

VILLAGE OF NEW GLARUS



CHECKLIST FOR SPECIAL EVENT PERMIT APPLICATION

EVENT NAME: _____

Completed special event permit application must be submitted to Village Clerk's Office, along with certificate of insurance, fee and other requirements outlined by checklist. **Application will only be accepted if all required items included.**

Applications must be received a minimum of two (2) months before the event date. Applications received later than two (2) months prior will be charged a \$150 late fee. No applications submitted less than three (3) weeks prior to the event will be considered by the Village Board.

Applications cannot be accepted earlier than six (6) months prior the event date. The Village reserves the right to reject all applications submitted without adequate time for review.

NOTE: No amendments to the application will be considered after the event has been approved by the Village Board. If any portion of the event is in conflict with another approved event, the event organizers will be given the opportunity to work out an alternative. If no alternative can be reached, the event first approved by the Village Board shall be given priority.

Required Items (must be provided at time of filing application):

- ___ 1. Completed special event permit application.
- ___ 2. Completed Emergency Operations Plan if expecting 200 or more attendees, or at the request of the Village.
- ___ 3. Certificate of insurance for proof of comprehensive general liability insurance naming the Village of New Glarus as an additional insured. Proof of Alcohol Liability policy may be required at the request of the Village.
- ___ 4. Non-Refundable Application Fee: **\$50.00 Non-Alcohol; \$100.00 with Alcohol**
- ___ 5. Map of Event (include streets applicant is requesting open intoxicants)

Complete as applies to specific request:

- ___ 5. Contact Diggers Hotline (1-800-242-8511) for any digging or posting at **least one week prior to event.**
- ___ 6. Garbage pickup of village trash receptacles during event may be provided as a service by the Village for a fee. Pickup would only be once daily in the morning.

NOTE: Applicant will need to coordinate this with the Public Works Director (558-5771) one week prior to the event.

_____ 7. Barricades are available from the Village.

NOTE: Applicant will need to coordinate this with the Public Works Director (558-5771) one week prior to the event.

_____ 8. Obtain Portable Restrooms for event (*see attached guidelines*).

_____ 9. Temporary class “B” license or “Class B” Retailer’s License (If alcohol is being served)

_____ 10. Police Protection Plan

Any additional costs for damages or services provided by the Village may be charged back to the sponsoring organization at the Village’s discretion.

VILLAGE OF NEW GLARUS



APPLICATION FOR SPECIAL EVENT PERMIT

PERMIT FEE: _____
PERMIT NO. _____
INSURANCE ON FILE: _____

Special events are governed by village ordinances and organizers are responsible for all necessary permits, trash and litter pickup, and for damage to any property, as well as possible billing for village services. The organization/organizer agrees to be responsible for the supervision of the event and conduct of persons present.

1. NAME/DESCRIPTION OF EVENT: _____

APPLICANT NAME: _____

ADDRESS: _____

TELEPHONE: _____ CELL PHONE: _____

EMAIL: _____

SPONSORING ORGANIZATION: _____

NAME OF HEAD OF ORGANIZATION: _____

ADDRESS: _____

TELEPHONE: _____ CELL PHONE: _____

EMAIL: _____

DESIGNATED CONTACT PERSON FOR EVENT

CONTACT NAME: _____

ADDRESS: _____

PHONE: _____ (Before event) _____ (Day of event)

DATE(S) OF EVENT: _____

ESTIMATED NUMBER OF DAILY ATTENDEES: _____

(A completed Emergency Operations Plan must accompany this application if expecting 200 or more attendees)

2. LOCATION OF THE EVENT (Please attached a detailed map or diagram of your event)

Street

Does the event require streets to be closed? **YES** ___ **NO** ___ If yes which street(s) and when are you requesting they be closed: _____

STREET(S):

DATE/TIME:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

- _____
- _____
- _____
- _____
- _____

Park

Will event be held in a Village of New Glarus Park or utilize any park facilities?

YES ___ NO ___

- ___ Village Park ___ Glarner Park ___ Veteran's Memorial Park
- ___ Candy Cane Park ___ Valle Telle Soccer Park ___ Hoesly Park

Are you requesting exclusive use of the park during this time? YES ___ NO ___
If YES, which features? (ballfield, concession stand, shelter house, etc.):

3. TELL US ABOUT YOUR EVENT:

Alcoholic Beverages

Will alcoholic beverages be served/sold? YES ___ NO ___

Do you have a Class B license or will you be obtaining a temporary Class B permit?

YES (Must attach amended class B license or temporary Application)

NO (You are unable to serve alcohol at this event)

Will you be requesting that open intoxicants be allowed on the streets (plastic cups only)?

YES ___ NO ___ If yes,

STREET(S):

DATE/TIME:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

- _____
- _____
- _____
- _____
- _____

NOTE: It is the responsibility of the Applicant in coordination with the Police Department to post the limit of the area in which open intoxicants will be allowed.

Street Use

Do you require any special parking restrictions? **YES** ___ **NO** ___ If yes please indicate what type and where: _____

STREET(S):

DATE/TIME:

1. _____

2. _____

3. _____

4. _____

5. _____

Tents

Will the event use a tent? **YES**___ **NO**___ If yes: _____

STREET(S):

Tent Size

DATE/TIME:

1. _____

2. _____

3. _____

4. _____

5. _____

How will tent(s) be anchored? (i.e. stakes, cement barriers) _____

*NOTE: Stakes are **prohibited in the Village streets**. Violators will be responsible for actual costs to repair streets.*

Dumpsters

Applicants will be required to organize and obtain dumpster facilities: (please identify location) _____

Fireworks

Will any fireworks or pyrotechnic devices be used during the event? **YES** ___ **NO** ___
(Please obtain the proper Fireworks Permit from the Village Clerk’s Office and attach to this application)

Toilet Facilities (See Attached Guidelines)

What toilet facilities will be made available to your participants?

Indoor at: _____

Outdoor: _____

Location:

of units

DATE/TIME:

1. _____

2. _____
3. _____
4. _____
5. _____

Amplification Devices

Will there be the use of loudspeakers or amplifying devices? **YES** ___ **NO** ___

If yes, proposed use of amplifying devices (i.e. live band, disc jockey): _____

Date and time amplifying devices will be used: _____

Accurate description of area amplifying devices will be used: _____

NOTICE TO APPLICANT: The Chief of Police shall have the authority to revoke such permit when he believes such loudspeaker or amplifying device is becoming a nuisance because of the volume, the method in, which it is being used, or the location in, which it is being operated. [§ 224-9(C)(2)] **Any revocation shall be limited to the specific band and will not jeopardize other bands covered by the permit.**

4. SAFETY/SECURITY FOR YOUR EVENT

Do you have the correct level of insurance for your special event? **YES** ___ **NO** ___
(Review special events Ordinance, Village must be named as additionally insured, current Certificate of Insurance must be attached)

Does your event require additional police coverage? (Please confirm with NGPD)

YES ___ **NO** ___

Number of Officers	DATE/TIME:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

[The use of Village Officers will be charged at \$55/hour]

I/We _____ do hereby indemnify, defend and hold the Village and its employees and agents harmless against all claims, liability, loss, damage or expense incurred by the village on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the permit is granted.

DATE: _____

Applicant Signature

Head of Sponsoring Organization Signature

NOTICE TO APPLICANT:

After staff approval, if the Special Event is a new event or a repeat event with changes, the application will be reviewed by the Public Works/Safety Committee, Parks and Recreation Committee (if located in a park), and Village Board. The applicant is required to attend the Village Board meeting. If the Special Event is a repeat event with no changes, after staff approval the application will be reviewed by the Village Board and the applicant will not be required to attend the Village Board meeting.

The Village Board shall require the applicant to furnish **proof of comprehensive general liability insurance naming the Village of New Glarus as an additional insured**. The Village Board may require the applicant to furnish proof of Alcohol Liability Insurance.

A completed Emergency Operations Plan must accompany this application if expecting 200 or more attendees. After review of the application, the Village Board may request an Emergency Operations Plan for events with less than 200 expected attendees.

Municipal Ordinance
Chapter 262 Art. III

STAFF SPECIAL EVENTS APPROVAL

EVENT: _____

Staff acknowledges receipt of the submitted application and by signing is indicating submittal of their department's comments pertaining to the planned event.

POLICE DEPARTMENT APPROVAL BY:

DATE: _____

FIRE DEPARTMENT APPROVAL BY:

DATE: _____

E.M.S. APPROVAL BY:

DATE: _____

PUBLIC WORKS APPROVAL BY:

DATE: _____

CLERK APPROVAL BY:

DATE: _____

APPROVED FOR PLACEMENT ON AGENDA:

Village Administrator

DATE: _____

Application Received
Date: _____

Committee Review
Date: _____
Action: _____

Board Review
Date: _____
Action: _____

FEMA SPECIAL EVENTS CONTINGENCY PLANNING TOILETS

Toilet facilities for events where alcohol is not available:

Males			Females		
Patrons	Toilets	Urinals	Sinks	Toilets	Sinks
< 500	1	2	2	6	2
< 1000	2	4	4	9	4
< 2000	4	8	6	12	6
< 3000	6	15	10	18	10
< 5000	8	25	17	30	17

Toilet facilities for events where alcohol is available:

Males			Females		
Patrons	Toilets	Urinals	Sinks	Toilets	Sinks
< 500	3	8	2	13	2
< 1000	5	10	4	16	4
< 2000	9	15	7	18	7
< 3000	10	20	14	22	14
< 5000	12	30	20	40	20

These figures may be reduced for shorter duration events as follows:

Duration of event Quantity required

More than 8 hrs 100%

6-8 hrs 80%

4-6 hrs 75%

Less than 4 hrs 70%

Toilets for the Disabled

At least one unisex toilet for the disabled is required. Check with your local ADA office for further guidance.

Food Vendors' Toilets

Separate toilet and hand washing facilities should be made available for food handlers.

General Considerations

In an outdoor setting, it is a relatively simple matter to provide additional toilets by hiring temporary, portable toilets. This solution may not be suitable for indoor settings, for which provision of additional toilets may be more difficult. One possible solution is to convert some men's washrooms to women's for events where you anticipate a predominantly female audience, or vice versa.