



WOOD COUNTY PARKS & FORESTRY DEPARTMENT SPECIAL USE APPLICATION AND PERMIT

Complete and sign the application. The application will be reviewed and if approved, signed by the Parks & Forestry Department. A duplicate will be returned stating any further documents or requirements needed.

PART I-APPLICATION

Applicant

First Name:	Last Name:		
Address:			
City:	State:	Zip Code:	
Phone:	Email:		
Organization Name:	Purpose of Event:		
Expected Number of Attendees:			

Reservation

Park: **Choose** Requested Facility or Area: Date(s):
Time(s):

Dates and hours MUST include set-up, take down, and cleaning time. The user is expected to clear and clean the building or park area before the closing time listed. Be certain that your specified hours include deliveries made by vendors, who may have to deliver supplies to the area prior to your arrival.

ONLY by Parks & Forestry approval, may materials be stored in the facility before or after the dates and times listed. When private property remains at the shelter overnight during multi-day events, security is the responsibility of the user. Wood County Parks & Forestry will not be responsible for any items left on site.

Items Requested at an additional charge (in addition to existing amenities) *Check all that apply*

Additional Power Panel # 0 Firewood Additional Tables # 0 Garbage Containers # 0
 Other:

Sales *Check all that apply*

Food Alcohol Products Other

Note: Sales are prohibited in Wood County Parks unless authorized by the Parks & Forestry Department. It is your responsibility to acquire additional permits for food and/or alcohol sales from local or state agencies.

Signage Advertising or posting unauthorized signs on Park property is prohibited in all parks, except by Parks & Forestry Department approval. Location of signs must be approved by the Parks Director.

Yes No Location(s): Date(s):

Requesting Surrounding Park Area Yes No Location(s):

- Parking Food/Refreshment stand Wedding Tent/Canopy Music
 Portable cooking Bounce House Other:

PERMIT TERMS AND CONDITIONS

I, the undersigned, accept full responsibility for the terms and conditions of the application, and certify that it is accurate and complete. I understand that inaccurate information is grounds for cancellation of any reservation granted to me and may jeopardize any further reservations.

Signed: _____

Date: 12/16/2025

PART II-CONTRACT

Sign under “Applicant” and leave the remainder blank. If your application is accepted, the Parks & Forestry Department will complete Part II, sign, and mail you a copy.

Wood County Parks & Forestry Department, Wood County WI, agrees to allow Applicant to use park facilities at places, date(s), and hours listed on Part I of this application and contract, under the rules and regulations laid down by the Wood County Parks & Forestry Department.

The Applicant agrees that they will save, indemnify and hold harmless the County and its supervisors and employees against all liabilities, judgements, costs and expenses, including the claims of any third party which may in any way come against the County by reason of the granting of this application or which may in any way result from the carelessness or neglect of the Applicant, or its members, guests, employees or other persons or entities under contract with the Applicant.

The applicant individually, jointly and severally, agrees to abide by all rules and regulations formulated by Wood County Parks & Forestry Department, Wood County WI, for the use of buildings and facilities; to adhere to all specifications and limits listed by Wood County Parks & Forestry Department, Part I of this application and contract; to be responsible for the careful use of the facilities described herein; to make good all loss or damage sustained as a result of the activities held or promoted pursuant to this contract; to be responsible for all preparation and reasonable cleanup after use.

Special Security is needed. Applicant agrees to provide security guards for the duration of the event at your expense. The Applicant agrees to provide the Park Director with proof that such guards are secured.

An additional fee of \$ is required for the following services:

- Electric Panel \$ _____ Firewood \$ _____ Garbage removal \$ _____ Tables \$ _____
 Garbage Container \$ _____ Parking lot plow \$ _____ Other: _____ \$ _____

Public Liability is required in the amount of **\$1,000,000**, with Wood County named as co-insured. A “*Certificate Of Insurance*” must be filed with the Parks & Forestry Department no later than 2 weeks prior to the event. **Failure to provide such certificate will void this contract and cancel your event.**

Please read Part II carefully to determine if special conditions or requirements have been made as part of this contract.

Parks Representative Signature

Date

Applicant signature

Date

Wood County Parks & Forestry Department, 111 W Jackson Street, Wisconsin Rapids, WI 54495

Email: parks@woodcountywi.gov

Telephone 715-421-8422

Fax 715-421-8534