

CITY OF CLINTONVILLE

WISCONSIN 54929

SPECIAL EVENTS

GUIDE



PLAN. CELEBRATE. ENJOY!

SECTION 1 – INTRODUCTION & OVERVIEW

Welcome!

Thank you for considering hosting your event in the City of Clintonville! We are proud to support events that enrich our community and attract visitors. City staff are available to assist with planning and permitting questions.

What Requires a Special Event Permit?

A Special Event Permit is required for any organized activity that meets one or more of the following:

- Takes place on **City-owned property** (parks, streets, facilities, sidewalks, right-of-way).
- Requires **street closures**, barricades, traffic control, or police/fire support.
- Uses amplified sound, tents, inflatables, vendors, animals, fireworks, or alcohol.
- Involves more than **50 participants**, spectators, or vehicles.

Application Due Dates

- Any special event must have all required paperwork submitted no later than **30 days prior** to the event date. Applications received after this deadline will not be accepted without additional Council Review. **Additionally, applications submitted closer to the event date will be subject to higher fees, as late submissions require expedited review and coordination**, per the city's Special Event Fee Schedule.

Please keep this timeline in mind as you plan and promote your event. Be sure to submit your requests **before** beginning any advertising so your permits can be approved in advance.

Thank you again for choosing the City of Clintonville for your special event. Planning an event can be overwhelming, but good preparation makes all the difference. We hope your hard work leads to a celebration that is safe, enjoyable, and memorable for everyone!

Submit all completed materials to:



DPW Coordinator
City of Clintonville
50 10th Street
Clintonville, WI 54929
Email: MHerter@Clintonvillewi.gov

Note: The following fees do not include facility or equipment rental charges or any additional permits that may be required. The final fee total will be provided upon approval. **Please do not submit payment in advance.** Payment will not be accepted until final approval has been granted.

For questions or additional information: Phone (715)823-7600, option 1 E-Mail: pjohnson@clintonvillewi.gov						
Category/ Program	Fee Name	Unit	Fee Subject to tax, where applicable	Authority for Fee	Effective Date of Fee	Notes
PERMITS	Special Event-Small Without Street Closure — Anticipated attendance less than 500 people	Each Day	\$57.00	Res 2024-08	3/13/2024	Application received 90+ days before event
		Each Day	\$67.00			Application received 60-89 days before event
		Each Day	\$87.00			Application received 45-59 days before event
		Each Day	\$117.00			Application received 30-44 days before event
		Each Day	\$157.00			Application received 11-29 days before event
			Application Not Accepted			Application received up to 10 days before event
	Special Event-Small With Street Closure — Anticipated attendance less than 500 people	Each Day	\$107.00	Res 2024-08	3/13/2024	Application received 90+ days before event
		Each Day	\$117.00			Application received 60-89 days before event
		Each Day	\$137.00			Application received 45-59 days before event
		Each Day	\$167.00			Application received 30-44 days before event
		Each Day	\$207.00			Application received 11-29 days before event
			Application Not Accepted			Application received up to 10 days before event
	Special Event-Large Without Street Closure — Anticipated attendance between 500-999 people	Each Day	\$157.00	Res 2024-08	3/13/2024	Application received 90+ days before event
		Each Day	\$167.00			Application received 60-89 days before event
		Each Day	\$187.00			Application received 45-59 days before event
		Each Day	\$217.00			Application received 30-44 days before event
		Each Day	Application Not Accepted			Application received 29 days before event

For questions or additional information: Phone (715)823-7600, option 1 E-Mail: pjohnson@clintonvillewi.gov						
Category/ Program	Fee Name	Unit	Fee Subject to tax, where applicable	Authority for Fee	Effective Date of Fee	Notes
PERMITS	Special Event-Large With Street Closure — Anticipated attendance between 500-999 people	Each Day	\$207.00	Res 2024-08	3/13/2024	Application received 90+ days before event
		Each Day	\$217.00			Application received 60-89 days before event
		Each Day	\$237.00			Application received 45-59 days before event
		Each Day	\$267.00			Application received 30-44 days before event
		Each Day	Application Not Accepted			Application received 29 days before event
	Special Event-Significant Without Street Closure — Anticipated attendance more than 1,000 people	Each Day	\$257.00	Res 2024-08	3/13/2024	Application received 90+ days before event
		Each Day	\$267.00			Application received 60-89 days before event
		Each Day	\$287.00			Application received 45-59 days before event
		Each Day	\$317.00			Application received 30-44 days before event
		Each Day	Application Not Accepted			Application received 29 days before event
	Special Event-Significant With Street Closure — Anticipated attendance more than 1,000 people	Each Day	\$307.00	Res 2024-08	3/13/2024	Application received 90+ days before event
		Each Day	\$317.00			Application received 60-89 days before event
		Each Day	\$337.00			Application received 45-59 days before event
		Each Day	\$367.00			Application received 30-44 days before event
		Each Day	Application Not Accepted			Application received 29 days before event

SECTION 2 – BEFORE YOU APPLY (PLANNING GUIDE)

Event Location Guidance

If your event will be held in a City Park or City Facility, you must first contact the City of Clintonville Parks & Recreation Division at **(715) 823-7668** to make a park reservation and confirm facility availability. Park/City facilities are rented on a **first-come, first-served** basis. If a facility is already reserved for the date and time you are requesting, you will need to select an alternate date, time, or location. Please note reservations are not taken over the phone.

Park rentals may be booked up to **one year in advance**, and rental fees vary by location. Dates fill quickly, so early reservations are strongly encouraged.

Special events held in City parks require a site map showing the event layout to ensure proper use of park resources. If your event includes placing stakes or driving anything into the ground, **prior approval** from the Parks & Recreation Director is required, and all utilities must be marked by calling **Diggers Hotline**.

Please discuss your event plans with Parks & Recreation staff at the time of your reservation.

Will your event be held on a public street or right-of-way?

If your event requires the closure of a City street, **special approval** from the City is required. If the street is also designated as a **state or U.S. highway**, an additional permit from the Department of Transportation is required; this permit will be obtained by the City on your behalf at no cost. Please note that certain streets may be subject to restrictions during construction season.

Parking Considerations

Make sure your event has adequate parking nearby. Larger events may need off-site parking with shuttle service. Accessible parking for individuals with disabilities must also be provided.

Event Map Requirements

Street closure requests must include a map that shows:

A site map is required for most events and must clearly show:

- Street closures and barricade locations
- Traffic detours and emergency access routes
- Vendor locations and food service areas
- First aid stations
- Restrooms (including accessible units)
- Tents, fencing, inflatables
- Electrical needs and loudspeakers



The City can provide barricades, but event organizers may be responsible for placing them unless prior arrangements are made. Limited assistance may be available for larger events.

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.

Parades/Marches

Any individual or organization wishing to sponsor a parade or march must obtain **special approval** from the City, in addition to approval for any required street closures. These requests must be submitted through the Special Event Permit Application. Parade and street closure fees are included in the City's Special Event Fee Schedule. If additional permits, approvals, or City equipment are required, any associated costs will be assessed in accordance with the current City Fee Schedule. 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, but parade routes must remain within these established limits.

Fireworks/Pyrotechnics

Under **Wisconsin State Statute §167.10(3)**, a **fireworks user permit** is required for the possession and use of fireworks. The City of Clintonville does not issue a separate Fireworks User Permit. Instead, approval of this Special Event Application, together with a separate authorization issued by the **Mayor of the City of Clintonville** or another City official designated by the Mayor, serves as the City's authorization under **Wisconsin State Statute §167.10**. Once the application has been. As part of the approval process, the applicant must provide **proof of liability insurance** in an amount determined by the issuing official.

Sales

Per Municipal Code §12.08, transient merchants and direct sellers may be required to register and obtain a license from the City of Clintonville prior to engaging in direct sales or solicitations within the City limits. Applications for merchants and solicitor licenses are available through the **Clerk's Office** and must be accompanied by a **\$50.00 processing fee**, plus an **additional \$9.00 processing fee** for each additional person. Event organizers are required to submit a list of all vendors, including names and contact information, with their Special Event Application. For additional information regarding these regulations, please contact the **City of Clintonville Clerk's Office**.

Alcoholic Beverage Overview

A **Temporary Class "B" (Picnic) License** is required for the sale of alcoholic beverages—specifically fermented malt beverages (beer) and/or wine—within the City of Clintonville, in accordance with **Municipal Code §12.08**. No City permit is required for the sale of soda or water. The fee for a Temporary Class "B" Liquor License is **\$10.00 per day**. For additional information regarding these licenses or permits, please contact the **City of Clintonville Clerk's Office**.

Food Overview

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**.

Block Party

The City of Clintonville allows block parties within city limits with an approved **Block Party Permit**. Events must be held only on the approved date, time, and location and comply with all City regulations, including street use, noise, safety, and post-event cleanup. Activities outside the approved scope or timeframe are not permitted. Any exceptions must be requested in advance and may require additional approvals and fees based off the current City Fee Schedule.

Music & Entertainment Event License

Under **Municipal Code §§12.05 and 12.06**, public events held within the City of Clintonville that include live or recorded entertainment—such as a band, DJ, karaoke, or other similar forms of entertainment—may be required to obtain a **Clintonville Dance/Entertainment/Music Event License** prior to the event. This license is required for any public event featuring entertainment, including carnivals, circuses, concerts, or similar activities, and must be secured before the event takes place; however, it is not required for events hosted by educational, charitable, nonprofit, or religious organizations,

provided all proceeds are used to support the organization's mission. If the entertainment includes carnival-type rides or attractions, **proof of a current inspection by the Wisconsin Department of Industry, Labor and Human Relations** (or its successor agency) must also be provided.

Drone Usage

Drones are a great way to grab some great pictures of your event, but did you know that there are rules set forth by the FAA. 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.

Camping on City Property

Overnight **tent-style camping is not permitted** on City of Clintonville property, including City parks. The Municipal Code prohibits setting up tents, shelters, or any temporary structures intended for overnight use, as well as remaining in parks after posted hours. **Any exception to this prohibition must be requested well in advance and require formal approval by the Clintonville Common Council and may incur additional fees.**

Electrical Needs

If your event requires temporary or additional electrical service, availability will depend on the event location. Existing power may be available; otherwise, a generator may be required.

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.

ADA Accessibility

Under the **Americans with Disabilities Act (ADA)** and the **2010 ADA Standards**, events must be accessible to individuals with disabilities. Event organizers are responsible for ensuring equal access to programs and services. For example, events held on grass may require an accessible route for individuals with mobility disabilities. Please contact the **City of Clintonville Parks & Recreation Division** if you need guidance on making your event ADA-accessible.

Sanitation & Waste ("The Yucky Stuff")

Event organizers are responsible for planning adequate **restroom, garbage, and recycling services** to keep the event site clean, safe, and accessible. Please indicate the location of these items on your **event site map**.

Restrooms / Porta Potties:

Some City facilities have restrooms; however, additional portable toilets may be required. Restroom quantities must comply with **Wisconsin Administrative Code Comm. 55.32**, and **ADA-accessible units are required**, including an accessible route to the units.

Garbage & Recycling:

Event organizers must provide sufficient trash and recycling containers and are responsible for post-event cleanup and disposal. Limited City containers may be available on request; larger events may require rented dumpsters or recycling bins.

Picnic Tables:

Park picnic tables may be available for events. Tables may be **delivered for a fee**, as outlined in the **current City of Clintonville Fee Schedule**, or the event organizer may be responsible for pickup and return. Please contact the **City of Clintonville Parks & Recreation Division** for availability and details.

Insurance Requirements

If required-event organizers 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**.

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**.

➡ 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.

INSURANCE REQUIREMENTS

Insurance may be required for any event held on public property.

There are 3 levels of insurance requirements for special events: Low Exposure Events, Level 1 Exposure Events, AND Level 2 Exposure Events. The size and type of activities of special event will determine the appropriate levels of insurance required.

I. Low Exposure Events

Special events involving no physical activity by participants, no severe exposure of spectators to hazards, no alcoholic beverages and crowd sizes up to 250 persons. Low exposure events may include, but not be limited to, indoor and outdoor meetings, small theatrical performances, and auctions.

Insurance requirements: certificates of insurance are not required for these activities. However, the sponsoring organization is responsible for any losses which may occur as a result of their activity and encourages them to carry adequate insurance to protect themselves and must indemnify the City.

II. Level 1 Exposure Events

Special events involving alcoholic beverages, no severe exposure of participants/spectators to hazards, and crowd sizes between 250 and 10,000 persons. Level 1 hazard events may include, but not be limited to, dances, animal shows, sporting events, political rallies, flea markets, sporting events, carnival rides, small/medium parades, fireworks, etc.

Insurance requirements: Exhibit A would normally apply.

"Exhibit A"

LEVEL 1 EXPOSURE EVENTS

INSURANCE/INDEMNIFICATION REQUIREMENTS FOR CITY OF CLINTONVILLE

It is hereby agreed and understood that the insurance required by the City of Clintonville is primary and non-contributing coverage and that any insurance or self-insurance maintained by the City of Clintonville, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All applicable insurance and endorsements shall be in full force and evidenced prior to commencing the event and remain in force throughout the entire event, including the clean-up period after the event.

GENERAL LIABILITY COVERAGE

A. Commercial General Liability

- (a) \$1,000,000 general aggregate
- (b) \$1,000,000 products - completed operations aggregate
- (c) \$1,000,000 personal injury and advertising injury
- (d) \$1,000,000 each occurrence limit

B. Insurance must include:

- (a) Premises and Operations Liability
- (b) Blanket Contractual Liability including coverage for the joint negligence of the City of Clintonville, its officers, council members, agents, employees, authorized volunteers and the named insured
- (c) Independent Contractors

B. Acceptability of Insurance – The insurance coverage required 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.

C. Additional Insured - On the Commercial General Liability Coverage, Business Automobile Coverage and Liquor Liability the City of Clintonville, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds. On the Commercial General Liability, the additional insurance coverage must be provided on ISO Form CG 20 26 07 04 or its equivalent.

D. Evidence of Insurance – A copy of the Certificate of Insurance must be on file with the City of Clintonville prior to the event. The City of Clintonville requires 30 day written notice of cancellation or nonrenewal of the insurance coverage.

SECTION 3-SPECIAL EVENT CONTACTS

Special Event Contacts – City of Clintonville

Contact departments **only if your event requires their approval or assistance**. The **Department of Public Works (DPW)** oversees **Parks & Recreation, Streets, and related City services** for special events.

Note: City staff will coordinate internal review as part of the Special Event Application process.

Department of Public Works (DPW) / Parks & Recreation

Special events, parks, street closures, barricades, sanitation, ADA

Michele Herter, DPW Coordinator
Office: 30 S. Main Street
Clintonville, WI 54929
Mailing: City Hall
50 10th Street
Clintonville, WI 54929
Phone: 715-823-7668
Email: MHerter@Clintonvillewi.gov

Waupaca County – Environmental Health

Temporary food service licenses

811 Harding Street
Waupaca, WI 54981
Phone: 715-258-6300
Temporary Food Permit Application:
cms1files.revize.com/waupacacowi/DHHS%20Health/EH/Temporary%20Food%20Service%20Application.pdf

Clerk's/Treasurer's Office

Licensing, permits, alcohol, vendors, insurance

Peggy Johnson, Clerk-Treasurer
City Hall
50 10th Street
Clintonville, WI 54929
Phone: 715-823-7600
Email: pjohnson@clintonvillewi.gov

Police Department

Traffic control, public safety

Craig Freitag, Police Chief
35 S. Clinton Avenue
Clintonville, WI 54929
Phone: 715-823-3117
Email: cfrietag@clintonvillewi.gov

Fire Department

Fire safety, fireworks

Shane Krueger
City Hall
50 10th Street
Clintonville, WI 54929
Phone: 715-823-7630
Email: skrueger@clintonvillewi.gov

