

City of Edgerton

Public Event Packet

The Common Council has the discretion to charge a rental fee in addition to the deposit. Security deposit must be made when the reservation application is submitted. The City reserves the right to review the deposit fee to cover any cost of clean-up after the event. Deposits will not be refunded until all keys have been returned to City Hall and an inspection has been completed of the facilities, equipment and grounds. Requests for refund of deposits will be submitted to the Finance Committee for approval on the next scheduled meeting.

All equipment or supplies must be removed within 24 hours of the event such as tents, trucks, flatbeds, and etc.

Keys must be picked up at the City Hall before 4:00 pm on the day before the reserved date or on Friday for weekend reservations. Keys are to be returned on the following day by 8:00 am in the office or placed in the drop box in the parking lot of the City Hall building.

POLICIES:

1. Reservations for facilities will be accepted after January 1st on a first come, first serve basis.
2. For larger events, the City Council may decide the amount of deposit to be made with the application.
3. Parks close at sunset unless an extension is approved with the event packet.
4. Alcohol sales must cease 30 minutes prior to the approved end of the event.
5. Events are responsible for dumpster rental and solid waste management during the event.
6. Animals are not allowed unless approved with the event packet.
7. Amplified music is not allowed after 12:00 am. (midnight)
8. There will be no refund of fees due to cancellation unless the Administrator's office is notified two weeks prior to the activity or where, in the opinion of the Administrator, inclement weather prevents the scheduled activity from occurring and that there has been no cost to the City. Rescheduling of activities due to rain-outs or other uncontrollable circumstances will be permitted with no additional fees being assessed.
9. The City reserves the right to deny a public event permit.

COMPLIANCE WITH WISCONSIN ADMINISTRATIVE CODE:

1. If the sponsor of a public event will be erecting any tents, they must comply with Chapter 62, sub-chapter III, of the Wisconsin Administrative Code.
2. If the sponsor of a public event will be providing amusement rides, they must comply with Chapter 34 of the Wisconsin Administrative Code.
3. If the sponsor of a public event will be utilizing portable propane tanks for food preparation or other activities, they must comply with Chapter 8 of the Wisconsin Administrative Code.

SIGNS

Signs are allowed on public property in the following locations with an approved temporary sign permit.

1. At the location of the event if the sign can be placed so as to not impede safety or visibility.
2. At the intersection of CTH 59 and Menhall Dr; and
3. At the intersection of CTH 59 and Newville St.

Signs can be erected up to thirty days before the event and must be removed within 48 hours following the event. Signs cannot be located in any right-of-way or public property (except as provided above) on a tree or utility pole; signs cannot mimic traffic signs or obstruct the visibility of traffic signs or traffic; and flashing and mobile signs are not allowed.

RENTAL OF ENTIRE CITY PARK

The following procedures apply to events where the organizer requests permission to rent an entire city park:

1. If the event organizer requests the city install fencing, the event will be charged the actual city cost of installing the fencing.
2. Event organizers are prohibited from denying park access or from charging admission to Regular Park Users. Examples of Regular Park Users are athletic leagues that customarily use the park; users of the Conservation Club; and users of the rentable shelter. Event organizers are responsible to coordinate with Regular Park Users.

ORGANIZERS RESPONSIBILITY

The person/organization named in this application will be responsible for the conduct of the group and for the condition of facilities and equipment being utilized. This permit is subject to all municipal ordinances of the City of Edgerton, in addition to all rules and regulations as established by the Parks Committee.

The applicant for her/himself and for other person, organizations, firms and corporations, if any listed in this application, does hereby contract to agree that he/she (and they) will jointly and severally indemnify and hold the City of Edgerton harmless against liability for any and all claims for damages to property, injury to or death of person or persons arising out of or resulting from the negligence of the applicant.

Permit holders may be required to provide proof of a general liability insurance policy naming the City of Edgerton as an additional insured party to be determined by the City Clerk.

Approved Date: _____

CITY OF EDGERTON Special Event Permit Application

Event Name: _____

Event Date(s): _____

Start Time of Event: _____ End Time of Event: _____

Hours Alcohol will be served: _____ Event Website: _____

Requested Location: _____

New Event

Repeat Event

Parade

Organization Name: _____ Phone # _____

Organization Address: _____

Organization Email: _____ Organization website: _____

Event Planner/Contact Person: _____

Address, City, State: _____

Cell Phone: _____ Email: _____

Name of Contact on-Call during the Event: _____ Cell Phone: _____

What Day will SET UP begin? _____ What time will SET UP occur? _____

What day will CLEAN up occur? _____ What time will CLEAN UP be complete? _____

Estimated Attendance for this Event: _____ Previous Attendance for this Event: _____

How many event staff will be at this event? _____

Divide Attendance by 3 to determine number of Vehicles: _____ (Use this to develop your parking plan)

Deposit Paid

Facility Deposit \$ _____

Other Deposit \$ _____

Other Deposit \$ _____

Event Details & Summary

This form will help us understand the details of your event, and determine which approvals are needed. Answering the following questions will guide which forms and what supporting materials you will need to submit.

- | | | |
|---|-----------------------------|------------------------------|
| Will your event require street closures? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Will alcohol be served or sold? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Will your event include food or retail sales? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Will your event include a park or trail? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Will your event include a parade? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Will your event include a run, race or walk? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Will your event use any structures, bleachers or stages? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Will your event use tents or canopies? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Will your event include fireworks? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Will your event include food trucks or vendors with open cooking fires? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Will your event benefit an Edgerton based organization or charity? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| If yes, which one? _____ | | |
| Will your event benefit an Edgerton area school? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| If yes, which one? _____ | | |
| Will your event include amplified sound? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Will your event require an exemption to any noise Ordinance? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Will your event have an admission charge? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Will your event involve animals? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Will your event require any services from the City of Edgerton? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

Where will the dumpsters be located? _____

Event Summary: Please provide a brief summary of the event. Include details about vendors, food or beer, parade, run or race component, live performances etc. This does not have to include specifics; just explain what a first-time attendee might experience at the event:

This form can be submitted on or after January 1st of the year of your event. Submission of this form and payment of the deposit (if required) will put your event on the events calendar, but does not guarantee approval of your event. A complete application must be submitted NO LATER THAN 30 DAYS before your event. Your event is not approved until all required forms are submitted, all fees paid, and you have received notification of approval for your event. The event packet will be reviewed by the Finance Committee and Common Council. A representative for your organization should be in attendance at the meetings.

I, the undersigned, certify that the statements contained herein and attached hereto are true, accurate and complete to the best of my knowledge and belief. I have reviewed and understand the policies included with this packet.

Applicant Signature: _____ Date: _____

Security Agreement

To ensure the public's safety for your event, please answer the following questions to determine if adequate provisions are being made for alcohol sales and security at your event. Events serving alcohol will need to apply for the Temporary Class B License.

Estimated Attendance: _____ Type of Event: _____

*All liquor must be purchased from a licensed Wisconsin Wholesaler.

Wholesaler for this event: _____

1. Describe arrangements for the method and distribution of alcohol. Please include provisions to ensure service only to legal consumers.
2. Identify the licensed operators in charge of selling and distributing alcohol for the event.

TOBACCO USE

City of Edgerton Ordinance prohibits the use of tobacco products within 25 feet of any outdoor seating areas, service lines and/or other outdoor public gatherings.

1. As the event organizers, will the City's ordinance prohibiting the use of tobacco products be enforced during your event?
2. How will your event inform patrons of the prohibition?
3. If a designated smoking area will be provided, where will it be located and how will you inform attendees on these areas?

City of Edgerton Use Only

Reviewed by: _____ Date: _____

Approved _____ Denied _____

Police Department Recommendations: _____

Department of Public Works Services

FACILITY(IES) REQUESTED:

- | | | |
|---|--|---|
| <input type="checkbox"/> Racetrack Park | <input type="checkbox"/> Central Park | <input type="checkbox"/> Other Location |
| <input type="checkbox"/> Entire Park | <input type="checkbox"/> Ball Diamonds | <input type="checkbox"/> Shelter Rental |

EQUIPMENT REQUESTED:

- | | | |
|--|---|-------------------------------------|
| <input type="checkbox"/> Picnic Tables | <input type="checkbox"/> Barricades | <input type="checkbox"/> Trash Cans |
| <input type="checkbox"/> Traffic Cones | <input type="checkbox"/> Fencing (additional fee) | <input type="checkbox"/> Posts |
| <input type="checkbox"/> Signs | | |

City of Edgerton Use Only

Reviewed by: _____ Date: _____

Approved _____ Denied _____

Public Works Department Recommendations:

Park and Deposit Fees

<u>FACILITIES</u>	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
Racetrack Park		
Entire Park- Rent	\$400.00	\$800.00
Deposit	\$350.00	\$350.00
Tax	\$ 22.00	\$ 44.00
Half Park- Rent	\$200.00	\$400.00
Deposit	\$350.00	\$350.00
Tax	\$ 11.00	\$ 22.00
Racetrack Park Shelter		
Whole-Rent	\$150.00	\$250.00
Deposit	\$100.00	\$100.00
Tax	\$ 8.25	\$ 13.75
Half-Rent	\$100.00	\$160.00
Deposit	\$100.00	\$100.00
Tax	\$ 5.50	\$ 8.80

Key Deposit required - \$10.00

DEPOSITS FOR OTHER CITY FACILITIES

Central Park	\$250.00
City Streets	\$200.00 (excluding neighborhood block parties)
Parking Lots	\$200.00