

# TOWN OF CABLE

## Special Event Checklist

The Town of Cable welcomes special events of all kinds. It is, in fact, part of what defines the Cable Area as the special place that it is.

This checklist has been developed to facilitate better communication between event promoters, the town government, local businesses and residents and ultimately help you provide a better experience for your participants. This is not a comprehensive “how-to” event planning list, but rather a guide to several key steps that will help make your event a success and a positive experience for the Cable Area.

Please review the following list and complete the required items and those that are pertinent to your event.

### 1. Contact Information

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_

Type of event (race, tour, festival, concert, etc.). \_\_\_\_\_

Estimated number of participants \_\_\_\_\_

Primary Contact Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Website \_\_\_\_\_

### 2. Permits

If the event utilizes or crosses Town of Cable roads or other town property or if a town road will need to be closed, permission will need to be obtained from the Town of Cable Board of Supervisors. A letter to the town requesting permission should be submitted no less than 8 weeks prior to the event. The letter should provide all information in Item 1 above as well as all other pertinent details about the event. Permission will need to be approved by the board of supervisors at a regularly scheduled monthly town board meeting.

Note: Permission from other land owners such as county forest, national forest, other townships, and private land owners may also be required. See “Other Resources” addendum for local, municipal, and national forest contacts.

### 3. Insurance

If the event utilizes or crosses Town of Cable roads or other Town property, the Town of Cable will need to be named an additional insured and a certificate of insurance with a liability limit of a minimum of \$1 million provided to the Town Clerk no less than 4 weeks prior to the event. Other municipalities, agencies and private land owners may also need to be named an additional insured and a certificate issued.

#### **4. Parking**

If the event is to take place in or near the downtown Cable area, it is requested that the event organizer direct event participants via event info and website to the Cable municipal parking lot located on Randysek Rd. (or other larger parking lots for which permission has been granted). Parking in the downtown area should be discouraged until later in the day of the event. It is requested that the event organizer post “local business parking only” notices in the appropriate locations and also monitor parking to insure compliance. Other parking locations should not be used unless specifically authorized by the owner. It should be noted that permission to park may be rescinded if special circumstances arise. See “Other Resources” addendum for potential parking location contacts.

#### **5. Public Notices**

It is strongly recommended that event organizers provide notice of the event at least 2 weeks in advance to the local community by issuing press releases to local media, notifying the chamber of commerce, posting on event organization social media channels and utilizing other special means when there may be a particular impact on the community. See “Other Resources” addendum for local media contacts.

#### **6. Area Businesses**

It is recommended that the event organizer contact local businesses that may be impacted by the event so that they may prepare for additional traffic and business, create special promotional offers, etc., on event day(s).

#### **7. Trail Closures**

As a courtesy to other trail user groups, if the event will cause the permitted closure of any recreational trail in the immediate area, it is requested that the event organizer notify the affected user group(s) at least 2 weeks prior to the event. While many trails may remain open during local events, permitted trail closures or potential delays should be posted on the organizer’s website and notices submitted to the local media. Notices should also be posted at affected trailheads. See “Other Resources” addendum for trail organization contacts.

#### **8. Law Enforcement and Public Safety**

To insure the safety and well-being of both participants and the general public, it is recommended that event organizers engage auxiliary sheriff’s deputies for traffic control and/or utilize volunteer street crossing monitors. Local Emergency Medical Services should be notified of the event date, time, and location/route and if necessary have an ambulance or other services on stand-by or on-site as necessary. See “Other Resources” addendum for law enforcement and EMS contacts.

#### **9. Other Town Services and Event-related Services**

If other town services or outside assistance for such things as portable toilets, trash removal, snow removal, barricades or other event needs are required, the event organizer should contact the town or make arrangements with private providers well in advance of the event date. If assistance is needed making contact with vendors, local event organizers may be able to assist in that capacity.

#### **10. Keeping Cable Green**

The Town of Cable encourages all event organizers to utilize green practices whenever possible, including on-site recycling, utilizing recycled materials and other relevant strategies. See “Other Resources” addendum for an assortment of recommendations. [NEED THIS]

## OTHER RESOURCES

### Land Use Permits

Chequamegon-Nicolet National Forest  
Great Divide District  
10650 Nyman Ave.  
Hayward, WI 54843  
Attn: Mike Martin  
715/634-4821  
mikemartin@fs.fed.us

Sawyer County Forest  
10610 Main St. Suite 100  
Hayward, WI 54843  
Attn: Greg Peterson  
715/634-6728  
greg.peterson@sawyercountygov.org

Telemark Properties, LLC  
Attn: Clif Louis  
261 Fillmore  
Denver, CO 80206  
cliflouis@gmail.com

American Birkebeiner Ski Foundation  
P.O. Box 911  
Hayward, WI 54843  
Attn: Ben Popp  
715/634-5025  
ben.popp@birkie.com

Bayfield County Forest  
117 E. 5th  
Washburn, WI 54891  
Attn: Jason Bodine  
715/373-6114  
JBodine@bayfieldcounty.org

Town of Cable  
P.O. Box 234  
Cable, WI 54821  
Attn: Art Hancock  
715/798-4440  
chairman@townofcable.org

City of Hayward  
P.O. Box 969  
Hayward, WI 54843  
Attn: Lisa Poppe  
715/634-2311  
dpty969@centurytel.net  
Town of Hayward  
15460W State Road 77E  
Hayward, Wisconsin 54843  
715/634-4123  
townofhayward@cheqnet.net

Town of Lenroot  
12215 US Hwy. 63  
Hayward, WI 54843  
Attn: Town Chairman  
townoflenroot@centurytel.net

Town of Spider Lake  
10896 W. Town Hall Rd.  
Hayward, WI 54843  
Attn: Christine Ferda  
5345 West State Hwy 77  
Clam Lake, WI 54517  
tsl@cheqnet.net

Town of Round Lake  
10625 N. County Rd. A  
Hayward, WI 54843  
Attn: Kathy McCoy  
town015@centurytel.net

Town of Namakagon  
42890 Lake Ridge Rd.  
Cable, WI 54821  
Attn: Bob Rasmussen, Chairman  
715/794-2651  
namakagon@cheqnet.net

Town of Delta  
62785 Finger Lake Rd.  
Mason, WI 54856  
Attn: Wayne Seeger

Town of Drummond  
P. O. Box 56  
Drummond, WI 54832  
Attn: Town Chairman

Bayfield County Highway Dept.  
P.O. Box 428  
Hayward, WI 54843  
Attn: Thomas Toepfer  
715/373-6115  
ttoepfer@bayfieldcounty.org

Sawyer County Highway Dept.  
14688W County Road B  
Hayward, WI 54843  
Attn: Gary Gedart  
715/634-2691  
highway@sawyercountygov.org

### **Parking Contacts**

Town of Cable Municipal Lot – Randysek Rd. south of Cty. Hwy M.  
Art Hancock, P.O. Box 476, Cable, WI 54821, chairman@townofcable.org

Norvado - company lot off Hwy 63  
Chad Young, P.O. Box 67, Cable, WI 54821, cyoung@norvado.com

Old School Mall - lot behind the old Cable School  
George & Joy Wolski, 14085 Birch Lane, Cable, WI 54821, 715-558-8207 No email.

Rondeau's - lot behind Rondeau's  
Brett Rondeau, P.O. Box 98, Cable, WI 54821, bretttrondeau@hotmail.com

St. Ann's Catholic Church - parking lot off Cty. Hwy M  
Marge Schull, P.O. Box 37, Cable, WI 54821, haystjoe@centurytel.net

Trinity Lutheran Church - parking lot off Spruce St.  
c/o Jeff Gajdos, P.O. Box 145, Cable, WI 54821, 715/798-3814 No email.

### **Media Contacts**

Ashland Daily Press  
pressnews@ashlanddailypress.net

Bayfield County Journal  
pressnews@ashlanddailypress.net

Bottom Line News - Devona Meske  
devona@bottomlinenewsandviews.com

Cable Area Chamber of Commerce-James Bolen

Chamberdirector@cable4fun.com

Hayward Area Chamber of Commerce-Chris Ruckdaschel  
chris@haywardareachamber.com

Sawyer County Record - Regan Kohler  
rkohler@sawyercountyrecord.net

Sawyer County Record - Terrell Boetcher  
tbotetcher@sawyercountyrecord.net

WHSM  
whsmfm@cheqnet.net

WOJB  
generalmanager@wojb.org

WRLS  
wrls-radio@cheqnet.net

### **Trail Organization Contacts**

American Birkebeiner Ski Foundation  
Ben Popp  
P.O. Box 911  
Hayward, WI 54843  
715/634-5025  
ben.popp@birkie.com

Chequamegon Area Mountain Bike Association  
Ron Bergin  
P.O. Box 141, Cable, WI 54821  
715/798-3599  
camba@cheqnet.net

Chequamegon Fat Tire Festival  
Gary Crandall  
P.O. Box 217  
Cable, WI 54821  
715/798-3594  
cheqfat@cheqfat.net

Great Divide Riders ATV Club  
P.O. Box 653  
Cable, WI 54821  
Cableareaatv@yahoo.com

Namakagon Trail Groomers, Inc.  
P.O. Box 315

Cable, WI 54821  
namtrails@cheqnet.net  
Attn: Steve Bollig  
651/276-1199  
baldsteve57@yahoo.com

North End Ski Club  
Ron Bergin  
P.O. Box 192  
Cable, WI 54821  
715/798-3599  
rbergin@cheqnet.net

Sawyer County Snowmobile and ATV Alliance  
P.O. Box 163  
Hayward, WI 54843  
judy.niccum@yahoo.com

### **Law Enforcement/EMS**

Bayfield County Sheriff  
Paul Susienka, Sheriff  
P.O. Box 115  
Washburn, WI 54891  
715/373-6300  
Psusienka@Bayfieldcounty.org

City of Hayward  
Joel Clapero, Police Chief  
P.O. BOX 969  
Hayward, WI 54843  
715/634-8961 ext. 243  
Jclapero@Haywardpolice.org

Sawyer County Sheriff  
Doug Mrotek, Sheriff  
P.O. Box 567  
Hayward, WI 54843  
715/634-4858  
Dmrotek@Sawyersheriff.org

Great Divide Ambulance Service  
13505 Jenkins Road  
Cable, WI 54821  
715/798-3254

Sawyer County Ambulance  
Mitch Rice  
10676 Nyman Ave.

Hayward, WI 54843

Mitch.Rice@Sawyercountygov.org