



**Village of
Ashwaubenon**

2155 Holmgren Way • Ashwaubenon, WI 54304

P: 920.492.2301 F: 920.492.2328

www.ashwaubenon.gov

Application for Special Event

APPLICATION WILL NOT BE ACCEPTED OR PROCED UNTIL ALL REQUIRED DOCUMENT BELOW ARE SUMMITED IN FULL TO CLERK'S OFFICE & FEES ARE PAID This application must be completed and submitted 60/90 days* prior to the event. *Depends on the event
Submit to: Office of the Clerk, 2155 Holmgren Way, Ashwaubenon, WI 54304

DETAILS OF SPECIAL EVENT REQUEST

Special Event Fee: (must select one) **\$50 NON-PROFIT (must provide documentation)** **\$200 Other:** _____

Event Name: _____ Assemble Time: _____ AM / PM Assemble date: _____

Date of Event: _____ Event to **START** at _____ AM / PM Event to **END** at _____ AM / PM

Rain Date: _____ Event to **START** at _____ AM / PM Event to **END** at _____ AM / PM

Address: _____ Specific Location of Event: _____

Est. # of Participants: _____ Est # of Spectators: _____ Vehicles: _____ Animals: _____

Sponsoring Organization: _____ Address of Organization: _____

Person Responsible: _____ Phone: _____ Email: _____

A MAP AND/OR ROUTE OF THE EVENT MUST BE ATTACHED- *INCLUDING DETAIL OF LAYOUT

Band/amplified music- any noise anticipated? No Yes If yes, Explain: _____

Will food be prepared or served? No Yes If yes, Explain: _____
(If yes, Contact Brown County Health Department at (920) 448-6417)

Will there be mobile food truck establishment vendors? No Yes If yes, how many: _____
If yes, each mobile food establishment must be licensed by the Village of Ashwaubenon: <https://ashwaubenon.gov/media/fed0h1m/voa-mobile-food-establishment-application.pdf>. Contact the Clerk's Office with any questions 920-492-2302

Will alcohol be sold or served? No Yes If yes, how many: _____
If yes, contact the Office of the Clerk at 920-492-2302. All vendors need to be licensed by the Village: <https://ashwaubenon.gov/media/pkklosvv/direct-seller-application.pdf>

PUBLIC SAFETY

Are you having fireworks, open flames, and pyrotechnics? No Yes If yes, contact the Fire Inspector (920) 593-4470

Will tents or other temporary structures be erected? No Yes If yes, contact the Fire Inspector (920) 593-4470. (Tent permit may be required: <https://ashwaubenon.gov/media/ggfique4j/tent-permit.pdf>)

Are street closures required? No Yes If yes, attached detail for street closure or controlled
(If yes, someone from Public Safety will be in contact with applicant to review details of barricades for closure and/or officers for traffic control.)

Identify the following -
Street Closure (s)

Between Cross Street-1

Duration of Control

Intersections (s)

Duration of Control

Park & Recreation:

Will any Park or trail be
utilized?

No

Yes

If Yes, List Park or trail: _____

(If yes, contact Director of Parks & Recreation at 920-492-2331 to review details and check for availability.)

- * Provide Photo ID
- * I understand that I am responsible to mail notification of road closure to residents and/or business at least 2 weeks prior to the Event.
- * I understand that any costs incurred for Village services, due to the Event, are the responsibility of the above listed organization or person making the application. NOTE: These fees may require a deposit upon approval.
- * I understand that an insurance certificate may be required and, if so, must be attached naming the Village of Ashwaubenon as an additional insured.
- * I understand that additional permits for food, alcohol, tent, or direct selling may be required to comply with the Village of Ashwaubenon municipal code and/or Brown County Health Department regulations.
- * I hereby certify that the foregoing facts concerning this Special Event are true to the best of my knowledge.
- * Fee

Date: _____

Applicant Signature

ASHWAUBENON MUNICIPAL CODE SECTION 6-59(B) requires payment of all amounts owed to the village before a license can be issued. Every applicant must disclose on his or her application with the Village of Ashwaubenon all amounts owed to the village. Any applicant failing to disclose said indebtedness can be denied.

I hereby certify that I do not have any outstanding debts owed to the Village of Ashwaubenon.

Date: _____

Applicant Signature





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Hold Harmless Agreement

This agreement is between the Village of Ashwaubenon and _____

I, _____, shall save and hold harmless the Village, its officers, employees, and agents from and against any and all liability, damage, loss, claims, demands, and actions of any nature whatsoever which arise out of or are connected with or are claimed to arise out of or be connected with any action, omission, or operation of myself or my agents, servants, subcontractors, or employees which arise out of or are connected with or are claimed to arise out of or to be connected with any act or occurrence which happens or is alleged to have happened in or about a place where I am operating or acting under this permit or undertaking activities related to responsibilities under this permit. This hold harmless agreement includes, without limitation, the applicability of the foregoing: All liability, damages, losses, claims, demands, and actions on account of personal injury, death, or property loss of the Village or myself, my officers, my employees, my agents, my subcontractors, or frequenters, or to any other person or legal entity, whether based upon or claimed to be based upon a contract toward or having its basis in workers compensation under federal or state statutes or having any other code or statutory basis or based upon administrative loss or other provisions or other liability or any other persons or entities, whether or not caused or claimed to have been caused by the negligence or other breach of duty by the Village, their officers, employees, agents, subcontractors, or frequenters, or any other person or legal entity. Without limiting the applicability of the foregoing, the liability, damage, loss, claims, demands, and actions indemnified shall include all liability, damage, loss, claims, demands, and actions for unfair competition or infringement of any so-called intangible property right, for defamations, false imprisonment, malicious prosecution, action sounding in environmental or pollution law, including, without limitation by specification, actions brought under Federal Super Fund Relief Act, or any other infringement of personal or property rights of any kind whatsoever.

I, _____, agree to maintain and keep in force workers compensations and employee's liability insurance to the extent, if any, that workers compensation and employee's liability insurance is not covered by any comprehensive general liability policy.

Signature: _____
Direct Seller / Transient Merchant / Solicitor / Mobile Food Establishment

Date: _____

SPECIAL EVENT POLICY

I. PURPOSE

It is recognized that special events often bring many benefits to the community. However, when these events are held, they have the potential to impact the ordinary use of the Village's resources, facilities, and public right-of-way. Each event has unique characteristics and will have a different impact. Therefore, events need to be considered on a case-by-case basis in order to promote the responsible use of Village resources, facilities, and public right-of-way.

II. POLICY

Events or planned occurrences on Village-owned premises and right-of-way that exceed the normal and ordinary use of such property, may be considered a special event and are subject to review and approval by the Village. Second-hand article dealers or flea markets shall not be subject to special event regulations.

III. DEFINITION

A "special event" is defined as any planned extraordinary occurrence that may require Village services on public right-of-way, Village parks or any other Village-owned property including, but not limited to, concerts, festivals, fairs, parades, runs/walks, large company picnics, athletic events, processions, or organized mobile food vendor rallies as defined under Sec. 6-12-463 of Ashwaubenon Municipal Code, which is not within the normal and ordinary use of that property or which, by the nature of the event, may have a greater impact on Village services or resources than would have occurred had the event not taken place. Whether the event is considered within the normal, ordinary, or intended use of public property shall be determined in the sole discretion of the Village of Ashwaubenon.

IV. PERMIT PROCEDURE

1. **Application**. An application for a Special Event Permit along with ALL the required support materials shall be filed with the Village Clerk within a reasonable amount of time prior to the event, but at least sixty (60) days prior to the event date for Class B events; and at least ninety (90) days prior to the event date for Class A events.
 - a) **Additional Reservations/Permits/Licenses**. Filing an application for Special Event does **NOT** reserve a park or facility and does **NOT** include applications for any other licenses or permits as may be required.

2. **Map/Diagram of Event.** Along with the application, the event organizer must provide a map of the event area showing the proposed location of all facilities and services to include, but not limited to, concessions, rides, parking, lighting, fencing, portable toilets, dumpsters, etc. If a walk/run, parade, block party, organized rummage sale, or procession is part of an event, a map must be provided showing the proposed route including road closures or traffic control requested. If an event requires closure of an arterial or collector roadway, the applicant shall be required to notify Public Safety prior to formal application submission to review the proposed closures and to determine a detour route for vehicular traffic.
 - a) **Street Closures.** When street closure is requested as part of the special event, the event organizer shall provide an acceptably prepared traffic control plan to the Public Safety for review and approval no less than four (4) weeks prior to the event. Public Safety may approve the plan if it complies with federal and state regulations.
 - b) **Event Route.** Event routes, if applicable, must be submitted with the application regardless of historical precedent. Proposed routes may be altered after the permit has been issued only at the discretion of the Public Safety Department and the Department of Public Works.
3. **Special Event Committee.** The purpose of the Special Event Committee is for committee members to plan, coordinate and discuss Village resources that will be used for an upcoming special event, to discuss interdepartmentally any concerns or problems with a special event, and to generally provide the other Village departments with information that may be relevant to approving and denying special event applications. The Special Event Committee is comprised of at least one representative from the following departments: Administration, Public Safety, Public Works, Parks, Recreation & Forestry, and Community Development.
 - a) The committee shall review the application and recommend approval or denial (listing any reasons for denial) based upon the following criteria:
 - i. Use of department resources
 - ii. Costs to the department
 - iii. Benefit to the community
 - iv. Any perceived public health or safety problems
 - v. Use of Village property
 - b) If the application is denied by one or more departments, the applicant will have the opportunity to change the event's plans to address the concerns of the denying department(s).
4. **Village Approval.** The Chief of Public Safety will make the final determination based on a review of the application and the recommendation for the Special Event Committee for all Class B special events. The Village Board will make the final determination based on their review of the application and the recommendation of the Special Event Committee for all Class A special events. The Village Clerk shall issue the Special Event Permit upon approval.
 - a) The Village of Ashwaubenon reserves the right to deny a Special Event Permit if the event is incompatible with the Village property or conflicts with other scheduled or unscheduled activities or events.
 - b) The granting of a Special Event Permit does not guarantee the availability of any park pavilion. Those requests must be made through a separate application process and should be done before the special event application process.

V. FEES & PERMITS

A. Special Event Fees

A non-refundable application fee must be submitted with the application materials to the Village Clerk. The Special Event fee shall be \$200 for each event. Applicants defined as a non-profit group or organization shall be charged \$50 for each Special Event. These fees will be due at the time the Special Event Permit is issued. The permit will not be issued until payment has been received in full.

B. Other Fees and Permits

Permits and fees do not include permission for temporary sales, alcohol sales or consumption, or other activities for which separate permits may be required. There must be a designated event organizer who shall be responsible for obtaining all the necessary approvals and separate permits for activities taking place at the event.

C. Charges for Extraordinary Service

There may be times when the Village must provide additional services before, during, or after an event. This may include, but is not limited to, providing law enforcement, delivering barricades, setting temporary traffic control devices, temporary parking restrictions, providing temporary traffic control, cleaning up after an event, etc. Estimated fees for these services will be quoted to the event organizer prior to permit approval. All actual expenses, following the event's conclusion, must be paid within 30 days of invoice.

D. Waiver of Fees & Charges

The Village may waive the special event permit fee or fees for extraordinary services for any public or private non-profit group, or municipal entity, which is sponsoring a youth organization or community special event or service. If there is a question as to an organization's eligibility for a waiver of fees, the Village Board shall make a final determination upon recommendation of the Special Event Committee.

VI. EVENT REQUIREMENTS

A. Rules and Regulations

Organizers of Special Events must comply with all applicable Village ordinances, traffic rules, park rules and regulations, state health laws, fire codes, and liquor licensing regulations.

B. Capacities

All Village facilities and properties have maximum capacities set by the overseeing department based on safety code regulations, seating capacities, parking provisions and intended use. Departments reserve the right to deny any application if the expected attendance will exceed the safe capacity of the facility or property.

C. Accessibility

Event organizers are responsible for ensuring their public event complies with the accessibility requirements of the Americans with Disabilities Act (ADA). Many events change the normal use patterns or exceed the normal design capabilities of Village public facilities.

Event organizers are responsible for providing any additional facilities such as accessible parking, travel-ways, seating, restrooms, drinking water, etc., plus service and program access for individuals with physical, sight, speech, hearing and other impairments covered by the Act.

D. Parking

Organizers of Special Events must submit a parking plan with the application. The plan must address the expected number of vehicles, locations of parking areas, traffic control, safety and security. The event organizer shall provide an adequate number of individuals to control and regulate the parking of vehicles in designated parking areas. Parking in certain turf areas within Village facilities may be allowed only for special events and with department approval. Contact the Parks, Recreation, and Forestry Department during the planning stages to arrange parking areas on turf. Any costs associated with repairing damage from parking and driving in turf areas will be the sole responsibility of the event organizer. The Village of Ashwaubenon reserves the right to deny parking on turf areas if conditions leading up to the event indicate that severe damage may occur should parking on turf be allowed. Event organizers should prepare a secondary parking plan should parking on turf be denied.

E. Public Street or Right of Way Closures

All road closures or use of Village roads or right of ways as part of an event must be approved through the Public Safety Department and Department of Public Works.

F. Security and Safety

The Chief of Public Safety may require the special event to have a security plan and personnel available. Depending on facts and circumstances specific to each event, the Chief shall further have the discretion to identify the appropriate ratio of security personnel.

G. Emergency Management Plan

The Chief of Public Safety may require an Emergency Management Plan for events with an expected attendance of more than 1,000. If a plan is required, a copy must be submitted along with the special event application.

H. Alcohol

If an event will be selling beer or wine (intoxicated liquors cannot be sold or served at Special Events) the appropriate license must be obtained from the Village Clerk. The organizer of the event is the responsible, legally liable party if problems arise because of improper conduct of the beverage servers.

All license holders issued a Temporary Class "B" Retailers License (picnic license) shall post in a conspicuous location at the main point of sale and at all entrances to the facility a sufficient number of signs disclosing that no fermented malt beverage shall be served to any underage person.

I.

A licensed operator (bartender) shall be on premises at all times during the event. A temporary operator's license may be granted upon passing a Wisconsin Department of Revenue responsible beverage server training course.

H. Alcohol

If an event will be selling beer or wine (intoxicated liquors cannot be sold or served at Special Events) the appropriate license must be obtained from the Village Clerk. The organizer of the event is the responsible, legally liable party if problems arise because of improper conduct of the beverage servers.

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I. Food/Concessions/Admission Fees

Use of Village property for private profit making activities is not permitted unless approved by the Special Event Committee. Sale/vending activities may be permitted for approved Special Events and are subject to Village approval. If food is to be sold as part of an event, all necessary permits/licenses must be obtained from the Brown County Health Department. Admission fees to an event may only be charged as part of an approved Special Event and are subject to Village approval.

J. Fireworks, Open Flames & Pyrotechnics

If fireworks, open fires or pyrotechnics are part of an event, a Fireworks Display Permit is required. The use of any pyrotechnic device shall be handled by a competent adult operator and shall be of such composition, character and be located, discharged or fired, as in the opinion of the Chief of Public Safety, not to be hazardous to property or endanger any persons.

The appropriate number and type of fire extinguishers shall be on premises for all events where a potential fire hazard exists including, but not limited to, grills, fireworks, open flames, fryers or other cooking equipment, electrical appliances, etc.

K. Medical Services

The level of medical services required for a special event will vary depending on many factors including expected attendance, time of day, time of year, weather, demographics of attendees, alcohol, nature of the event and many others. At the minimum all special events shall have a first aid kit easily accessible on the event site. The organizer of a special event must have a plan to address medical services.

L. Toilet Facilities

The toilet facilities at a park or private establishment may not be sufficient for a special event. In this case portable toilets must be secured by the organizer of the event. Toilet facilities shall be provided by the event organizer based on the anticipated peak crowd size and the duration of the event. The organizer of the event is responsible for ensuring that the toilets are kept in a clean and useable condition. Location of portable toilets is subject to Village approval and must be indicated on the event map.

M. Refuse Collection and Site Clean-up

The organizer of a special event shall have a waste management plan in place that addresses litter control, trash removal and recycling. Litter shall be picked up before, during and after a special event that is open to the public. It is the responsibility of the event organizer to ensure that there is a sufficient number of trash cans located throughout the event grounds and that they are emptied during the event in order to prevent overflow. It is the event organizer's responsibility to remove all waste

generated by the event from the site. This may require refuse and recycling dumpsters to be secured by the event organizer. Location of dumpsters must be indicated on the map and approved by the Village. Dumpsters shall be removed from the premises on the first business day following the event.

N. Markings

Any instructions or information about or pertaining to an event applied directly to Village property, such as streets, sidewalks, trails or parking lots, must be no more than twelve (12) inches in height and two (2) feet in length. Only white, temporary (lasting no longer than 30 days), water-based marking paint or landscape chalk is permitted to be used.

O. Bands/Amplified Music

The organizer shall ensure compliance with all noise ordinances established by the Village of Ashwaubenon. Failure to abide may result in penalties as provided in the ordinance, termination of the event and denial of future use of the facility. There may be times or events where strict adherence to the noise ordinance may be difficult or unreasonable due to special circumstances. When it is anticipated that this is to occur, special approval may be requested from the Village Board.

P. Electricity

The existing electrical service at a facility may be inadequate for certain special events. It is the responsibility of the event organizer to ensure that there is adequate electrical capacity to hold the event and to obtain additional electrical supply if needed. Any damage to existing electrical services due to overload will be the responsibility of the event organizer.

Q. Mechanical Rides, Inflatables & Dunk Tanks

Use of mechanical rides, inflatables, dunk tanks or other amusements must be approved by the Village and may only be used in approved locations. Proposed locations must be indicated on the map. A certificate of insurance must be provided. If stakes are to be driven into the ground, the event organizer must call Diggers Hotline to have public utilities located. The event organizer shall also contact the Park Department in advance of the event to have private utilities located. Any damage to turf, pavement or utilities as a result of the amusements will be the responsibility of the event organizer and must be repaired immediately upon removal of said amusement.

R. Tents

Use and location of tents, canopies or other overhead coverings are subject to Village approval and may require a Tent Permit. Placement must be indicated on the event map/diagram. If stakes are to be driven into the ground, the event organizer must call Diggers Hotline to have public utilities located. The event organizer shall also contact the Village in advance of the event to have private utilities located. Any damage to turf, pavement or utilities as a result of tent placement will be the responsibility of the event organizer and must be repaired immediately upon removal of the tent(s).

S. Insurance Requirements

Insurance coverage is required for most special events held on Village property. A certificate of insurance, with all the coverages listed and naming the Village of Ashwaubenon as an additional insured, must be provided to the Village upon approval of the Special Event Application. The Special Event Permit will not be issued until the certificate of insurance has been received.

The event organizer shall be responsible for all individuals who register to participate in a race, walk or athletic event to must complete a waiver statement acknowledging their acceptance of any risk to participate.

Cancellation insurance is recommended for all large exposure events.

VII. VILLAGE LABOR

Village employees are not normally available to work as part of a special event. Special arrangements may be made in advance and the cost of any labor will be charged to the event organizer. If staff is called in outside of normal working hours to address a problem related to a special event, the event organizer will be charged for labor and materials. All actual expenses, following the event's conclusion, must be paid within 30 days of invoice.

VIII. DAMAGE TO PUBLIC PROPERTY

The organizer of a special event shall take all precautions necessary to prevent any damage to public property including, but not limited to, vandalism, defacement, and breakage/damage to any buildings, fences, equipment, gardens, trees, tables, benches, lawn, trails, etc. In the event that any damage should occur as a result of a special event, the event organizer shall be responsible for all costs associated with repairing the damage. Charges for any damage to Village property shall be invoiced and paid by the event organizer within 30 days of invoice.

IX. EVENT CANCELLATION

The Village President, or designee, may cancel an event without prior notice for any condition affecting the public health or safety of the Village, or any condition that would place facilities, lives, grounds or other natural resources at risk of damage or destruction if the event were permitted to take place.

X. EXCEPTIONS

This policy shall not apply to funeral processions, students going to and from school or participating in education activities, provided such activity is under immediate direction and supervision of the proper school authority, and/or government agencies acting within the scope of their functions.

XI. PERMIT APPEALS

Event organizers may appeal any action or decision by the Special Event Committee to the Village Board for final determination.

APPENDIX A – INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

It is hereby agreed and understood that the insurance required by the Village of Ashwaubenon is primary coverage and that any insurance or self-insurance maintained by the Village of Ashwaubenon, its officers, board members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the clean-up period after the event.

1. GENERAL LIABILITY COVERAGE
 - A. Commercial General Liability
 - a. \$1,000,000 general aggregate
 - b. \$1,000,000 products - completed operations aggregate
 - c. \$1,000,000 personal injury and advertising injury
 - d. \$1,000,000 each occurrence limit
 - B. Claims made form of coverage is not acceptable.
 - C. Insurance must include:
 - a. Premises and Operations Liability
 - b. Blanket Contractual Liability
 - c. Personal Injury
 - d. Explosion, collapse and underground coverage
 - e. Products/Completed Operations
 - f. The general aggregate must apply separately to this project/location
2. BUSINESS AUTOMOBILE COVERAGE
 - A. Limits - \$250,000 each person/\$500,000 each accident for Bodily Injury and \$100,000 for Property Damage
...OR...
\$500,000 Combined Single Limit for Bodily Injury and Property Damage each accident
 - B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability
3. WORKERS COMPENSATION AND EMPLOYERS LIABILITY - If required by Wisconsin State Statute or any Workers Compensation Statutes of a different state.
 - A. Must carry coverage for Statutory Workers Compensation and Employers Liability limit of:
\$100,000 Each Accident
\$500,000 Disease Policy Limit
\$100,000 Disease - Each Employee
4. AIRCRAFT LIABILITY (including helicopter) - Owned, Non-Owned or hired.
 - A. If this exposure shall exist, the limits must be at least \$5,000,000 combined single limit for bodily injury (injury passenger liability) and property damage.
 - B. Any liability exclusions relating to slung cargo must be deleted.
5. LIQUOR LIABILITY - If the event holder is selling alcoholic beverages, then Liquor Liability with the following limit and coverage must be carried:
 - A. Limits - \$500,000 each occurrence, \$500,000 aggregate
6. ADDITIONAL PROVISIONS
 - Additional Insured - On the General Liability Coverage, Comprehensive Automobile Coverage and Umbrella Coverage. Village of Ashwaubenon, and its officers, board members, agents, employees, and authorized volunteers shall be Additional Insured.
 - ADA Waiver – Neither the Village of Ashwaubenon nor its officers, board members, agents, employees, and authorized volunteers shall be held liable for any deprivation of rights suffered under the Federal Americans with Disabilities Act.
 - Endorsement - The Additional Insured Policy endorsement must accompany the Certificate of Insurance.
 - Certificates of Insurance - A copy of the Certificate of Insurance must be on file with the Village Clerk.
 - NOTE: Village of Ashwaubenon requires 30 day written notice of cancellation, non-renewal or material change in the insurance coverage.
 - *The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "B VII" or better. All Carriers shall be admitted carriers in the State of Wisconsin.