in advance. Event organizers may pay for their future year reservations in the year of the reservation, but must be paid prior to the event. Block use permits will not be issued until the fee is paid in full. Wausau Area Events and large annual events shall have the first right of refusal for reservation dates.

NOTE: Reservation of the block does not automatically permit an event. Approval process requires a special event application be completed and filed with the City Clerk and 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 AND DEPOSITS

Fees for city services are established in the Special Events policy. Rental rates for the 400 block are as follows and shall apply all the time that The 400 Block is occupied by any event related activity.

BLOCK RENTAL

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

SOUND, LIGHT AND ELECTRICAL

Sound and Light System

Rental Fee

Minimum \$125 / day

Includes daily setup and take down by City staff. Events requiring more than two hours of City staff time per day (as determined by the City) shall pay the hourly City staff fee for additional time beyond the initial 2 hours of staff time.

Light System

Rental Fee

\$60 / day

Includes daily activation and deactivation by City staff. Events requiring more than one hour of City staff time per day (as determined by the City) shall pay the hourly staff fee for additional time beyond the initial 1 hour of staff time.

Electrical System

Stage and Planter Pedestals

\$25 / event

Includes 8 planter receptacles and 2 stage receptacles. Each has 1-50 amp plug in and 2-20 amp circuits.

Portable Electrical Panels (Spider Box)

\$125 / panel / event

Each panel includes 6-20 amp and 1-30 amp 240v Circuits and set up and removal by City Staff.

Deposit – Sound, Light and /or Electrical Panels

\$500 / event

Payable to City Clerk at least three business days prior to the event.

EQUIPMENT

Equipment Rental Deposit

\$ 50.00 / unit

(Water tank, trailer & water stand pipes)

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
Backflow Preventers	\$ 10.00 / each
Portable Bleachers	\$100.00 / each
Bleacher Planks	\$ 5.00 / each

**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.

LABOR

Operations and Maintenance Staff	Week Day	\$34.00 / hr / person
	Weekend & Evenings	\$54.00 / hr / person
Electrical Staff	Week Day	\$40.00 / hr / person
	Weekend & Evenings	\$54.00 / hr / person

Cancellation of Reservation: You may be entitled to a partial refund of your reservation fee if you have notified the City in writing of your intent to cancel the reservation at least 2 weeks prior to the reserved date. The City shall retain an administrative fee of the lesser of 25% or \$25 of the total fee paid. No reservation refunds shall be issued after the fact (i.e...events that never take place) or for late cancellations (within 2 weeks of the reserved date).

(See attached application)



THE 400 BLOCK RESERVATION FORM

(Submit this Application to the City of Wausau Clerk's Office)

Make checks payable to: City of Wausau

Amount Submitted: \$

Check #: #

Contact Person: _____ Is this an Annual Event? Yes No

Organization's Name: _____ Organization's E-mail Address: _____

Address: _____

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

Event Dates: _____ Time of Event: _____

Set Up Dates: _____ Removal Dates: _____

Name of Event: _____

Reservation of the block does not automatically permit an event. Approval process requires a special event application be completed and filed with the City Clerk and 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.

Please check mark the statement that most applies to your event.		#Hrs	#Days	Rental Fee
<input type="checkbox"/>	The event is sponsored by a commercial enterprise.			
<input type="checkbox"/>	The event is private (not open to the general public) and is sponsored by a private group.			
<input type="checkbox"/>	The event is free to the general public and is of wide interest to the general public.			
<input type="checkbox"/>	Admission is charged to this event which is of wide interest and open to the general public. The event is sponsored by not-for-profit or club.			
<input type="checkbox"/>	Admission is charged for this event which is of limited interest to the general public. The event is sponsored by not-for-profit or club.			

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 the Wausau property herein specified.

I have received a copy of the Block rental policy and Special Events Policy/Application and agree to abide by all rules and regulations formulated by the City of Wausau for use of the block; and to adhere to all specifications and limits contained in the state policies. I understand that inaccurate information or an unauthorized event is grounds for cancellation of any reservation granted to me and may jeopardize future reservations. I understand that reservation of The 400 Block does not authorize or permit the event to occur.

Signature _____ Date: _____