

2. Time and date(s) of proposed activities

3. Give the proposed location(s) of the activity. (Use of correct area names will expedite processing. Assistance is available from the Resource Manager.)

4. Expected visitation _____ Expected number of participants _____

5. Name of sponsoring organization.

6. Name, address, and phone number of individual(s) who will coordinate this application with the Corps of Engineers. Also list name, address and phone number for the person(s) who will coordinate during the event, if it is someone else.

PERMITS FROM OTHER AGENCIES:

1. Application for, and receipt of, a permit from the Corps of Engineers does not relieve the applicant from obtaining required permits from other agencies. A permit will not be issued by the Corps until required approval has been obtained from other agencies involved. These agencies may include but are not limited to:

State Department of Commerce
State Department of Highways
State Department of Natural Resources (especially for water related events)
State Park Agency
State Forestry
State Department of Water Enforcement

2. Furnish the Resource Manager at your local Corps of Engineers project office a copy of any letters requesting a permit from the agencies and a copy of the agency reply NO LATER THAN 30 days prior to the Special Event date.

INSURANCE:

For most events (as determined by the Resource Manager), the applicant must procure a general liability insurance policy. The insurance shall provide a minimum combined single limit of \$1,000,000, for any persons or claims arising from any one incident with respect to bodily injuries or death resulting there from, property damage, or both, suffered or alleged to have been suffered by any person or persons, resulting from the operations of the applicant. A copy of the full policy, including all exclusions or exceptions, must be provided.

A reduced policy may be permissible for certain events with expected low visitation which are "low energy." See the Resource Manager at this project to see if your event may qualify.

A. QUESTIONS:

1. Has insurance been obtained and does it comply with the above requirements?

2. Has a copy of the full insurance policy been included with this application? If not, this will need to be done prior to the event being approved.

B. If question number two above is answered "No", the insurance policy must be provided NO LATER THAN 30 days prior to the date of the event.

EMERGENCY MEDICAL SERVICES:

For certain events (as determined by the Resource Manager), the applicant is responsible for assuring that trained qualified emergency medical personnel and adequate medical equipment is available for all permit activity area. Personnel and equipment should be appropriate for the nature of the event, element of danger present, and expected attendance at the event.

QUESTIONS:

1. Will there be first-aid stations? YES _____ NO _____
If yes, answer the following. If no, place N/A in the appropriate spaces and answer question number three.

a. Who will staff the stations and what are their qualifications?

b. What equipment will be available and who will provide it (i.e, first-aid kits, oxygen, etc.)?

c. Where will the stations be located?

2. Will additional medical services/equipment be available? _____

If yes, answer the following:

a. What types of equipment will be on standby (i.e., ambulance, rescue boats)?

b. Who will staff the equipment and what are their qualifications (i.e., Emergency Medical Technicians, scuba divers)?

c. Where will the equipment be located (i.e., lake shore judges' stand, center of lake race course)?

3. Summarize the reasons or factors you considered in determining not to provide trained medical personnel, equipment, etc.

LAW ENFORCEMENT:

For certain events (as determined by the Resource Manager) the applicant is responsible for assuring uniformed, trained law enforcement officers are on duty in adequate numbers to provide parking and traffic control, crowd control and supervision, control of drug and alcohol violations, control of boating traffic and enforcement of all other applicable state and local laws.

A. QUESTIONS:

1. What agencies (e.g., State or County Law Enforcement, DNR, or private security firms, etc.) have been contacted to provide officers for the above requirements?

2. What will be the anticipated function of the officers requested?

3. How many officers were requested from each agency to be on duty at any one time, and what will be their duty hours or work schedule?

4. How many officers has each agency committed per your request? Will the officers be in uniform, and have arrest authority?

5. Will portable radios for communication between mobile units or other special equipment be available; and if so, who will provide them?

6. Do you anticipate parking shortages and, if so, what are the proposed mitigating actions (shuttle bus, satellite parking, etc.)? Provide a sketch, if appropriate.

B. Furnish the project manager at your local Corps of Engineers Lake a copy of written requests and replies to the above questions NO LATER THAN 30 days prior to event dates.

COMPLIANCE WITH PERMIT CONDITIONS:

A cash deposit will be required for each Special Event Permit to ensure compliance with permit conditions, including "after event cleanup." The Resource Manager will determine a reasonable deposit amount based upon foreseeable damage that could occur, or other factors. Normally, the required cash deposit will range from \$50 to \$1,000 and will be refunded upon close-out of the permit when the permittee has complied with all terms and conditions of the permit.

AFTER EVENT CLEANUP:

The permitted site must be fully restored to prior condition by the applicant. All litter, debris, portable facilities, buildings, utility hookups and directional signs, which are a result of or were utilized by the applicant, must be cleaned up or removed from the project lands no later than 48 hours following completion of all event activities.

QUESTION:

What is the name, address and phone number of the individual assigned to assure compliance with the above "after-event cleanup" requirement?

CONCESSIONS:

1. Concession permits may be granted to requesting organizations only in the absence of a licensed concessionaire at the permitted site or the concessionaire's inability to supply the needs of the proposed activity.

2. Food concessions must comply with all applicable health regulations.

QUESTIONS:

1. Have concessions on state leased lands been coordinated with the appropriate state agency? (Some state parks may already have concessionaires in the area).

2. How will the number and types of concessions be controlled, limited or permitted?

3. What organization(s) or company(s) will operate concession(s)?

What are the proposed locations of concessions? Provide a sketch, if possible.

CHARGING FEES:

A. Collection of any funds in connection with the event must be approved by the District Engineer prior to issuance of the permit. Collections of entry fees in excess of actual total costs will be paid to the Corps for legal disposal unless surplus proceeds are used for benefit to the lake project.

B. Normally, applications for Special Events which propose entrance fees will not be approved unless the applicant clearly demonstrates that charging entrance fees at the rate proposed is necessary to offset costs to the sponsor for providing parking assistance, adequate policing for crowd supervision and control, and other services required for the health and welfare of the visitors. Applicants cost, such as transportation, set-up, construction, electricity, bands, lodging, etc., will not be considered as justification (or subsequent proper disposal) of entrance fees. Costs to members of the applicants' organization, including labor and transportation, will not be considered, unless those individuals are providing parking assistance, policing for crowd control or supervision, or other services required for the health and welfare of visitors.

C. QUESTIONS:

1. List any activity or display on Federal lands for which a fee of any type is proposed to be collected from the general public or participants, and show the proposed fees.

2. What organization is sponsoring the above? Is the sponsoring organization private, city, state? Profit or non-profit?

3. For what purposes will collected funds be used?

COST ANALYSIS:

A collection cost analysis will be provided by the sponsor (who has collected any funds) to the project Resource Manager within 30 days following the event. This analysis will list total funds collected, with concession funds and entrance funds listed separately; and will show, in detail, all expenditures. The Government reserves the right to audit sponsor's records.

LAKE SURFACE ACTIVITIES:

Private use of the project lands or waters, such as special events, cannot pre-empt public use of project recreational resources (i.e., the public must still be able to reasonably utilize launch ramps and navigate around event activities on a section of the lake).

QUESTIONS:

1. How will lake surface event area(s) be defined?

2. Who will be responsible for marking an event area and retrieving markers?

3. How will public access to the event area be controlled?

4. How will non-participating boat traffic be directed around or thru event area(s)?

DANGEROUS EVENTS/DISPLAYS:

For any event in which participants will be exposed to an above average element of danger or personal injury (i.e., parachute jump, boat races, fireworks, hot air balloon rides, ski shows), provide the following information:

QUESTIONS:

1. Who will perform/conduct/participate in event (i.e., Army Golden Knights)?

2. What will they do?

3. Where will they do it (i.e., parachute jump in lake, below dam, etc.)?

4. What training/certification or experience do the participants have?

5. Has proof of certification/license/training been provided the applicant?

ADDITIONAL QUESTION:

Are existing restrooms adequate to handle expected crowds? If not:

a. Have arrangements been made to provide additional "porta-johns?"

b. Who will provide the "porta-johns?"

c. How often will they be cleaned?

d. How many will be placed at what locations?

ADDITIONAL INFORMATION:

1. Directional signs to authorized Special Events are permitted on Government lands but existing directional or informational signs must not be obstructed.
2. Certain public group picnic shelters may be reserved for a \$50.00 fee payable in advance. Arrangements can be made for shelter reservations 360 days in advance by contacting the National Reservation system at 877-444-6777. This \$50.00 fee is in addition to the \$50.00 permit fee required for Special Event permits.
3. Permission to hold a Special Event on public land in no way precludes an individual or group's responsibility to conform with provisions of the Rules and Regulations (Title 36).
4. Admission must not be limited to membership of the sponsoring group, nor will any discrimination be made against a person because of race, creed, sex, or national origin in conducting activities.
5. The United States Government is not responsible for damage to property or injury to persons attending the event. The permittee will be responsible for health and safety requirements of participants.
6. No commercial dealer displays are permitted on project land (i.e., boat or R.V. displays).
7. All special activities to be held on project lands must be coordinated thru and approved by the Resource Manager at the local Corps of Engineers office. The address, phone number, and office hours are as follows:

Insert information above for your project.