

City of Portage, WI 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.: bouncy house) must be set up, run and supervised by the rental company. Under no circumstances can the group renting a City of Portage facility 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) Fill Out the Temporary Structure Permit Application.
- 2) Call Digger's Hotline, 1-800-242-8511 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 Park and Rec Office at least 5 days prior to your event. You may email or call us. Be sure to give us your name, the park area, and the date that the structure will be installed.
- 3) Duration - Temporary structures may only be set up on the day of the rental permit and must be removed by 10:00 pm on the day of the rental permit unless given written approval by the Manager of Parks and Recreation for a longer time period.

City of Portage, WI Temporary Structures in Parks Application

This application must be returned to the Portage City Hall no later than five (5) days prior to your event.

Today's Date: _____

Event Organizer Information

Name of Group: _____

Contact Person: _____

Address: _____

Phone Number: _____

Event Information

Event Name: _____

Park Reserved: _____

Event Date (s): _____

Temporary Structure Information

What type of temporary structure do you plan to have?

Tent___ Dunk Tank___ Staging___ Inflatables___ Trailer___ Other, please specify_____

How many_____ Time duration this structure will be in the park_____

Diggers Hotline Ticket Number_____ Company installing structure_____

Location of the structure in the park_____

Did you turn in your Proof of Insurance with your Special Event Form, if not, you will need it before your approved by the city.

Signature: _____ Date: _____