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| CITY OF WHITEWATER POLICY | TITLE: SPECIAL EVENT PERMIT POLICY |
| POLICY SOURCE: Police Dept./City Clerk/DPW/Parks & Recreation | Common Council Approval Date: 10/4/2016 |

I. DEFINITIONS

Special Event: Any planned occurrence on the public right-of-way or public premises including, but not limited to, parades, concerts, festivals and athletic events which is not within the normal and ordinary use of that public premises or place or which, by nature of the event, may have a greater impact on City services or resources than would have occurred had the event not taken place. Whether the event is considered within the normal, ordinary or intended use of public facilities or property shall be determined by the City Manager or his/her designee.

City Co-Sponsored Event: Public event open to anyone, and is designated in the annual City budget or formally supported by the city through labor or materials.

II. REQUIREMENTS, FEES, INSURANCE, and OTHER PROVISIONS

A. Permit Requirements

1. A Special Event Permit Application must be filed with the Recreation and Community Events Programmer a minimum of 45 days prior to the event. If an application is filed with the city less than 45 days prior to the event, the city cannot guarantee there will be sufficient time to review and approve the application.
2. Sponsors of Special Events must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations.
3. Special Event permit requirements shall be waived in those cases where the United States Secret Service notifies the City of a proposed event in which it will be assisting with security details. Each event shall have a designated head of security that can be contacted at any time by the Police and Fire Departments. Each event shall be required to have city provided and/or city approved security personnel at the rate of one security person for every 300 persons estimated to be present if alcohol is available or for every 600 persons present if alcohol is not available. The police department shall have the right to modify the levels and/or to require the replacement of security personnel with sworn law enforcement personnel. The modification, barring extenuating circumstances, will be made at the time the application is approved.

If law enforcement services are needed, which may include, but are not limited to crowd control, traffic control or due to a concern for heightened security risk, the hosting organization will be responsible for reimbursing the actual cost to the city. Barring extenuating circumstances, the identified costs will be provided at the time the application is approved.

Any exception from security requirements or a request for reduction of the outlined levels must be submitted in writing to the Recreation and Community Events

Programmer or designee prior to the approval of the application. The Special Events Committee will review the exception request and make a recommendation to the City Manager.

B. Special Event Permit Fees

1. The amount of services provided will be determined by the city staff by reviewing the previous year's event cost analysis. If this is a first time event, a comparison of like events will be done to set the fee schedule. Fees are set forth on Exhibit A to the Special Events Policy.
2. Charges for park facilities, food sales permits, statutorily required alcohol permits, etc. shall be paid **IN ADDITION** to applicable Special Event Permit fees.
3. Submittal of a Special Event Permit Application does **NOT** reserve a park or include application for any other permits as may be required.

C. Special Event Permit Fee Waivers

1. The City of Whitewater recognizes the value of partnering with other agencies and organizations in providing services that benefit the community and its residents. In an effort to provide support for organizations providing valuable community services that the City would otherwise provide or is unable to provide, and to provide uniform and consistent guidelines for a Fee Waiver Request within the City the following guidelines have been established for determining when permit and facility fees may be waived.

Special event fees may be waived for Parking Lot/Street Closure Barricades and Notification Mailings by the City Manager or his/her designee, if the applicant requests a fee waiver under one of the following categories and the appropriate criteria are met.

- a. Intergovernmental Cooperation - Fees may be waived for events or uses when the applicant is another government agency and is a benefit to residents of Whitewater.
- b. City co-sponsored events - Even though they may meet the definition of a special event, shall not be required to pay parking lot or street closure barricade rental, or notification mailing fees. The City Manager shall determine whether an event is city co-sponsored.
- c. Nonprofit sponsored events – Fees may be waived for events that will benefit the community and Whitewater residents and all of the following criteria are met:
 - i. Appropriate recognition as Sponsor or co-Sponsor of the event or program is provided for the City of Whitewater on all promotional materials and at the event or program; and
 - ii. All resources provided by the City in sponsorship of the event (fee waiver or in-kind service) must be provided for within the City's current budget allocations without a reduction of services or an increase in cost.

Any city co-sponsored event which is anticipated to exceed expenditures to the City of \$2,500 will require Common Council approval. The waiver of fees does not eliminate insurance or security requirements.

All waiver decisions of the City Manager may be appealed to the City Council for review. If the Council finds that the City Manager's interpretation of the fee waiver policies for an appealed request are not consistent with the intent of these guidelines or

are not in the best interest of the community, the City Council may overturn the decision of the City Manager.

D. Insurance Requirements

1. There are three (3) classes of events, Class A, Class B and Class C. Each class shall be determined by its characteristics. An event does not have to have all the characteristics listed to be in the classification. The City reserves the right to make final determination of an event's classification and the related requirements that will be imposed upon the event organizer.
 - a. **Class A:** Large exposure events including but not limited to, parades, concerts, bike races, auto shows, circuses, or activities that have the potential to draw over 7,000 people or events with amusement devices, pony rides, bleachers used to seat more than 500 people, or fireworks displays.
 - b. **Class B:** Medium exposure events including, but not limited to, parades, concerts, dances, animal shows or any activity that is likely to draw between 750 and 7,000 people. Any event that serves alcohol and is likely to draw more than 300 people will be considered a Class B event.
 - c. **Class C:** Small exposure events including, but not limited to, block parties, small concerts, plays, private gatherings in parks or similar events that are likely to draw less than 750 people. Event organizers in this class are encouraged to obtain insurance even though it is not required.
2. Each applicant for a Class A or Class B event shall furnish the City a certificate of insurance showing insurance written by a company licensed in the State of Wisconsin and covering any and all liability. (See Exhibit B).

E. Other Requirements

1. Mapped Routes

Routes for special events must be submitted with the permit application, regardless of historical precedent. Proposed routes may be altered at the discretion of the Police Department and the Department of Public Works. In the event that the organizer or sponsor of any special event deviates from the route submitted without the approval of the city, the Police Department will have discretion to shut down the event route and the organizer or sponsor of such special event may be denied a permit for future special events.

2. Event Cancellation

The City Manager, or designee, may cancel an event without prior notice for any condition affecting the public health or safety of the city, or any condition that would place facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

3. Block Party Neighboring Consent Form

For neighborhood block parties that require a street closure, a Neighboring Consent Form (Exhibit C) must be completed, which requires the signature from an adult resident/occupant of at least 75% of all residential and/or non-residential units on the street(s) for which closure is requested.

4. Street and/or Parking Lot Closure Notification Requirement

If a street and/or parking lot will be closed, not related to a neighborhood block party, the applicant is required to notify affected property owners. If requested, city will

provide a list of affected addresses and complete the notification mailing. The applicant is responsible to pay the actual cost of the notification mailing, which includes costs for envelopes, paper, and postage.

F. City Review Process

1. Every city department (Police, Parks and Recreation, Public Works, City Clerk, and City Manager's Office) receiving a copy of a Special Event Permit Application shall recommend either approving or denying the application and listing any reasons for denial. Each department shall review an application based upon the following criteria:
 - a. Use of department resources
 - b. Costs to the department
 - c. Benefit to the community
 - d. Any perceived public health or safety problems
 - e. Use of city property

For each Special Event Permit Application submitted which requests city services, the Recreation and Community Events Programmer may schedule a meeting if deemed necessary or requested by the event sponsors and/or the affected city departments. The purpose of the meeting shall be to discuss the specific nature of the services requested. It shall be held no later than thirty (30) days before the event.

All Special Event Permit Applications will be reviewed by city staff, with the Recreation and Community Events Programmer issuing the special event permit upon staff approval. If any recommendation for denial is received from one or more departments, the Special Events Committee will meet with the applicant to attempt to resolve concerns. If the final staff recommendation is denial, the application shall be submitted to the Common Council for review and a determination whether to grant the permit.

EXHIBIT A TO SPECIAL EVENTS POLICY

Special Event Fees

| | |
|--|---|
| Police Services | |
| · Regular Time | ACTUAL COST |
| · Overtime | ACTUAL COST |
| Parking Lot Repair (\$50/hr) | ACTUAL COST |
| Clean-Up/Restoration of Site (\$50/hr) | ACTUAL COST |
| Banner Fees | \$75.00 - \$175.00 \$75 to hang banner for one week \$115 to hang banner for two weeks \$60 to rent actual banner. |
| Facility Reservation Fees | Contact the City Parks & Recreation Department for pricing |
| Parking Lot/Street Closure Notification Mailing | ACTUAL COST of envelopes, paper, and postage |
| *Parking Lot/Street Closure Barricade Rental | Type 1: Small Fold Out - \$7.50/daily Type 2: Medium Fold Out - \$9.00/daily Type 3: Large Barricades - \$12.50/daily 6' A-Frame Barricades - \$5.00/daily 10' A-Frame Barricades - \$7.50/daily 28" Safety Cones - \$1.00/daily*Street and/or |

*Fees may be waived for events hosted by nonprofit organizations and for city co-sponsored events

EXHIBIT B TO SPECIAL EVENTS POLICY
City of Whitewater Liability Insurance Requirements

It is hereby agreed and understood that the insurance required by the City of Whitewater is **primary coverage** and that any insurance maintained by the City of Whitewater, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.

Class A events – Large Exposure – over 7,000 people

The City of Whitewater requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the State of Wisconsin. Said Certificate of Insurance shall:

- 1) Provide a minimum of \$1,000,000 liability coverage
- 2) Provide Umbrella Coverage of \$2,000,000 each occurrence/\$2,000,000 aggregate; and
- 3) Name the City as an Additional Named Insured.

Class B events – Large Exposure – 750 to 7,000 people

The City of Whitewater requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the State of Wisconsin. Any event that serves alcohol and is likely to draw more than 300 people will be considered a Class B event. Said Certificate of Insurance shall:

- 1) Provide a minimum of \$1,000,000 liability coverage; and
- 2) Name the City as an Additional Named Insured.

Class C events – under 750 people

Small exposure events including, but not limited to, block parties, small concerts, plays, private gatherings in parks or similar events that are likely to draw less than 750 people. Event organizers in this class are encouraged to obtain insurance even though it is not required.

Liquor Liability

If a group is selling alcoholic beverages Liquor Liability insurance with the following minimum limit and coverage must be carried:

- 1) Limits - \$500,000 each occurrence/\$500,000 aggregate.

Whoever is serving alcohol must have a temporary liquor license.

A Certificate of Insurance shall be provided to the City Clerk, at least 14 days prior to commencement of the special event.

Special Event Permit Application

Purpose: Thank you for choosing the City of Whitewater as the location for your event. The purpose of the application is for the applicant and city staff to discuss the proposed event request and the information that is necessary for city staff to process an application that complies with all rules, regulations and best practices for a safe event.

Submittal: You may submit your application in person at 312 W. Whitewater Street. Please note that there is a \$25.00 nonrefundable submittal fee for the application. All checks shall be payable to “City of Whitewater;” cash and credit cards are also accepted. Please complete all items, attach additional pages as necessary. If you feel a section is not applicable to the event please put N/A.

The amount of services required will be determined by the city staff by reviewing the previous year’s event cost analysis. If this is a first time event, a comparison of like events will be done to set the fee schedule. Charges for park facilities, food sales permits, statutorily required alcohol permits, etc. shall be paid IN ADDITION to the Application fee. Submittal of a Permit Application does NOT reserve a park or include application for any other permits as may be required.

Scheduling: After this packet has been accepted, a staff member will review and contact the applicant to schedule a meeting with the City within five (5) to fifteen (15) working days from the date of the submittal.

Public Information: Please note the information you provide becomes public information.

| CONTACT INFORMATION |
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| Applicant Name: |
| Mobile Phone: |
| E-Mail: |
| Sponsoring Organization: |
| Planning contact (Name, Address, Email and Phone): |
| Date of Application |
| |

EVENT INFORMATION

Event Name:

Event Address:

Event Site Contact (Name and Cell Phone#):

Event Head of Security (Name and Cell Phone#)

Event Website (required if available):

Event Description (or attach narrative):

Event Includes Music? Yes No If yes, describe:

EVENT DETAILS DATES AND TIMES

| | Date | Event Set Up Start Time | Event Start Time | Event End Time | Event Clean Up Complete Time | Estimate Attendance per Day |
|-----------|------|-------------------------|------------------|----------------|------------------------------|-----------------------------|
| Monday | | | | | | |
| Tuesday | | | | | | |
| Wednesday | | | | | | |
| Thursday | | | | | | |
| Friday | | | | | | |
| Saturday | | | | | | |
| Sunday | | | | | | |

Total Anticipated Attendance:

SPECIAL EVENT SITE PLAN

Site Plan: A detailed site plan is required—applications will not be processed without it. Attach separate document(s). Site plans should clearly show the location of the event, areas used for parking, fencing, entry/exit points, tents/canopies (include dimensions), stages (include dimensions), generators, bars, tables/chairs, portable restrooms, signs, etc. A route map is required for distance events such as walks, runs, rides, and parades.

CONTACT INFORMATION

Applicant is responsible for ensuring adequate parking for attendees and for minimizing any negative impacts to adjacent areas. Applicant is responsible for obtaining authorized approval for any private parking areas; a copy of the approval must be included with this application. For events using volunteers for traffic control (e.g., course marshals), event volunteers cannot direct traffic in the street. They may provide guidance from the sidewalk, other pedestrian area, or on a closed street.

The event will include the following (check all that apply):

- Existing public parking (city parking lot, on-street parking)
- On-site parking (may require property owner and/or landlord approval)
- Off-site parking (approval from property manager/owner required)
- Shuttle service from off-site parking areas (attach shuttle plan)

STREET CLOSURE/PARADE

Does your event require the closing of a street and/or parking lot, or involve a parade? Yes or No.

If yes, provide details of event (For extended details, use the back of this form and include drawings of proposed event or route):

What: _____

When: _____ Start Time and Duration: _____

Where: _____

Security Measures Being Used: _____

If Parade, Assembly Area: _____

Notification of the street and/or parking lot closure has been given to affected property owners?

- Yes or No

Does your event require fencing to be installed by the City? Yes or No

TENTS and CANOPIES

The Fire Department requires review and approval of Tents 400 square feet or larger (20 feet x 20 feet or larger). Tents shall be shown on the Special Event site plan and have usage labeled.

- There will be tents 400 square feet or larger.

Supplier: _____

Contact person: _____

Phone number: _____

| GENERATORS |
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| Location of the generator shall be shown on the Special Event site plan and have usage labeled. |
| <input type="checkbox"/> There will be a generator 20kw or larger. |
| Licensed contractor: |
| Contact person: |
| Phone number: |

| PUBLIC SAFETY |
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| Applicant is responsible for providing a safe and secure event. This includes the event venue, event parking areas, and adjacent areas affected by the event. Applicant must ensure adequate personnel are present to provide general security, maintain order, contain liquor to licensed premises, protect money, provide medical assistance, etc. Depending on the nature of the event, private security personnel and/or off-duty police officers may be required. The Whitewater Fire Department recommends an emergency medical standby when daily attendance exceeds 2,000 people. The Fire Department will determine costs associated with medical standby. Occupancy loads must adhere to that which is set by the Fire Department. The event will include the following (check all that apply): |
| Security Personnel |
| <input type="checkbox"/> In-house staff and/or volunteers |
| <input type="checkbox"/> Hired security personnel |
| Company name: |
| Contact person: |
| Phone number: |
| <input type="checkbox"/> Hired off-duty police officers. Estimated number: |
| Other agency name: |
| Contact person: _____ |
| Phone number: _____ |
| Medical Standby |
| <input type="checkbox"/> Standby emergency medical staff (paramedics/EMTs) |
| Company Name: _____ |
| Contact person: _____ |
| Phone number: _____ |

| SIGNS AND BANNERS |
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| Signs and banners are regulated by the Zoning Ordinance and will require a second application. The application can be reviewed as part of this application request. Sign permit applications can be found at http://www.whitewater-wi.gov/images/stories/neighborhood_services/other/Sign Permit Application Checklists 2016-0311.pdf |
| The event will include the following (check all that apply): |
| <input type="checkbox"/> Directional signs (show locations on Special Event site plan and/or area map) |
| <input type="checkbox"/> Signs or banners visible from outside the venue (show locations on Special Event site plan) |

VENDORS

If vendors (food, retail sales, display/information, games, etc.) will be present at your event, please supply the City with a list of vendors and contact information with this application.

The event will include the following categories of vendors (circle all that apply):
 Food Retail Display/Info Games Other:

LIQUOR

If liquor is present at your event, state law requires liquor to be contained within the event venue. A liquor license is required if the event is open to the public, or if there is a fee for admission, food or drink. Anyone serving liquor must be familiar with state liquor laws. Additionally the event needs to provide adequate fencing and security personnel to prevent alcohol from being removed from your liquor licensed premises.

Check only one:

Liquor will **not** be present at the event.

Liquor will be present at the event

If liquor will be present, the event organizer must contact the City Clerk to discuss requirements.

Organization name serving liquor:

ENTERTAINMENT

Applicant is required to have an event staff member responsible for monitoring sound levels when sound/music/noise may be audible beyond the event venue. Noise complaints can result in calls for service from the Police Department. A police officer or code enforcement inspector may require the volume to be reduced or ceased based on complaints or unreasonable sound levels.

The event will include the following (check all that apply):

Live Band and/or DJ
 Name of bands/performers: _____

Pre-recorded Music

EVENT DETAILS AND TIMES

| | Live Band | | DJ | | Pre-Recorded Music | |
|---------|------------|----------|------------|----------|--------------------|----------|
| | Start Time | End Time | Start Time | End Time | Start Time | End Time |
| Monday | | | | | | |
| Tuesday | | | | | | |

| | | | | | | |
|-----------|--|--|--|--|--|--|
| Wednesday | | | | | | |
| Thursday | | | | | | |
| Friday | | | | | | |
| Saturday | | | | | | |
| Sunday | | | | | | |

PA System
 Fireworks / Pyrotechnics
 Inflatable(s): Number# _____
 Dunk Tank
 Petting Zoo
 Other: _____
 Sound/music/noise may be audible beyond the event venue; therefore, an event staff member will be assigned to monitor the sound level during the event to ensure sound does not unreasonably disturb the surrounding area.

What type of electrical supply will you be using for your event? _____

Contact person: _____

Phone number: _____

| EVENT NOTIFICATION |
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| <p>Notification is required to inform nearby or affected businesses, and property owners within 300 feet at least two weeks prior to the event. Notification is required for events with off-site parking, outdoor amplified sound, street closures, fireworks, or other notable impact to adjacent areas. Notification letters must include a detailed description of the event including setup and teardown times, starting and ending times for outdoor music, estimated attendance, and the event organizer's name and mobile phone number for contact before, during and after the event for all street closures.</p> <p>If applicable, event notification will be made by (circle all that apply):</p> <p>Mail Email Door hangers Fliers In person Other</p> <p>Please note that approval/sign off may be required if your event includes a street closure, sound amplification or other impacts to the surrounding neighbors or businesses.</p> |

| SANITATION |
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| <p>Applicant is responsible for (a) having a sufficient number of containers to handle all trash generated by the event; (b) removing trash during and after the event; (c) completely cleaning the site and adjacent/affected areas after the event; and (d) providing a sufficient number of restroom facilities (including ADA accessible facilities). All cleanup efforts must be completed the same day as the event. If any portion of the event takes place on city property and city personnel need to perform additional cleaning due to your event, you will be billed by the City of Whitewater for this service.</p> |
| <p>The event will include the following (check all that apply):</p> |
| <p><input type="checkbox"/> Garbage dumpsters (show on Special Event site plan)</p> |
| <p>Sanitation Company: _____</p> |

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| Contact person: _____ |
| Phone number: _____ |
| <input type="checkbox"/> Portable restroom facilities (show on Special Event site plan) |
| Restroom Company: _____ |
| Contact person: _____ |
| Phone number: _____ |

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| LIABILITY INSURANCE REQUIREMENTS |
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It is hereby agreed and understood that the insurance required by the City of Whitewater is primary coverage and that any insurance maintained by the City of Whitewater, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.

Class A events – Large Exposure – over 7,000 people

The City of Whitewater requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the State of Wisconsin. Said Certificate of Insurance shall:

- 1) Provide a minimum of \$1,000,000 liability coverage
- 2) Provide Umbrella Coverage of \$2,000,000 each occurrence/\$2,000,000 aggregate; and
- 3) Name the City as an Additional Named Insured.

Class B events – Large Exposure – 750 to 7,000 people

The City of Whitewater requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the State of Wisconsin. Any event that serves alcohol and is likely to draw more than 300 people will be considered a Class B event. Said Certificate of Insurance shall:

- 1) Provide a minimum of \$1,000,000 liability coverage; and
- 2) Name the City as an Additional Named Insured.

Class C events – under 750 people

Small exposure events including, but not limited to, block parties, small concerts, plays, private gatherings in parks or similar events that are likely to draw less than 750 people. Event organizers in this class are encouraged to obtain insurance even though it is not required.

Liquor Liability

If a group is selling alcoholic beverages then Liquor Liability with the following minimum limit and coverage must be carried:

- 1) Limits - \$500,000 each occurrence/\$500,000 aggregate.

Whoever is serving alcohol must have a temporary liquor license.

A Certificate of Insurance shall be provided to the City Clerk, 14 days prior to commencement of the special event.

OTHER INFORMATION

Does your event require any additional city services not listed above? Yes or No
If yes, please explain:

NOTE: The City does not provide tables or equipment for rental

APPLICANT AUTHORIZATION

WARRANTY: Applicant warrants that the information provided in this application is true and accurate to the best of Applicant’s knowledge and belief.

INDEMNIFICATION: To the fullest extent allowed by law, the Applicant agrees to defend, indemnify and hold harmless the City, its officers, officials, representatives, agents, employees and volunteers from and against all allegations, demands, proceedings, suits, actions, claims, damages, losses, expenses, including but not limited to, attorney fees, court costs, the cost of appellate proceedings, and all claim adjusting and handling expenses, arising from or related to any acts or omissions of the permit holder or its agents, contractors and subcontractors related to the Special Event.

SPECIAL EVENT PERMIT CONDITIONS: Other conditions may be imposed.

- State law requires that liquor must be contained within the area permitted by your liquor license.
- City law prohibits discharges of anything but storm water into the City’s rights-of-way, storm drain system and natural washes.
- Street closures, barricades and event layout shall be as shown on the approved site and barricade plan.
- If the City performs any cleanup due to your event, you will be billed and required to pay for the cleaning.
- If there is damage to City property due to your event, you will be billed and required to pay for its repair.
- You are required to provide a safe and secure environment at your event.
- A city police officer or code enforcement inspector may require the music volume to be reduced or ceased.
- You must comply with the maximum occupancy load set by the Fire Department.
- You must allow for immediate fire lane and other security access at your event.

The Applicant’s signature below authorizes a City representative to inspect a special event on City or private property at any time, including setup.

****All Applicants Must Read and Sign the Following Statement****

I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and agree to abide by them.

I have read and understand the above statement

Signature of Applicant-must be the same person listed on page 1.

Date

Printed Name and Title of Applicant

Approved by: City of Whitewater

Date

