

City of Wisconsin Rapids Events Policy and Procedures

It is the goal of the City of Wisconsin Rapids 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.

"Event" means any planned extraordinary occurrence requiring City services on public right-of-way or public premises including, but not limited to, parades, processions, festivals, athletic events, and events requiring street closures. An event does not include a private gathering or function.

Event Permits

Event permits are required in advance for all events. Permits do not include permission for vending, alcohol sales or consumption, or other activities for which separate permits may be required. There must be designated an event organizer who shall be responsible for obtaining all of the necessary approvals for activities taking place at the event.

Vending

If sales of food or other items 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. The vending registration form may be submitted prior to the event if the information is not available at the time of application. In addition, food vendors must pass inspection and obtain a valid permit, if needed, from the Wood County Health Department prior to serving at any event. The event organizer shall be responsible for insuring that all event vendors have completed the appropriate forms and are appropriately licensed/permitted.

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 doesn't reserve a rentable park facility and reserving a park facility does not give approval for the event. Contact the Parks Department at 421-8240 to reserve a park shelter or facility.

Fees

The application fee for an event is \$25. Included in the \$25 event application fee is a street closure that does not exceed 6 barricades. The public works superintendent shall have discretion to determine how many barricades are required for a particular street closure.

Event Fees

Event Application Fee	\$25.00
Seasonal, Weekly Event - Annual Fee	\$300.00
Fee to Allow Vending at Event.....	\$25.00
Fee to Allow Vending at Seasonal, Weekly Event – Annual Fee	\$100.00
Snow Fence (50' roll including stakes and ties).....	\$10.00 per roll
Portable Stage.....	\$150.00 each

Additional Barricades	7 -18 barricades.....	\$50.00 total
	19 or more	\$100.00 total

* Picnic Tables, Benches, and Barrels

(See the attached fee schedule from the Park and Recreation department)

* These items will need to be rented through the Park and Recreation Department at 421-2840.

There are times when the city must provide unanticipated service during or after an event, including, but not limited to, cleaning up after an event. Fees for these services will be billed to the event organizer following the event's conclusion and must be paid within 7 days of invoice. Additionally, charges for any damage to city property shall be invoiced and paid by the event organizer within 7 days of invoice.

Insurance

The Event Organizer must submit a Certificate of Insurance providing proof of a commercial general liability insurance policy, written on an occurrence basis for bodily injury, personal injury, property damage, and product liability, with a minimum limit of liability of \$1,000,000 per occurrence and with a \$2,000,000 aggregate.

Applicant must sign an indemnity and 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 Wisconsin Rapids as an additional insured. Proof of insurance, including coverage and exceptions, must be provided to the City at the time of application for the event.

Compliance with Laws

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

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 and/or police on site
- First aid services and/or EMS on site
- Communication System
- Public Address System
- Night Lighting
- Exit Signage
- Emergency plan including an evacuation plan
- 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 your proposal to address those issues in the application.

Commercial Sales

Sales of food, beverages and merchandise are not allowed during events on public property except as follows:

- (a) Food, beverage, and merchandise sales must be secondary to the primary theme or activity of the event.
- (b) Vendors have written permission from the event organizer and proper permits from the Wood County Health Department, if applicable. Event organizers are responsible for obtaining registration information for all vendors participating in their event and forwarding that information to the City Clerk.
- (c) Merchandise sold by vendors during an event shall be reviewed by and have the approval of the event organizer.
- (d) Event vendors are responsible for obtaining and displaying all appropriate sales permits, health/sanitation licenses, and food, beverage, and vending permits, if required. All food and beverage vendors should complete the food and beverage worksheet.

Wine and/or Beer Sales

Wine and beer concessions are allowed under the conditions of city ordinance. 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 beverage 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 common council. If it is planned to serve beer or wine at the event, the application for a "Temporary Class B Retailers" license should be filed with the city clerk at least 30 days but no less than 15 days in advance of the event.

Enclosure Required - Picnic License

- (a) The license holder of a special Temporary Class "B" Retailers License (picnic license) shall cause a fence to be installed around the main point of sales. The fence shall be at least four feet in height measured from ground level, in order to control ingress and egress of persons and consumption of fermented malt beverages. The herein described fence regulations shall not apply to a licensed area within an enclosed building.
- (b) 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.
- (c) A licensed operator (bartender) shall be stationed at all points of sale at all times.

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 property owners located within 200 feet regarding the type of noise, the dates of the event, the expected times of when the noise will begin and conclude. Such notification shall be at least 15 days prior to the event. Please refer to the City's noise ordinance, and consider requesting a variance if noise levels are anticipated to exceed permitted levels.

If complaints are received, the Wisconsin Rapids 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.

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 the request on the application. The Finance and Property Committee will review your application and determine whether to permit the closure. Please note that arterial streets and major collector streets 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 a.m. 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 street department 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 an 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.

Parade organizers must submit a map of the parade route with their event application. 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. Organizers shall place the barricades or traffic cones at the appropriate time and shall remove them from the street when they are no longer needed.

Cancellation

Cancellation of any event, for any reason, shall result in the forfeiture of permit fees.

Approval Process

Event applications are reviewed by staff consisting of representatives from the following entities: Parks Department, Police Department, Fire Department, Planning and Economic Development Department, Street Department, City Clerk, Mayor, City Attorney, and Wood County Health Department.

City staff will make recommendations to the Finance and Property Committee, who must approve the event prior to the issuance of a permit by the city clerk.

If the event is denied in whole or part by the Finance and Property Committee, applicants can appeal the decision in writing to the Wisconsin Rapids Common Council within seven days of the Committee's denial.

**CITY OF WISCONSIN RAPIDS
SPECIAL EVENTS/STREET CLOSURE
PERMIT APPLICATION**

FOR OFFICE USE ONLY	
License Fee _____	Receipt # _____
	Date _____

FULL LEGAL NAME OF ORGANIZATION _____

MAIN CONTACT _____ PHONE NUMBER _____

ADDRESS _____

EVENT DAY CONTACT _____ CELL PHONE NUMBER _____

DATE OF EVENT (WITH EXACT START & END TIMES) _____

EVENT TITLE AND DESCRIPTION OF EVENT _____

ACCURATE DESCRIPTION OF STREET(S) OR PUBLIC AREAS TO BE USED FOR EVENT _____

DETAILED DESCRIPTION OF USE FOR WHICH STREET CLOSURE PERMIT IS REQUESTED _____

CHECK ALL THAT APPLY:

- Liability Insurance Attached
- IRS 501(c) Exempt Letter Attached
- Vending at Event
- Temporary Class "B"/Class "B" Retailers License
- Request Open Container Ordinance Suspension
- Affected Residence Contacted Regarding Street Closure

To ensure appropriate review of your Event, your site/route plan should be demonstrated in a clear and legible manner on a separate sheet of paper.

If the Organization is a bona fide tax exempt, non-profit entity, please attach a copy of your IRS 501(C) tax exemption letter.

Organization shall be responsible for set-up and clean-up; clean-up must be completed within 12 hours of event or by start of business week.

I certify that the information contained in the forgoing application, including the information contained in the event questionnaire and any other supporting documentation or forms, is true and correct to the best of my knowledge and that I have read, understand and agree to abide by the rules and regulations governing the proposed Event. I understand that this application is made subject to the rules and regulations established by the Common Council. The applicant agrees to comply with all other City, County, State, or Federal requirements which may pertain to the use of the event venue and the conduct of the event. I agree to abide by these rules, and further certify that I, on behalf of the organization, am also authorized to commit that organization, and therefore, agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Wisconsin Rapids.

I, on behalf of the organization, am also authorized to commit that the organization shall indemnify, defend, and hold harmless the city and its officers, employees, elected and appointed officials, and agents from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable attorneys fees and costs of litigation, arising out of this event.

Signature of Event Organizer
On behalf of Organization

Date:

EVENT QUESTIONNAIRE

Please answer all questions:	NO	YES	Describe Specifically and Fully (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 your event's location? (Parks Department @ 421-8240 for park facilities)				
3. Do you charge an admission or entry fee?				
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 (421-8200) 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 enclosure policy?				
7. Are you planning to erect a stage(s)? City staging may not be available.				
8. Are you planning to have tents or temporary structures for the event? (This would require receiving a temporary structure permit from the Planning and Economic Development Department at 421-8228, and a safety inspection by the Fire Department. Have all underground utilities been located prior to pounding stakes or fence posts into the ground? Call Diggers Hotline (1-800-242-8511) for property at least 10 days prior to set up.				

9.	Will there be food or beverage vending? Have vendors passed inspection, received approval and been permitted by the Wood County Health Department? (421-8911)				
10.	Will there be other types of vending? Describe what and how many. Have you completed registration information to submit with your events application?				
11.	Have you provided sufficient restroom facilities or portable toilets for your event, in accordance with Wood County Health Department (421-8911) requirements?				
12.	Have you provided sufficient refuse collection bins and arranged for cleanup of the premise after the event? Contact Parks Department (421-8240)				
13.	Is there entertainment such as bands, amplifiers, performances, etc., Have you notified neighboring residences in writing of the noise expectations of your event?				
14.	Does your event occur at night or continue into evening (dark) hours? If so, what is your plan for lighting and security?				
15.	Will there be fireworks or pyrotechnics at your event? Have you obtained permission from the Mayor and Fire Department? (423-1150)				

16.	Do you have an emergency plan in place for accidents, injuries, fires, severe weather, etc.?				
17.	Will your event require street closure? Have you notified your neighbors of your request to temporarily close the street and the affected times? Have you detailed the street closing plan on the events application to the city clerk?				
18.	Have you obtained orange safety vests and provided training for route guides on runs/walks?				
19.	Do you have traffic control, crossing assistance, security or parking issues with your event? Have you consulted with the Police Dept (423-4444)?				
20.	Have you obtained and provided to the Clerk adequate liability insurance with the City of Wisconsin Rapids named as the additional insured?				
21.	Have you provided a complete time schedule and location itinerary of the parade staging & route?				

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

Vendor Business Name _____
Individual Contact Name _____
Streets Address _____
City/State/Zip _____
Type of Merchandise being sold _____
State of Wisconsin Seller's Permit (Sales Tax) Number _____
Wood County Health Department Permit (Food/Beverage Products) Number _____

Vendor Business Name _____
Individual Contact Name _____
Streets Address _____
City/State/Zip _____
Type of Merchandise being sold _____
State of Wisconsin Seller's Permit (Sales Tax) Number _____
Wood County Health Department Permit (Food/Beverage Products) Number _____

Vendor Business Name _____
Individual Contact Name _____
Streets Address _____
City/State/Zip _____
Type of Merchandise being sold _____
State of Wisconsin Seller's Permit (Sales Tax) Number _____
Wood County Health Department Permit (Food/Beverage Products) Number _____

City Department Reviews
For Office Use Only

City Clerk: _____

Police Department:

- Private security and/or police on site
- First aid services and/or EMS on site
- Communication System
- Public Address System
- Night Lighting
- Exit Signage
- Emergency plan including an evacuation plan

Fire Department: _____

Planning and Economic Development: _____

Street Department: _____

Park and Recreation Department: _____

City Attorney: _____

Engineering: _____

Wood County Health Department: _____



Application for Rental of Park Shelters/Equipment

Wisconsin Rapids Parks & Recreation Department

444 West Grand Avenue, Wisconsin Rapids, WI 54495-2780

Phone: (715) 421-8240 / Web: parks.wirapids.org / Email: parksdepartment@wirapids.org

Park reservations may be made one year in advance, and are on a first-come, first-served basis. Payment must be made via US Mail, in the office, or online (credit card only) at the time the reservation is made. No dates may be reserved without payment. **If your event is open to the public you may be required to fill out a special events application or obtain other licenses. Please see the City Clerk.**

Your reserved shelter is available to you ONLY on the day of your reservation! Entering shelter prior to the day of your reservation may result in loss of your deposit.

Group Name: _____ Estimated # of People Attending Event: _____

Type of Event: _____

Reservation Requested For: _____ Time: _____ to _____
(Date)

Person Responsible for the Group Above: _____

Address: _____ Phone: _____

Email: _____ Contact Phone (Day of Rental): _____

City park hours are 8 a.m. until 11 p.m. You must vacate the park by 11 p.m. The removal of all equipment, structures, and materials for your event must occur prior to park closure on your day of rental. Please note that Witter Warming House is our only heated shelter. The rental season for all other shelters generally starts the second weekend of May until approximately the second week of October, weather permitting.

Park Shelter or Equipment to be Reserved:

Park Staff Only: Approved Denied

Helen's House (Wisconsin Rapids Municipal Zoo) 1921 Gaynor Avenue \$150 rental fee + \$100 key/ deposit. Enclosed shelter; holds approximately 50 – 60 people. Air conditioning, restrooms, kitchen, including sink with hot and cold water, counters with plug-ins, pass-through window, refrigerator (no stove). Temperature and fans will be set by staff, based on predicted outside temperature, and may not be adjusted.

Robinson Park (1150 17th Street North) \$100 rental fee (+ \$100 key/ security deposit if band shell needed). Large open shelter; holds approximately 200 people. Power switch box in shelter house (no key necessary), water faucet, fireplace (no grate). Surrounding park area includes band shell, restrooms, ball diamonds, play equipment, park pong, disc golf, horseshoe pits, volleyball net. **Please note:** lights automatically turn off at 11:15 p.m. Please note that restrooms have automatic locks that open between 8 a.m.–11 p.m. Doors shall NOT be propped open before/after hours.

Sand Lot Park (453 Goodnow Avenue) \$100 rental cost + \$100 key/security deposit. Open shelter; holds approximately 75–100 people. Enclosed kitchen, including sink with hot and cold water, counters with plug-ins, pass-through window, refrigerator (no stove), power (no key necessary), water faucet and restrooms. No fireplace. Surrounding park area includes play equipment, ball diamond, basketball court, volleyball courts, horseshoe pits.

Witter Field Warming House (8th Street South between Chestnut & Apple, 521 Lincoln Street) \$100 rental cost + \$100 key/security deposit. Heated enclosed shelter; holds approximately 40 people. Restrooms.

Rental permission is only for the shelter areas at the above parks. The other areas of the park will be open to the public. However, if you wish to reserve additional areas of the park, please indicate what areas and for what reason those areas will be used: _____

Requests for additional areas may not always be able to be honored, and require at least 7 business days advance notice.

Robinson Park ball diamonds have tenants that take priority, so those fields may not be available.

Trash (50 gallon)/Recyclable Carts \$2 each, if you pick up. (Delivery charge for 1–15 barrels is \$55.) Per ordinance, recycling is required. For each trash barrel rented, you must rent a recyclable cart.

* For Picnic Tables and Benches – please contact the Heart of Wisconsin Chamber of Commerce, (715) 423-1830. *

Pets/Weapons/Smoking/Fires/Noise Ordinance

No pets are allowed in City park shelters and picnic/playground areas. No weapons are allowed in any City buildings, whether concealed or not. No smoking is allowed in any City buildings. No fires are allowed except in authorized fireplaces or on portable heating or cooking stoves. While using the park, keep in mind it is a violation of City Ordinance 25 to exceed 55 dB of sound at the property line. If you intend to use sound amplification (band, speakers), you may be required to obtain a variance to the noise ordinance. Please see the City Clerk.

Checklist for Clean-Up/Garbage/Recycling

The facility must be left in a clean and orderly condition. Facility must be cleaned and emptied the day of your rental. If facility is left in an unacceptable condition, you will forfeit the \$100 deposit and be charged the balance of the actual costs needed to return facility to its original state.

1. Put garbage in waste receptacles outside (renter must supply additional bags; most are 56 gallon).
2. Recycling must be separated from trash and placed in the appropriate cart (renter must supply additional clear bags).
Please Note: For Robinson Park and Sand Lot, please place cart 3 feet from dumpster. For Helen's House, place recyclable cart by receptacle near entrance gate.
3. Sweep out the shelter (broom may be available).
4. If kitchen was used, please wipe down counters. (Renter must provide toweling, spray cleaners, etc.) Wipe out the refrigerator and wipe down all tables.
5. Remove everything you have brought in, including all decorations.
6. Bathrooms should be unlocked and left that way. Be sure all other doors to the shelter or kitchen are locked.

Unsafe Conditions/Vandalism/Damage

Report any unsafe conditions, damage, vandalism or other issues to the Parks & Recreation Department during regular business hours, (715) 421-8240. On weekends or after hours, call the Police Department's non-emergency number, (715) 423-4444, and press #2.

Parking is only permitted in designated parking areas that have paved or gravel surfaces. Parking is not permitted on grass, in landscaped areas, or under tree canopies. Vehicular access to picnic shelters and other rented facilities is allowed only for the purpose of loading and unloading.

Keys/Deposit

Keys will be picked up and returned to the Parks & Recreation Department between the hours of 8 a.m.–Noon and 1–4:30 p.m. Monday–Friday. **A \$100 CASH key/cleaning security deposit is required when keys are picked up.** Keys must be returned to the Parks & Recreation Department on the next regular workday. If everything is left in good order, your security deposit will be returned upon return of the keys.

Cancellations

Refund of rental fee will be made ONLY if cancellation is received at least ten (10) days or more prior to your reservation date. If cancelled with less than ten days' notice, no refund will be given.

Please retain your copy of this form and have it with you on the day of your park rental.

In consideration of the permission granted by the City to use its property/facilities for the specific activity or activities identified and for other valuable consideration provided or required to be provided, the applicant agrees as follows:

I have read the above rules and understand them. I am an authorized representative of the above organization (if any), and I certify that the above statements are true. I understand that I am responsible for my group complying with these rules. I understand that my group has been given permission to use the facility above, subject to the terms of this application and other City ordinances.

It is fully understood and agreed that the group guarantees to hold the City harmless against any and all suits, claims or actions of any manner which might arise as the result of any activities. The group agrees to defend the City and indemnify it against any and all expenses incurred in the defense of any suit, claim of any type arising out of the activity or any damages, judgments or decrees which might be awarded against the City in the event that suit should be brought as a result of the activities.

I, individually and on behalf of the group, agree to make payments to the City for any damages done to the park/facility used by the group. I also agree to clean the park facility following the event as to return it to the same condition as it was prior to the event. In the event the group fails to return the park/facility to the above condition, it shall forfeit any deposit herein, and shall pay for any additional expense in bringing the facility back to that condition.

Your Signature _____ Date _____



Confirmation of Application Receipt

**WOOD COUNTY
HEALTH DEPARTMENT
APPLICATION FOR
TEMPORARY FOOD SERVICE
TEMPORARY RESTAURANT PERMIT**

WOOD COUNTY PERMIT # 29-_____

In accordance with Wood County Ordinances 300 and 301, and Chapter 97 and 254 Wisconsin Statutes, I do hereby make application to the Wood County Health Departments for a temporary food service/restaurant operating permit for the dates indicated below. Permits are not transferable. **A separate permit is required for each temporary event, unless an annual license is purchased.** Annual permits will be rescinded if applicable food safety codes are not met. A Wood County Temporary Food Service, Temporary Restaurant permit is required if you manufacture or prepare food for sale or offer food to the public. Per Wis. Administrative Code non-profit organizations may operate **3** days in a calendar year before a license is required. Proof of Nonprofit status is required.

Mail completed application to the **Wood County Health Dept. at 111 W Jackson Street, Wisconsin Rapids WI 54495** or Fax to (715) 421-8962.

Nonprofit Organization or Association (if applicable) _____

Establishment Name _____

Establishment Address _____

Owner Name _____

(List the individual, partnership, or corporation name and the agent)

Owner Address _____

Phone: _____ Fax/Email _____

DATCP Inspection Fee - Per event fee with current DATCP (state) license \$ 35.00
State License # _____

Temporary Restaurant - Initial event in calendar year, if paying per event \$ 80.00

Non-Profit Organization – First licensable event in calendar year \$ 50.00

DATCP Annual Insp. Fee - An option for DATCP stands that do many events per year \$100.00

Temporary Restaurant Annual Fee – Farmers Markets and an option for others having many events in calendar year. \$170.00

Operating without a License Fee Double License Fee

AMOUNT PAYABLE TO WOOD CO HEALTH DEPT. Total \$ _____

NAME AND LOCATION OF EVENTS

1. _____ **DATE** _____

2. _____ **DATE** _____

3. _____ **DATE** _____

1. Will all foods be prepared, (cut, mixed, cooked) at the temporary food service booth?
YES or NO If No, Where will food preparation occur? _____

2. Menu: List all menu items.

3. For each potentially hazardous food item prepared and served (i.e. meat, poultry, seafood, milk, eggs, etc.) indicate the source or manufacturer of these food supplies.

4. Please describe:
Source and storage of water:

Storage and disposal of wastewater: (**wastewater must be properly disposed of**)

Storage and disposal of garbage:

5. Temporary Food Booth:
Describe the construction and materials used for floor, walls, and ceiling surfaces:

Signature _____

For any questions call the Wood County Health Dept. at (715) 421-8911 or (715) 387-8646. If you need a confirmation of application receipt, please add your email address or fax number.