

**City of Sun Prairie Policy/Procedure**

Title: Public Events in City Parks	
Policy Source: Parks, Recreation & Forestry	Creation Date: December 11, 2024
Application: Public events	Revision Date:
Indexed as:	Total Pages: 5

**1. General Policy**

**1.1 Purpose**

The Public Events in City Parks Policy is designed to create a clear process for public event proposals by non-city event organizers. The policy establishes an application process, a fee structure for cost recovery, and implementation guidelines to match events to park capacities. This policy ensures that events are appropriately scaled, impacts to park resources are mitigated, and organizers are held accountable for damages or violations.

**2. Definitions**

**PUBLIC EVENT:** A public event is defined as an event which is open to or invites the general public to engage, inform, or entertain a wide audience. These events include but are not limited to festivals, fairs, concerts, tournaments, etc. taking place in parks that are owned and/or managed by the City of Sun Prairie. Examples of an event being open to or where the general public is invited include posted signs, commercials, newspaper, social media, announcement, verbal exchange of information, or any other means of publicly announcing the event. Events are considered public whether or not there is an admission fee and regardless of size.

**3. Public Event in City Parks Application**

**3.1 Application Process**

All public event organizers must submit a Public Event in City Parks application to the Parks, Recreation & Forestry Department. The application is available online and must be submitted at least 60 days before the event date.

Depending on the nature of the event, the event organizer may need to apply for additional permits through the City Clerk's Office.

A site plan map must be included and uploaded in the Public Events in City Parks application. Details must include information such as locations for port-a-potties, staging areas, food trucks, etc.

## *Public Events in city Parks Policy*

### 3.2 Additional Permits through City Clerk's Office

Event organizers will need to apply for additional permits from the City Clerk's Office if the event involves any of the following:

- Street closures or parking restrictions
- Serving alcoholic beverages
- Shows, displays, or events with admission charges
- Fireworks

### 3.3 Event Advertising

All required permits must be obtained before advertising the event.

## **4. Fees and Locations**

### 4.1 Attendance and Park Capacity

Available Park locations for public events are based on the total estimated number of people at the event. Capacity may be approximated at the time of application. Park locations for public events are selected due to safety, and to ensure appropriate accommodations and amenities are available.

### 4.2 Available Locations and Fees

Based on estimated capacities, the following park sites are available for public events:

- **100-299 attendees:** \$350 Resident/\$450 Non-Resident daily  
*Available Locations:*  
Carriage Hills Estates Park, Liberty Park, Orfan Park, Sheehan Park (East, Central, or West), Stoneridge Estates Park, Smith's Crossing Park, or Wyndham Hills Park.
- **100 – 499 attendees:** \$500 Resident/\$600 Non-Resident daily  
*Available Location:*  
Wetmore Park
- **300-499 attendees:** \$500 Resident/\$600 Non-Resident daily  
*Available Locations:*  
Sheehan Park (Central & West), or Wyndham Hills
- **500+ attendees:** \$750 Resident/\$850 Non-Resident daily  
*ONLY Available Location:*  
Sheehan Park (East, Central & West)

Exceptions may be made to allow parks that are not listed above for public events based on the impact and unique circumstances of the proposed event.

#### 4.3 Fees

Fees for Public Events in City Parks will be reviewed annually by the Parks, Recreation and Forestry Commission. Fees may be adjusted as needed on an annual basis.

#### 4.4 Common/Public Areas

Park restrooms, playgrounds, drinking fountains, trails, and green space are always open to the public during the event. Reservable facilities must be specifically requested in the Public Events in City Parks application.

### **5. Additional Services**

#### 5.1 Picnic Tables

Each park available for public events has a minimum number of picnic tables guaranteed as listed on the Public Events in City Parks online application form. All picnic tables that are moved from their original location, must be moved back to the original location at the completion of the event.

If the event requires additional picnic tables, organizers must indicate so on their Public Events in City Parks application. The fee for delivery and use of additional tables is \$25 per table.

#### 5.2 Port-a-Potties:

Shelter restrooms (except Wetmore) are not available October 1 - May 1. If the event is occurring during these months, the event organizer will need to order port-a-potties.

During months when restrooms are open, most shelters have only 2-3 stalls per restroom. See table included in the Public Events in City Parks online application form for actual numbers. If the event will require more restrooms, the event organizer will need to order port-a-potties.

Port-a-potties are only allowed in certain areas of the park. The desired locations for the port-a-potties must be included on the site plan map. The Parks, Recreation and Forestry Department will work with the event organizer if the location needs to be adjusted.

The event organizer must order the port-a-potties and indicate their location on their site map. The organizer must inform the PRF Department of the vendor, drop-off date, and pick-up date no later than one week prior to the event.

### **6. Additional Permits Required**

The event organizer must apply for additional permits *in addition to the Public Events in City Parks application* through the City Clerk's Office if the event involves any of the following:

- Street closures or parking restrictions
- Serving alcoholic beverages

- Shows, displays, or events with admission charges
- Fireworks

### **7. Damages and Policy Violations**

Failure to adhere to facility rental terms, city ordinances, or if damages occur, may result in denial of future event reservations, citation, and fees to recover excessive cleaning and/or damages. Event organizers will be charged for any excessive cleaning costs or damages, including staff time, at the discretion of the Parks, Recreation, and Forestry Director. The organizer will be invoiced and must pay within 30 days to avoid collection.

### **8. Cancellations and Refunds**

All facility cancellation requests must be received in writing a minimum of 10 days prior to the reservation date to receive a refund. No refunds will be given with less than 10 days' notice. There will be a \$20 withdrawal fee deducted from any refunds. Reservations that cost \$20 or less are non-refundable. Full refunds are issued if Sun Prairie Parks, Recreation and Forestry cancels a reservation. Credits to account are available upon request in lieu of a refund and are still subject to a \$20 withdrawal fee. To request a cancellation, please email [rec@cityofsunprairie.com](mailto:rec@cityofsunprairie.com).

**Expiration of Credits:** All account credits will expire on December 31 of the current calendar year. Any unused credits will automatically be removed from your account at the end of the year and will be donated to our scholarship fund. We encourage you to use your credits before this date to maximize their value. Please note that account credits cannot be refunded or returned to the original form of payment. Once the credits are added to your account, they can only be used for future purchases or services, prior to December 31 of the current calendar year, and cannot be converted back into cash or refunded.

### **9. Insurance Requirements**

Public events must obtain liability insurance with a minimum coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate. The City of Sun Prairie must be listed as an additional insured. The Parks, Recreation, and Forestry Department will verify insurance policies at the director's discretion based on the event size and risk exposure.

**10. Indemnification**

to the fullest extent allowable by law, the permit holder shall indemnify and shall defend and hold harmless the City of Sun Prairie, its elected and appointed officials, officers, employees or authorized representatives or volunteers and each of them from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorney's fees, costs and expenses of whatsoever kind of nature whether arising before, during or after the use of the City facility and in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any negligent act, omission, fault, or control or on its behalf in connection with or incident to the use of the City facility. The permit holder's aforesaid indemnity and hold harmless agreement shall not be applicable to any liability caused by the sole fault, sole negligence, or willful misconduct of the City of Sun Prairie, its elected and appointed officials, officers, employees or authorized representatives or volunteers. This indemnity provision shall survive the expiration of the permit.

**11. Policy Interpretation**

All interpretations of this policy shall be made by the Director of Parks, Recreation and Forestry in consultation with the City Administrator and/or City Attorney.