

CITY OF SHEBOYGAN
SPECIAL EVENT PERMIT APPLICATION



SECTION 1 - Organization Information

Name of Organization

Street Address

City

State

Zip

Telephone Number

Fax Number

Individual Organizing the Event

Address

City

State

Zip

Email

Telephone Number

Event Day Telephone Number

SECTION 2 - Event Information

Name of Event

Date(s) of Event

Generally describe the event and its purpose:

Is your event a (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Street Festival | <input type="checkbox"/> Run or Walk (Distance: _____) |
| <input type="checkbox"/> Music Concert | <input type="checkbox"/> Bike Ride (Distance: _____) |
| <input type="checkbox"/> Block Party | <input type="checkbox"/> March utilizing any Public Property |
| <input type="checkbox"/> Religious/Educational | <input type="checkbox"/> Rally/Memorial |
| <input type="checkbox"/> Parade (that includes the following) | <input type="checkbox"/> Public Assembly for Political Purpose |
| <input type="checkbox"/> Vehicles | <input type="checkbox"/> Sport Tournament (Fishing, Soccer, etc.) |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Water Activity (use of lake or river) |
| <input type="checkbox"/> Marching Units | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Other: _____ | _____ |

May we share your event on social media outlets (City website/Facebook/Nextdoor)?

- Yes
 No

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Location of Event:

- | | |
|--|---|
| <input type="checkbox"/> Park or other public property
<input type="checkbox"/> Public street, sidewalk, alley, or right-of-way | <input type="checkbox"/> Public parking lot
<input type="checkbox"/> Private property
<input type="checkbox"/> Redevelopment Authority Land |
|--|---|

Park(s) Requested:

- | | |
|--|--|
| <input type="checkbox"/> Kiwanis Fieldhouse
<input type="checkbox"/> Kiwanis Greenspace
<input type="checkbox"/> Deland Community Center
<input type="checkbox"/> Deland Greenspace
<input type="checkbox"/> Richardson Shelter
<input type="checkbox"/> King Park
<input type="checkbox"/> Quarryview Center
<input type="checkbox"/> Deland Home
<input type="checkbox"/> Evergreen Area 1
<input type="checkbox"/> Evergreen Area 2
<input type="checkbox"/> Evergreen Area 3 | <input type="checkbox"/> Evergreen Area 4
<input type="checkbox"/> Evergreen Area 5
<input type="checkbox"/> Evergreen Area 6
<input type="checkbox"/> Roosevelt Fieldhouse
<input type="checkbox"/> Cleveland Park Shelter
<input type="checkbox"/> Veterans Park Shelter
<input type="checkbox"/> Vollrath Park Shelter
<input type="checkbox"/> Lakeview Park Shelter
<input type="checkbox"/> End Park Shelter
<input type="checkbox"/> Fountain Park Bandshell
<input type="checkbox"/> Optimist Park Shelter
<input type="checkbox"/> Other: _____
_____ |
|--|--|

Public Parking Lot Requested:

-
- Lot 2
-
-
- Lot 3
-
-
- Lot 4
-
-
- Lot 5
-
-
- Lot 7
-
-
- Lot 8
-
-
- Lot 9
-
-
- Lot 10
-
-
- Lot 11
-
-
- Lot 13
-
-
- Lot 14
-
-
- Lot 17
-
-
- South Pier
-
-
- Riverfront
-
-
- S. 12
- th
- Street

List any streets that may be closed or otherwise affected by your event: _____

Will your event have a significant number of vehicles utilizing metered parking? _____

Do you require parking meters to be covered? If so, locations of the meters, meter number-letter, and days needed: _____

You MUST attach a detailed map or diagram of your event indicating the specific location, layout of the event, the direction of the route (including all turns and the number of traffic lanes to be used). Any concessions, service tents, and other temporary structures must be indicated on the diagram. The diagram will be due completed with signed special event policies and procedures form.

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If the event takes place on City property (parks, city streets or right-of-ways, or other city owned facilities) in whole or in part:

- We have reviewed the proposed location for the event and determined suitability for our proposed use. There are no requested changes, upgrades, or safety concerns identified.

OR

- We are requesting the following changes or upgrades:

SECTION 3 - Additional Information

What is the estimated daily attendance for this event:

What is the estimated total attendance for this event:

Number of Booths:

Event Day	SUN	MON	TUE	WED	THUR	FRI	SAT
SET-UP TIME							
START TIME							
STOP TIME							
TEAR DOWN / CLEAN-UP							

Additional organization(s) sponsoring event, including addresses:

- Please check this box if your organization is tax-exempt and provide proof of tax exempt status with this application.

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IT IS THE RESPONSIBILITY OF THE EVENT ORGANIZER TO MAKE THE APPROPRIATE CONTACT WITH THE COORDINATORS LISTED BELOW AND SUBMIT COPIES OF ANY PERMITS TO THE DEPARTMENT OF PUBLIC WORKS AT LEAST TWO WEEKS PRIOR TO THE EVENT. IF ALL DOCUMENTATION IS NOT RECEIVED THE EVENT WILL BE CANCELED.

Will you have (check all that apply):

- Street closures Police Department
- Meters bagged Parking Utility
- Pre-event advertising through yard or other signs City Development
- Temporary directional or other signage during the event City Development
- Alcoholic beverages City Clerks
- Food and/or non-alcoholic beverages Health Department
- Vendor related sales and/or display booths City Clerks
- Tent/Canopy larger than 100 square feet or other temporary structure
..... Public Works/Parking Utility
- Generator(s) and/or additional electrical facilities (Amps, Lighting, PA system, entertainment)
..... Fire Department/Public Works
- Bon fires and/or open flames Fire Department
- Fireworks or pyrotechnic devices Coast Guard/Fire Department
- Activities in a park outside of normal operating hours Public Works
- Bleachers, stage and/or fencing Public Works
- Cones and/or barricades Public Works/Parking Utility
- High-risk activities such as bounce houses, rock walls, dunk tanks, etc. City Clerks/Public Works
- Carnival activities City Clerks/Fire Department
- Circus activities City Clerks/Fire Department
- Amplified sound/music Fire Department/Police Department
- Animals included or allowed in event Public Works/Police Department
- Operation of amusement machines, devices, or mechanical games City Clerks
- Use of Redevelopment Authority (RDA) Land City Development/City Clerks
- Activities on river/lake Coast Guard/Fire Department
- Operation of amusement machines, devices, or mechanical games City Clerks

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SECTION 4 - Contact Information

PRIMARY CONTACT

Name	Daytime Telephone		
Cell Phone	Fax		
Email			
Address	City	State	Zip

SECONDARY CONTACT

Name	Daytime Telephone		
Cell Phone	Fax		
Email			
Address	City	State	Zip

ONSITE PRIMARY CONTACT

Name	Daytime Telephone		
Cell Phone	Fax		
Email			
Address	City	State	Zip

ONSITE SECONDARY CONTACT

Name	Daytime Telephone		
Cell Phone	Fax		
Email			
Address	City	State	Zip

NOTE: Either the primary or secondary onsite contact must be present at all times during the event.

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SECTION 5 – Equipment Rentals

Please see the below table for any equipment rentals that may be necessary for your event. Note that there is a minimum delivery charge of \$25.00 for any equipment rental and any special service requests are billed at \$50.00/hour/person. Any equipment rental fees will be billed separately from reservations.

Quantity	GRILLS			
	\$10 Each	Chicken Grill	2'x4' sections	8 sections
	\$20 Each	Large Grill	18"x40" sections	10 sections
TABLES & SEATING				
	\$18 Each	6' Picnic Combo	Table and attached benches	100 available
	\$13 Each	10' Straight Table	22" Wide, 30" High, 10' Long	110 available
	\$8 Each	10' Straight Bench	12" Wide, 19" High, 10' Long	100 available
	\$8 Each	4' Park Bench	Bench w/backrest	150 available
	\$200 / Rental	320 Chairs	White Plastic, \$20.00 charge for each missing chair	1 available
STAGES				
	\$400 / Rental	Mobile Stage	Aluminum stage, 24' deep, 32' wide, 40" high	1 Available
	\$60 / Rental	Drum Stage	(4) 4'x8' Panels, 12 or 18" high	1 Available
	\$250 / Rental	Wood Stage (½ Stage) 28'x12'	(8) 42"x12' Panels	42 Panels Available
	\$400 / Rental	Wood Stage (Full Stage) 28'x24'	(16) 42"x12' Panels	
	\$50 / Rental	Dance Floor (½ Floor) 17.5'X36'	(15) 42"x12' Panels	
	\$100 / Rental	Dance Floor (Full Floor) 35'X36'	(30) 42"x12' Panels	
MISCELLANEOUS				
	\$10 Each	Snow Fence w/stakes	50' Roll	
	\$50 Each	Bleachers	16' long, 5 rows	6 Available
	\$0 Each	Garbage Cans		
	\$0 Each	Recycling Cans		

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SECTION 6 - Legal Notice

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all Special Event organizers and participants must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. I further understand that an incomplete application may be cause for denial of the event.

HOLD HARMLESS/INDEMNIFICATION AGREEMENT

The undersigned sponsor of an organized special event acknowledges that the City of Sheboygan has adopted a Resolution granting such sponsor permission to hold a special event utilizing the streets, sidewalks and/or other properties or rights of way of the City of Sheboygan. It is understood that such permission is conditioned upon the sponsor agreeing to indemnify and hold the City harmless from any and all claims, suits, or actions for damage or injury associated with the organized special event.

It is understood and agreed that the undersigned sponsor of an organized special event shall save the City of Sheboygan harmless and indemnify the City for any loss, cost, or damage that may arise out of or in connection with the organized special event to be held on the streets, sidewalks and/or other properties or rights of way of the City of Sheboygan on the _____ day of _____, 20____. Further, the undersigned sponsor hereby releases the City, its agents, and employees from any liability whatsoever associated with the organized special event and agrees that the City shall not be liable for any loss, damage, or injury to the person or property of anyone arising out of or resulting from the sponsor's use of the City streets and or sidewalks for its organized special event. Further, the undersigned also agrees to pay all reasonable expenses and attorney's fees incurred by the City if the undersigned shall default under the provisions of this agreement.

IN WITNESS WHEREOF, on behalf of (group name) _____
_____ of
_____, have signed this agreement on the
_____ day of _____, 20_____.

Signature(s): _____

*If a corporation, signed by president and an officer of the corporation.

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SECTION 7 – Special Event Policies and Procedures

The event organizers shall obey all laws, rules, regulations, and special orders given by the City of Sheboygan officials for the safety and health protection of the citizens. Such laws, rules, regulations, orders, and recommendations may either be written or verbal form and the decision of the City officials shall be final and conclusive.

A person(s) who obtains a park rental permit shall comply, and shall ensure all others using the park pursuant to the park rental permit comply, with all applicable public health guidance in effect at the time of the rental. This includes – but is not limited to – guidance issued by the Sheboygan County Health Officer, the State of Wisconsin, and the federal government (including, but not limited to, the Centers for Disease Control).

Fees for all shelters or fieldhouses deemed unavailable for outside use by the Department of Public Works during the duration of the event shall be paid by the sponsoring organization. Any Greenspace fees are charged for the use of Kiwanis or Deland Park property due to the events' impact on regular recreational use.

THE EVENT ORGANIZER SHALL SUBMIT A GENERAL LIABILITY INSURANCE POLICY CERTIFICATE IN THE AMOUNT OF \$1,000,000 NAMING THE CITY OF SHEBOYGAN AS AN ADDITIONAL INSURED PARTY. The Department of Public Works must receive this certificate at least 60 days prior to the event date. The City of Sheboygan also requires PRODUCT AND PREMISES LIABILITY INSURANCE IN THE AMOUNT OF \$1,000,000 IN THE AGGREGATE. A certificate of insurance must be provided to the City of Sheboygan showing the correct amount and naming the City of Sheboygan as "additional insured".

At all times, a member of the organization's staff shall be patrolling any water banks as a safety measure.

The event sponsor must plan for safe arrival, departure, and parking of the event attendees, participants, and vendors. Adequate, trained personnel shall be provided to control and regulate parking of vehicles in approved areas. No heavy vehicles are permitted on park turf areas. The City of Sheboygan prohibits vehicles from parking on playing fields and other specific parkland. Some grassy areas allow parking under specific conditions with AT LEAST 60 DAYS PRIOR APPROVAL by the Department of Public Works.

Please attach any information that you wish to have the City consider or you believe may be relevant to your event application.

- I am enclosing other information that I believe is necessary or helpful to describe the planned event

Please review the Contingency Plan Information on the following page.

- I have reviewed and have considered the Contingency Plan Information

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FOR REVIEW ONLY

CONTINGENCY PLAN

Event sponsors should review and consider the following issues when they are Contingency Plan Information planning or preparing for an event. Many of these issues are required by one or more regulations, or are components of larger regulations. Considering other issues which may not be required should contribute to the planning and operation of the event. Developing responses to these questions should result in more productive and fruitful discussions with the various departments with the City during their review of the Special Events Permit Application.

1. Weather related issues: rain, snow, severe storms, tornadoes, etc.
 - a. If the weather forecast includes bad weather, will the event be cancelled? If so, how will attendees be notified?
 - b. Develop a plan for the sudden onset of severe weather. Where will the people go and who is designated to assist in their safe arrival at the safe refuge place?
 - c. Is there an area of safe refuge in case of a tornado?
2. Medical Issues
 - a. Where will ambulance access to the event be in case one is needed?
 - b. Who will conduct crowd control in the event of a medical emergency?
 - c. Will a first aid station, with trained first aid provider, be provided at the event? Where?
 - d. If applicable, is there adequate shade to prevent heat stroke? Will water be provided? Where?
3. Crowd Control
 - a. Who will monitor the barricades?
 - b. Who will work the entry gates? Maintain egress and access?
 - c. Who will patrol the area to prevent incidents from getting out of control?
 - d. Develop a plan for those patrolling the crowd of what to do if they encounter unruly behavior. Have communications equipment.
4. Security
 - a. Will there be Police Officers providing security? If so, contact the Police Department for applicable requirements or guidelines relation to the number necessary.
 - b. If volunteers or private agencies provide security, will they have appropriate phone numbers for EMS, Fire, and Police?
 - c. If applicable, what will security officials do if non-paying attendees breach the gate/perimeter?
 - d. If a complaint is received, for example, for loud music, how and who will handle the complaint?
 - e. Provide communications equipment. Portable radios, cell phones, and access to land lines.
 - f. If applicable, secure monies in an area not accessible to the attendees.
5. Logistics
 - a. Where will there be, or will there be, a staging area for support staff?
 - b. What time will the crowd be disbursed and by whom?
 - c. Who will conduct clean-up?
 - d. Remember to maintain fire lanes and access roads.
 - e. Appoint one person to oversee and take responsibility for the event. Who?
 - f. Will an adequate amount of restroom facilities be provided? Where?
 - g. Is there adequate safe parking provided? Where?
 - h.

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SECTION 8 – Signature

I am allowed to sign this application on behalf of the event sponsor. The information contained in this application for a Special Event permit is true, correct, and complete to the best of my knowledge. If there are any changes to the Special Event, I agree that I will promptly notify the City of Sheboygan of these changes and request approval of them.

_____ Signature	_____ Date
_____ Print Name	_____ Print Title and Organization Name

SECTION 9 – FOR OFFICE USE ONLY

In agreement to the promises and stipulations stated within this application, the parties concerned have hereunto affixed their signatures below.

CITY OF SHEBOYGAN

_____ Public Works Business Manager	Date	_____ Director of Public Works	Date
_____ City Clerk	Date	_____ Director of Transit	Date
_____ Director of Planning & Development	Date	_____ Police	Date
_____ Fire	Date		