



CITY OF CLINTONVILLE, WISCONSIN

SPECIAL EVENT APPLICATION

50 10th Street • Clintonville, WI 54929 • 715-823-7600 • www.clintonvillewi.gov

Date Received

SECTION 1

Applicant and Sponsoring Organization Information

Event Title:

Event Date(s):

Event Start Time End Time: :

Name of Organization, Business or Group:

Contact Name:

Organization Address

Daytime Phone: ll:

Email: ganization Webpage:

Special Event Information

☐ Run/Walk ☐ Assembly/Rally ☐ Parade/March ☐ Music/Concert

☐ Vendors (food/craft/direct sales) ☐ Fireworks ☐ Block Party

☐ Other:

Give Brief Event Description:

Special Event Information

- Fill out each of the corresponding section(s) based on the details of your event. Individual Permits will need to be obtained for certain aspects of your event.
- This application does not address all aspects you may need to comply with for your event, this application is only applying for City required permits. For example, the City of Clintonville does not require special permits for food sales, however Waupaca County has regulations and permits that may need to be obtained. Waste, recycling and toilet facilities also need to be available. Special considerations should also be addressed to include those with disabilities per federal ADA laws. For more information, please reference the "Clintonville Special Events Guide".
- If applicant/event sponsor does not follow all rules and regulation from previous application, this application may be rejected.
- If you have questions about the overall application, please contact the Coordinator of the Department of Public Works-Parks & Recreation Division at 715-823-7668.
- Once the application is complete, please return it to the Clintonville Parks & Recreation Division Office located inside the Clintonville Community Center at 30 S. Main Street, Clintonville, WI 54929 for processing.

SECTION 2

EVENT LOCATION

Where Will Your Event Be Held? (Check all that apply then fill out those sections- you need only to fill out the appropriate sections that apply to your event)

☐ City Park/City Facility: Reference **Section A-Park/Facility Rentals**

☐ City Street (S): Reference **Section B-Street Closure Special Approval**

☐ Another City Property:

** Any damage done to City Property will be repaired by City staff or contractors and then billed to the event holder.

Please include a map of your proposed event indicating the following:

- ☐ Street Closures
 - ☐ Where barricades will be placed
 - ☐ Where you are proposing to reroute traffic
 - ☐ Where you are proposing to place event staff workers
 - ☐ Emergency service egress
 - ☐ First Aid Station
 - ☐ Concessions/Mobile Food Vendors/Alcohol Sales
 - ☐ Porta potties or restrooms (must have accessible options)
 - ☐ ADA Accessibility
 - ☐ Tent location/fencing
 - ☐ Electricity needs
 - ☐ Loudspeakers
-

Permits/Special Requests/Approvals Required- Does your event include ANY of the following? (Check all that apply, then fill out those sections- you only need to complete the appropriate sections that apply to your event)

- ☐ Parades: Reference **Section C-Parade Request**
- ☐ Fireworks/Pyrotechnics: Reference **Section D -Fireworks/Pyrotechnics**
- ☐ Seller's/Solicitor's: Reference **Section E- Direct Seller's/Solicitors License**
- ☐ Alcoholic Beverage Sales: Reference **Section F – Beverage Sales**
- ☐ Food Sales: Reference **Section G – Food Sales**
- ☐ Block Party: Reference **Section H – Block Party**
- ☐ Dance/Entertainment/Music (Carnival, Circus, Concert, or similar form of Entertainment): **Section I – Dance/Entertainment/Music License**
- ☐ Drone Usage: **Section J – Drone Usage Regulated**
- ☐ Camping on City Property: Reference **Section K – Camping Regulated**
- ☐ Electrical Needs: Reference **Section L – Electrical Permit & Inspection**

EMERGENCY RESPONSE PROTOCOL

Will you be using the Emergency Response Protocol supplied by the city? The protocol is a set of procedures to be used for various crises including inclement weather, medical emergencies, and disorderly conduct scenarios. It establishes responsibilities and expectations between the event organizer and emergency services in the event of a crisis. If you choose not to follow the protocol provided by the city, you will need to attach a crisis management plan with your application. All plans must be approved by the Clintonville Police & Fire Departments.

Will you be using the Emergency Response Protocol supplied by the city? ☐ Yes ☐ No

List at least two Event Coordinator contacts who will be on-site during the event to address issues that might arise. Event Coordinators are responsible for executing the Emergency Response Protocol.

Name: Phone:

Name: Phone:

Will there be security/crowd control services on-site? If so, please list contractor: ☐ Yes ☐ No

Name: Phone:

Will there be first aid/emergency responders on site? If so, please list contractor: ☐ Yes ☐ No

Name: Phone:

Identify the locations of the following (be specific):

Loudspeaker/PA System

Lost Child Recovery Site

Severe Weather Shelter(s)

Enclosed/Fenced Area(s)

Enclosed areas are required for alcohol consumption. Entrances and exits must be numbered and labeled for any enclosed/fenced areas.

SECTION 3

PERMITS/SPECIAL REQUEST/APPROVALS

Section A - Park/Facility Rentals

GENERAL. Pursuant to City policy, the Clintonville Parks & Recreation Division may require payment of all applicable fees and the issuance of an approved reservation prior to the use of any park or facility for a Special Event.

Applicants seeking to reserve a park or facility, or requesting additional information, shall contact the Clintonville Parks & Recreation Office either online or in person. The Parks & Recreation Office may be reached at **715-823-7668**, and reservation information is available at <https://clintonville.recdesk.com/Community/Facility>.

Please check the park and/or facility rental property(ies) being requested for the Special Event.

☐ Community Center ☐ Community Center Parking Lot ☐ Veteran's Memorial

Walter A. Olen Park: ☐ Enclosed Shelter ☐ Lions Open Shelter

Bucholtz Park: ☐ South Open Shelter ☐ Softball Open Shelter (does not include concession stand)
 ☐ North Open Shelter

Clintonville Aqua Park: ☐ Private Party Room/Warming Room ☐ Entire Aqua Park Facility

Reservation **must be obtained prior** to turning in Special Event Application.

Provide the Facility Rental receipt number here:

(Please note: Park and City facilities are rented on a **first-come, first-served basis** and are reserved **on a per-day basis**. If a facility is already reserved for the date and time requested, the Applicant will be required to select an alternate date, time, or location. **Early set-up or access on a day prior to the event date may be permitted for an additional fee**, subject to availability and approval. Please note that reservations are **not taken over the phone.**)

Section B – Street Closure Special Approval

GENERAL. Special Approvals are required for any special events which require any portion of a city street/state highway to be closed off from vehicle traffic. Please note that for any county highway to be blocked off within the city limits, permission must also be obtained from the Waupaca County Highway Department. This is done through the Clintonville Police Department on your behalf. Please fill out the information below so that we may better understand your request.

Please describe which street(s) you wish to close, indicating the start and end intersection locations (for example: Main Street from 16th Street to 7th Street) attach additional sheets if necessary. Please note that all parades must follow the **designated Main Street route between 7th Street and 16th Street**. Events may utilize a shorter portion of this corridor,

Please describe exactly when you will need to close off each street and what time each street will be reopened:

Is any city traffic control equipment or services being requested? ☐ Yes ☐ No
(The event sponsor may be responsible for picking up, setting up and returning barricades.)

If so, check all that apply:

Barricade/Sign Equipment ☐ Yes ☐ No

Check if you are requesting equipment to be delivered to the event grounds. Equipment will need to be moved to their placement locations during the event.

Barricade/Sign Placement ☐ Yes ☐ No

Check if you request equipment to be placed by the City during the event times.

Flaggers to Direct Traffic ☐ Yes ☐ No

Please note that citizens are not authorized to direct traffic. Availability of Community Service Aides (CSAs) and/or police officers is not guaranteed.

Traffic Signal Programming ☐ Yes ☐ No

Check if modifications to the traffic signal timing plans may be needed for the event.

Message Boards ☐ Yes ☐ No

Message boards may be used to give advanced notification of street closures for the event.

Will a private contractor be used for barricading/signing equipment or services? ☐ Yes ☐ No

If so, please list contractor:

(Any traffic control plan not supplied by the City must be approved by the Public Works Department.)

Barricades can be checked out from the city garage.

Please indicate how many barricades you will require

For more information on Street Closure Permits please call the Clintonville Department of Public Works.

The event sponsor will be responsible for notifying both the district alderman and all property owners who will be affected by the street closure. All must be notified by the applicant 5 weekdays in advance of the event. A copy of the notification must be submitted and approved by the Public Works Department.

☐ Check here to indicate that you have notified all property owners who will be affected by the street closure and event.

Section C – Parades/Marches Special Approval

GENERAL. The Clintonville Police Department wants your event to be safe and enjoyable for everyone. Additionally, the City of Clintonville wants to support your parade as a community event, and make sure that it presents a favorable image of our city. To achieve that goal, the following parade regulations have been developed:

1. No intoxicated person shall operate, or assist in operating any parade unit.
2. No alcoholic beverages will be allowed on or in any parade unit.
3. No parade participant may consume, or pretend to consume any alcoholic beverage.
4. No candy, gum or other items may be thrown from any unit during the parade. Anyone who wishes to distribute items to spectators must walk alongside the unit.
5. Disorderly acts of any kind may result in citations being issued to those responsible.
6. Discourteous or reckless operation of any unit may result in issuance of citations.
7. Units that present a safety concern because of their size or construction will not be allowed in the parade.
8. Unit Maximum width is 12 feet.

Parade sponsors are responsible for monitoring compliance with these rules.

Parade contact person (if different than main event organizer):

Parade contact cell phone number (if different than main event organizer):

Parade start time: : am/pm Estimated end time: : am/pm

Parade description:

Total estimated number of units in parade:

☐ Check box to ensure that the street closure permit section has been filled out if parade is on city streets.

Make sure to include the parade route and the beginning/ending staging areas.

For more information on Parade Permits please call the Clintonville Police Department at 715-823-3117 or CFreitag@clintonvillewi.gov.

Section D - Fireworks/Pyrotechnics

GENERAL. Under **Wisconsin State Statute §167.10(3)**, a **fireworks user permit** is required for the use of fireworks. This permit is issued by the **Mayor of the City of Clintonville**, or another City official designated by the Mayor.

Name of company discharging fireworks:

Contact name for company (responsible and present when fireworks are discharged):

Company Address:

City: State: Zip:

Phone: Fax: Cell:

Fireworks discharge location:

Date of Fireworks Time: : am/pm

Alternate Date: Time: : am/pm

REQUIRED DOCUMENTATION: Permit application must include:

1. An aerial map of launch location, blast zones and designated seating areas.
2. Copy of the company's "Federal Explosives License/Permit"
3. Copy of the company's "Notice of Clearance"
4. Copy of the MSDS sheets of the fireworks
5. Listing of all the fireworks used and their mortar sizes

☐ Check here if all ABOVE required documentation is enclosed with application

Section E - Seller's License

GENERAL. A Direct Sellers/Solicitor's License is required for vendors to conduct sales on City Property or Parks in conjunction with the Special Event.

The criteria below must be met *prior* to sales.

- Application for Solicitor's License must be filled out by each vendor/concession 14 days prior to the event
- Fee: \$50.00 (cash or check) paid to City Clerk
- License has to be approved by the City Clerk and Police Department

Vendors will need to have a Direct Seller/Solicitor Permit filed with the Clerk's Office.

Please provide a spreadsheet listing the name, owner, and address of each vendor participating in the event. Any updates or additions must be submitted to the City Clerk no later than two (2) weeks prior to the event date.

For more information on Parade Permits please call the City Clerk at 715-823-7600 or PJohnson@clintonvillewi.gov.

Section F – Beverage Sales

GENERAL. A **Special Temporary Class “B” (Picnic) License** is required for the sale or service of alcoholic beverages, this only includes **fermented malt beverages (beer) and/or wine**, within the City of Clintonville. A separate license is required for **each vendor** intending to sell or serve alcoholic beverages. **No City permit is required for the sale of non-alcoholic beverages**, such as soda or water.

The criteria below must be met *prior* to and alcohol sales.

- Application for Special temporary Class “B” Picnic License must be filled out by each vendor/concession 14 days prior to the event
- Fee: \$10.00 (cash or check) paid to City Clerk
- License has to be approved by the City Clerk and Police Department

Vendors will need to have a Special Temporary Class “B” (Picnic) License filed with the Clerk's Office.

Please provide a spreadsheet listing the name, owner, and address of each vendor participating in the event that is selling alcohol. Any updates or additions must be submitted to the City Clerk no later than two (2) weeks prior to the event date.

For more information on Parade Permits please call the City Clerk at 715-823-7600 or PJohnson@clintonvillewi.gov.

Section G– Food Sales

GENERAL. The City of Clintonville does not require a license for selling food; however, Waupaca County has its own regulations and may require a **Temporary Food Service License**.

For more information, please contact the County Sanitarian at the Health and Human Services Office for Waupaca County by calling the **environmental health office** directly at **715-258-6323**.

Section H – Block Party

GENERAL. A Block Party License is required for the closing of City streets to permit a social gathering of the residents of a particular location on the date and time set forth in the application.

The criteria below must be met *prior* to hosting a block party.

- Application for Block Party License must be filled out 30 days prior to the event
- Fee: \$15.00 (cash or check) paid to City Clerk
- License has to be approved by the City Clerk, Common Council, and Police Department

For more information on Parade Permits please call the City Clerk at 715-823-7600 or PJohnson@clintonvillewi.gov.

Section I – Dance/Entertainment/Music License

GENERAL. An event requiring a Dance/Entertainment/Music License is required for any carnival, circus, concert, or similar form of entertainment.

The criteria below must be met *prior* to hosting a block party.

- Application for Dance/Entertainment/Music License must be filled out 30 days prior to the event
- Fee: \$25.00 (cash or check) per single event, paid to City Clerk
- License has to be approved by the City Clerk

For more information on Parade Permits please call the City Clerk at 715-823-7600 or PJohnson@clintonvillewi.gov.

Section J – Drone Usage Regulated

GENERAL. The City of Clintonville does not issue a separate drone permit; however, all drone operations must comply with **FAA regulations** and **Wisconsin State law**, including privacy restrictions under **Wis. Stat. § 942.10**. Drone use poses a safety risk, interferes with emergency operations, or impacts public safety may be restricted or prohibited. Drone use must be disclosed as part of the Special Event Application.

Do I need a City permit to use a drone?

No. The City of Clintonville does not issue a local drone permit.

Are there rules I still need to follow?

Yes. All drone use must comply with **FAA regulations** and **Wisconsin state law**.

Do I need a license to fly a drone?

Recreational users must complete the **FAA TRUST safety test**.

Commercial operators must hold an **FAA Part 107 license**.

Can I fly a drone at a City park or event?

Drone use on City property or during permitted events may require **prior City approval** and must follow posted rules and safety requirements.

Are there privacy restrictions?

Yes. Drones may not be used to photograph or record individuals where there is a reasonable expectation of privacy.

Drone Usage – Special Event Application Questions

Please answer the following:

1. **Who will be operating the drone?**

☐ Event organizer ☐ Contracted vendor ☐ Volunteer ☐ Other:

2. **Is the drone operation recreational or commercial?**

☐ Recreational ☐ Commercial (FAA Part 107 required)

3. **Does the drone operator hold the required FAA authorization?**

☐ FAA TRUST Safety Test (recreational) ☐ FAA Part 107 Remote Pilot Certificate (commercial)

4. **What is the purpose of the drone use?**

☐ Photography ☐ Videography ☐ Live streaming ☐ Other:

5. **Where will the drone be operated?**

☐ Over City park/property ☐ Over public streets
☐ Over private property (with permission) ☐ Over event participants/spectators

6. **Will the drone be flown over people or crowds?**

☐ Yes ☐ No

(If yes, additional review or restrictions may apply.)

7. **Has permission been obtained from the City for drone use on City property or during this permitted event?**

☐ Yes ☐ No ☐ Not applicable

8. **Will the operator comply with all FAA regulations and Wisconsin state privacy laws?**

☐ Yes

Name of company or individual operating drone(s):

Contact name for company (responsible and present when drone(s) being operated):

Company/Individual Address:

City: State: Zip:

Phone: Fax: Cell:

Drone of location:

Date of recording Time: : am/pm

For more information on Drone Usage please call the Waupaca County at 715-258-4466 or the FAA at 844-FLY-MY-UA.

Section L – Electrical Permit & Inspection

General. For events held on **City of Clintonville public property**, **advance approval is required** for any temporary electrical connections. Per **City of Clintonville Municipal Code Chapter 16**, an **electrical permit and inspection are required** for temporary wiring (**Section 16.04**). Generators may not be connected to any structure connected to the electrical grid without a permit and inspection (**Section 16.10**). Event organizers may be responsible for any related costs.

Please answer the following:

1. What will electricity be used for?

- ☐ Food vendors ☐ Sound / DJ / band ☐ Lighting ☐ Inflatable or equipment
☐ Other:

2. What is the power source?

- ☐ Existing on-site electrical outlets ☐ Temporary electrical service (utility)
☐ Generator ☐ Vendor-supplied power ☐ Other:

3. Will any temporary electrical connections, wiring, or panels be installed?

☐ Yes ☐ No

4. Is early access or temporary power needed prior to the event date (for set-up)?

☐ Yes ☐ No

If yes, date(s) requested:

5. Will generators be used?

☐ Yes ☐ No

If yes: ☐ Portable ☐ Trailer-mounted

Fuel type: ☐ Gas ☐ Diesel ☐ Other:

6. Will electrical cords cross public walkways or event areas?

☐ Yes ☐ No (If yes, cords must be properly covered or protected.)

7. Who is responsible for providing and maintaining electrical equipment?

☐ Event organizer ☐ Vendor(s) ☐ Licensed electrician ☐ Utility provider

If the event is on public property, do you understand that advance approval is required for temporary electrical connections and that you may be responsible for associated costs?

☐ Yes

For more information on Parade Permits please call the Director of Public Works at 715-823-7667 or JMcAuly@clintonvillewi.gov.

Section K – Camping Regulated

GENERAL. No camping is permitted on City of Clintonville property unless prior approval is granted by the Clintonville Common Council. Any exception to this prohibition must be approved in advance by the Common Council. This must be done at least 30 days in advance.

Please provide us with information to help understand your anticipated temporary structure plans. A fire inspector may contact you to set up a time to inspect the tent once erected. If you have questions, please contact the Clintonville Fire Department at 715-823-7607 or SKrueger@clintonvillewi.gov.

Camping Location (be specific):

Anticipated Tent Size:

Who will erect the tent (if company provide name and phone number)?

Please check the box if you will have any of these items included in or near the tent structure:

☐ Heating/cooling ☐ Generator or other internal combustion power sources

☐ Electrical outlets/extension cords

Section M - Insurance Requirements

Insurance Requirement Classifications

Insurance Classification, Check YES or NO	NO	YES
Will Your Event Have A Crowd Size 250+?	☐	☐
Will Alcohol Be Sold During Your Event?	☐	☐
Does Your Event Include Physical Activity Including Sporting Events or Public Dances?	☐	☐
Does Your Event Include a Flea Market or Have Merchandise Sales?	☐	☐
Does Your Event Include a Parade?	☐	☐
Does Your Event Have Carnival Rides?	☐	☐
Will Your Event Use Any Type of Aircraft (manned/unmanned)?	☐	☐
Will You Provide a Bounce House or Other Inflated Equipment At Your Event?	☐	☐
Does Your Event Include Fireworks or Pyrotechnics?	☐	☐

➡ If you check “No” to all questions, in most cases you are not required to provide insurance, however the sponsoring **organization (you) is responsible** for any financial losses which may occur as a result of your activity, and you are strongly encouraged to carry adequate insurance to protect yourself and your organization.

➡ If you check “Yes” for any of the questions then you must provide a **Certificate of General Liability Insurance** with minimum coverage of **\$1,000,000 per occurrence**, with **no exclusions**. The policy must name the **City of Clintonville**, its **officers, Common Council members, agents, employees, and authorized volunteers** as **additional insureds**. Any exceptions to this requirement must receive **prior approval from the Common Council**. See the Special Event Guide for the full

➡ All certificates of insurance are required to be presented to the City of Clintonville **7 Days** before the start of your event, otherwise your permit will be cancelled and all payments received will be forfeit.

➡ Understand that these questions are not inclusive of all special event scenarios, after reviewing your event details the city may require you to have additional coverage before your permit is approved.

Please refer to the Special Events Guide, which is incorporated as part of this agreement, for detailed information regarding insurance requirements.

Provisions & Terms

This permit is intended to clarify the working relationship between the Applicant of the special event and the City of Clintonville. The Applicant agrees to abide by the terms of this permit and all existing policies governing use of City facilities unless specifically noted in the permit.

Once filed with the City Hall, this permit will be reviewed by the Special Events Task Force. In order for the special event to be approved, each department head or designee must sign the special event application. A copy of an approved application will be sent to the Applicant as confirmation of the approved permit.

The Applicant is responsible for complying with any contingencies applied to this permit. Failure to do so shall void this permit.

No changes may be made by the Applicant, regarding items included in this agreement, unless written permission is attached to this document. When questions regarding this agreement arise, they should be directed to the appropriate Department. If questions arise during the event and the Department representative is unavailable, the decision of City Staff on duty shall prevail.

Staff and equipment needed to run the event are the responsibility of the Applicant. City services and equipment may be provided at the discretion of the appropriate Department. The Applicant shall be responsible for the City's reasonable service and/or equipment cost associated with the event. The charges are determined from actual cost. An invoice detailing charges for City services and/or damages will be sent to the sponsoring organization following the event. Payment is due upon approval of the application, prior to the event.

Legal Notice

I, as an authorized member of the organization sponsoring this event, verify that the information contained in this application is true, correct, and complete to the best of my knowledge. I agree to all provisions and terms of this agreement and acknowledge that no changes may be made to this agreement, unless authorized written permission is granted.

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all event organizers, staff, volunteers, participants, and spectators must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, food sales permits, tent, and fireworks permits are in addition to the fees submitted for the Special Event Permit Application. I further understand that an incomplete application may be cause for denial of the event.

Hold harmless indemnification and defense.

For good and valuable consideration the applicant and/or the organization agrees to indemnify, defend and hold harmless the City of Clintonville and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.

SIGN

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Signature

Date

Completed applications should be filed at the Department of Public Works, 30 S. Main Street Clintonville, WI 54929. For any questions regarding this application or the permitting process, contact the DPW Coordinator: Phone: +1 (715) 823-7668 Email: MHerter@clintonvillewi.gov