



Office Use Only
Date Submitted _____
Permit Fee Paid _____
\$25 permit fee is non-refundable

## SPECIAL EVENT PERMIT APPLICATION

**Special event permit applications must be submitted at least 3 months prior to proposed event.**

This application is a request for a special event. Please refer to the checklist to see if you will need to contact other departments regarding your event. When requesting use of a facility **please be very specific**. Use exact dates, times, shelters, parks, streets, and areas. Doing so will help avoid delays in processing your request. **Please call (920) 423-3869 with questions regarding this special event permit; Monday through Friday; 8:00 am to 4:30 pm.**

### APPLICANT INFORMATION

First Name		Last Name	
Phone	( )	Email	
Address (individual or business)			
City		State	ZIP Code

### ORGANIZATION INFORMATION

Organization's Name			
Organization's Phone	( )	Organization's Email	
Organization's Address (individual or business)			
City		State	ZIP Code
Applicant's Relationship to Organization			

### EVENT INFORMATION

Name of Event			
Event Location			
Event Date (list each date if it's a multi-day event)			
Event Set Up Time		Event End Time	
Total Anticipated Attendance			

Event Information (purpose, activity, who can participate, do you charge, etc.)

**Are you Requesting Funding or Staff Assistance from the Village?****YES****NO**

If you are requesting funding or staff assistance, please indicate how much funding or resources you are requesting and why you need assistance. Also, include where your proceeds go to for your event. **(Please list specific request)**

Streets	Parks	Police	Fire/EMS	Other

*(Requested Services to consider: No Parking Signs, Barricades, Trash/Recycling Cans, Road Closures, Police Presence, Directing Traffic, Equipment/Power, Street Access, Street Sweeping)*

**INDEMNIFICATION AGREEMENT** *(please read carefully before signing)*

The applicant/organization shall indemnify, defend, and hold harmless the Village and its officers, officials, employees, and volunteers from and against any and all claims, damages, losses, and expenses arising out of the applied for activity/event except where caused by the sole negligence or willful misconduct of the Village. Applicant/Organization also understands and acknowledges that as required by the Village, liability insurance is the financial means to legally defend the Village and cover liability arising from the activity/event. I certify by my signature that I understand and agree to comply with this agreement and the insurance requirements and that I'm a qualified representative of my organization authorized to sign this agreement. I also certify the information is true and accurate.

Applicant – Print Name	
Applicant - Signature	
Date	

FOR OFFICE USE ONLY					
DEPARTMENT	Staff Hours	Staff Cost	Equipment Hours	Equipment Cost	Facility Rental Fee
Clerk's Office		\$		\$	\$
Fire/EMS		\$		\$	\$
Fox Valley Metro Police		\$		\$	\$
Parks, Recreation, & Forestry		\$		\$	\$
Public Works		\$		\$	\$
<b>TOTAL</b>		\$		\$	\$
<b>EVENT TOTAL TO BE BILLED</b>	\$				

FOR OFFICE USE ONLY				
DEPARTMENT	APPROVE	DENY	BY	REASON (if denied)
Clerk's Office				
Fox Valley Metro Police				
Parks, Recreation, & Forestry				
Public Works				

**Approved By Village Board**

VILLAGE PRESIDENT – PRINT

SIGNATURE

DATE

# SPECIAL EVENT PERMIT GUIDELINES

**Special event permit applications must be submitted at least 3 months prior to proposed event.**

If you are organizing a special event, and plan to use public facilities (parks, streets, public right-of-way), you need to involve the appropriate Village Departments in your planning process. Most events will require coordination and planning from more than one Village department. It is important that the special event permit is turned into the Village at least 3 months in advance to ensure that each department has the appropriate amount of time to review the event and so the Village Board has time to review and approve the event.

## DEFINITION

Special event means any planned occurrence on the public right-of-way or public premises including, but not limited to, parades, gatherings, festivals and athletic events which is not within the normal and ordinary use of that public premises or place or which, by 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 facilities or property shall be determined by the Village Department that maintains jurisdiction over the proposed venue. Special events are typically an event where the event organizers invite the general public to participate in the event whether or not your event charges a fee.

Special Events require Village Board approval. **Do not publish information about your event if it has not yet been approved!** You should meet with Village Staff at least 3 months prior to the event date to allow for the approval process. Applications submitted within 3 months of the event may serve as grounds for denial of the event permit without further consideration.

These guidelines are intended to clarify the working relationship between the **Sponsor** of the special event and the **Village of Little Chute**. The **Sponsor** agrees to abide by the terms of this agreement, and all existing policies governing use of Village facilities unless specifically noted in the agreement. All Village Departments involved in the event as well as the Village Board must approve this agreement.

## PARK FACILITIES

Park facilities must be reserved by the **Sponsor** through the **Parks & Recreation Dept.** Payment is due at that time.

## VILLAGE STAFF

Village staff needed to run the event are the responsibility of the **Sponsor**, except where the **Village** determines that Village personnel are required. When the **Village** incurs additional expense, due to personnel working overtime, regular hours, setting up, or cleaning up, the cost (including fringes), will be charged to the **Sponsor**. Little Chute non-profit organizations may receive 100% cost support from the Village.

## VILLAGE EQUIPMENT

Village equipment needed to run the event will be the responsibility of the **Sponsor**. The **Sponsor** may request use of **Village** equipment subject to approval by **Village** staff. **Village** equipment hours may be charged to the **Sponsor** based upon the State of Wisconsin equipment rates.

## PERMIT FEE

A special event permit fee of \$25.00 must be paid at the time of application submittal.

## INSURANCE REQUIREMENTS

A certificate of insurance covering the event must be provided by the **Sponsor** upon approval, naming the Village of Little Chute as additional insured for \$1,000,000.00. This may be waived for Little Chute non-profits as long as there are no bounce houses or amusement rides.

The applicant/organization shall indemnify, defend, and hold harmless the Village and its officers, officials, employees, and volunteers from and against any and all claims, damages, losses, and expenses arising out of the applied for activity/event except where caused by the sole negligence or willful misconduct of the Village. Applicant/Organization also understands and acknowledges that as required by the Village, liability insurance is the financial means to legally defend the Village and cover liability arising from the activity/event. I certify by my signature that I understand and agree to comply with this agreement and the insurance requirements and that I'm a qualified representative of my organization authorized to sign this agreement. I also certify the information is true and accurate.

### 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.

### **Business Automobile Coverage**

- A. Minimum Limits - \$ 250,000 each person / \$ 500,000 each incident for Bodily Injury and \$100,000 for Property Damage **OR** \$500,000 Combined Single Limit for Bodily Injury and Property Damage each incident
- B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

### **Workers Compensation and Employers Liability**

- A. Must carry coverage for Statutory Workers Compensation and Employers Liability minimum limit of:
  - \$500,000 Each Accident
  - \$500,000 Disease Policy Limit
  - \$500,000 Disease - Each Employee

### **Liquor Liability**

If the event holder is selling alcoholic beverages then Liquor Liability with the following limit coverage must be carried:

- A. Minimum Limits - \$ 500,000 each occurrence / \$ 500,000 aggregate

### **Additional Provisions**

- A. Additional Insured – On the General Liability Coverage, Aircraft Liability, Automobile Pollution Liability, Contractors Pollution Liability and Protection and Indemnity Coverage. Village of Little Chute, and its officers, board members, agents, employees, and authorized volunteers shall be "Additional Insureds."

### **PAYMENT**

An estimate of **Village** costs will be given to the **Sponsor** with approval of the event by the Village Board.

An invoice detailing charges for Village services will be sent to the **Sponsor** following the event. Payment is due within 30 days of the date of the invoice.

### **ADDITIONAL ITEMS**

#### **Changes**

No changes may be made by the sponsor, regarding items included in this AGREEMENT, unless written permission is attached to this document. Requests will be reviewed with direction given. When questions regarding this AGREEMENT arise, they should be directed to the appropriate Department. If questions arise during the event, and the Department representative is unavailable, the decision of Village Staff on duty shall prevail.

#### **Toilet Facilities**

Most Village parks have toilet facilities on the immediate premises. Additional portable toilets may be required. The patron capacity for the toilet facilities located within the Village parks are located below.

- A. Facility Toilet Capacity – Number of Persons
 

Toilet facilities shall be provided based on the anticipated peak crowd size in accordance with the following guidelines: One male and female toilet facility shall be provided for every 500 persons on premise.

  - Doyle Park Diamond #1 - 1750 Maximum Patrons
  - Legion Park – 1500 Maximum Patrons
  - Doyle Park Pool – 1500 Maximum Patrons
  - Van Lieshout Park – 1500 Maximum Patrons
  - Heesakker Park – 1500 Maximum Patrons

- B. Any portable units shall be located immediately adjacent to or within the authorized area of the event. The location must be approved by the appropriate department depending on the location of the event.
- C. Portable toilets shall be properly enclosed, in good repair, emptied when full, and a minimum distance of 100 feet away from any food preparation area.
- D. All toilet facilities, in use for an event, shall be kept in a clean useable condition by the **sponsor**.

#### **Event Meeting**

If your event involves multiple departments (most large events do), Village staff will arrange a meeting to facilitate the discussions with the **sponsor**.

#### **Village Rules**

**Sponsors** of special events must comply with all applicable Village ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Violations of these provisions will likely result in automatic denial of future requests for Special Event permits by the **Sponsor**.

#### **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, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

# APPLICANT CHECKLIST

## PARKS, RECREATION, & FORESTRY – (920) 423-3869

	<b>Yes</b>	<b>No</b>	<b>Action to be taken by applicant:</b>
1. If the event will be in a park have you reserved the park and/or the park shelter?	<input type="checkbox"/>	<input type="checkbox"/>	If no, please contact the Parks, Recreation, & Forestry Department to rent the facilities
2. Will you have live music or a DJ?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, you will need to fill out an amplified device permit
3. Will you be setting up tents, inflatables, or other items within the Village Park?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, contact the Parks, Recreation, & Forestry Department
4. Will you have alcohol within a Village Park?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, fill out an alcohol permit

## DEPARTMENT OF PUBLIC WORKS – (920) 423-3865

	<b>Yes</b>	<b>No</b>	<b>Action to be taken by applicant:</b>
1. Are you requesting street closure? Name of barricade company _____	<input type="checkbox"/>	<input type="checkbox"/>	If yes, your barricade contract provider will be required to submit a Traffic Control Plan to the Department of Public Works
2. If you will be utilizing Village streets, did you include a detailed map/diagram of the event location and route with your application?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, be sure the event map/diagram is detailed, including showing all turns and the number of Traffic lanes to be used

## FOX VALLEY METRO POLICE DEPARTMENT – (920) 788-7505

	<b>Yes</b>	<b>No</b>	<b>Action to be taken by applicant:</b>
1. Do you have an emergency response plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If no, contact FVMPD for assistance
2. Are you requesting any special parking restrictions?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, contact FVMPD for more information

## VOLUNTEER FIRE/EMS – (920) 788-7399

1. Are you requesting Fire Department to be at your Event?	<input type="checkbox"/>	<input type="checkbox"/>	If no, contact the Fire Department for assistance
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## VILLAGE CLERK'S OFFICE – (920) 423-3851

	<b>Yes</b>	<b>No</b>	<b>Action to be taken by applicant:</b>
1. Will alcoholic beverages be served/sold at the event?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, contact the Clerk's Office for assistance
2. Will fireworks/pyrotechnics be used during the event?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, contact the Clerk's Office for assistance
3. Will you be selling or serving food?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, contact the Outagamie County Health Department (920) 832-5100