

TEMPORARY EVENTS HELD ON CITY PROPERTY, STREETS,
PARKS, OR COMMUNITY CENTER
Procedures

1. "Wisconsin Temporary Event Operator and Seller Information" form (S-240) - complete the Event Operator section and sign.
2. A certificate of insurance from the Event Operator listing the City of Richland Center as additional insured.
3. List of all vendors attending the event showing the Legal name; business name; address; city; state; zip code; home, business and cellular telephone numbers along with a brief description of what they are selling.
4. Any vendor selling food or providing bounce houses, animals, climbing walls or any other dangerous activities, is required to provide a certificate of insurance listing the City of Richland Center as additional insured. The discretion on the requirement for a certificate of insurance will be determined by the City Clerk's Office.
5. Form, list of vendors and insurance certificates must be returned to the City Clerk a minimum of 5 days before the event.
6. Wisconsin Department of Revenue reporting must be completed as soon as possible but no later than 10 days from the event closing.