



W240 N3065 Pewaukee Road
 Pewaukee, WI 53072
 262-691-0770, FAX: 262-691-1798
www.cityofpewaukee.us

SPECIAL EVENT PERMIT APPLICATION

May 2012

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned?	_____	Date	_____
FEES ARE NON-REFUNDABLE			

APPLICATION AND PERMIT FEE IS DUE 90 DAYS PRIOR TO YOUR EVENT.

ORGANIZATION INFORMATION

Name of Organization			
Street Address	City	State	Zip
Phone Number	Are you a 501(c)3 Organization? <i>Circle one</i>		Yes No
Event Contact Person (First & Last Name)			
Address	City	State	Zip
Email	Phone Number	Day of Event Phone Number	

EVENT INFORMATION

Name of Event	Date(s) of Event		
Event Start Time	Event End Time		
Location of the Event*			
Will your event take place in a residential neighborhood? <i>If yes, you will be required to notify all adjacent property owners when the event will occur. Circle One</i>			Yes No
<i>You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used. *If you are using a City Park, you must reserve the park through the Park/Recreation Department prior to getting your special event permit approved by the Common Council. Call 262-691-7275.</i>			
Generally describe your event and its purpose			
Based on the class definitions found in the manual, what class is your event? <i>Circle One.</i>		Class I	Class II
Estimated Number of Participants	Spectators	Vendors	

OTHER INFORMATION

Is there an outdoor bar that will serve alcohol? <i>If yes, liquor and bartender licenses are necessary under separate application. Circle One.</i>		Yes	No
Please list the number of City of Pewaukee licensed bartenders that will be on site:			
Will you be selling/serving food? <i>If yes, you will need to contact the Waukesha County Health Department for proper permits. Circle One.</i>		Yes	No
Will you be selling merchandise? <i>If yes, you will need to obtain a Peddler's Permit under separate application. Circle One.</i>		Yes	No
Will your event need electricity? <i>If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. Circle One.</i>		Yes	No
Will you be setting up any lighting? <i>If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. Circle One.</i>		Yes	No
Will your event require any fencing? <i>If yes, please provide plans for the fencing location and the gates. Circle One.</i>		Yes	No
Does the event involve fireworks? <i>If yes, you will need to obtain a fireworks permit under separate application. Circle One.</i>		Yes	No
Does the event involve amplified music? <i>Circle One.</i>		Yes	No
If yes, will the amplified music be a (<i>Circle one</i>) :		Band	DJ
Hours of amplified music:			Other
Please list the number of security staff you will be providing for the event:			
Will you need barricades provided by the City for your event, if so, how many?			
Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, You will need to provide a plan for their proposed locations and the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event. Circle One.</i>		Yes	No
Will you be providing portable restrooms and wash stations? <i>Circle One.</i>		Yes	No
<i>If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of?</i>			
Will you provide parking for participants? <i>Circle One.</i>		Yes	No
<i>If yes, where will parking be available?</i>			
Will you provide a dumpster/clean-up services? <i>Circle One.</i>		Yes	No
<i>If yes, please describe your clean-up and refuse collection plan.</i>			

OTHER INFORMATION CONTINUED

What other assistance do you foresee needing from the City (personnel, materials, and/or equipment)?

Have you reviewed and do you have a copy of the City of Pewaukee Special Events Manual as well as the City Special Events Ordinance ? <i>Circle One.</i>	Yes	No
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INSURANCE REQUIREMENTS
 The Special Event Sponsor will obtain liability insurance for an event that includes alcohol, has more than 150 people per day or involves a road closure. Proof of this insurance with coverage no less than \$1,000,000 which names and endorses the City, its officers, agents, employees and contractors as an additional insured party is due no later than 20 days before the event.

Are you able to provide these insurance documents, if required? *Circle One.* Yes No

DEPOSIT REQUIREMENTS
 The applicant may be required to submit to the City a cleaning/damage deposit of \$200 per day for each scheduled day of the event (or portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the City for loss or cleaning costs. The City reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event. (This deposit is separate from any deposit required by the Park/Recreation Department for park use).

TERMINATION OF AN EVENT
 The City reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by Police Services and/or Fire Department and/or there is a violation of City Ordinances, State Statutes or the terms of the Applicant's permit. The City Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby agrees to hold the City, its officers, employees, agents and contractors, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the City for any damage or injury to person or property caused by or resulting directly or indirectly from the activities for which the permit is granted. Any change to coverage requires City approval.

Signature of Applicant _____
Date

For staff use only		
<p><i>Fees collected with application submission:</i></p> <p>_____ Class I Event</p> <p>_____ Class II Event</p> <p>_____ PERMIT FEES CHARGED</p> <p><i>Common Council approval, if necessary, on:</i></p> <p>_____</p> <p><i>Police Services approval*:</i></p> <p>_____</p>	<p><i>Application forwarded to:</i></p> <p><input type="checkbox"/> <i>Administrator</i></p> <p><input type="checkbox"/> <i>Building Inspector</i></p> <p><input type="checkbox"/> <i>Fire Chief</i></p> <p><input type="checkbox"/> <i>Park & Rec Director</i></p> <p><input type="checkbox"/> <i>Police Services</i></p> <p><input type="checkbox"/> <i>Public Works Director</i></p> <p><i>Fire Department approval*:</i></p> <p>_____</p>	<p><i>Add'l fees charged by Departments</i></p> <p>_____ <i>Administration</i></p> <p>_____ <i>Building Inspection</i></p> <p>_____ <i>Fire</i></p> <p>_____ <i>Public Works</i></p> <p>_____ <i>Police Services</i></p> <p>_____ <i>Security Deposit</i></p>



SPECIAL EVENT APPLICATION CONTACT INFORMATION & FEES SHEET

W240 N3065 Pewaukee Road
 Pewaukee, WI 53072
 262-691-0770, FAX: 262-691-1798
www.cityofpewaukee.us

DEPARTMENT CONTACTS:

Clerk/Treasurer	691-0770	Park & Recreation	691-7275
Building Inspection	691-9107	Police Services	691-0921
Fire	523-4616	Street Department	691-0771
		Water/Sewer Utility	691-0804

CITY PERMIT AND OTHER FEES:

Barricades	Up to 6 barricades - \$35; over 6 barricades - \$70
Class I event	\$300 per day
Class II event	\$150 per day
Electrical Inspection	\$60 per inspection
EMS service (ambulance on site)	\$250.00 per hour
Fireworks Permit	No charge; State and local permit required
Garbage cans (55 gallon)	\$5.00 per garbage can
Park Rental Permit	To be determined by the Joint Park/Recreation Board
Peddler's Permit	\$10.00 application fee; additional \$20.00 per day charge or \$100.00 per week.
Pre-event Safety Inspection	\$75.00 per hour
Security Deposit	\$200.00 per day; May encounter an additional deposit if utilizing a park facility.
Temporary Bartender License	\$10.00
Temporary Class B (Picnic) Beer & Wine Licenses	\$10.00 (Use form AT-315)
Tent Inspection	\$31.65 if under 2500 sq. ft.; per tent, per inspection. Each tent requires separate application.



SPECIAL EVENT MANUAL

This manual was created to give event organizers a tool to assist them with creating a successful event and follow the proper protocol for requesting City Services.

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INTRODUCTION

The City of Pewaukee enjoys many fine and entertaining special events throughout the year. The City is committed to supporting quality events and this manual is a tool to help ensure your event's success. If this is your first time planning an event or if you have been hosting an event through the City for years, this manual will give you guidance on what is expected of you from the City.

After reading through this manual, we highly suggest you call the City Clerk at 262-691-0770, to arrange for an initial planning meeting to discuss your event prior to turning in any applications. The City requires staff to review your permit and make recommendations to the Common Council, if required, for approval, approval with conditions or denial of the permit. This is why the application is due 90 days prior to your event.

Although this guide should help you determine everything you will need to hold a successful event, ultimately, the City reserves the right to require additional permits and/or services they see fit to ensure the event is safe. Any additional permits and/or services required by the City will be at the cost of the event organizer.

What is a Special Event?

The City of Pewaukee's Special Event Ordinance defines a special event as...

...any activity that uses public streets, rights-of-way, sidewalks, or private property or may require increased levels of City services. This includes, but is not limited to, fairs, festivals, sports events, foot runs, walk-a-thons, bike-a-thons, bike races, markets, outdoor merchandise sale, parades, parade of homes, exhibitions, auctions, dances, motion picture filming and other similar events.

Further, the City defines special events into different class levels which help determine what level of impact they will have on the community.

Class I: A special event in which any of the following occurs: has more than three hundred (300) people; where alcohol is sold or served; outdoor entertainment/amplified music; tents larger than four hundred (400) square feet; or lasting more than two days.

Class II: A special event with more than one-hundred fifty (150) people and no alcohol is sold or served or no outdoor entertainment/amplified music is provided.

If you are planning an event at your home or other residential area and plan to have 50-150 people, you will need to contact City Police Services at 262-691-0921 to make them aware of the event however no special event application is necessary.

Consider how your event plans work with the Community:

As you begin the preliminary plans for your event, think carefully about the impact you will have on the community as a whole. The following are some common impacts that thoughtful planning can help reduce:

- When you close a street, even for two or three blocks, traffic issues will arise as it will need to be rerouted or turned away.
- Does your street closure block or impede access to police stations, fire stations, churches, schools, businesses or residences?
- Are you planning to serve/sell alcohol at your event? If so, how will that use affect participant safety and enjoyment of the event as well as security and insurance costs?
- Will you have music? If so, what type of music will you have and how will the noise impact the surrounding neighborhood? What kind of audience behavior does this kind of music typically bring about?
- Ensure your event is accessible to the disabled. (Disabilities include but are not limited to vision, hearing, and physical limitations.)
- Are there other events planned in the City on the same day as yours or immediately before or after yours? If so, multiple events in a small timeframe may be denied due to limited resources available to assist with the events.

STEPS TO TAKE

Who Should I Contact First?

The Special Event permit application process is coordinated through the Clerk's office. This office is located in City Hall, W240 N3065 Pewaukee Road, Pewaukee, WI. The application may be obtained from the City Clerk's office or from the City's website at www.cityofpewaukee.us. **Special Event applications are due to the Clerk's office 90 days prior to your event.**

Based on the nature of your event, a variety of permits may be required and this manual will help you identify those and who to contact if you have questions.

Determine When and Where to Hold Your Event:

Do you plan to use one of the parks for your event?

If yes, you will need to contact the Pewaukee Park and Recreation Department to reserve the park, and request to get on the next agenda of the Joint Park/Recreation Board who will need to give you permission to utilize the park. This Board will also determine what will be charged for use of the facility – it may or may not follow the regular rental rates. All park rules, regulations and policies must be adhered to.

Will your event take place in a residential neighborhood?

If yes, then you will be required to notify all adjacent property owners when your event will occur as well as what your event will entail. The City can assist you in determining which property owners should be notified based on the location of your event.

Do you plan to close and/or use a public street or right-of-way for your event?

If yes, then you will need to have your request reviewed by the Department of Public Works and Police Services. They will ensure that all safety measures are met and the street closure(s) will not adversely affect traffic flow. Also, there may be some limitations on use of certain streets if they are under construction during your event.

Barricades are available through the City. However, you will need to submit a specific plan of where the barricades shall be located as well as what time they need to be in place and what time they will be taken down. You will be charged for use of these barricades. City Police Services may require you to have barricades for your event even if you do not feel they are necessary. If barricades are required, it is at the expense of the event organizer. (See FEE SHEET for detailed costs).

Even if your event does not require street closures, it may generate unusual pedestrian and/or vehicular traffic. This not only affects the event's participants but also those who live and work in the area surrounding the event's location. Changes in traffic flow must be considered in the planning process.

Where will all of the participants park?

In case of large events, consider establishing parking in other sites and shuttling participants to the event. If you are requesting special parking restrictions, you must contact Police Services to discuss this request.

Another consideration for parking is the availability of disabled parking stalls. If you do not plan for disabled parking stalls within a reasonable distance from your event site, you may discuss with Police Services and the Department of Public Works ways to accommodate those with special needs.

A detailed map of the event location, proposed street closures, intended route, if applicable, MUST BE PRESENTED AT THE TIME OF PERMIT APPLICATION.

OTHER ITEMS TO CONSIDER

Will you be serving/selling alcohol?

If you are selling alcohol, you will need to obtain a temporary license through the City of Pewaukee with a different application. This temporary license is only good for sales of wine and beer and is only available to organizations that are considered to be bona fide clubs. You must also provide at least one City of Pewaukee licensed bartender who must be on site where these sales will occur for the duration of your event. If you are currently a business with a liquor license from the City of Pewaukee, and you wish to sell alcohol outside of your current premises, you will need to go before the City Common Council for approval to extend your license beyond the current premises.

If your event is in a park, you may not serve beer or wine after 10:00 pm. If you wish to sell beer or wine in a park, you again would need to adhere to City policy by getting a temporary license and providing a City of Pewaukee licensed bartender. Although having alcohol at your event may be advantageous, you may also incur greater costs and risks; please read the insurance requirement section of this manual thoroughly.

Helpful tips to organize a safe and successful event when serving/selling beer or wine:

- Sales of beer or wine must be under the control of your organization at all times. You are the responsible, legally liable party if problems arise because of the improper conduct of your beverage servers.
- The legal drinking age is 21. You should require bona fide identification from anyone who appears under the age of 30. Proper identification must be issued by a governmental agency with the name, date of birth, a physical description and a photograph of the person presenting the identification.
- Do not sell, furnish or give beer or wine to anyone who is obviously intoxicated.
- Identify non-drinking designated drivers and offer them free non-alcoholic beverages. This can be done by providing colored wristbands or other means of easy identification.
- Limit sales or service of alcoholic beverages to two (2) drinks per person at any one time.
- Provide food at your event.
- Prohibit anyone from bringing their own alcoholic beverages to your event.
- Provide adequate security at your event, especially if it is open to the public.

Will you be serving/selling food?

When selling/serving food, the event organizer must contact the Waukesha County Health Department. You will be required to provide to the City proof of approved permits by Waukesha County prior to the start of your event.

Will you be selling merchandise?

If you plan to sell merchandise, you will also need to obtain a Peddler's Permit from City Hall. The permit application is available at City Hall. There is a \$10 application fee for this license plus an additional \$20 per day charge or \$100 per week depending upon the duration of your event.

What security will be needed?

For the safety of your event's participants, security personnel are a necessity. Events including alcohol or minors may involve a higher risk and may require more security.

Events should have security personnel at the rate of one security guard for every 300 people present 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 Waukesha County Health Department.

Points to consider when planning security for your event:

- Entry points
- Boundaries
- Bordering streets between your event's location and parking areas
- Parking lots
- Site where admission is charged, if applicable. You may want to consult with Police Services for transferring money.
- Doors of spectator areas to watch for suspicious behavior, if applicable.
- Restrooms or concession areas
- Restricted access areas such as reserved areas, medical/first aid centers, or other key locations where the general public is not allowed.
- VIPs and Public Officials

The Fire Department and/or Police Services, depending on facts and circumstances specific to each event, shall have the discretion to modify this ratio as they deem necessary.

Will you be having a band or amplified music?

If yes, there are a number of items that need to be considered.

- Is there a stage available at your proposed location or will you need to obtain one?
- Is there sufficient electricity to supply the band/amplified music's equipment?
- Will a tent be required?
- What hours will the band/amplified music be playing – will this comply with the City's noise ordinance?

Noise is regulated within the city limits of the City of Pewaukee. In general, the ordinance states that no person shall make or cause to be made any loud, disturbing, or unnecessary sounds or noises that might annoy or disturb another. If the City were to receive a complaint regarding your event, Police Services have the right to shut down that aspect of your event. Therefore, it is highly encouraged to notify surrounding residents/businesses of your event so they know ahead of time what your event is and what can be expected in regard to noise. If you are planning your event in a park, your amplified music would need to end by 10 pm as parks close at that time.

PLANNING FOR FIRE PREVENTION AND LIFE SAFETY

Will your event be held outdoors?

The Pewaukee Fire Department is committed to a fire prevention program that places a high priority on the safety and welfare of the public while minimizing potential fire and life safety hazards. Establishing fire prevention and life safety procedures at your special event is an essential component of the event planning process.

If you are holding an outdoor event, your event must be reviewed by the Fire Department. Items of concern include general fire and life safety, crowd capacity, access for emergency vehicles, configuration and identification of all vendors cooking with flammable and

combustible liquids and/or gases, or potentially hazardous cooking appliances. A copy of your Special Event application will be forwarded to the Fire Department for review. This review process is required for ALL special events.

Will any fireworks, open flame or pyrotechnic devices be used?

If yes, you will need to contact the Pewaukee Fire Department for the necessary permits and regulations. Permits must be applied for a minimum of 7 days prior to the event.

The use of any pyrotechnic device shall be handled by a competent adult operator and shall be of such composition, character and be located, discharged or fired, as in the opinion of the Fire Chief, shall not be hazardous to property or endanger any people. City ordinances and State Statutes shall regulate the outdoor use of pyrotechnic devices.

Will you be erecting a tent, canopy, or other temporary structure?

If yes, again you will need to work with the Pewaukee Fire Department as well as the Building Inspection Department. Any temporary structures are regulated through the City of Pewaukee. Each vendor is responsible for obtaining a tent permit and inspection as well as for paying the inspection fee. If you plan to erect a temporary structure in a park, you will need to obtain permission from the Joint Park and Recreation Board.

Will you need electricity and/or setting up lights?

If yes, again you will need to work with the Pewaukee Fire Department as well as the Building Inspection Department. Also, any cords/service lines should be protected to avoid a trip hazard or grounding hazard. Electric service will need to meet all code requirements.

Will you be putting up a temporary fence?

Some events attempt to control the area in which participants are allowed to roam. Therefore if you plan to erect a temporary fence, you will need to work with the Pewaukee Fire Department as well as the Building Inspection Department. Items of concern here are how structurally sound the fence is as well as entry/exit points not only for participants but also for emergency personnel and vehicles.

Do you have the ability to provide potable water access if there isn't one on site?

Potable water access means you are able to provide water that humans can drink on site. Some special event sites may not already have access to water through the City or another means. Therefore it is the responsibility of the event organizer to ensure drinking water is available for all participants attending the event. This is especially important if you are offering an athletic event.

RISK MANAGEMENT AND INSURANCE REQUIREMENTS

Risk Management

Risk management in special events is defined as “recognizing the possibility of meeting danger or suffering harm or loss and organizing or planning to minimize or eliminate said danger, harm or loss.” Ensuring that appropriate risk management practices are in place is a priority for the City of Pewaukee.

Some areas of risk management that should be observed by special event organizers:

- Develop volunteer management practices – identify who is in charge and communicate that to all volunteers. Monitor the event volunteers to ensure that the necessary work is being completed.
- Be clear about the role of Police Services at your event and enhance communication throughout the event. Consult with Police Services and emergency personnel for input and advice while developing the safety/risk management plan.
- Be aware of safety standards and/or inspections related to buildings, vehicles, carnival rides and tents, ensuring safe egress from tents and fenced in areas.
- Have emergency plans specific to the event activities, including communication and responsibilities, coordination with authorities, weather conditions, lightning, and personal and property damage.
- Coordinate fire safety/protection for all tents and commercial cooking functions, and the safe handling of propane gas.
- Inform all participants of safety requirements specific to events that take place on waterways.
- Have a bleacher inspection and certificate of inspection from the installer for any bleachers that are brought in for spectators.
- Do a “walk through” of the event looking out for tent stakes and ropes, electrical connections, compressed gas cylinders like helium, cables and hoses across walkways, absence of barriers to restricted areas; try to see the grounds through the eyes of a participant.

Inform and Train Volunteers

Volunteers can be the most valuable people at your event. They should be briefed prior to the event on what they may and may not do. They should be thoroughly informed and it is often a good idea to provide them with job descriptions. Tell them who is in charge and who to contact if a problem develops. Be sure they are familiar with the building or area so they can direct people to restrooms, fire exits, or other key locations. Remember, the volunteer’s task may seem clear to you, but they are not as familiar with all of the plans you have made.

Make your volunteers easily identifiable to those attending your event; provide them with vests, pins, armbands, hats, etc. so guests can easily recognize someone affiliated with the event.

Liability Insurance

The special event sponsoring group may be required to supply the City with a Certificate of Insurance demonstrating the required level of insurance coverage (minimum of \$1,000,000 unless otherwise specified by the City) in addition to providing the City with a copy of insurance policy endorsement language demonstrating that the City, its officers, agents, employees and contractors are named and endorsed as an additional insured party. (The City Common Council may require a higher limit depending upon the details of your event.) Those events that may be required to provide the aforementioned insurance indemnification include, but are not limited to,

- 1) An event that includes alcohol, or
- 2) An event that is anticipated to have attendance greater than 150 people per day, or
- 3) A multi-day event.

The applicant shall hold the City, its officers, employees, agents, and contractors harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the City for any damage or injury to a person or property caused by or resulting directly or indirectly from the activities for which the permit is granted. Proof of this insurance is required to be turned into the City no less than twenty (20) days prior to the start of your event. If any modifications occur to your insurance terms, you must also notify the City immediately. Any change to coverage requires City approval. Also, if your coverage is canceled or no longer meets the City's requirements, the permit will be rescinded.

TOILET FACILITIES AND CLEANUP

Refuse Collection/Site Clean Up

The event sponsor should have a litter control plan in place and pick up trash/litter before, during and after the event. A recycling plan is also highly recommended and many park facilities have recycling containers onsite.

The event organizer is responsible for requesting additional trash cans if you are using a park area and then emptying them and putting trash into a dumpster throughout the event (if determined necessary by the Joint Park and Recreation Board and/or the City Council). The Park/Recreation Department may have extra 55 gallon garbage cans you can rent for your event – see FEE SHEET for detailed costs. These garbage cans are on a first-come, first-served basis and Park/Recreation Department needs are met first. The event organizer will be responsible for providing 55 gallon trash bags and for ensuring they are empty and clean when being returned. Other times, park maintenance staff will empty the trash receptacles after your event; however this typically only happens when the event is expected to be less than 200 people.

The City of Pewaukee does NOT provide dumpster service for event organizers. It is suggested that you contact a local waste management company and determine where and when a dumpster can be made available to you. This information will need to be included during your application process so it is best to have those details sorted out early. If at the end of your event, clean up is not up to City standards, your security deposit will be used to pay to have it cleaned. If cleaning charges are more than your security deposit, the event

organizer will be billed for those services and must repay the City within 30 days of receiving the bill. (If you do not pay the bill, you will not be able to request another special event within the City of Pewaukee).

Do you need portable restrooms and hand washing stations?

Event planning should include requirements for sanitation and waste management plans. An event that does not provide for the personal comfort of patrons, or leaves an unsightly mess with litter and trash, will damage its own future as well as negatively affect the image of the City.

Portable restrooms: Although some spaces, such as parks, have toilet facilities, depending upon your expected attendance, additional portable restrooms and hand washing stations should be available on site. Typically one portable restroom will allow for 200 uses if it is not pumped and cleaned in between. Therefore you may wish to use the following guidelines when attempting to have enough portable restroom facilities available:

	Average hours of event									
Ave. Size Crowd	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	5	8	8	9	9	11	12	13	13
2,000	5	5	9	12	14	16	18	20	23	25
3,000	6	8	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
10,000	15	25	38	50	63	75	88	100	113	125

These numbers do not take into consideration if there are surrounding facilities available perhaps at a local business that is participating in the event or again if the event is being held at a park.

MEDICAL SERVICES

When planning a special event, there are questions you should ask yourself to determine any medical/first aid needs:

- How many people will be expected to attend? Medical demands vary – an event expecting 200 people will have different medical/first aid needs than an event with 5,000 people.
- Is your event being held during daylight hours or at night? Nighttime hours will require a lighting plan to ensure all participants are safe and can see where they are going.
- What are the demographics of your anticipated crowd? Does your particular group have any potential health issues that should be considered?

- What time of the year is your event being held? Do you anticipate any issues because of potential extreme heat, extreme cold, precipitation or excessive insects?
- What is the length of your event? Does your event run for a few hours, a full day or is it a multi-day event?
- Will there be alcohol available?
- Is there a single location for your event or multiple locations?
- Have you encountered any medical/first aid problems with an event in the past?
- If this is an athletic event, how strenuous is the activity and how well trained are the athletes that are participating?

It is highly recommended that every special event have a first aid kit easily accessible. Your first aid kit should contain at a minimum: compresses, ice packs, bandages and antiseptic. The Fire Department may also determine that you need to have an ambulance on site in case of any medical issues that arise. If you are hosting an athletic event, it is required that you provide sufficient hydration for the participants.

Based on the nature of your event and number of people expected to attend/watch, the City may require Police Services and EMS Services. These required services will be at the expense of the event organizer.

The next few pages are the actual special event ordinance for the City of Pewaukee. It is highly recommended you review the ordinance as well in case there are requirements not covered in this manual.

Once you have finalized the details of your event and are ready to submit your application, please contact the Clerk's office at 262-691-0770.

ORDINANCE NO. 12-09

AN ORDINANCE TO REPEAL AND RECREATE § 11.07 OF THE CITY OF PEWAUKEE MUNICIPAL CODE TO ESTABLISH SPECIAL EVENTS PERMIT

WHEREAS, in 2010, the City of Pewaukee Common Council directed staff to review and make recommendations regarding the Large Gathering permit that the city currently had in place in order to address concerns that had been expressed.

NOW THEREFORE, the Common Council of the City of Pewaukee, Waukesha County, Wisconsin, DOES ORDAIN AS FOLLOWS:

SECTION 1: Repeal and recreate the following language within Chapter 11, entitled “Licenses and Permits” of the Municipal Code, Section 11.07 as follows:

11.07 SPECIAL EVENTS PERMIT.**(1) DEFINITIONS:**

(a) CLASS I – A Special Event in which more than one-hundred fifty (150) people attend and any of the following occurs: alcohol is sold or served; outdoor entertainment/amplified music is involved; tent(s) larger than four hundred (400) square feet are utilized; or the event lasts more than one (1) day.

(b) CLASS II – A Special Event with more than one-hundred fifty (150) people and no alcohol is sold or served or no outdoor entertainment/amplified music is provided.

(c) “Event Coordinator” is the individual identified by the Special Event sponsor that will be on-site at all times during the Special Event to address problems as well as implement directions from City officials during the Special Event.

(d) “Special Event” is any activity that uses public streets, rights-of-way, sidewalks, or private property or may require increased levels of City services. This includes, but is not limited to, fairs, festivals, sporting events, foot runs, walk-a-thons, bike-a-thons, bike races, markets, outdoor merchandise sale, parades, parade of homes, exhibitions, auctions, dances, motion picture filming, and other similar events.

(2) PERMITS REQUIRED

(a) No person or organization shall conduct a Special Event as defined herein within the City of Pewaukee without first having obtained a Special Event Permit. Permits are valid only for the dates, time and location specified in the Permit. This provision shall apply to all events proposed after the date of the adoption whether or not the event in question has been a reoccurring event within the City.

(b) A Park Rental permit may be required depending on the location of the Special Event and is **not** provided for in this permit process.

(c) Other Permits Required. All vendors operating as part of a Special Event permit obtained under this code section shall obtain and display any and all required City, County, or State permits for the duration of the event (i.e. food, vendor, temporary beer, etc.). If serving beer and/or alcohol there must be either a licensee or a person holding an operator's license onsite in accordance with Sections 125.17(1), 125.32(2), and 125.68(2), Wisconsin Statutes.

(d) Special Events with more than fifty (50) people but less than one-hundred fifty (150) people, are not required to obtain a permit, but are encouraged to contact police services in advance of the event.

(3) APPLICATION

(a) Application Requirements.

1. Application for a Special Event Permit shall be filed with the City Clerk at least 90 days prior to the proposed event.

2. Permit fees are required with submission of application. Permit fees shall be set from time to time by resolution of the Common Council.

3. The application shall include the following:

a. The name, address and phone number of the Special Event sponsor(s). If more than one person, entity or organization is the sponsor, all must be listed. In the case of a corporation, limited liability corporation, limited liability partnership, or partnership, the name and mailing address of each person holding ten percent (10%) or more of the ownership.

b. The name, address and phone number for the Special Event sponsor's contact or agent.

c. The name, address and phone number of the Event Coordinator and the method by which the City can contact the Event Coordinator during the Special Event.

d. Special Event on private property.

i. The address of all private property upon which the Special Event is to be held, together with the name, and mailing address of the owners of record.

ii. Notarized authorization from the property owner(s) that the applicant has permission to use property for a Special Event.

e. The nature of the assembly.

f. The dates and hours during the Special Event. Applicant should include dates and hours for set up and clean up in the information provided.

g. The maximum number of persons allowed at any given point at any time.

h. Plans and description for the following, as necessary for the event:

1. Fencing and gates as necessary to control access to or within the Special Event;
2. Potable water locations;
3. Toilet and lavatory facility locations and number;
4. Solid waste collection locations and disposal;
5. First aid station, or additional medical care facilities as required upon City review;
6. Lighting plan, including location, hours of use and power source;
7. Parking size and location;
8. Access to event and to parking, if located separately;
9. Camping facilities;
10. Crowd control/security personnel including number and responsibilities;
11. Sound control and amplification, location, size and number of speakers and amplifiers;
12. Access for emergency vehicles and personnel.

k. Certification that by signing the application, the applicant is authorized to act on behalf of the event sponsor(s).

L. Applicant's acknowledgement that by signing and submitting the application they accept and comply with the provisions of §(4)(a) and (b).

m. Proof of insurance as described in subsection (4) (a) below.

n. Park Rental approval, if applicable.

(b) Application Process.

1. Upon receipt of an application for a permit, the City Clerk shall immediately distribute the complete application to Police Services, Fire Department, Administrator, Public Works Department, Inspection Services, and Park and Recreation Department for review and comment. Department review and comments shall be returned to the Clerk within 30 days of distribution of the application.

The City, in reviewing the application, shall consult any other state, county or local body as necessary for assistance in evaluating the application in order to promote the safety, health, welfare and security of the residents of the City of Pewaukee and the persons attending the Special Event.

2. Permit Review.

a. The Clerk shall review Class II applications for conformity with the provisions of this section and the comments from the Departments and if the applicable requirements are met, shall issue a permit.

b. The Common Council shall review all Class I permit applications and Department recommendations and either deny the permit, approve the permit or approve the permit with conditions. The permit shall be issued by the Clerk.

(4) PERMIT CONDITIONS

(a) Liability Insurance. The Special Event sponsor is required to obtain insurance for Special Events that include alcohol, have more than 150 people per day or involve a road closure. Proof of comprehensive general liability insurance with coverage of not less than \$1,000,000.00 which names and endorses the City, its officers, agents, employees, and contractors as an additional insured party shall be submitted to the City no later than twenty (20) days before the event. The applicant shall notify the City in the event there is a modification of any of the terms of the insurance coverage. Such notification shall be provided not less than two weeks prior to the effective date of that change. Any change to coverage requires City approval.

(b) Indemnification. The applicant and Event Sponsor(s) shall agree to hold the City, its officers, employees, agents, and contractors, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the City for any damage or injury to person or property caused by or resulting directly or indirectly from the activities for which the permit is granted.

(c) City Services. All requests by applicants for City services must be made at time of application. The applicant shall be responsible for reimbursement to the City for any city personnel, services, equipment, and facilities provided for the Special Event. Reimbursable costs shall be calculated to include wages, overtime, and fringe benefits. An invoice shall be sent to the applicant, within fifteen (15) days following the event. Payment is due within thirty (30) days of invoice. The City reserves the right to require full or partial payment of estimated costs in advance. Requests for use of a hydrant meter shall be processed separately through the Pewaukee Water Utility.

(d) Cleaning/Damage Deposit. The applicant may be required to submit to the City a cleaning/damage deposit of \$200 per day for each scheduled day of the event (or a portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the City for loss or cleaning costs. The City reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event.

(e) Event Coordinator. The Special Event sponsor shall have at least one representative on site during the event at all times, as identified on the permit application.

(f) The Special Event Sponsor shall provide sufficient staffing to provide assistance with crowd control, parking, sanitation, and medical services. A determination as to these needs will be made by the Departments as part of the review process.

(g) Site Requirements.

1. All tents must be installed under the International Fire Code Chapter 24 or the National Fire Protection Association 1, Chapter 34.

2. Wiring shall be installed by a licensed electrician. All persons requiring electricity at a Special Event shall follow NEC and SPS Ch. 316, Wis. Administrative Code.

3. Attendees and staffing shall not exceed the maximum number which can reasonably attend at the location of the Special Event, in consideration of the nature of the Special Event.

4. Responsibility for arranging any inspections required to meet these standards or any other requirements prior to the Special Event is the sponsor's. Any fees for such inspections shall be paid by the Special Event Sponsor.

(h) Notification. The City may require that the permit holder give written notice 15 days in advance of the Common Council meeting where action is scheduled to be taken regarding the proposed event to any property owners or tenants as determined during the City Departments' review. Notice shall, at a minimum, include the type of event, name of the Special Event sponsor(s), date, time and location, Event Coordinator's name and contact information during the event.

(5) TERMINATION OF SPECIAL EVENT

The City reserves the right to shut down a Special Event if it is deemed to be a public safety hazard by Police Services or the Fire Department, or there is a violation of City or County Ordinances, State Statutes or the terms of the Applicant's permit. The City Administrator or designee may revoke an approved Special Event Permit if the applicant fails to comply with the provisions of the permit prior to the event date.

(6) DENIAL OF PERMIT

Reasons for denial of a Special Event Permit include, but are not limited to:

- (a) The event will disrupt traffic within the City beyond practical solution.
- (b) The event will create a likelihood of endangering the public.
- (c) The event will interfere with access to emergency services.
- (d) The location or time of the Special Event will cause undue hardship or excessive noise levels to adjacent businesses or residents.
- (e) The event will require the diversion of City resources(s) that would unreasonably affect the maintenance of regular City service levels.
- (f) The application contains incomplete or false information.
- (g) The applicant fails to provide proof of insurance.
- (h) Inadequate provision for garbage or debris removal.
- (i) Inadequate provision of temporary restroom facilities.
- (j) Inadequate provisions for parking.
- (k) Denial of a permit by the Joint Park and Recreation Department.
- (l) Applicant fails to submit the required fees and/or deposits.

SECTION 2: SEVERABILITY

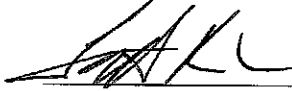
The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 3: EFFECTIVE DATE.

This ordinance shall take effect January 1, 2013.

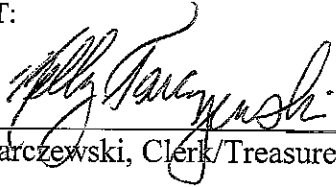
Dated this 6th day of June 2012.

CITY OF PEWAUKEE



Scott Klein, Mayor

ATTEST:



Kelly Tarczewski, Clerk/Treasurer