



235 Hickory Street
 Pewaukee, WI 53072
 262-691-5660
 262-691-5664

www.villageofpewaukee.us

SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned?	_____	Date	_____
FEES ARE			NON-REFUNDABLE

Applications are due 90 days PRIOR to the event.

ORGANIZATION INFORMATION

Name of Organization				
Street Address		City	State	Zip
Phone Number		Are you a 501(c)3 Organization?		No
				Yes
Event Contact Person (First & Last Name)				
Address		City	State	Zip
Email	Phone Number		Day of Event Phone Number	

EVENT INFORMATION

Name of Event		Date(s) of Event	
Event Start Time		Event End Time	
Location of the Event*			
<p><i>You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used.</i></p> <p><i>*If you are using a Village Park, you must reserve the park through the Park/Recreation Department prior to getting your special event permit approved by the Village Board. Call 262-691-7275.</i></p>			
Generally describe your event and its purpose			
Estimated Number of Participants		Spectators	Vendors

OTHER INFORMATION

Based on the definition described in the Special Event Manual, do you consider your event to be a Public Special Event or a Private Special Event? Please explain why.			
Are you a Local Civic/Nonprofit Group as defined by Village Code? (Copy of code in manual)		Yes	No
Is there an outdoor bar that will serve alcohol? <i>If yes, alcohol and bartender licenses are necessary under separate application.</i>		Yes	No
Is there an outdoor bar that will serve soda? <i>If yes, soda license is required under separate application.</i>		Yes	No
Does the event include the sale of food on public property? <i>If yes, a Food Vendor Permit is required under separate application.</i>		Yes	No
Does the event include the sale of merchandise? <i>If yes, a Transient Merchant license is required under separate application.</i>		Yes	No
Does the event involve fireworks? <i>If yes, please provide a detailed fireworks plan with application.</i>		Yes	No
Does the event involve amplified music?		Yes	No
If yes, will the amplified music be a :	Band	DJ	Other
Hours of amplified music:			
Please list the number of security staff you will be providing for the event:			
Will you need barricades provided by the Village for your event, if so, how many?			
Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.</i>		Yes	No
Will you be requiring electricity?		Yes	No
Will you be providing portable restrooms and wash stations?		Yes	No
<i>If yes, how many will you provide and where will they be located?</i>			
Will you provide parking for participants?		Yes	No
<i>If yes, where will parking be available?</i>			
Will you provide a dumpster/clean-up services?		Yes	No
Will you need extra 55 gallon garbage cans? <i>If yes, please include the number of cans you would like in your refuse collection plan below.</i>		Yes	No
<i>If yes, please describe your clean-up and refuse collection plan.</i>			

OTHER INFORMATION CONTINUED

What other assistance do you foresee needing from the Village (personnel, materials, and/or equipment)?

Have you reviewed and do you have a copy of the Village of Pewaukee Special Events Manual including the Special Events Ordinance?	Yes	No
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INSURANCE REQUIREMENTS
 A certificate of insurance (\$1,000,000 minimum coverage) and a copy of the "additional insured" endorsement, each naming the Village of Pewaukee as an additional insured under the event organizer's general liability insurance policy, may be required. Those events that will be required to provide the aforementioned insurance indemnification include, but are not limited to: 1) an event that includes alcohol, or 2) an event that is anticipated to have attendance greater than 500 people per day, or 3) an event that includes a road closure.

Are you able to provide these insurance documents, if required?	Yes	No
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DEPOSIT REQUIREMENTS
 The applicant may be required to submit to the Village a cleaning/damage deposit of \$200 per day for each scheduled day of the event (or portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event. (This deposit is separate from any deposit required by the Park/Recreation Department for park use).

TERMINATION OF AN EVENT
 The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by the Police and/or Fire Department and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby releases the Village of Pewaukee, its employees, agents, subcontractors and assigns indemnified as and against any and all claims, demands, actions, causes of action, costs or expenses made against or incurred by the Village, including, but not limited to, actual attorney fees arising from the approval of this event application and the conducting of the activity set forth therein including, but not limited to, any and all claims for injury or damage to property arising from the event or any activities related thereto.

Signature of Applicant

Date

For staff use only

Application forwarded to:

- | | |
|---|---|
| <input type="checkbox"/> Building Inspector | <input type="checkbox"/> Fire Chief |
| <input type="checkbox"/> Chief of Police | <input type="checkbox"/> Park & Recreation Director |
| <input type="checkbox"/> Clerk/Treasurer | <input type="checkbox"/> Public Works Director |

ORDINANCE NO. 2013-02**ORDINANCE TO AMEND SECTION 18.135 OF ARTICLE VI OF CHAPTER 18 OF THE MUNICIPAL CODE OF THE VILLAGE OF PEWAUKEE REGARDING THE SPECIAL EVENTS PERMIT ORDINANCE**

The Village Board of the Village of Pewaukee, Waukesha County, Wisconsin, do ordain as follows:

SECTION ONE: Section 18.135, Article VI, Chapter 18 of the Municipal Code of the Village of Pewaukee is amended to read as follows:

Section 18.133 Definitions

(a) "SPECIAL EVENT" is any activity, which occurs upon public property that will affect the standard and ordinary use of public streets, rights-of-way, or sidewalks, and/or which requires extraordinary levels of Village services. This may include, but is not limited to, fairs, festivals, sporting events, foot runs, bike-a-thons, markets, parades, exhibitions, auctions, dances, and motion picture filming. Special Events shall further be classified as either being Public Special Events or Private Special Events:

1. A "Public Special Event" shall be defined as a Special Event which honors service to the United States, the State of Wisconsin or the Village of Pewaukee and/or commemorates an historical event or person significant to our nation, state or community.

2. A "Private Special Event" shall be defined as a special event utilized for social or fund raising purposes or as part of a sporting event

(b) "LOCAL CIVIC/NONPROFIT GROUP" shall mean

1. a local community/civic based organization whose normal meeting place or main office is located within the Village or City of Pewaukee, or

2. an organization that is sponsored by the Village or City of Pewaukee, or

3. an organization which is recognized by the Federal Internal Revenue Service as well as Wisconsin statutes as a not-for-profit organization, and the principal office and place of business of the nonprofit organization is within the City or Village of Pewaukee.

Section 18.134 Permit Requirements.

(a) No person or organization shall conduct a special event on public property within the Village of Pewaukee without first having obtained a Rental and/or Special Event Permit from the Joint Park and Recreation Department and/or the Village. Permits shall only be issued to LOCAL CIVIC/NONPROFIT GROUPS.

(b) Application for a Special Event Permit shall be filed with the Village Administrator at least 90 days prior to the proposed event date and shall contain such information as the Village Administrator may require. The permit shall set forth the exact days on which and the exact location where such business shall be carried on and shall be valid only during the dates and location specified. The applicant for the permit shall provide the Village with a complete list of sponsors and participants at the time of making the application as well as a plan for approval showing the location of booths, tents, port-a-potties, and/or structures on public property. A listing of participants may not be required for sporting events. This ordinance shall apply to all events proposed after the date of the adoption whether or not the event in question has been an annually reoccurring event within the Village.

(c) Upon receipt of an application for a permit, the Village Administrator shall review the information given on the application for conformity with the provisions of this section. The Village Administrator shall distribute the application and accompanying materials to the Police Department, Fire Department, Clerk/Treasurer's Office, Public Works Department, and Park and Recreation

Department for review and comment. If the applicable requirements are clearly and unambiguously met in the Village Administrator's opinion, the Administrator shall make a recommendation on the application to the Village Board.

Events including the use of Village parks shall first be reviewed and acted upon by the Joint Park and Recreation Department and may be forwarded to the Village Board for review and action. The Joint Park and Recreation Department may require the completion of a Special Events Permit along with the completion of a park rental permit, at its discretion, based upon the type of event.

(d) The Village Board shall review the application and the Administrator's recommendation and either deny the permit, approve the permit or approve the permit with conditions. The permit shall be signed by the Village Administrator and shall be issued to the applicant, who, in turn, shall issue identification permits to each vendor approved by the applicant. All vendors shall prominently display these permits during the event period.

Section 18.135 Permit Conditions

(a) Liability Insurance. The Special Event sponsoring group may be required to supply the Village with a Certificate of Insurance with coverage in the amount of not less than \$1,000,000 combined single limit per event and naming the Village as an additionally insured party. Those events that will be required to provide the aforementioned insurance indemnification include, but are not limited to: 1) an event that includes alcohol, or 2) an event that is anticipated to have attendance greater than 500 people per day, or 3) an event that includes a road closure. The applicant shall hold the Village, its employees and agents, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to person or property caused by or resulting from the activities for which the permit is granted. Proof of insurance shall be submitted to the Village a minimum of thirty days before the start of the event. The applicant shall also be required to notify the Village in the event there is a modification of any of the terms of the insurance coverage. Such notification shall be provided not less than two weeks prior to the effective date of that termination.

(b) Village Services. All requests by applicants for Village services must be made to the Village Administrator. The applicant shall be responsible for reimbursement to the Village for any village personnel, services, equipment, and facilities provided for the special event in the following circumstances for Private Special Events: 1) when deemed necessary by the Village, or 2) when requested by the applicant and approved by the Village; for Public Special Events: 1) when requested by the applicant and approved by the Village. For Village personnel, including Police Department Security Services, the reimbursable costs associated with the event shall include wages, overtime, and fringe benefits. An invoice shall be sent to the applicant, if applicable, for Village personnel, services, equipment, and facilities with fifteen (15) days following the event. Payment is due within thirty (30) days of invoice. The Village reserves the right to require full or partial payment of estimated costs in advance. Requests for use of a hydrant meter for an event shall be processed separately through the Pewaukee Water Utility.

(c) Police Department Security Services – Where in the sole discretion of the Village circumstances require a security presence, due to the scope and nature of the event, the Village of Pewaukee Police Department shall be utilized to provide the required security. Said security presence will be over and above the normal policing which would be provided; however it is subject to emergent needs for policing which may otherwise exist at the time of the event. The Chief of Police or his designee shall be the sole determiner of the level of coverage necessary to provide adequate security for an event covered under this ordinance. The permit holder shall be required to reimburse the Village of Pewaukee for security related services in accordance with subparagraph (b) above.

(d) Cleaning/Damage Deposit. The applicant may be required to submit to the Village a cleaning/damage deposit of \$200 per day for each scheduled day of the event (or a portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event.

(e) Business License Required. All vendors operating a revenue generating business as part of a special event permit obtained under this code section shall obtain and display any and all required Village permits for the duration of the event (i.e. food, vendor, temporary beer, etc.). Only those vendors on the applicants list of sponsors and participants shall be allowed to receive permits subject to application permit application requirements. All persons serving beer and/or alcohol must hold an operator's license in

accordance with Sections 125.17(1), 125.32(2), and 125.68(2), Wisconsin Statutes. The Village will waive the permit issuance fee for food vendor permits for events held under this permit.

(f) Applicant Representative. The special event sponsoring group shall have at least one representative on site during the event to coordinate events of food booths, including but not limited to enforcing guidelines and standards on behalf of the Village and County or State Health Department and also being the primary Village contact for the event. The sponsoring group shall also provide sufficient staffing to provide assistance with crowd control, parking and sanitation. This determination will be made in conjunction with the Police Department.

(g) Inspections Required. All tentage must be installed under the International Fire Code Chapter 24 or the National Fire Protection Association 1, Chapter 34. The applicant shall be responsible for reimbursing the Village for any and all required fire inspections required in association with the proposed event. Wiring should be installed by a licensed electrician and a temporary permit issued with appropriate fees. All wiring shall be inspected by the Electrical Inspector **prior to being energized**. Failure to obtain inspections may result in the termination of the event.

(h) Termination of an Event. The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by the Police and/or Fire Departments and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

Section 18.136 Denial of Permit

Reasons for denial of a Special Event Permit include, but are not limited to:

- (a) The event will disrupt traffic within the Village beyond practical solution.
- (b) The event will create a likelihood of endangering the public.
- (c) The event will interfere with access to emergency services.
- (d) The location or time of the special event will cause undue hardship or excessive noise levels to adjacent businesses or residents.
- (e) The event will require the diversion of Village resources(s) that would unreasonably affect the maintenance of regular Village service levels.
- (f) The application contains incomplete or false information.
- (g) The applicant fails to provide proof of insurance.
- (h) The applicant fails to obtain a Village business license.
- (i) Inadequate provision for garbage or debris removal.
- (j) Inadequate provision of temporary restroom facilities.
- (k) Inadequate provisions for parking.
- (l) Denial of a permit by the Joint Park and Recreation Department

Section 18.137 Penalties

Any person, firm, or corporation violating any of the requirements of this chapter shall be guilty of a civil infraction and shall be punishable by a fine of up to \$1,000 per offense. Each day of violation shall be a separate offense.

Section 18.138 Notification

The Village may condition any special event permit on a requirement that the permit holder give written advance notice of the event and its probable impact to any property owners or tenants who will be impacted by the event.

Section 18.139 Limitation on Number of Events

The Village may limit the number of events adjacent to Lakefront Park to no more than two events per month for such events that require the closure of W. Wisconsin Avenue. Every effort should be made not to have road closures on consecutive weekends or to minimize the length of time for closures if scheduled for consecutive weekends (i.e. short parades).

