



CITY OF MONONA – PARKS & RECREATION  
1011 NICHOLS RD  
MONONA, WI 53716

**TEMPORARY STRUCTURE PERMIT**

**FEE: \$75.00**

I (we) hereby make application for a Temporary Structure Permit, subject to the Municipal Code of the City of Monona. Temporary Structures will be defined as, but not limited to, any tents, trailers, dunk tanks, inflatable play equipment, personal and promotional equipment, and other structures.

Note: Applications for a Temporary Structure Permit must be received two weeks before the event and receive Park & Recreation Director approval. Approvals will only be granted if the applicant provides the City of Monona with a Certificate of Insurance evidencing coverage in the amounts of \$500,000 combined single coverage with minimum limits per occurrence naming the City, its officers, employee, and agents as additional insured. Said insurance shall indemnify and defend the City, its officers, employees, and agents against all claims, liability, loss, damages, or expenses, whether caused by or contributed to by the negligence of the City, its officers, employees, or agents. Said insurance shall provide that the City receive written notice thirty (30) days prior to any cancellation, non-renewal or material change in the policy. Applicants will also be responsible for coordinating the location of those structures with Diggers Hotline to assure that the location of such structures is safe and appropriate.

Name of applicant(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

If the proposed temporary structure use is to be conducted for, on behalf of, or by an organization:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # of headquarters of the organization: \_\_\_\_\_

Authorizing responsible heads of such organization:

\_\_\_\_\_

Person(s) responsible for the temporary structures within the City Park:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

If the proposed temporary structure use is to be provided by, rented from, and/or placed and/or set up by an outside party.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # of headquarters of the organization: \_\_\_\_\_

Authorizing responsible heads of such organization:

\_\_\_\_\_  
\_\_\_\_\_

Date(s) and duration of time for which the requested use of the device is proposed to occur:

\_\_\_\_\_  
\_\_\_\_\_

Accurate description of the location of the temporary structure within the City Park.

The approximate number of persons that will be in attendance for the proposed event.

\_\_\_\_\_

The proposed use, described in detail, for which the Temporary Structure Permit is requested:

\_\_\_\_\_  
Approval of Park & Recreation Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval of Park and Recreation Board Meeting Date  
(Only if special conditions apply)

\_\_\_\_\_  
Denied and Date

\_\_\_\_\_  
Reason for Denial