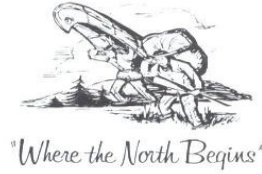


# CITY OF PORTAGE

806 Silver Lake Drive  
Portage, Wisconsin 53901  
(608) 742-2178



## Portage Temporary Structures in Parks Permit Application

Temporary structures, such as tents, staging, dunk tanks, inflatables, or promotional equipment will only be allowed in a park by obtaining a permit. This application must be returned to the Portage Park and Recreation Office no later than 5 days prior to the event.

Today's Date \_\_\_\_\_

### Event Organizer Information

Name of Group \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Home/cell Phone \_\_\_\_\_

### Event Information

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

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

Number of people expected \_\_\_\_\_

### Temporary Structure Information

1) What type of temporary structure do you plan to have? How many?

Tent \_\_\_\_\_ Dunk Tank \_\_\_\_\_ Staging \_\_\_\_\_  
Inflatable \_\_\_\_\_ Trailer \_\_\_\_\_ Other (please specify) \_\_\_\_\_

2) Size and/or Dimension \_\_\_\_\_

3) Time duration this structure will be in the park \_\_\_\_\_

4) Diggers Hotline Ticket Number \_\_\_\_\_

(Please note: Diggers Hotline phone number is 811. The ticket number must be received in the Park Office at least 5 days prior to the event.)

5) Location of the structure in the park. You must attach a map of the park and intended location.

6) Company installing the structure \_\_\_\_\_

7) Do you or the tent installer have insurance to cover the placement of this structure for your event?                      Yes                      No

I have received the City of Portage Temporary Structures in Parks Instructions and shall comply with Requirements they contain.

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

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## Temporary Structures in Parks Instructions

A temporary structure is a tent (larger than a 10X10 pop up), staging, trailers, inflatables, and dunk tanks. Because of the increasing number of underground utilities and the danger to the public and to property from damaging them, the Parks Division **must** be involved when anyone wishes to install any temporary structure that penetrates the ground in a public park. In addition, Wisconsin Statute 182.0175 requires anyone who is responsible for the planning and performance of any type of ground penetration and excavation to provide advance notice to Digger's Hotline.

A permit is required for the placement of any of these temporary structures. However, you are only required to contact Digger's Hotline if the ground will be **penetrated** by stakes, tools, or equipment. No permit is required for the placement of chemical toilets, volleyball nets, or pop-up tents that are 10' X 10' or smaller (not staked in ground). Also, no permit is required for inflatables 15' x 15' or smaller, *provided they are anchored without stakes*. **An inflatable game (i.e.: bouncy house) must be set up, run and supervised by the rental company. Under no circumstances can the group renting a City of Portage facility set up, run or supervise the inflatable game.**

Diggers Hotline is a statewide one-call notification system which provides advance notice to public utilities of intended excavation which may impact underground and overhead utility service. Prior to installation of structures which involve putting stakes in the ground in public parkland, the following steps must be taken:

### 1) Temporary Structure Permit Application

Please answer all the questions as fully and accurately as you can. Return the completed application, with your payment, at least 5 business days prior to your event. The permit fee for placement in a designated structure area is \$75.00. The successive day fee is \$25.00. These figures include sales tax.

### 2) Digger's Hotline, 1-800-242-8511

Call Digger's Hotline no earlier than 14 days before your event, and **no later than 5 working days prior to the event**. You **must** meet this timeline. There are no exceptions. Digger's Hotline will assign you a Ticket Number for each area that will be excavated. You must furnish this number to the **Park and Rec Office at least 5 days prior to your event**. You may fax or call us. Be sure to give us your name, the park area, and the date that the structure will be installed.

### 3) Insurance

The renter shall provide the City of Portage a Certificate of Insurance no later than five (5) days before the event with the City listed as an additional insured for the following minimum coverage limits.

General Liability (per occurrence):	\$1,000,000
Personal & Advertising Injury:	\$1,000,000
Products-Completed Operations Aggregate:	\$1,000,000
Damage to Premises Rented:	\$ 250,000
Medial Expense:	\$ 10,000
General Aggregate:	\$2,000,000

### 4) Duration

Temporary structures may only be set up on the day of the rental permit and must be removed by 10:00 pm on the day of the rental permit unless given written approval by the Manager of Parks and Recreation for a longer time period.