

Notice: To apply for a license to use state-owned land for recreational events, applicant are required to provide information requested on this form. Submittal of this form constitutes an agreement with the Department of Natural Resources, under ss. 23.09(2)(h) and 27.01(2)(d-f), Wis. Stats. The Department will be unable to process your agreement unless you provide all information requested. Personally identifiable information collected will be used for administrative and enforcement purposes and may also be provided to requesters as required under Wisconsin Open Records law [ss. 19.31 - 19.39, Wis. Stats.].

Instructions: The requesting organization should complete this form with the Property Manager and obtain documentation of insurance 30 days prior to the event. Refer to Recreation Area Operations and Maintenance Standards Handbook 2505.1 Chapter 600, for complete instructions.

Licensee Information

Organization		Contact Person		Day-time Telephone Number	
Street or Route			City	State	ZIP Code

Event Information

Property Name	Type of Event
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Describe Applicable Area (include trail name/distance, picnic area, shelters, parking lots and similar facilities – Attach a map of the area to the license)

Describe Event Activities

Will a Concession Be Set Up? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Concession	Items Sold at Concession
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How Will Event Be Advertised?	Type of Advertising Allowed On Site	On-Site Product Vendors (e.g., running shoes)
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Describe Items or Structures to be Erected or Placed on State-Owned Lands

Event Dates		Alternate Event Dates		License Fee	Fee Due Date	# of Participants
Start	End	Start	End			

Terms and Conditions

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Signature of Property Superintendent or Designee	Date Signed
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This license is subject to the following conditions and requirements:

1. The Department may terminate or modify the conditions of this license by giving verbal notice to the Licensee at any time.
2. All applicable laws and administrative rules must be followed by the Licensee and participants in the recreational event.
3. Neither this license nor any right or duty in whole or in part by the Licensee under this license may be assigned, delegated or subcontracted without the written consent of the Department.
4. Only items listed above and agreed to by the Department may be placed in the use area.
5. If the planned event cannot be held on the event dates listed above, this license and conditions will govern the alternate dates listed above.
6. Except as it may unreasonably interfere with the event, the area described in this license will remain open for use by the public.
7. The Department agrees that the Licensee shall have sole control of the method, hours worked, and time and manner of any performance under this license other than as specifically provided herein. The Department reserves the right only to inspect the event site or premises for the sole purpose of insuring that performance is progressing or has been completed in compliance with the license. The Department takes no responsibility for supervision or direction of the performance of the Licensee to be performed by the Licensee or the Licensee's employes or agents. The Department further agrees that it will exercise no control over the selection and dismissal or of the Licensee's employes or agents.

Special Events Recreational Use Application and License

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8. All waste and debris resulting from this event shall be disposed of by the Licensee as directed by the Department. The licensed area shall be maintained in a clean, neat condition for the duration of the event.
9. No cutting or trimming of trees shall be done without the Department's approval.
10. The Licensee shall inspect the area described by this license before the event and shall remove, eliminate or correct any unsafe or dangerous conditions or hazard. The Licensee shall maintain the licensed area in safe condition for the duration of the event.
11. The Licensee shall indemnify the Department and its employees against all claims, damages, costs, and expenses including reasonable attorney's fees arising either from the management of the event or from any breach or default on the part of the Licensee in the performance of the license agreement, or from any negligence of the Licensee in the event. The Licensee shall purchase liability insurance to be effective the dates of the event and naming both the State of Wisconsin Department of Natural Resources and its employees and the Licensee as insureds in the amount of \$1,000,000.00 single limit per occurrence including coverage of \$1,000,000.00 for bodily injury, including death, and \$25,000.00 property damage so the Department and its employees will be protected from any liability arising out of conducting the event by the Licensee. If the Licensee is a state approved friends group, the Licensee shall purchase liability insurance to be effective the dates of the event and naming both the State of Wisconsin Department of Natural Resources and its employees and the Licensee as insureds in the amount of \$500,000.00 single limit per occurrence including coverage of \$300,000.00 for bodily injury, including death, and \$25,000.00 property damage so the Department and its employees will be protected from any liability arising out of conducting the event by the Licensee.
12. The Licensee shall furnish the Department with a copy of the insurance policy or certificate of insurance thirty days prior to the event. This license is conditioned upon the Department's approval of the insurance policy. The Licensee will immediately notify the Department both verbally and in writing of any action by the insurer to cancel the insurance policy.
13. No fire(s) shall be started without Department approval except in Department-provided grills and fire-rings.
14. The Licensee shall take reasonable actions under a plan approved by the property manager to direct and supervise the parking of participants' and spectators' motor vehicles in order to prevent traffic problems. The Licensee shall post observers at all points where the event crosses a road.
15. The Licensee shall not discriminate against any employee, participant, or applicant for employment in the event because of age, race, color, sex, religion, handicap, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation or national origin.
16. The Licensee shall furnish the Department with financial statements and such other operating reports concerning the event in such detail as the Department may require. These reports and statements from this event shall be submitted to the Department within 30 days of the Department's request for the information.
17. This license, together with the requirements herein and referenced parts and attachments, shall constitute the entire license and previous communications or license pertaining to this license are hereby superseded. Any contractual revisions including cost adjustments and time extensions must be made by an amendment to this license or other written documentation, signed by both parties at least 30 days prior to the ending date of this license.
18. Additional conditions specifically concerning this event shall be in effect if numbered and listed in the space between this condition and the closing signatures. Each such condition will be initialed by the Licensee and the Department representative.

Department of Natural Resources
For the Secretary

Property Manager Signature	Date Signed
By	

The undersigned representatives of the Licensee represent individually and as officers of the Licensee that they have been duly authorized to sign this license and bind their organization.

Licensee President Signature	Date Signed
Licensee Secretary Signature	Date Signed