



City of Onalaska

APPLICATION FOR SPECIAL EVENT PERMIT (Includes Parades, Block Parties, Marches & Public Assemblies)

EVENT ORGANIZER – Information about the person, entity or organization holding the special event.			
Legal/Real Name:			
Address: Street		City	State Zip Code
Phone:	Email:	Website:	
Nonprofit Tax Exempt Number <i>501(c)3, if applicable (include photocopy)</i>			
Wisconsin Seller Permit Number <i>Sales Tax, if applicable (include photocopy)</i> If the named organization is not required to hold a Wisconsin Seller's Permit pursuant to s. 77.54 (7m), Wis. Stats., check this box <input type="checkbox"/>			

EVENT INFORMATION			
Event Name:			
Event Location: (Address or General Location/Route)			
Is the location: Park/Public Property ___ Street/Alley/Right-of-Way ___ Private Property ___			
Event Date(s): <i>List each date of multi-day event</i>			
Event Time:	Start Time	End Time	
Set Up/Take Down:	Set Up Begins	Take Down Ends	
Total Anticipated Attendance:	0-300 _____	301-999 _____	1000+ _____
Daily Anticipated Attendance: <i>If a multi-day event</i>	0-300 _____	301-999 _____	1000+ _____
Admission Requirements: <i>If applicable</i>			
Event Description (<i>purpose, activity, who can participate, etc. Attach additional sheet if necessary.</i>)			

If you are using a City park or facility, you must make the reservation through the Parks & Recreation Department prior to filing the Special Event Application. The Parks & Recreation Department's phone number is 608-781-9560.

If said location is private property, and is not owned by organizer, a signed statement from property owner that applicant has permission to use said property for the special event is required.

EVENT COORDINATOR – Information for person to contact before, during & after event, if necessary.			
Contact Name: First		Middle	Last
Address: Street		City	State Zip Code
Phone:	Email:		

Inspection Department – Call 608-781-9541 and Fire Department – 608-781-9546 for the following additional permits, requirements and necessary information that may be required.		
Will a tent or canopy in excess of 120 square feet be installed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, an Application for Temporary Tent Permit and inspection is required. Contact the Inspection Department for details.
Will you be running temporary water/plumbing or electrical services to the event site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, an inspection will be required. Contact the Inspection Department for details.
Will you be using temporary signs to advertise your event prior to the day of the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a Temporary Sign Permit application is required from the Inspection Department.
Will fireworks or pyrotechnic special effects be used during event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	A Fireworks Display Permit required to be filed with the Fire Department. See Sec. 7.03.42.B for eligibility to apply for Fireworks Permit.
Do you intend to have Fire/EMS vehicle access lanes?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Emergency vehicle access lanes are required (minimum 20 feet). Contact Fire Department for details.
Parks & Recreation Department – Call 608-781-9560 for the requirements and necessary information.		
Will the event be held in a City park or utilize any park facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reservations need to be made with the Parks & Recreation Department.
Police Department – Call 608-781-9550 (non-emergency) for necessary information.		
Do you have a security plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a copy of the security plan is requested.
Do you have an emergency plan for accidents, injuries, fires, severe weather, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a copy of the emergency plan is requested.
Has a private security firm been retained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide security firm contact info below:
Street Department – Call 608-781-9537 for the necessary information.		
Do you intend to use a street, alley or right-of-way?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe area in description and site plan. Permission must be granted by the State of WI Department of Transportation.
Will your event include closure of a highway (state or county)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you need barricades for your event? If yes, include placement in the site plan. If no, provide a traffic control plan. If yes, do you want to pick up ___ or have delivered*__ <i>*delivery by City required for larger events that need a lot of equipment.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Barricades may be provided by the City. A cost estimate can be provided upon request. Actual costs will be invoiced at the conclusion of the event. If you are using equipment from a third party, you must provide a map showing where traffic control equipment will be placed.
Do you have an established traffic control plan? If not using City traffic control equipment, submit your proposed traffic control plan with application.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Upon request, Police & City Engineering can assist with developing a plan i.e. barricades or signage placement and / or when additional Police assistance may be needed.
Do you have a waste management plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Adequate waste receptacles are required and haul away fees may be applicable.
Do you have a parking plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Do you have handicap parking?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Applicant understands that extraordinary service fees may be billed as a result of the event. Applicant will pay the actual costs for the use of equipment, resources or services if the event requires more than the reasonable and necessary services provided by the City.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>The City will invoice the event organizer after the conclusion of the event. Payment shall be made within thirty (30) days of the invoice.</p> <p>If any traffic control materials are missing or returned damaged, fee for replacement/repair will be invoiced</p>

Special Event Checklist. *All forms are to be turned into the City Clerk's Office unless otherwise noted. Incomplete applications will be returned. Please call if you have questions.*

- ___ Special Event Application (*complete and signed*).
- ___ Special Event Fee (*cash, check payable to City of Onalaska or credit with a 3% convenience fee*).
- ___ Certificate of Liability Insurance AND Additional Insured Endorsement.
- ___ Photocopy of Tax-Exempt Number, if applicable.
**Required to avoid sales tax if being billed for materials i.e. barricades.*
- ___ Photocopy of Wisconsin Seller Permit, if applicable. **Required unless exempt pursuant to Wis. Stat. 77.54 (7m).*
- ___ Statement from property owner, if applicable.
- ___ Map of Special Event area (site plan); include any street, alley or right-of-way closed for the special event and placement of barricades. Site plan must include, as applicable, alcohol sales location(s), stages, temporary structures, vendors, carnival, portable toilets, garbage/recycling receptacles and dumpsters, fencing, exit locations for fenced events, accessible paths, handicap parking, access for emergency vehicles and personnel.
- ___ Map of Parade/Procession (and turn-by-turn list); also include assembly area, starting point and termination point, and where barricades will be placed.
- ___ Merchandise/Food Vendor List. **Due no less than five (5) days before the event.*

The following additional applications (and associated fee) if applicable:

- ___ Application for Temporary Class B Retail Alcohol License (*liquor liability insurance required*).
- ___ Letter requesting to Expand Alcohol Beverage License – public or private property (*liquor liability insurance required*)
- ___ Application for Transient & Temporary Public Entertainment Permit
- ___ Application for Tent Permit
- ___ Application for Temporary Sign Permit
- ___ Application for Amplified Device Permit
- ___ Application for Fireworks Display Permit

Indemnification and Hold Harmless

(Read carefully before signing!)

Indemnification: By signing below, I acknowledge that for good and valuable consideration, I (applicant), on behalf of myself and the organization, if applicable, agree to indemnify, defend and hold harmless the City of Onalaska and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses and costs, including attorney fees, arising out of the activities performed as described herein, caused in whole or in part by any negligent act of omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts may be liable, except where caused by the sole negligence or willful misconduct of the City. Applicant agrees to investigate and defend City of Onalaska for any claim, suit or loss attributable to bodily injury or damage to property, arising out of applicant's Special Event, even if the City of Onalaska is alleged to be solely at fault for such bodily injury or property damage. The City of Onalaska shall have no obligation to indemnify applicant for any damages caused by the fault of the applicant or for any legal expenses or defense costs incurred by applicant in defending itself against suits seeking damages allegedly caused by the fault of the City of Onalaska.

Certification: By signing below, I certify that I am at least 18 years of age and that I have reviewed and understand the City's Insurance Requirements for Special Events. My signature further confirms: (i) I understand the filing of this application does not ensure the issuance of a Special Event License; (ii) The special event permit fee is non-refundable I if event is cancelled or rescheduled for later than 6 months from the original date of even;; (iii) I will be responsible for ensuring the event and event participants comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes and alcohol licensing regulations and any other applicable laws, rules and regulation;; (iv) Fees for park facilities, food vendor permits, tent and fireworks permits, other municipal services and equipment, etc., are in addition to the Special Event Permit fee; (v) I am authorized to apply for this Special Event Permit on behalf of the organization holding the event (if applicable. (vi) The information contained in this application is true and correct to the best of my knowledge. I understand that intentionally providing false or misleading information in this application will be basis for denial/revocation of the permit and may lead to civil or criminal penalties.

If there are any changes to the Special Event after submittal of the application, I agree to notify the City of Onalaska of these changes for review.

Signature of Applicant: _____ Date: _____

Printed Name of Applicant: _____

Submit Special Event Application and fee (including any other applicable license/permit applications and fees) to:

City Clerk
415 Mail Street
Onalaska, WI 54650

Questions: 608-781-9530 or email dq-cityclerk@onalaskawi.gov

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.

PERMIT TYPE

PERMIT FEE

PARADES

\$25.00

SPECIAL EVENT

0 – 300 Participants = \$25.00

301 – 999 Participants = \$50.00

Over 1,000 Participants = \$100.00

Multi Day Events or Series Events = \$25.00 (In addition to base fee based on attendance)

MARCHES OR
PUBLIC ASSEMBLY

0 – 300 Participants = \$25.00
301 – 500 Participants = \$250.00
501 – 999 Participants = \$350.00
Over 1,000 Participants = \$500.00

*Permit Fee is based on daily anticipated attendance, not overall attendance for entire event (if a multi-day or series event). 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 301 - 999 participants unless event organizers anticipate 1,000 or more people in attendance.

Extraordinary Services will be billed for barricades, traffic control, resources or services.

For events with 750+ people, it is within the City's discretion to require a deposit towards extraordinary services

City of Onalaska Special Event Insurance Requirements

❖ Block Parties are not required to purchase Special Event Insurance.

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.

For Office Use Only					
DEPARTMENT	APPROVE	DENY	BY	DATE	REASON (if denied)
City Attorney					
City Administrator					
Police					
Fire Department					
Public Works/Streets					
Inspection/Planning					
Parks & Recreation					
City Clerk					

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

Approved By A&J: ____/____/____ Approved by Council: ____/____/____

License Issue Date:	License No:
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