



City of Sheboygan

# Special Event Guide

# Table of Contents

Introduction .....	4
Definition .....	4
Application.....	5
Submission .....	5
Review.....	5
Approval.....	5
Denial.....	5
Insurance.....	5
Additional Considerations .....	6
Alcohol.....	6
Animals .....	6
Barricades and/or Regulatory/Directional Signage .....	7
Block Party .....	7
Bonfire .....	7
Carnival/Circus Activities .....	7
City Equipment .....	7
Cleanup and Damage .....	7
Designated Outdoor Refreshment Area (DORA).....	8
Drones .....	8
Electrical Distribution .....	8
Fire and/or Medical Services .....	8
Fireworks.....	8
Food Trucks .....	9
Generator(s) .....	9
Hold Harmless.....	9
Lake Michigan and/or Sheboygan River Activities .....	9
Noise Ordinance .....	9
Parade.....	9
Park Reservation(s) .....	10
Parking .....	10
Parking Meters .....	10
Public Parking Lot Use.....	10
Public Right-of-Way Closure.....	10
Redevelopment Authority (RDA) Land .....	10

Restrooms.....	10
Retail Food License.....	11
Route for the Event.....	11
Security Services .....	11
Staking .....	11
Temporary Amusements .....	12
Temporary Signage, Promotion or Directionals.....	12
Tents/Temporary Structures .....	12
Trash and Recyclables .....	12
Vendor Related Sales .....	12
Fees.....	13
Cancellations and Changes .....	13
Department Contacts.....	14
Other Contacts.....	15
Exhibit A Certificate of Liability Insurance .....	16
Exhibit B Additional Insured Endorsement .....	17
Exhibit C Blanket Additional Insured Endorsement .....	18
Exhibit D Certificate of Liability Insurance – RDA.....	19
Exhibit E Additional Insured Endorsement – RDA.....	20
Exhibit F Short Parade Route .....	21
Exhibit F Long Parade Route.....	22
Exhibit G List of Adults Contacted – Road Closures.....	23

**Disclaimer:** *The City retains broad discretion to consider each event on an individual basis and whether to grant exceptions to the policies contained within this guide if special circumstances warrant.*

## Introduction

In recognition of the growing demand for public spaces, the City of Sheboygan has established processes and procedures for obtaining City approval and assistance for events that area open to the public and conducted on City property.

The Department of Public Works (DPW) receives all applications for special event permits, park facility reservations, and related requests for equipment, materials, and support. DPW will forward the application materials to the various City departments should further questions or follow-up be necessary. The Director of Public Works, in consultation with the Police and Fire Chiefs and/or City Administrator, as appropriate, is responsible for making final decisions regarding special event permit applications.

The application and other information provided in this guide have been prepared to cover all special events within the City but it may not adequately address the unique needs of a particular event. Therefore, while some of the information requested may be required, other information may not directly apply to your event. Please take the time to thoroughly review this guide and to fully complete your application so that City staff may best assist you in making your event a success.

Some event activities will require permits and their associated fees, in addition to the special event permit, while other requests may require Common Council approval. The City has therefore established submission deadlines to ensure the appropriate approvals are made in advance of your intended event date. Late or incomplete submissions may delay approval, prevent timely approval, or result in denial.

**THE CITY OF SHEBOYGAN STRONGLY ENCOURAGES PERSONS INTERESTED IN HOLDING SPECIAL EVENTS TO OBTAIN SPECIAL EVENT PERMIT APPROVAL BEFORE PURCHASING SUPPLIES, MAKING LEGAL COMMITMENTS, OR UNDERTAKING DETAILED PLANNING EFFORTS FOR THE EVENT.**

All special events, participants, guests, vendors, and exhibitors shall abide by all City, county, state, and federal regulations applicable to such use.

## Definition

A Special Event means an event that is open to the public and is scheduled in advance to occur on City of Sheboygan Property or City of Sheboygan – Redevelopment Authority Property **and** which has any of the following:

- Alcohol, beverages, food, and/or merchandise are sold, or dispensed in exchange for donations;
- Fireworks display;
- Amusement rides, inflatables, music (live or pre-recorded), etc., are offered;
- The temporary closure of any street, parking lane, or right-of-way;
- The temporary installation of structures such as tents, staging, bleachers, signs, etc.; or
- An expected attendance of fifty (50) or more persons.

Examples of special events include but are not limited to: competition and athletic events; music, theater, film performances or filming; carnivals; fairs; cultural events; religious services; classes; meetings; parties; and other gatherings meeting the above criteria.

# Application

## Submission

Submit a complete special event permit application online via [Microsoft Forms](#). Applications must be submitted at least 60 days prior to the event date to avoid incurring a late application fee. Submitting an application does not automatically grant approval to conduct the event, so the City discourages advertising for an event before obtaining written approval from a DPW representative. The use of social media is considered advertising, if distributed publicly.

## Review

Upon submitting an application, a confirmation email will be sent to the email address used to complete the online special event application. The application will then be circulated among the departments of Police, Fire, City Clerk, Transit, Parking Utility, Planning and Development, and City Administrator for review and comment. Large events, new events, or applications requesting unique or complex extraordinary services may be reviewed by the City Administrator and other City officials during a special meeting. The event organizer may be invited to participate in this meeting to answer questions and provide additional information. The event organizer is responsible for submitting any revisions to the information contained within the original application online via Microsoft Forms. Revisions are subject to review and approval by the City of Sheboygan.

## Approval

Event organizers are notified of approval via email to the email address provided on the application. If approval is contingent upon Common Council approval, the event organizer will be advised of such and should expect an additional delay in obtaining final approval.

## Denial

If a special event application is denied, the event organizer will be notified by email of such. The event organizer may appeal the decision to deny a special event permit by submitting a written request to the City Clerk's Office. The Licensing, Hearings, and Public Safety Committee may affirm or reverse the action taken on the application. Such Committee determination constitutes final action.

The City of Sheboygan reserves the right to require additional information or documentation regarding the applicant, applicant's company, sponsoring company/organization, co-sponsors, event participants, event vendors, event activities or the event itself. The City of Sheboygan may postpone approving an event permit until receipt of additional requested information or documentation is provided. Failure to submit requested information or documentation in a timely manner may be cause for rejection of a special event application.

## Insurance

Each special event is required to be insured for property damage and personal injury with a minimum general liability limit of \$1,000,000 per occurrence. If the sponsoring entity maintains commercial insurance, you may already have adequate coverage for your planned event. If the sponsoring entity does not maintain commercial insurance or if your commercial insurance is not available or adequate, the event organizer may wish to obtain a special event insurance policy for the event, including setup and tear down. Most often, homeowner's insurance policies do not satisfy the City's requirements. Event organizers are encouraged to work with their insurance company/agent early in the planning process to minimize disruption and delay in approval.

If your event will take place on City property, the "City of Sheboygan" must be listed as certificate holder and additional insured on the liability policy. If your event will take place on City of Sheboygan - Redevelopment Authority

property, the “City of Sheboygan Redevelopment Authority” will also need to be listed as certificate holder and additional insured on the liability policy. In either case, the address to be listed for the certificate holder is 828 Center Avenue, Sheboygan, Wisconsin 53081. Proof of adequate coverage is made by submitting a certificate of insurance and the additional insured endorsement applicable to the event.

Some activities involving heightened risk, such as inflatables, fireworks, or alcohol service, will require additional insurance or higher limits. If your event will include inflatables or high-risk activities, the City will ask that you provide proof of insurance coverage for that specific event or offering. Many insurance policies exclude these high-risk activities so it is important to communicate with your insurance agent/company about the activities and offerings specific to your event to ensure adequate coverage is in place. If you are contracting with another entity to facilitate a high-risk activity and that entity has agreed to insure such activity, proof of insurance will be required prior to application approval.

The entity named on the insurance policy should match the name of the organization submitting the special event application. If there are any differences, please indicate the relationship between the entities in the Special Event application.

Failure to submit insurance at least 60 days prior to the event may result in a late submission fee.

## Additional Considerations

Depending on the event particulars, other permits or licenses in addition to a special event permit may be required. Event organizers are responsible for ensuring all necessary approvals are obtained timely. City staff will notify an event organizer if further approvals are necessary based upon the information contained within the special event permit application. The approval of any special event permit application is conditioned upon the approval of all other necessary permits, licenses, and inspections by City departments. If any of the following pertains to your special event, please review these instructions further:

### Alcohol

Public events that serve or sell alcohol are required to obtain a Temporary Class “B” beer/Temporary Class “C” wine license or an Extension of Premise. These requests are made to the City Clerk’s Office and may be reviewed by City staff and Common Council. Alcohol license applications may take anywhere from two to five weeks for final approval. If alcohol will be sold at your event, a licensed bartender must be on premise at all times and all beverages must be dispensed in paper or plastic containers, or aluminum cans (no glass). Depending on the specifics of your event, you may be required to maintain a fenced perimeter for alcohol service and consumption. Failure to adhere to alcohol license requirements may expose an event organizer to penalties in addition to revocation of a special event permit.

### Animals

Pets are prohibited in city parks, beaches, or other public grounds, except in areas designated by the Common Council and posted by the Parks Manager as either off-leash or on-leash areas, or in areas designated by the Common Council for the training or showing of pets. Requests for pets as part of a special event shall be indicated on the special event application. Approval may be given by the Director of Public Works in his or her discretion. A copy of the written approval shall be maintained by the event organizer throughout the event when a pet is onsite and shall be presented to law enforcement upon request. Law enforcement may revoke permission if the pets create a disturbance or otherwise pose a hazard to public health or safety.

## Barricades and/or Regulatory/Directional Signage

The City maintains an inventory of signs and barricades for many activities including City operations. The City does not guarantee that the full inventory for any particular sign or barricade will be available for rent at any given time. Please consider the logistics of your event carefully when requesting barricades or signs. City staff will review your request and advise appropriate barricade types, quantities, and placement for your event based on the anticipated needs and event layout as indicated in the application. City staff will deliver equipment prior to the event, after payment for the barricade/sign rental is made. Changes in barricade and sign needs may result in additional fees and will require prepayment. The event organizer is responsible for equipment set-up and take-down. Following your event, ensure that all barricades are grouped together for easy pick-up and to avoid incurring additional charges.

## Block Party

Block party means a gathering of abutting neighbors and their relatives and friends, held within a city street right-of-way or other public thoroughfare located within a primarily residential neighborhood that has been temporarily closed for the occasion. While the City allows block parties, they are becoming increasingly rare events due to the hazards associated with closing and occupying rights-of-way. Often, event organizers face difficulty in obtaining insurance for block parties because homeowners' insurance policies do not adequately insure the event. If you wish to host a block party but are not able to secure adequate insurance, consider hosting your neighborhood event at a neighborhood park instead.

## Bonfire

Bonfires are regulated by Sheboygan Municipal Code [Section 24-154](#). Bonfire permits are required unless the fire is limited to City-installed fire rings and otherwise complies with municipal code. A larger bonfire may be allowed at officially sponsored activities of civic, business, educational and religious organizations/events located within the City, subject to conditions and approval from the Fire Department. Fire Department standby may result in additional fees. Please contact Fire Division Chief, Nic Noster, at 920-459-3321 for more information or to discuss the use of fire hose.

## Carnival/Circus Activities

No person shall exhibit, operate, or conduct any caravan, carnival, circus, menagerie, sideshow, exhibition of wild or trained animals or any object of curiosity, or entertainment such as Ferris wheels and merry-go-rounds, or any tent show whatsoever in the City without first having obtained a license from the City Clerk's Office.

## City Equipment

The City utilizes its inventory of equipment, such as tables, chairs, and stages, for many activities including City operations. The City does not guarantee that its full inventory of equipment will be available for rent at any given time. City staff will deliver equipment prior to the event, after payment for the equipment rental is made. Equipment requests should be indicated on the special event application. Any changes to equipment requests after approval may result in a change to the fee assessed to the applicant. The event organizer is responsible for equipment set-up and take-down. Following your event, ensure that rented equipment and materials are grouped together for easy pick-up and to avoid incurring additional charges. The equipment must be maintained and restored to the same condition as when it was delivered.

## Cleanup and Damage

The organizer is responsible for cleaning the event site after a special event. All trash and recycling must be placed in appropriate containers. Clean-up must be completed after the conclusion of the event, by the time stated on the approved application. All portable objects such as tents, fencing, portable restrooms, etc., must be removed by the applicable cleanup deadline, unless prior written approval has been obtained from the City. If cleaning is not accomplished by the event organizer within the time allotted, the organizer will be billed on a cost-recovery

basis. The event organizer is responsible for cleaning the run/walk/race/parade route, including the paved street area, sidewalks, and terraces after the event. Organizer shall be responsible for any actual documented physical damage to property incurred at the event(s). Damage to property includes, but is not limited to, vandalism, defacement, damage from nailing, gluing, or taping buildings, and breakage to any buildings, fences, equipment, gardens, trees, tables, barrels, grass/lawn area, electrical equipment, etc. A fee for re-keying will also be charged for any lost keys.

## Designated Outdoor Refreshment Area (DORA)

If an event organizer desires to hold portions of right-of-way open for the carrying and consumption of alcoholic beverages, the event organizer may request that a Designated Outdoor Refreshment Area (“DORA”) be considered as part of the special event application. A DORA allows the consumption of intoxicating liquor or fermented malt beverages within a designated area of public right-of-way that is not open to vehicular traffic. Crosswalks and pedestrian ways may be included within a DORA as well as fenced-off portions of parking lots. Beverages served within a DORA may only be served in individual serving sizes in unbreakable, transparent, or semi-transparent containers or in aluminum cans. Carry-in alcohol is not permitted within a DORA. Attendees may not carry alcohol outside the boundaries of a DORA. Obtaining DORA does not invalidate applicable state statutes or other municipal codes such as, but not limited to, alcohol premises licensing, requirements for licensed bartenders, and prohibitions on underage consumption. Applicants will be required to submit a security plan that identifies the DORA boundaries, event signage and/or fencing, and event staff training, and are strongly encouraged to consider providing additional garbage and recycling containers within the DORA.

## Drones

The use of drones during an event or rental is subject to all applicable [laws and regulations](#). Only those persons qualified and approved for drone operation by the appropriate authority may operate a drone during a special event. Drone operation shall not negatively impact public safety or the safety of other lawfully operated aircraft or vessels.

## Electrical Distribution

Event items requiring the use of additional electrical power, such as amplifiers, lighting, or PA systems, must be approved by the Department of Public Works. Items requiring the use of additional electrical power should be indicated on the special event application. The City prohibits unauthorized access to and use of its electrical panels, equipment, and devices. Should an event require more utilities and/or technology than what is available, the event organizer is responsible to obtain and pay for the necessary utilities and/or technology. Any temporary installation of electrical or technical services on City property must be approved in advance, with the cost borne by the event organizer.

## Fire and/or Medical Services

Depending on the size and nature of the proposed event, the City of Sheboygan may require event organizers to provide medical services at the event. In some cases, however, the assistance of the Sheboygan Fire Department may be necessary to adequately protect public safety. At minimum, each event organizer should have a first aid kit easily accessible at the event site, which should contain compresses, ice packs, bandages, and antiseptics.

## Fireworks

A fireworks permit from Sheboygan Fire Department is required for any fireworks or pyrotechnic displays. A Special Events Permit will be required if being launched from City owned property. The fireworks permit application shall be made with the Sheboygan Fire Department no less than forty-five (45) days prior to the proposed display.

## Food Trucks

Special event organizers are responsible for ensuring all licenses and permits from the City of Sheboygan and the Sheboygan County Health Department have been secured. All beverages must be dispensed in paper or plastic containers or aluminum cans (no glass). Any food trucks participating in the event shall be licensed as a Mobile Food Vendor with the City of Sheboygan Clerk's Office. Events with food trucks and/or vendors must complete [Form S-240](#) with the State of Wisconsin Department of Revenue. The City encourages event organizers to place additional trash and recycling receptacles near food trucks to minimize litter. Food Trucks should comply with [SPS 314.50](#) as an exemption to NFPA 1 sections 50.2.1.1 and 50.4.

## Generator(s)

Generators requiring the use of additional electric equipment should be indicated on the special event application. The number and type(s) of generators being requested will be evaluated by City staff for approval. The event organizer is responsible for following proper generator safety recommendations.

## Hold Harmless

By submitting an application and to the extent permitted by law, the event organizer agrees to indemnify the City of Sheboygan for, and hold it harmless from all liability, claims and demands on account of personal injuries, property damage and loss of any kind whatsoever, including workers' compensation claims arising out of or in any manner connected to the event, based on any injury, damage, or loss being caused by any wrongful, intentional, or negligent acts or omissions of the event organizer, its agents or employees. The event organizer shall, at its own expense, investigate all claims and demands, attend to their settlement or disposition, defend all actions based thereon, and pay all charges of attorneys and other costs and expenses arising from any such injury, damage or loss, claim, demand, or action.

## Lake Michigan and/or Sheboygan River Activities

An application for a Marine Event Permit should be submitted to the U.S. Coast Guard no less than 135 days before the start of a proposed event with activities in Lake Michigan or the Sheboygan River. If swimming is part of the event, the event organizer must provide certified lifeguards. Proper boating safety protocol and personal floatation devices are expected for all events involving watercraft.

## Noise Ordinance

No person shall cause or permit any unreasonably loud, disturbing, and unnecessary noise or any noise of such character, intensity, or duration as to be detrimental to the life or health of any individual or which is in the disturbance of the public peace and welfare. If requested by the Sheboygan Police Department, the organizer of a special event shall reduce the volume of unreasonable noise at the special event. If the organizer fails to reduce the volume of unreasonable noise, they shall be subject to forfeiture as provided by [City ordinance](#). Additionally, future applications for special events may be denied. The creation of any effective noise adjacent to a school, institution of learning, church, or court while such is in session or adjacent to any hospital, which unreasonably interferes with the workings or sessions thereof is not permitted.

## Parade

With limited exceptions, a permit is required for any event where participants will occupy rights-of-way generally held out to the public for pedestrian or vehicular use. Review [Sheboygan Municipal Code](#) for additional details. Parade permit applications should be submitted at least 35 days prior to the event. Event organizers are responsible for ensuring that parades move smoothly, that gaps between participants do not occur, that set-up and dismantling occurs in an orderly way, and that designated parade routes are utilized unless an exception has been granted.

## Park Reservation(s)

The event organizer is solely responsible for reserving park(s) or shelters desired to be used for a special event. The reservations are made through a separate [online reservation](#) process with DPW via Tyler Parks & Rec. Payment must be made in full prior to reservation approval. The granting of a special event permit does not guarantee the availability of any park, area, shelter, or pavilion. If you desire to hold a special event at a popular park or shelter, consider reserving the space prior to special event permit approval. If your event is denied or cancelled, please notify DPW that the reservation may be released so that others may utilize the space.

## Parking

Unless special parking requests, including parking on the grass, are approved in writing by the City of Sheboygan, all parking regulations will be enforced.

## Parking Meters

Parking meters may be reserved for use by submitting a [Parking Meter Reservation Request](#) with Parking Utility at least 48 hours in advance. Each meter costs \$5.00 per day to reserve. Discounts are offered for 10 or more metered stalls in a single reservation. Please have all meter information available when filling out the form. Meters are individually numbered/lettered. Meters required as a part of an event, that includes a street closure, may not be charged the fee. A completed Reservation Request must be submitted for all events. A determination as to whether the fees apply will be made by the Parking Utility and communicated to the applicant.

## Public Parking Lot Use

Downtown Sheboygan offers several long-term or short-term public parking solutions. Requests to utilize any of the public parking lots managed by the Parking Utility must be reviewed and approved by the Parking Utility. Parking meters may be reserved for use by submitting a Parking Meter Reservation Request with the Parking Utility at least 48 hours in advance. Additional information including contact information is available by visiting the [Parking Utility website](#). Tents requiring staking through the parking lot asphalt and permanent surface markings are strictly prohibited.

## Public Right-of-Way Closure

Requests to close a portion of the city right-of-way or public thoroughfare require approval from the Police Department. The event organizer is responsible for contacting all adults residing or doing business at the to-be-closed portion of the street, as well as ambulance and bus companies at least three business days prior to the planned closure. State and county highways may only be closed a certain number of times each year and are subject to a city-wide cap. If you are interested in closing a state or county highway as part of your event, please communicate with the Police Department to verify that the space is able to be closed. Street closure requests for block parties may be denied if the closure could reasonably be anticipated to negatively impact an adjacent business. Event organizers will be responsible for placing and removing traffic barricades as part of set-up and tear-down. City staff will provide organizers with guidance on proper placement to comply with applicable regulations.

## Redevelopment Authority (RDA) Land

Application for the use of RDA land must be approved by the Redevelopment Authority. Additional fees and insurance requirements will apply. Contact the Planning and Development Department for RDA requirements.

## Restrooms

Event organizers are responsible for ensuring adequate restroom and washing facilities are provided and that ADA accessible facilities are available for events open to the public. For events taking place on City property where permanent restroom facilities exist, City staff will provide the facility with standard supplies prior to the event and

the event organizer is responsible for ensuring such supplies are replaced and that waste bins are cleared as needed. Please note where permanent restroom facilities are available, such facilities are typically open May 15<sup>th</sup> to October 15<sup>th</sup> of each year and may not adequately serve an event if attendance is expected to be high. Approved toilet facilities for each sex must be provided in accordance with [Wisconsin Department of Agriculture, Trade and Consumer Protection guidelines](#). At the time of publication, the State requirements are as follows but are subject to change; one toilet for each 75 males, one urinal for each 50 males, and one toilet for each 30 females. Portable toilets shall be properly enclosed, in good repair, emptied when full and a minimum of 100 feet away from any food preparation. Periodic inspections, by a representative of the contracted company, must be made to ensure the proper functioning of the toilets and handwashing stations, as well as an adequate supply of toilet paper.

## Retail Food License

A retail food license is required if food or beverages will be sold or served at the event. Transient retail food vendor locations may be inspected by Public Health at any time during the event. Information related to retail food applications and permits is available under the Food and Recreational Licensing section of the [Health and Human Services website](#).

## Route for the Event

All proposed routes are subject to approval by the City of Sheboygan and should include the direction of travel, as well as the assembly and dispersal areas. The City of Sheboygan cannot grant access to privately owned property. Road guides must be provided at all uncontrolled intersections. Road guides must wear orange or yellow reflective safety vests. The City of Sheboygan roads and parkways cannot be closed utilizing volunteers or event staff without prior approval from the City. All closures must be handled by City employees. Parade organizers are strongly encouraged to use one of the established recommended parade routes. All course markings used along the route must be preapproved by the Department of Public Works. Spray paint and spray chalk are prohibited, other than on grass surfaces with the approval of the Director of Public Works. The City of Sheboygan is not responsible for any costs associated with the denial of a proposed route.

## Security Services

The event organizer is generally responsible for contracting security services. In some cases, however, the assistance of Sheboygan Police Department may be necessary to adequately protect public safety. Depending on the size and nature of the proposed event, the City of Sheboygan may require event organizers to provide security services at the event. For events with alcohol, the event organizer is responsible for ensuring that only individuals 21 years or older are served alcoholic beverages and for ensuring that at least one licensed bartender is present at all times all locations where alcohol is being served.

## Staking

Permission is required to erect any tent, canopy, bounce house/inflatables, fence, sign, or similar item that requires stakes or posts to be placed in the ground on City property. Stakes may be placed in approved areas only. The special event organizer is responsible for contacting [Diggers Hotline](#) at least three business days prior to the date the staking will occur. A copy of the Digger's Hotline Ticket should be attached to the special event application. No stakes or fence posts are to be driven into the ground without event approval. If stakes are not being used, tents must be secured with filled sandbags or water barrels. The City retains the right to deny permission to stake into certain areas of City property and/or to require repair of land impacted by staking activities. If your event will occur on paved surfaces, plan to use sandbags or water barrels to secure the tent rather than staking into the pavement because holes, even when patched, tend to expose the pavement to faster wear and tear.

## Temporary Amusements

Amusement device means any machine, game, or similar device, whether or not operated by coins, slugs, tokens, or similar items which permits a person or operator to use the device as a game or contest of skill or amusement, whether or not the device registers a score, which may cause a person or operator of the same to secure some amusement, enjoyment, or entertainment, and which is not a gambling machine pursuant to [Section 6-218](#) of the Sheboygan Municipal Code. The term includes, but is not limited to, electronic or mechanical game machines, pinball machines, and shuffleboard games, but does not include billiard or pool tables, bumper pool tables, bowling centers or pigeonhole tables that are subject to licensing under article II of this chapter. The event organizer is responsible for applying for and obtaining a temporary amusement device permit with the City Clerk's Office whenever temporary amusement devices will be included in an event. A fee of \$5.00 per machine per calendar day or fraction thereof shall be paid prior to the issuance of such temporary permit.

## Temporary Signage, Promotion or Directionals

City Planning and Development Department permission for temporary signage to be placed on City right-of-way or City property must be obtained prior to placement. Prior to an event, one sign, not to exceed 32 square feet, may be placed at the event site. During the event, additional temporary signs may be placed at the event site. All signs shall be removed at the end of the event. See rules for "Staking" for signs that require staking into the ground for secure placement. No signs may be taped, glued, or tacked onto City-owned structures. The event organizer is responsible for any damage caused by sign placement.

## Tents/Temporary Structures

Access must be provided for emergency vehicles to areas which have tents/temporary structures. If your event will involve multiple rows of tents or vendors, ensure that a 20' wide access route is maintained between them for emergency vehicle access. Exits shall be required for all tents. The size, use, and occupant load of each tent will dictate the number of exits required. Tents larger than 10'x10' shall have a fire resistance rating in compliance with NFPA. Tents larger than 10'x10' shall have a fire extinguisher that has been serviced within the previous 12 months or has been purchased within the previous 12 months located every 75' of travel within the tented area. A tent of any size, which has cooking operations, must have a fire extinguisher appropriate for the hazard available in the area of cooking. The cooking area shall be separated from the general public. Propane cooking requires proper ventilation and separation from the tent and combustibles. Charcoal cooking is not permitted in tents. Deep Fat cooking must be located in a separate enclosure/tent and that enclosure/tent must have a fire resistance rating in compliance with [NFPA](#). Tables, chairs, and other methods of seating in tents must provide adequate exiting capability from the space. Tents and temporary structures are subject to inspection by the Sheboygan Fire Department. For questions, contact the Sheboygan Fire Department Fire Prevention Bureau at 920-459-3321.

## Trash and Recyclables

The event organizer is responsible for ensuring adequate trash and recycling receptacles are provided during an event, that they're appropriately located to minimize litter, and that the bags are promptly changed when full. Event organizers are also responsible for cleaning up litter within the event area. Receptacles rented from the City should be grouped together for easy pick-up and to avoid incurring additional charges. If an event organizer allows litter to be left behind that results in additional City staff time to clear, the event organizer will be billed the City's reasonable, actual costs for providing clean-up services. Confetti, rice, glitter, powder cannons, and other similar items are strictly prohibited.

## Vendor Related Sales

Event organizer(s) may assume responsibility for registering its authorized special event transient vendors for an event or they may require special event transient vendors to self-register. Registration must be completed at least five days prior to the special event by submitting to the City Clerk a completed special event transient vendor

registration form furnished by the clerk along with a registration fee of \$5.00 per authorized vendor and statement signed by each vendor.

## Fees

Fees for services, venues, equipment, and related items are established by the Common Council through adopted fee schedules, which are available for review on the City's website. These fee schedules may be updated periodically. Failure to timely pay fees associated with special events or rentals may result in denial of future event permit or rental applications.

The special event application fee must be paid within 14 days of application submission. Applications submitted without proper payment, or with late payment, are subject to rejection.

**Waiver or Reduction of Fees:** Rental fees are intended to offset the City's costs in facilitating an event or activity in order to minimize taxpayer expenses. In some cases, a waiver or reduction of applicable park rental fees may be appropriate. Event or rental applicants interested in obtaining a waiver or reduction of rental fees may make a written request to the Director of Public Works at least 30 days prior to the desired rental date. The Director will consider the following factors when reviewing the request and may submit the request to the Public Works Committee for review and consideration if appropriate so requests for waivers should adequately address as many of the below factors as are relevant to the request:

- The event organizer is a non-profit entity recognized by the State or Federal Government
- The event is open to the public without an admission fee
- The event or park rental is not a fundraising event
- The event organizer would face financial hardship in paying the standard park rental fee(s)
- City residents and/or tourists would benefit by the event or rental either directly or indirectly
- The event is a first of its kind held in the City
- The anticipated costs to the City in approving an event application and facilitating a successful event

Waivers or fee reductions are not guaranteed, and any fee waiver decision will be limited to the specific fee waived. Any waiver of park rental fees shall not constitute waiver of any other fee related to the event. Parties that receive waivers are expected to list identify the City of Sheboygan as an event sponsor.

## Cancellations and Changes

While the City hopes that all approved events and rentals will take place as planned, the City understands that cancellations or changes may be necessary. The City also wants to ensure that its public spaces remain available for those interested in renting with as much advance notice as possible. Therefore, fees may be imposed on event organizers who cancel their event or rental within one week or one month of the planned event.

Cancellation notices should be submitted in writing to [dpwoffice.sheboygan@sheboyganwi.gov](mailto:dpwoffice.sheboygan@sheboyganwi.gov) as soon as practicable after the decision to cancel an event is made.

Permit fees and other fees related to the event or rental will be forfeited unless, in the Director of Public Works' discretion, a refund is warranted. Cancellation of any event, for any reason, shall result in charges for actual services provided and forfeiture of permit fees and fees related to facility or equipment rental. Any changes to an approved event or rental requiring a modification to services rendered, equipment provided, or additional City review may result in additional charges to the applicant.

Rain dates are not issued. If you are interested in rescheduling your event due to weather or other circumstances, Contact the Department of Public Works for other available venues and/or dates.

**Termination:** The City of Sheboygan, in its sole discretion, may grant, deny, revoke, or suspend any permit, at any time and for any reason. Cancellation of a permit for cause will result in forfeiture of all fees. “For cause” means if the terms of the application or any license or other code or ordinance are violated, if the event organizer makes any misrepresentation, or when public safety is threatened. Cancellation can also occur if payment or other required documentation has not been received by the due date, and the event organizer has not received an extension of the due date.

Each special event is subject to all local ordinances and applicable laws and regulations. Approval of the special event Application does not supersede the rules and regulations governing parks and parkways and may be terminated at any time at the sole discretion of local law enforcement authorities when public safety is threatened.

## Department Contacts

Throughout the course of planning a special event, and after the special event application is submitted to the Department of Public Works, communications between the applicant(s) and persons at various City departments may be helpful or necessary to better understand the rules applicable to an event and to develop strategies for meeting applicable requirements or dealing with specific issues. Event organizers should therefore be prepared to be contacted by various City employees during review of an event permit application and leading up to an event. Should an event organizer have additional questions after thoroughly reviewing this guide, the following contacts may be used:

Department	Responsibilities	Phone	Email	Address
City Administrator	Public relations, press releases, large events	920-459-3287	<a href="mailto:marie.foss@sheboyganwi.gov">marie.foss@sheboyganwi.gov</a>	828 Center Ave, Suite 300
City Attorney	Insurance, legal notices, Hold Harmless	920-459-3917	<a href="mailto:liz.majerus@sheboyganwi.gov">liz.majerus@sheboyganwi.gov</a>	828 Center Ave, Suite 210
City Clerk	Mobile food vendors, special event transient vendors, alcohol licenses, carnival and circus permit, amusements	920-459-3361	<a href="mailto:meredith.debruin@sheboyganwi.gov">meredith.debruin@sheboyganwi.gov</a>	828 Center Ave, Suite 103
Fire	All aspects of fire prevention and safety, generators, fireworks, bonfires	920-459-3327	<a href="mailto:nicholas.noster@sheboyganwi.gov">nicholas.noster@sheboyganwi.gov</a>	1326 N 25 <sup>th</sup> St
Parking Utility	Traffic, Parking Utility lots, parking meters, parking	920-459-3285	<a href="mailto:parkingutility@shorelinemetro.com">parkingutility@shorelinemetro.com</a>	828 Pennsylvania Ave
Planning and Development	Signage, zoning, Redevelopment Authority land use	920-459-3377	<a href="mailto:development@sheboyganwi.gov">development@sheboyganwi.gov</a>	828 Center Ave, Suite 208

Police	Road closures, safety and security, traffic, parking, parades	920-459-3333	<a href="mailto:policedesk@sheboyganwi.gov">policedesk@sheboyganwi.gov</a>	1315 N 23 <sup>rd</sup> St
Public Works	Management of parks and public property, generators, equipment & barricades	920-459-3440	<a href="mailto:dpwoffice.sheboygan@sheboyganwi.gov">dpwoffice.sheboygan@sheboyganwi.gov</a>	2026 New Jersey Ave
Transit	Public transit	920-459-3281	<a href="mailto:contact@shorelinemetro.com">contact@shorelinemetro.com</a>	828 Pennsylvania Ave

## Other Contacts

Department	Responsibility	Phone	Email/ Webpage	Address
Digger's Hotline	Underground utility locating	800-242-8511	<a href="https://www.diggershotline.com/">https://www.diggershotline.com/</a>	
Harbor Centre Business Improvement District	Tourism	920-624-2736	<a href="mailto:info@harborcentre.com">info@harborcentre.com</a>	621 S 8 <sup>th</sup> St
Sheboygan County Health and Human Services	Provision of food and/or beverages, sanitary, public health	920-459-3207	<a href="mailto:environmental.health@sheboygancounty.com">environmental.health@sheboygancounty.com</a>	1011 N 8th St
Sheboygan County Chamber of Commerce	Tourism and promotion	920-457-9491	<a href="mailto:assist@sheboygan.org">assist@sheboygan.org</a>	621 S 8 <sup>th</sup> St
US Coast Guard	Lake Michigan and Sheboygan River activities	920-452-0346	<a href="mailto:Patrick.M.Rengers@uscg.mil">Patrick.M.Rengers@uscg.mil</a>	209 Pennsylvania Ave
Visit Sheboygan	Tourism and promotion	920-335-0060	<a href="mailto:info@visitsheboygan.com">info@visitsheboygan.com</a>	826 S 8 <sup>th</sup> St, Suite 1



# Exhibit B Additional Insured Endorsement

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

City of Sheboygan, its officers, employees and agents.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

# Exhibit C Blanket Additional Insured Endorsement

ATTACHED TO AND FORMING PART OF  
POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## **BLANKET ADDITIONAL INSURED ENDORSEMENT**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

### **SCHEDULE**

THIS ENDORSEMENT WILL ONLY BECOME EFFECTIVE UPON THE ISSUANCE OF A CERTIFICATE OF INSURANCE ISSUED BY AN AUTHORIZED REPRESENTATIVE FOR THE COMPANY. THIS CERTIFICATE MUST BE ON FILE WITH THE COMPANY AND THE INFORMATION REQUIRED TO COMPLETE THIS ENDORSEMENT WILL BE SHOWN IN THE CERTIFICATE OF INSURANCE APPLICABLE TO THIS ENDORSEMENT.

WHO IS AN INSURED (Section II) is amended to include as an additional insured the person or organization shown in the Schedule as an insured but only with respect to the following specified liability:

#### **I. Managers or Lessors of Premises**

Liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule, subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises; and
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person or organization shown in the Schedule.



# Exhibit E Additional Insured Endorsement – RDA

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

City of Sheboygan - Redevelopment Authority, its officers, employees and agents.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.



# Exhibit F Long Parade Route



