

Special Event Application Packet

Town of Buchanan, Wisconsin



“It is the goal of the Town of Buchanan to encourage and coordinate special community events, while regulating these events in a positive manner to ensure the health and safety of participants in the event, efficient management of municipal services, and the protection of public lands and facilities.”

Town of Buchanan
N178 County Rd N
Appleton, WI 54915
(920) 734-8599

<http://www.TownofBuchanan.org>



What Is A Special Event?

"*Special Event*" means any planned extraordinary occurrence requiring Town services on public right-of-way or public premises including, but not limited to, parades, processions, block parties, neighborhood rummage sales (10 or more participating sellers), festivals, athletic events, and events requiring extraordinary traffic control and/or street closures.

Permits & Fees

Special Event permits are required no later than sixty (60) business days in advance for all special events. Permits **do not** include permission for temporary sales, alcohol sales or consumption, or other activities for which separate permits may be required. There must be designated an event organizer who shall be responsible for obtaining all of the necessary approvals and separate permits for activities taking place at the event.

Special Event Permit Fees

The permit application fee for a special event is \$25.

Fees for Extraordinary Services

There may be times when the Town must provide additional services before, during or after an event. This may include, but is not limited to, 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. Additionally, charges for any damage to Town property shall be invoiced and paid by the event organizer within 30 days of invoice.

Waiver of Fees

The Town 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 Town Board shall make a final determination upon recommendation of Town staff.

Insurance

Applicants for events held on Town property must sign an indemnity and hold harmless agreement and provide the Town with a certificate of insurance showing insurance written by a company licensed by the State of Wisconsin and covering any and all liability or obligations which may result from the applicant's employees, agents, contractors, or subcontractors. The certificate shall name the Town of Buchanan as an additional insured for \$1,000,000.00. Applications for events held on private property must provide proof of their insurance policy and sign an indemnity and hold harmless agreement. Proof of insurance, including coverage and exceptions, must be provided to the Town at the time of application for the event.

Compliance with Laws

Sponsors, participants, and organizers of special events must comply with all applicable state, federal and municipal regulations and ordinances.

Vending

If sales of food or other items occur at the event, all event vendors must obtain permission to vend and complete a registration form for the event organizer to submit with their special events application. The vending registration form may be submitted prior to the event if the information is not available at the time of application. In addition, food vendors must pass inspection and obtain a valid permit, if needed, from the Outagamie County Health Department prior to serving at any event.

Event vendors are responsible for obtaining and displaying all appropriate sales permits, health/sanitation licenses, and food, beverage, and vending permits, if required. All food and beverage vendors should complete the food and beverage worksheet. The event organizer shall be responsible for insuring that all event vendors have completed the appropriate forms and are appropriately licensed/permitted.

Wine and/or Beer Sales

Wine and beer concessions are allowed under the conditions of Town ordinance. If it is planned to serve beer or wine at the event, the application for a "Temporary Class B Retailers" license should be filed with the Town clerk at least 30 days in advance of the event.

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.

A licensed operator (bartender) shall be on premises at all times during the event.

Public Safety

Event organizers are responsible for ensuring the safety of the participants in their event. Depending upon the size, location, and nature of the event, the Town may require any or all of the following:

- Private security and/or police on site
- First aid services and/or EMS on site
- Communication System
- Public Address System
- Night Lighting
- Exit Signage
- Incident Action Plan
- Fire extinguishers and/or fire protection systems
- Temporary traffic control & duration of control

Security guards approved by the Town, either regularly employed, duly sworn, off-duty Wisconsin police officers or private guards, licensed in Wisconsin, sufficient to provide adequate security for the maximum number of people to be assembled at a rate of at least one (1) officer or guard for every two hundred fifty to five hundred (250-500) people if alcohol is available, or one security guard for every 600 people if alcohol is not available. One member of the security personnel must be designated as the "Head of Security" who can be contacted at any time by the Outagamie County Sheriff. The Town may require additional numbers of security or police officers, depending upon the circumstances of the special event or type of special event. All public safety costs are to be borne by the Special Event applicant.

Streets & Parking

Adequate parking must be available to support the event without causing undue disruption of normal commercial or residential activities. Off-site parking, combined with shuttle transportation, may augment on-site parking. If your event requires parking, please include in your proposal how you are planning to address those issues. On-street parking may need to be restricted based on the volume of estimated vehicles.

Street Closures

If your event requires closure of a street, please detail the request on the application. The Town Administration will review your application and determine whether to permit the closure. Please note that arterial streets and major collector streets may not be acceptable for closure.

By submitting the application, the applicant shall be responsible for contacting all persons on the block; for verifying there are no objections to the street closing; for placing barricades and signs on the street as directed by Town officials, removing them after the event; and for cleanup of all debris by 9:00 a.m. the morning after the event.

Parking may be restricted or regulated in order to allow for the safe transport and mobility of public safety vehicles and equipment.

Access into and around individual display booths, tents, facilities, restrooms, etc. must be maintained to the extent that personnel with ambulance cots, EMS equipment, and/or fire equipment can maneuver freely and quickly when responding to an emergency. Street barricades should be easily removable to admit emergency/police vehicles as necessary with minimal time delay.

The Event Organizer may be responsible to supply necessary signs and barricades at specific locations on the street on the day of the event and removing following the event.

Parades & Processions

Parade & procession organizers must apply for a special event permit. The application must include details as to the exact route, the location of staging and demobilization areas, the times of the event start and finish, the size of the parade/procession including number of floats and an itinerary or schedule of times for each detail, i.e., staging at location and time, parade/procession on route at what time, demobilization at location and time, etc.

Event Organizers must submit a map of the proposed route with their event application. Streets are normally closed for parades. Temporary traffic control is normally required for processions. The Town will determine the number, type and location of barricades and/or traffic control devices required.

The Town may be responsible for delivery and pick up of the barricades or traffic cones. Organizers shall place the barricades or traffic cones at the appropriate time and shall remove them from the street when they are no longer needed.

This policy does not regulate funeral processions.

Amplified Sound

If the event includes the use of public address systems, amplified music, or live entertainment, this information must be detailed on the application when submitted. A completed noise variance application and fee must be included with the event application packet.

If complaints are received, the Town may require the event organizer to reduce the sound volume. If the organizer(s) fail to reduce the sound volume to an acceptable level, they shall be subject to a penalty as provided by Town noise ordinance.

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 Town public facilities.

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.

Organizers shall provide sufficient access for public safety vehicles.

Sanitation and Toilet Requirements

Depending on the nature of the special event, organizers may be required to provide additional restroom and refuse facilities such as portable toilets, hand-washing stations, garbage cans, dumpsters, etc., if determined appropriate by the County Health Department and/or the Town.

Town Facilities, Park Land, and Open Spaces

The Town establishes rental rates for Town facilities, park land, and open spaces annually. Event organizers intending to use a rentable facility or whose event precludes normal occupancy and use of a rentable facility must reserve it separately. Submitting an event application doesn't reserve a rentable facility and reserving a facility does not give approval for the event.

Cancellation

Cancellation of any event, for any reason, shall result in the forfeiture of permit fees.

Approval Process

Event applications are reviewed by Town staff and contracting agencies consisting of representatives from the following: Fire & Rescue, Outagamie County Sheriff and Town Administration.

Permit Appeals

Event organizers can appeal any action or decision by the Town administration to the Town Board for final determination.

Special Event Application

Event Organizer

It is critical to designate ONE main contact to help coordinate Town services (attend meetings and communicate needs with Town Departments as applicable) for your event. It is likely Town officials will need to communicate with the event coordinator to ensure needs of the event is being met and that specific details about the event are discussed.

Please note: The Town will not approve the Special Event Application until all applicable agencies involved approve the application.

Have you designated an Event Coordinator? Yes

Who? Name: _____ Phone: _____ Fax: _____
Address: _____ City: _____ State: _____ Zip: _____
Email: _____

Is there an Organization Sponsor?

If so, who? Org Name: _____ Phone: _____ Fax: _____
Address: _____ City: _____ State: _____ Zip: _____
Email: _____

Event Details

"Special Event" means any planned extraordinary occurrence requiring Town services on public right-of-way or public premises including, but not limited to, parades, processions, block parties, neighborhood rummage sales (10 or more participating sellers), festivals, athletic events, and events requiring extraordinary traffic control and/or street closures.

(Check all that apply)

Run/Walk *Picnic/Festival* *Block Party/Neighborhood Sale*
 Parade/Procession *Tourney/Exhibition* *Other: _____*

What is the title of your event? _____

Brief event description: _____

When will your event take place (exact date(s) start & end times)? _____

Will your event be open to the public? Yes No Estimated attendance? _____

Will you charge an admission or entry fee? Yes No

Event Location

Town Facilities, Park Land & Open Spaces

Will your event be held in a Town of Buchanan facility? Yes No

If yes, did you include your rental permit with this application? Yes

Private Property

Will your event be held on private property? Yes No

If so, Where? Place Name: _____ Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

If your event is planned to be held solely on private property, the event may not be a "Special Event." However, certain events planned for private property may be regulated by this policy.

If your event is expected to have an excess of 100 people and will be held in a building not approved for public assembly in accordance with Wisconsin Administrative Code, or involves the use of temporary seating, tents or other structures; or requires significant parking to occur on Town streets, it IS likely considered a "Special Event."

Street Closures

Will your event require the closure of any Town street? Yes No

If yes, did you include a map showing in detail where closures will occur? Yes

If yes, have you notified residents/businesses of your request for closure? Yes

Will your event require special parking restrictions? Yes No

If yes, did you include a map showing in detail where restrictions will occur? Yes

If yes, have you notified residents/businesses of your request for restrictions? Yes

Parades, Processions, Rides & Run/Walk Events

Will your event require traffic control and/or crossing assistance? Yes No

If yes, did you include a map showing in detail where traffic control is needed? Yes

Will you provide volunteer route guides; along with training and safety vests? Yes

Notes: _____

Merchandise, Food & Beer / Wine Sales

Beer & Wine Sales

Will your event be selling beer and/or wine? Yes No

If yes, did you include a completed Temp. Liquor License Application w/ fee? Yes

If yes, did you include a map showing where beer/wine sales will occur? Yes

On the map, please show in detail where sales will occur along with where erected fencing will be installed to comply with statutory requirements.

Food & Merchandise Sales

Will your event have food sales? Yes No

If yes, did you include your temporary food license from Outagamie County? Yes

Will you have other vendors selling food or other merchandise at your event? Yes No

If yes, did you include a vendor list with your application? Yes

Please include a completed vendor list that includes the following information for each vendor: business name, individual contact name, street address, city/state/zip, Type of merchandise sold, State of WI seller's permit (Sales Tax) number, and Outagamie County Health Department Permit (food).

Garbage, Recycling & Sanitation

Garbage & Recycling

Will you provide sufficient refuse bins and arrange for after event clean-up? Yes

If yes, describe in detail your plan for handling refuse collection and after event clean-up?

Toilets & Wash Stations

Have you secured a sufficient amount of toilets & wash stations? Yes

If yes, how many toilets and wash stations will you have available? TL WS

Under most event circumstances, you must provide portable toilets for your event guests. Our policy states that one (1) toilet per 100 people, one (1) wash station per 300 people, and at least 10% of all portable toilets must be ADA handicap accessible.

Tents, Stages & Other Temporary Structures

Tents

Are you planning to have tents erected for your event? Yes No

If yes, are you planning to cook or have open flames under the tent? Yes No

Stages

Are you planning to have a stage(s) erected for your event? Yes No

Other Temporary Structures

Are you planning to have other temporary structures erected for your event? Yes No

If yes, describe the other temporary structure you plan to erect: _____

Location of Tents, Stages, and/or Temporary Structures

Did you include a map showing where your tents/stages/temp structures are planned? Yes

PLEASE NOTE: On the map, please show in detail where you are planning to erect the tents, stages or other temporary structures.

All underground utilities must be located prior to pounding stakes or fence posts into the ground? Call Diggers Hotline (1-800-242-8511) at least 10 days prior to set up.

The Buchanan Fire & Rescue requires an approved safety inspection of your erected structures. Please contact the Buchanan Fire & Rescue (920) 734-8599 to schedule the inspection.

Safety & Security

Head of Security: _____ Phone Number: _____

Security

Describe your plan for providing event security:

If your event is going to take place during dark hours (evening), describe your plan to provide security lighting:

Describe your plan for accidents, injuries, fires, severe weather, etc. {Please provide a written Incident Action Plan}:

Fireworks & Pyrotechnics

Fireworks & Pyrotechnic Displays

Will there be fireworks or pyrotechnics at your event?

Yes No

If yes, did you include a completed fireworks display permit?

Yes

Music & Amplified Sound

Bands, PA systems, Disk Jockeys, etc.

Will there entertainment such as bands, amplifiers, performances, etc.? Yes No

If yes, have you notified residents/businesses of your noise expectations? Yes

If yes, did you include a completed noise variance permit? Yes

Insurance

Liability Insurance

Have you secured the appropriate level of liability insurance for your event? Yes No

If yes, did you include your proof of insurance with this application? Yes

APPLICANT SIGNATURE

Signature: _____ Date: _____

FOR TOWN USE ONLY

Date Application Received: _____

Required Permits, Licenses, Insurance & Other Requirements Met? Yes No Special Event Permit Fee

Paid: _____ Yes No Date Paid: _____ **Department Approvals**

(Circle if approved):

Administration

Fire/Rescue/EMS

County Sheriff

Event Application: **APPROVED** **DENIED**

Date Approved _____ Town Administrator