



## PARKS, RECREATION & FORESTRY

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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.: moonwalks) must be set up, run and supervised by the rental company. Under no circumstances can the group renting WPRF facilities 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 \$100.00. 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 **WPRF 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**

We need proof of insurance. The following rental agencies have insurance on file with us which meets the City of Waukesha's requirements:

Area rental, Celebrations

If you rent from one of these businesses, you do not need to provide insurance. Otherwise, please contact the Facility coordinator, at 262-522-2953 for information on what coverage is necessary.

If you have any questions about this process, please call the WPRF Office at 262-524-3737.

**---KEEP THIS SHEET FOR YOUR RECORDS---**

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