WPRF Temporary Structures in Parks Permit Application

Temporary structures, such as tents, staging, dunk tanks, inflatables, or promotional equipment will only be allowed in a park by obtaining a permit.

This application must be returned to the WPRF Office no later than 5 days prior to the event.

Today's Date _____

Event Organizer Information

Name of Group _____

Contact Person _____

Address _____

Work Phone _____ **Home/cell Phone** _____

Event Information

Event Name _____

Park Requested _____ **Event Date (s)**_____

Number of people expected _____

Temporary Structure Information

1) **What type of temporary structure do you plan to have? How many?**

Tent _____ Dunk Tank _____ Staging _____
Inflatable _____ Trailer _____ Other (please specify) _____

2) **Size and/or Dimension** _____

3) **Time duration this structure will be in the park** _____

4) **Diggers Hotline Ticket Number** _____
(Please note: Diggers Hotline phone number is 1-800-242-8511. The ticket number must be received in the Park Office at least 5 days prior to the event. You may call 262-524-3737- or fax 262-524-3713 the ticket number to the WPRF Office.)

5) **Location of the structure in the park.** You must attach a park map. Park maps are available on the WPRF website.

6) **Is the structure going in a designated structure area?** ☐yes ☐no

7) **Company installing the structure** _____

8) **Do you or the tent installer have insurance to cover the placement of this structure for your event?** ☐yes ☐no

I have received WPRF's Temporary Structures in Parks Instructions and shall comply with requirements they contain.

Signature_____ Date_____