



CITY OF ONALASKA

415 Main Street • Onalaska, WI 54650-2953 • (608) 781-9530 fax (608) 781-9534 • www.cityofonalaska.com

SPECIAL EVENT PERMIT APPLICATION GENERAL EVENT INFORMATION

Official Name of Special Event: _____

Start Date: _____

End Date: _____

	MON	TUES	WED	THURS	FRI	SAT	SUN
Setup							
Start							
End							
Cleanup							

- Location of Event:
- Park/Public Property _____
 - Public Street/Sidewalk/Alley/Right of Way _____
 - Private Property _____
 - Other _____

Please List Streets (and include map) That May be Closed or Otherwise Affected by the Event:

Location of Event Parking: _____

Estimated Attendance Per Day:

- 0-299 300-499 500-999 1,000-4999 5,000+

Estimated Attendance Entire Event:

- 0-299 300-499 500-999 1,000-4999 5,000+

Number of Booths:

- 0-24 25-49 50-74 75-100 100+

Advertising Will Consist of:

- Pre-event advertising through yard or other signs
- Temporary directional / other signage during the event (no more than 24 hrs in advance)
- Promotional Brochure / Flyer – copy must be provided with application

Type of Event:

- | | |
|--|--|
| <input type="checkbox"/> Festival / Music Concert | <input type="checkbox"/> Religious / Educational |
| <input type="checkbox"/> Rally / Memorial | <input type="checkbox"/> Street / Block Party |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Fun Run / Walk A Thon |
| <input type="checkbox"/> Run / Walk Greater than 5K | <input type="checkbox"/> March Utilizing Public Property |
| <input type="checkbox"/> Public Assembly
(For political purposes) | <input type="checkbox"/> Sport (fishing, soccer, etc.) |
| <input type="checkbox"/> Other _____ | |

Event Will Have:

- | | |
|---|---|
| <input type="checkbox"/> Bounce House | <input type="checkbox"/> Bungee Jump |
| <input type="checkbox"/> Rock Wall | <input type="checkbox"/> Dunk Tank |
| <input type="checkbox"/> Amplified Sound | <input type="checkbox"/> Marching Units |
| <input type="checkbox"/> Vehicles | <input type="checkbox"/> Water Slides |
| <input type="checkbox"/> Animals | |
| <input type="checkbox"/> Other high-risk activity _____ | |

Permit & Other Requirements:

<input type="checkbox"/> Alcohol will be served, sold, raffled, etc.	Class B Permit
<input type="checkbox"/> Food & Non Alcoholic Beverages	Health Permit
<input type="checkbox"/> Non-Food related sales and/or display booths	
<input type="checkbox"/> Tent and/or canopy	Fire Dept. Planning / Inspection Diggers Hotline must be contacted minimum of 3 days before digging
<input type="checkbox"/> Large Generator(s) requiring a separate Electric panel box to be wired off of it	Inspections permit
<input type="checkbox"/> Fires or candles	Fire Dept.
<input type="checkbox"/> Fireworks	Fire Dept.
<input type="checkbox"/> Activities in park outside normal operating hours	Waiver required by City Council
<input type="checkbox"/> Barricades / Detours (city streets, roads, etc.)	Approval by Police & Public Works
<input type="checkbox"/> State Hwy Closures	DOT permit required - organizer contracts with private company to install
<input type="checkbox"/> Cooking Equipment	Fire Dept.
<input type="checkbox"/> Solid Waste & Recycling	Disposal Containers & Haul Away

Arrangements Have Been Made For:

- Restrooms & Hand Washing
- Event Insurance
- Fire Extinguishers
- Drinking Water
- Weather Contingencies
- Tent Heating
- Public Safety / EMS Services
- Advertising Banners/ / Signs
- Grey Water & Grease Removal
- LP Gas

In the Event of Severe Weather:

Open and Available Shelter Locations Will Include:

Identify Who Will Cancel the Event if Necessary: (name, title, phone number, and e-mail)

Public Safety Site Plan:

Attach a schematic drawing of the event site location. The drawing must be legible and drawn to scale. The public safety plan must include the following items if they will be provided, or if they are required.

• Booths, stages and event structures
• First Aid Station(s)
• Information / Ticket Booths
• Fences
• Tents
• Boundaries of the Event
• Exits & Gates (gates must be numbered)
• Fire Extinguishers
• Severe Weather Shelters
• Fire / EMS access Road

• Security Staff
•
• Emergency Contact Event Personnel
• Assembly Area & Approximate Occupant Amounts
• Event Parking
• Barricades
• Generators
• Temporary Roadways
• Signed detour route per MUTCD

Provide any additional information the City should consider or may be relevant to a review of this application.

Organization(s) Sponsoring Event:

Name: _____

Address: _____

City: _____ State _____ Zip _____

- Check this box if this organization is tax exempt and provide proof with this application and include a copy of your organization's WI Sales and Use Tax Exempt Certificate.
- Check this box to send invoices to this organization.

Name: _____

Address: _____

City: _____ State _____ Zip _____

- Check this box if this organization is tax exempt and provide proof with this application and include a copy of your organization's WI Sales and Use Tax Exempt Certificate.
- Check this box to send invoices to this organization.

CONTACT INFORMATION

****Primary and/or Secondary Contacts Must Be Onsite at All Times of the Event****

Primary Contact: _____

Daytime Phone: _____ Cell #: _____

Email: _____

Address _____

City: _____ State _____ Zip _____

Secondary Contact: _____

Daytime Phone: _____ Cell #: _____

Email: _____

Address _____

City: _____ State _____ Zip _____

EMERGENCY CONTACT INFORMATION

The public will be notified of a safety and/or security issue(s) in the following manner:

- Contacting Local Police and Fire Services
□ Local Radio Station
□ Other
□ Onsite PA System
□ Word of Mouth

If a Private Security Firm has Been Contracted, List Their Information Below:

Security Provider: _____

Contact Person: _____ Phone Number: _____

Location of Provider at Event Site: _____

Location of Missing Persons Station: _____

EVENTS PERMIT FEE SCHEDULE

Permit fees shall be based upon the anticipated number of participants expected to attend the listed event, as determined by the City Clerk, and based upon the following fees. Permit fee is due when the application is submitted. Permit fee is nonrefundable if event is cancelled. If event is rescheduled for a date within 6-months, the permit fee would apply to the rescheduled date; if the event is rescheduled for a date later than 6-months of the original event date the permit fee is nonrefundable.

Table with 2 columns: PERMITTYPE and PERMIT FEE. Rows include PARADES (\$0) and SPECIAL EVENT (0-299 Participants = \$0, 300-499 Participants* = \$250.00, 500-999 Participants* = \$350.00, Over 1,000 Participants* = \$500.00, Events two (2) or more days: = \$100.00**).

*Attendance shall be based on the highest attendance over the last two years of the event. New events with no prior participation shall automatically fall under subsection (c) 300 to 499 people unless event organizers anticipate 1,000 or more people in attendance.

**Multi day events (e) shall be in addition to the fee based on the number of attendees.

If the Event Takes Place on City Property (Parks, City Streets, or Other City Owned Facilities) in Whole or In Part:

- I 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
- I am requesting the following changes or upgrades:

-
-
- I understand and acknowledge that it is the event organizer's responsibility to inspect the area the event is to take place and notify the City's Inspection Department (608.781.9541) of any safety concerns.
 - I have reviewed and have considered the Contingency Plan information provided by the City of Onalaska along with this application.
 - I have reviewed and understand the City's Insurance Requirements for Special Events as described in this document.
 - I have enclosed the event's Public Safety Site Plan.
 - I have enclosed other information that we believe is necessary or helpful to describe the planned event.

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 Onalaska of these changes and request approval of them.

(Sign Name)

(Date)

(Print Name)

(Print Title with Organization)

Return Completed Applications To:

JoAnn Marcon, City Clerk

415 Main Street, Onalaska, WI 54650

(W) 608.781.9530 (F) 608.781.9534 jmarcon@cityofonalaska.com



CITY OF ONALASKA
INDEMNIFICATION, HOLD HARMLESS and REIMBURSEMENT AGREEMENT
(to be returned to City Clerk with Application Packet)

Special Event Name: _____

Special Event Location: _____

Event Organizer(s): _____

The Event Organizer(s) (individually and collectively referred to as "Organizer") agree that said Organizer, not the City of Onalaska ("City"), shall be solely responsible for all incidents related to the Special Event, as named above. This responsibility of the Organizer to the City includes but is not limited to actions of the Organizer, its officers, employees, agents, and volunteers, along with event vendors, contractors, subcontractors, participants and visitors.

In consideration for the City's approval of the Special Event, except to the extent such claims arise from the negligence or misconduct of the City, the Organizer of the Special Event agrees to indemnify and hold harmless the City of Onalaska and its officers, council members, agents, employees and authorized volunteers, from, for, and against and agrees to defend the same from and against, any and all suits, claims, grievances, damages, costs, expenses, judgments and/or liabilities, including costs of defense and reasonable attorney fees, and further agrees to pay any settlement entered into or on behalf of, judgment entered against, the foregoing individuals and/or entities. The Organizer shall reimburse the City for costs incurred due to extraordinary damage to City property during the Special Event held by Organizer. Extraordinary damage shall be defined as damage to a City park or other City property in excess of normal wear and tear and which required repair in excess of routine maintenance. Request for Reimbursement for Extraordinary Damage shall be provided to the Organizer in the form of a detailed written accounting of the Extraordinary Damages and their repair cost as evidenced by written receipts or estimates. The accounting shall be submitted via first class mail, return receipt requested to the address Organizer provides on the Special Events Application. The Organizer shall remit payment no later than thirty (30) days from receipt of the accounting.

The Organizer shall abide by the City's insurance requirements for the event, including the addition of the City of Onalaska, and its officers, council members, agents, employees, and authorized volunteers as additional insured's for the event.

One or more waivers by either party of any provisions, terms or conditions of this Agreement shall not be construed by either party as a waiver of a subsequent breach of the same by the other party.

In the event any provisions of this Agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding on the parties.

This Agreement shall be governed and construed in accordance with the laws of the State of Wisconsin.

This Agreement constitutes the entire Indemnification, Hold Harmless and Reimbursement Agreement between the parties and any change, amendment or modification must be made in writing and executed by both parties.

The individual(s) signing this Agreement has the authority to enter into this Agreement on behalf of the Organizer of the Special Event and have read and understand the Agreement.

EVENT ORGANIZER

(date)

(signature)

(print name) (title)

(signature)

(print name) (title)

CITY OF ONALASKA

(date)

Caroline Burmaster, City Clerk

Joe Chilsen, Mayor

SPECIAL EVENT CONTINGENCY PLAN For Review Only

Event sponsors should review and consider the following issues when they are 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 Application.

Weather related issues: rain, snow, severe storms, tornadoes, etc.

If the weather forecast includes bad weather, will the event be cancelled? If so, how will attendees be notified?
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?
Is there an area of safe refuge in case of tornado?

Medical issues

Where will ambulance access to the event be in case one is needed? Who will conduct crowd control in the event of a medical emergency?
Will a first aid station, with trained first aid provider, be provided at the event? Where?
If applicable, is there adequate shade to prevent heat stroke? Will water be provided? Where?

Crowd Control

Who will monitor the barricades?
Who will work the entry gates? Maintain egress and access?
Who will patrol the area to prevent incidents from getting out of control?
Develop a plan for those patrolling the crowd of what to do if they encounter unruly behavior. Have communication equipment.

Security

Will there be Police Officers providing security? If so, contact the Police Department for applicable requirements or guidelines relating to the number necessary.
If volunteers or private agencies provide security, will they have appropriate phone numbers for EMS, Fire, and Police?
If applicable, what will security officials do if non-paying attendees breach the gate/perimeter? If a complaint is received, for example, for loud music, how and who will handle the complaint? Provide communications equipment. Portable radios, cell phones, and access to land lines.
If applicable, secure monies in an area not accessible to the attendees.

Logistics

Where will there be, or will there be, a staging area for support staff? What time will the crowd be disbursed and by whom?
Who will conduct clean up?
Remember to maintain fire lanes and access roads.
Appoint one person to oversee and take responsibility for the event. Who? Will an adequate amount of restroom facilities be provided? Where?
Is there adequate safe parking provided? Where?



CITY OF ONALASKA
Special Event Insurance Requirements.

(a) The applicant shall provide primary coverage insurance for the event. Any insurance or self-insurance maintained by the City of Onalaska, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. The applicant shall, no later than five (5) days prior to the start of the event, provide proof of insurance as follows:

1. General Liability Coverage. Coverage shall be occurrence coverage. Claims-made coverage is prohibited.

a. Commercial General Liability.

- (i) \$1,000,000 general aggregate – per event;
- (ii) \$1,000,000 products – completed operations aggregate;
- (iii) \$1,000,000 personal injury and advertising injury;
- (iv) \$1,000,000 each occurrence limit.

b. Insurance must include:

- (i) Premises and operations liability;
- (ii) Contractual liability, including coverage for the joint negligence of the City of Onalaska, its officers, council members, agents, employees, authorized volunteers and the named insured;
- (iii) Personal injury;
- (iv) Explosion, collapse and underground coverage;
- (v) Products and completed operations;
- (vi) The general aggregate must apply separately to the event and location.

2. Business Automobile Coverage. Such coverage is required if motor vehicles are used in relation to and before, during or after the event. This requirement does not apply to cover personal vehicles used by attendees or event personnel to arrive or depart from the event. Coverage limits shall be no less than \$250,000 each person, \$500,000 each accident for bodily injury, \$100,000 for property damage or \$500,000 combined single limit for bodily injury and property damage each accident.

3. Worker's Compensation and Employers Liability. Proof of such coverage shall be required consistent with Wis. Stats. Chap. 102 or any applicable Worker's Compensation Statutes of a different state. Coverage limits shall be no less than \$100,000 each accident, \$500,000 disease policy limit and \$100,000 disease per employee.
4. Liquor Liability. If the event holder sells alcoholic beverages, liquor liability insurance with coverage limits of no less than \$500,000 each occurrence and \$500,000 aggregate.
5. Fireworks Liability. If the event includes a firework display, then the event holder shall carry an additional \$1,000,000 in coverage.

- (b) All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.
- (c) The City of Onalaska, and its officers, council members, agents, employees, and authorized volunteers shall be additional insureds on general liability, business automobile and liquor liability policies. The additional insured policy endorsement must accompany the certificate of insurance.
- (d) All policies shall require 30 day written notice to the City of Onalaska of cancellation, non-renewal or material change in the insurance coverage.
- (e) Insurance must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.
- (f) All insurance must be primary and non-contributory to any insurance or self-insurance carried by the City of Onalaska.

FOR OFFICE USE ONLY

City Clerk	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Fire Dept	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Police Dept	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Public Works	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Planning	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Parks & Rec	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
				Date: _____

Site Diagram Sketch Attached: YES NO

GIS Dept. Map Prepared: ____/____/____

Insurance Required: YES NO Certificate of Insurance on File: YES NO COI Expires: ____/____/____

Special Class B License Required: YES NO Date of Special Class B Application: ____/____/____

Approved By A&J: ____/____/____ Date License Issued: ____/____/____

License No: _____



City of Onalaska Planning & Zoning, 415 Main Street, Onalaska, WI 54650

TEMPORARY SIGN PERMIT APPLICATION - Community Events

Please submit the following for City review and approval. Submittal of a complete application will ensure the timely processing of your temporary sign permit:

➔ **Sketch or Photo of Proposed Sign(s)** (shall include:)

- Dimensions of Sign
- Sign Message / Design
- Sign Materials & Type of Support System

➔ **Type of Temporary Sign(s):**

- Yard Sign
- Electronic Sign
- Banner
- Flag
- Inflatable
- A-frame or Sandwich Sign
- Portable Sign
- Other _____

PLEASE NOTE, THERE IS NO FEE FOR THESE TEMPORARY SIGNS. HOWEVER, SIGNS MUST FOLLOW CITY REGULATIONS ON PLACEMENT, SIZE, TIMING, ETC. IF THERE ARE ANY QUESTIONS, PLEASE CALL THE CITY'S PLANNING / ZONING DEPARTMENT AT 608-781-9590.

Sign Specifications:

Height (of sign face):	Width (of sign face):	Total Square Feet (of sign face):

Permit Applicant:	Community Event Name:
Owner/Contact:	Community Event Date:
Mailing Address:	Community Event Time:
City, State, Zip:	Community Event Location:
Phone Number:	Sign Display Dates:
Email:	Start: End:

OFFICE USE ONLY:	Date Submitted:	Application Received By:
	Date Permit/s Issued:	
	City-sponsored Event: <input type="checkbox"/> Yes <input type="checkbox"/> No	



Onalaska Inspection Department
415 Main St., Onalaska, WI 54650
(608) 781-9541 Fax: 781-9504
www.cityofonalaska.com

**TEMPORARY TENT PERMIT FOR
 OUTDOOR SALES AND/OR EVENTS APPLICATION**

PERMIT COST : \$100.00

In order for us to process this application, the following information must be provided:

PROPERTY OWNERS NAME _____ TELEPHONE # _____

ADDRESS _____ City _____ State/Zip Code _____

E-MAIL ADDRESS _____

APPLICANT'S NAME _____ TELEPHONE # _____

ADDRESS _____ City _____ State/Zip Code _____

E-MAIL ADDRESS _____

NAME OF BUSINESS MAKING REQUEST: _____

ADDRESS OF LOCATION _____

ZONING _____ LOT SIZE _____ SQUARE FEET

TYPE OF STRUCTURE _____ SIZE _____

Total Square Feet

REQUESTED TIME FOR TEMPORARY USE: START USE: _____ END USE: _____

REQUIRED PLOT PLAN IS SUBMITTED SETBACKS ARE FROM PROPERTY LINES

FRONT _____ FT REAR _____ FT LEFT _____ FT RIGHT _____ FT

CONTRACTORS:

GENERAL _____ Phone # _____ E-mail _____

Address _____ City/State _____

ELECTRICAL: _____

The applicant agrees to comply with the Wisconsin Administrative Codes and other Municipal Ordinances and with the conditions of this permit understand that the issuance of the permit creates no legal liability express or implied, on the Department of Inspection or this Municipality; and certifies that all the above information is accurate to the best of his/her knowledge.

PRINT APPLICANT NAME: _____

SIGNATURE OF APPLICANT _____ DATE _____

SIGNATURE OF OWNER _____ DATE _____

OWNER/AGENT



CITY OF ONALASKA

INSPECTION/ZONING DEPARTMENT

PH: (608) 781-9590

FAX (608) 781-9506

415 MAIN STREET

ONALASKA, WI 54650-2953

<http://www.cityofonalaska.com>

Temporary Tents for Outdoor Sales and/or Events:

- 1) What size of temporary tent requires a Temporary Tent for Outdoor Sales and/or Events Permit?**
 - Any tent structure over 120 square feet (IBC 3102 & 3103).
- 2) How long is the Temporary Outdoor Sales Tent Permit valid for?**
 - 30 days maximum per year. See *Temporary Tent Structures for Commercial Businesses and Events in the City of Onalaska* for additional information on timelines, extensions, and general standards.
- 3) How much does the Temporary Tent for Outdoor Sales and/or Events Permit cost?**
 - \$100.00 dollars (per structure).
- 4) What is required to obtain a Temporary Tent for Outdoor Sales and/or Events Permit?**
 - Completed Building Permit Application with a description of the following:
 - i. Dates of and/or Length of time the tent structure will be used;
 - ii. Number and location of exits;
 - iii. Number and location of fire extinguishers;
 - iv. Type and location of lights/power sources; and
 - v. Confirmation that tent material is flame retardant.
 - Site/Plot Plan that indicates:
 - i. Tent footprint with dimensions,
 - ii. Location of tent relative to structures, parking stalls, parking lot aisles;
 - iii. Number of parking stalls made unavailable to public; and
- 5) Additional Requirements:**
 - No overnight storage of materials outside of tent or principal structure (Sec.13-6-14).
 - Tent shall not impede ADA/Handicapped parking stalls.
 - Tent shall be a minimum of 10 feet from all structures.

Permits are available in the Inspection Department at 415 Main Street (2nd Floor), Monday – Friday from 7:00 A.M. to 5:00 P.M.

Applications are required to be reviewed and approved prior to Tent Installations by:

- Calvin King, Commercial Building Inspector: 608-781-9541
- Katie Aspenson, Planning Manager: 608-781-9590
- Billy Hayes, Fire Chief: 608-781-9546