



# Special Event Application Packet

*To be used when planning a special event in the Village of Bellevue.*

2828 Allouez Ave., Bellevue, WI 54311 | p. (920) 468-5225

"Special Event" is defined as any planned extraordinary occurrence requiring Village services on public right-of-way or public premises including, but not limited to, parades, processions, block parties, festivals, athletic events, and events requiring extraordinary traffic control and/or street closures.

## PERMITS & FEES

Special Event permits are required no later than sixty (60) business days in advance for all special events. Permits do not include permission for temporary sales, alcohol sales or consumption, or other activities for which separate permits may be required. There must be designated an event organizer who shall be responsible for obtaining all of the necessary approvals and separate permits for activities taking place at the event.

### SPECIAL EVENT PERMIT FEES

The permit application fee for a special event is \$25 and must be included with application.

### FEES FOR EXTRAORDINARY SERVICES

There may be times when the Village must provide additional services before, during or after an event. This may include, but is not limited to, delivering barricades, setting temporary traffic control devices, temporary parking restrictions, providing temporary traffic control, cleaning up after an event, etc. Estimated Fees for these services will be quoted to the event organizer prior to permit approval. All actual expenses, following the event's conclusion, must be paid within 30 days of invoice. Additionally, charges for any damage to Village property shall be invoiced and paid by the event organizer within 30 days of invoice.

## WAIVER OF FEES

Waivers for any applicable fees for special events must be approved by the Village of Bellevue Park Commission at a regularly scheduled meeting.

## INSURANCE

Applications for events held on Village property must sign an indemnity and hold harmless agreement and provide the Village with a certificate of insurance showing insurance written by a company licensed by the State of Wisconsin and covering any and all liability or obligations which may result from the applicant's employees, agents, contractors, or subcontractors. The certificate shall name the Village of Bellevue as an additional insured for \$1,000,000.00. Applications for events held on private property must provide proof of their insurance policy and sign an indemnity and hold harmless agreement. Proof of insurance, including coverage and exceptions, must be provided to the Village at the time of application for the event.

## COMPLIANCE WITH LAWS

Sponsors, participants, and organizers of special events must comply with all applicable state, federal and municipal regulations and ordinances.

## VENDING

If sales of food or other items occur at the event, all event vendors must obtain permission to vend and complete a registration form for the event organizer to submit with their special events application. The vending registration form may be submitted prior to the event if the information is not available at the time of application. In addition, food vendors must pass inspection and obtain a valid permit, if needed, from the Brown County Health Department prior to serving at any event.

Event vendors are responsible for obtaining and displaying all appropriate sales permits, health/sanitation licenses, and food, beverage, and vending permits, if required. All food and beverage vendors should complete the food and beverage worksheet. The event organizer shall be responsible for insuring that all event vendors have completed the appropriate forms and are appropriately licensed/permitted.

## WINE AND/OR BEER SALES

Wine and beer concessions are allowed under the conditions of Village ordinance. If it is planned to serve beer or wine at the event, the application for a Temporary Class "B" Retailers license should be filed with the Village clerk at least 30 days in advance of the event.

All license holders issued a Temporary Class "B" Retailers License (picnic license) shall post in a conspicuous location at the main point of sale and at all entrances to the facility a sufficient number of signs disclosing that no fermented malt beverage shall be served to any underage person.

A licensed operator (bartender) shall be on premises at all times during the event.

## PUBLIC SAFETY

Event organizers are responsible for ensuring the safety of the participants in their event. Depending upon the size, location, and nature of the event, the Village may require any or all of the following:

- Private security and/or police on site
- First aid services and/or EMS on site
- Communication system
- Public address system
- Night lighting
- Exit signage
- Emergency Plan including an evacuation plan
- Fire extinguishers and/or fire protection systems
- Temporary traffic control & duration of control

Security guards approved by the Police Department, either regularly employed, duly sworn, off-duty Wisconsin police officers or private guards, licensed in Wisconsin, sufficient to provide adequate security for the maximum number of people to be assembled at a rate of at least one (1) officer or guard for every two hundred fifty to five hundred (250-500) people if alcohol is available, or one security guard for every 600 people if alcohol is not available. One member of the security personnel must be designated as the "Head of Security" who can be contacted at any time by Police Services, Fire or the Brown County Health Department. The Police Department may require additional numbers of security or police officers, depending upon the circumstances of the special event or type of special event. All public safety costs are to be borne by the Special Event applicant.

## STREETS & PARKING

Adequate parking must be available to support the event without causing undue disruption of normal commercial or residential activities. Off-site parking, combined with shuttle transportation, may augment on-site parking. If your event requires parking, please include in your proposal how you are planning to address those issues. On-street parking may need to be restricted based on the volume of estimated vehicles.

### STREET CLOSURES

If your event requires closure of a street, please detail the request on the application. The Public Works and Public Safety Departments will review your application and determine whether to permit the closure. Please note that arterial streets and major collector streets may not be acceptable for closure.

By submitting the application, the applicant shall be responsible for contacting all persons on the block, for verifying there are no objections to the street closing, for placing barricades and signs on the street as directed by Village officials, for removing them after the event, and for cleanup of all debris by 9:00 a.m. the morning after the event.

Parking may be restricted or regulated in order to allow for the safe transport and mobility of public safety vehicles and equipment.

Access into and around individual display booths, tents, facilities, restrooms, etc. must be maintained to the extent that personnel with ambulance cots, EMS equipment, and/or fire equipment can maneuver freely and quickly when responding to an emergency. Street barricades should be easily removable to admit emergency/police vehicles as necessary with minimal time delay.

The Event Organizer may be responsible to supply necessary signs and barricades at specific locations on the street on the day of the event and removing following the event.



## PARADES & PROCESSIONS

Parade & procession organizers must apply for a special event permit. The application must include details as to the exact route, the location of staging and demobilization areas, the times of the event start and finish, the size of the parade/procession including number of floats and an itinerary or schedule of times for each detail, i.e., staging at location and time, parade/procession on route at time, demobilization at location and time, etc.

Event Organizers must submit a map of the proposed route with their event application. Streets are normally closed for parades. Temporary traffic control is normally required for processions. The Village will determine the number, type and location of barricades and/or traffic control devices required.

The Village may be responsible for delivery and pick up of the barricades or traffic cones. Organizers shall place the barricades or traffic cones at the appropriate time and shall remove them from the street when they are no longer needed.

This policy does not regulate funeral processions.

## AMPLIFIED SOUND

If the event includes the use of public address systems, amplified music, or live entertainment, this information must be detailed on the application when submitted.

If complaints are received, the Village may require the event organizer to reduce the sound volume. If the organizer(s) fail to reduce the sound volume to an acceptable level, they shall be subject to a penalty as provided by Village noise ordinance.

## ACCESSIBILITY

Event organizers are responsible for ensuring their public event complies with the accessibility requirements of the Americans with Disabilities Act (ADA). Many events change the normal use patterns or exceed the normal design capabilities of Village public facilities.

Organizers are responsible for providing any additional facilities such as accessible parking, travel-ways, seating, restrooms, drinking water, etc., plus service and program access for individuals with physical, sight, speech, hearing, and other impairments covered by the Act.

Organizers shall provide sufficient access for public safety vehicles.

## SANITATION AND TOILET REQUIREMENTS

Depending on the nature of the special event, organizers may be required to provide additional restroom and refuse facilities such as portable toilets, hand-washing stations, garbage cans, dumpsters, etc., if determined appropriate by the County Health Department and/or the Village. If the event is selling food, restroom and wash stations are required as per Brown County Health Department. Organizers are responsible for verifying and abiding by requirements for their event with the Brown County Health Department.

## VILLAGE FACILITIES, PARK LAND, AND OPEN SPACES

The Village establishes rental rates for Village facilities, park land, and open spaces annually. Event organizers intending to use a rentable park facility or whose event precludes normal occupancy and use of a rentable park facility must reserve it separately. Submitting an event application does not reserve a rentable park facility and reserving a park facility does not give approval for the event.

## CANCELLATION

Cancellation of any event, for any reason, shall result in the forfeiture of permit fees.

## APPROVAL PROCESS

Event applications are reviewed by staff consisting of representatives from the following Village Departments: Finance/Clerk, Fire/EMS, Law Enforcement, Public Works, Parks, Recreation & Forestry, Community Development, and Administrative Services.



## PERMIT APPEALS

Event organizers can appeal any action or decision by the Village administration to the Village Board for final determination.

## EVENT ORGANIZER

It is critical to designate ONE main contact to help coordinate Village services (attend meetings and communicate needs with Village Departments as applicable) for your event. It is likely Village officials will need to communicate with the event coordinator to ensure needs of the event will be met and that specific details about the event are discussed.

*Please Note:*

*The Village will not approve the Special Event Application until all applicable Departments involved approve the application.*





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TODAY'S DATE: \_\_\_\_\_

RESERVATION DATE: \_\_\_\_\_ EVENT: \_\_\_\_\_ FEE: \$25

## EVENT CONTACT

Event Organizer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_

Is There an Organization Sponsor? ☐ YES ☐ NO Organization Sponsor: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_

## EVENT DETAILS

☐ Run/Walk ☐ Picnic/Festival ☐ Block Party ☐ Parade/Procession ☐ Tourney/Exhibition

☐ Other: \_\_\_\_\_

Event Description: \_\_\_\_\_

Exact Date(s) & Time(s) of Event: \_\_\_\_\_

Will the event to open to the public? ☐ YES ☐ NO Estimated Attendance: \_\_\_\_\_

Will there be an admission charge? ☐ YES ☐ NO

Will the event be held at a Village Park? ☐ YES ☐ NO Name of Park: \_\_\_\_\_

If YES, is the park rental permit included? ☐ YES ☐ NO

Will the event be at a private property? ☐ YES ☐ NO Address: \_\_\_\_\_

*If your event is planned to be held solely on **private property**, the event may not be a "Special Event".  
However, certain events planned for private property may be regulated by this policy.*

*If your event is expected to have an excess of 100 people and will be held in a building not approved for public assembly in accordance with Wisconsin Administrative Code, or involves the use of temporary seating, tents or other structures; or requires significant parking to occur on Village streets, it **IS** likely considered a "Special Event".*

## STREET CLOSURES

Will the event require the closure of any Village streets? ☐ YES ☐ NO Include a map of closed streets if "YES".

Have residents/businesses nearby been notified? ☐ YES

Will the event require special parking restrictions? ☐ YES ☐ NO Include a map of parking restrictions if "YES".

Have residents/businesses nearby been notified? ☐ YES

## PARADES, PROCESSIONS, RIDES & RUN/WALK EVENTS

Will the event require traffic control and/or crossing assistance? ☐ YES ☐ NO Include a map of traffic control if "YES".

Will you provide your volunteer route guides & safety training vests? ☐ YES ☐ NO

Comments: \_\_\_\_\_

## MERCHANDISE, FOOD & BEER/WINE SALES

Will the event be selling beer and/or wine? ☐ YES ☐ NO Include a map of where beer/wine will be sold if "YES". On the map, please show in detail where sales will occur along with where erected fencing will be installed to comply with the Village's enclosure policy. This is required if "YES" is checked.

If "YES", is a Temporary Liquor License Application & fee included? ☐ YES ☐ NO

Will the event be selling food? ☐ YES ☐ NO

If "YES", is a copy of the Brown County Temporary Food License included? ☐ YES ☐ NO

Will other vendors be selling food or other merchandise at event? ☐ YES ☐ NO If "YES", please provide a vendor list that includes the following information for EACH vendor: Business Name, Contact Name, Address, Type of Merchandise Sold, State of WI Seller's Permit (sales tax) Number and Brown County Health Department Permit (food).

## GARBAGE, RECYCLING & SANITATION

Will the event have sufficient refuse bins & an after-clean-up plan? ☐ YES

Please describe, in-detail, the plan for bins & clean-up: \_\_\_\_\_

## TOILETS & WASH STATIONS

Has the event secured enough toilets & wash stations? ☐ YES

How Many? Toilets: \_\_\_\_\_ Wash Stations: \_\_\_\_\_

*If you are serving food, toilets and wash station requirements are as per Brown County Health Department. Organizers are responsible for verifying and abiding by such requirements for their event with the Brown County Health Department.*

*Under most event circumstances, you must provide portable toilets for your event guests. Even if you are not selling food, it is recommended that one (1) toilet per 100 people, one (1) wash station per 300 people, and 10% of all portable toilets must be ADA handicapped accessible.*

## TENTS, STAGES & OTHER TEMPORARY STRUCTURES

Are tents planning on being erected at event? ☐ YES ☐ NO

Will cooking with open flames be conducted under tent? ☐ YES ☐ NO

Will stages be erected at the event? ☐ YES ☐ NO

Will there be any other temporary structures erected? ☐ YES ☐ NO

Describe: \_\_\_\_\_

Will you be driving stakes or fence posts into the ground, whether for tents, stages, fences or any other purpose? ☐ YES ☐ NO If "YES", all underground utilities must be located prior to pounding stakes or fence posts into the ground. CALL DIGGERS HOTLINE (1-800-242-8511) AT LEAST 10-DAYS PRIOR TO SET-UP.

If you have checked "YES" to any of the above questions, include a map with all structures, tents, stages and any other structures, events or amenities. All underground utilities must be located prior to pounding stakes or fence posts into the ground. **Call Diggers Hotline (1-800-242-8511) at least 10-days prior to set-up.**

The Village of Bellevue requires an approved safety inspection of your erected structures. Please contact the Green Bay Metro Fire Department at (920) 448-3280 to schedule the inspection.



## SECURITY

Will the event be requiring security? ☐ YES ☐ NO

Head of Security: \_\_\_\_\_ Phone: \_\_\_\_\_

Describe plans for security: \_\_\_\_\_

Describe plans for security lighting: \_\_\_\_\_

## EMERGENCY PLAN

**An emergency plan is required for all special events.** The plan, at a minimum, must include the event's plans for severe weather, accidents, injuries, fires, and civil or other disturbances. A sample, blank plan is included at the end of this packet. You may use the sample provided or provide your own.

Have you included your emergency plan for your event? ☐ YES

## FIREWORKS & PYROTECHNICS

Will there be fireworks or pyrotechnics at the event? ☐ YES ☐ NO

If "YES", is the Fireworks Display Permit included? ☐ YES ☐ NO

## MUSIC & AMPLIFIED SOUND

Will there be entertainment (band/performers) requiring amplified sound? ☐ YES ☐ NO

If "YES", have residents/businesses been notified of noise expectations? ☐ YES ☐ NO

## INSURANCE

Is the event secured by the appropriate level of liability insurance? ☐ YES ☐ NO Please provide proof of insurance.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Drop off completed  
application & deposit at:**

2828 Allouez Ave.  
Bellevue, WI 54311

### OFFICE USE

Date Application Received: \_\_\_\_\_ Date Review Due: \_\_\_\_\_

Required Permits, Licenses, Insurance & Other Included? ☐ YES ☐ NO

Department Approvals: ☐ Finance/Clerk ☐ Law Enforcement ☐ Public Works

☐ Parks, Recreation & Forestry ☐ Community Development

☐ Fire/EMS Permit#: \_\_\_\_\_

Event Application: ☐ Approved ☐ Denied Reason for Denial: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_



EMERGENCY PLAN FOR: \_\_\_\_\_  
*(Name of Event)*

EVENT DATE: \_\_\_\_\_

EVENT TIME: \_\_\_\_\_

EVENT LOCATION (list location): \_\_\_\_\_

WHAT IS YOUR PLAN TO ADDRESS A MEDICAL EMERGENCY?

WHAT IS YOUR PLAN TO ADDRESS A SEVERE WEATHER?

WHAT IS YOUR PLAN TO ADDRESS A FIRE EMERGENCY?

WHAT IS YOUR PLAN FOR CIVIL OR OTHER DISTURBANCES?

WHAT IS YOUR EVACUATION PLAN?

HOW WILL YOU COMMUNICATE TO ALL ATTENDEES?

On a separate sheet, include an event map with the location of any/all fire extinguishers and your evacuation routes.

List a minimum of one contact person who will be at the event, with their title (if appropriate), role for the event or relationship to the planning group, and phone numbers should emergency services need to reach someone in the event of an emergency.

	Contact #1 - REQUIRED!	Contact #2	Contact #3
Name			
Event Role/Relationship to Group			
Phone 1			
Phone 2			

It is recommended that a copy of your emergency plan be made available to your listed contacts and any other event planners or contacts throughout the event.

