

# Kickapoo Valley Reserve Special Event Application and Permit

Completed forms should be returned to the Kickapoo Valley Reserve for review and approval.

## Permittee Information

Organization	Contact Person		
Street	City	State	Zip Code
Email	Daytime Phone Number		

*If an organization is sponsoring the event, proof of liability insurance is required.*

## Event Information

Location/Campsite		Type of Event		
Describe Event Activities				
Will a Concession be Set Up? Yes                  No	Type of Concession	Items Sold at Concession		
Describe Items or Structures to be Erected or Placed on State-Owned Lands				
Event Dates/Times		Alternate Event Dates/Times		# of Participants
Start	End	Start	End	

The undersigned representatives of the permittee represent individually and as officers of the permittee that they have been duly authorized to sign this permit and bind their organization.

Signature of Permittee/Title and Organization	Date Signed
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Date Received		
Approved	Executive Director	Date
Denied		

## Terms and Conditions

1. The Reserve may terminate or modify the conditions of this permit by giving verbal notice to the permittee at any time.
2. Unless specifically authorized by this permit, all applicable laws and administrative rules must be followed by the permittee and participants of the special event.
3. Neither this permit nor any right or duty in whole or in part by the permittee under this permit may be assigned, delegated, or subcontracted without the written consent of the Reserve.
4. Only items listed above and agreed to by the Reserve may be placed in the use area.
5. If the planned event cannot be held on the event dates listed above, this permit and conditions will govern the alternate dates listed above.
6. The Reserve agrees that the permittee shall have sole control of the method, hours worked, and time and manner of any performance under this permit other than as specifically provided herein. The Reserve takes no responsibility for supervision or direction of the performance of the permittee to be performed by the permittee or the permittee's employees or agents. The Reserve further agrees that it will exercise no control over the selection and dismissal or of the permittee's employees or agents.
7. All waste and debris resulting from this event shall be disposed of by the permittee as directed by the Reserve. The area shall be maintained in a clean, neat condition for the duration of the event.
8. No cutting or trimming of trees shall be done without the Reserve's approval.
9. The permittee shall inspect the area described by this permit before the event and shall remove, eliminate or correct any unsafe or dangerous conditions or hazard. The permittee shall maintain the area in safe condition for the duration of the event.
10. The permittee shall indemnify the Reserve and its employees against all claims, damages, costs, and expenses including reasonable attorney's fees arising either from the management of the event or from any breach or default on the part of the permittee in the performance of the permit agreement, or from any negligence of the permittee in the event. The permittee shall purchase liability insurance to be effective the dates of the event and naming both the State of Wisconsin Kickapoo Reserve Management Board and its employees and the permittee as insureds in the amount of \$1,000,000.00 single limit per occurrence including coverage of \$1,000,000.00 for bodily injury, including death, and \$25,000.00 property damage so the Reserve and its employees will be protected from any liability arising out of conducting the event by the permittee. If the permittee is a state approved friends group, the permittee shall purchase liability insurance to be effective the dates of the event and naming both the State of Wisconsin Kickapoo Reserve Management Board and its employees and the permittee as insureds in the amount of \$500,000.00 single limit per occurrence including coverage of \$300,000.00 for bodily injury, including death, and \$25,000.00 property damage so the Reserve and its employees will be protected from any liability arising out of conducting the event by the permittee.
11. The permittee shall furnish the Reserve with a copy of the insurance policy or certificate of insurance thirty days prior to the event. This permit is conditioned upon the Reserve's approval of the insurance policy. The permittee will immediately notify the Reserve both verbally and in writing of any action by the insurer to cancel the insurance policy.
12. No fire(s) shall be started without Reserve approval except in provided fire-rings.
13. The permittee shall take reasonable actions under a plan approved by the property manager to direct and supervise the parking of participants' and spectators' motor vehicles in order to prevent traffic problems. The permittee shall post observers at all points where the event crosses a road. Only authorized individuals may direct traffic, in accordance with s. 340.01(70) and 349.02, Wis. Stats.
14. The permittee shall not discriminate against any employee, participant, or applicant for employment in the event because of age, race, color, sex, religion, handicap, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation or national origin.
15. This permit, together with the requirements herein and referenced parts and attachments, shall constitute the entire permit and previous communications or permit pertaining to this permit are hereby superseded. Any contractual revisions including cost adjustments and time extensions must be made by an amendment to this permit or other written documentation, signed by both parties at least 30 days prior to the ending date of this permit.
16. Additional conditions specifically concerning this event shall be in effect if numbered and listed on a separate sheet(s) of paper. Each such condition will be initialed by the permittee and the Reserve representative.
17. "Concession" for the purposes of this permit shall include the selling or giving away of goods or services.

## Fees

\$	per day	Total
Invoice Date		Via
Date Paid		Payment Type