



Village of

Little Chute

SPECIAL EVENT PERMIT INFORMATION

➔ Special event permit applications must be submitted at least 3 months prior to proposed event.

If you are organizing a special event, and plan to use public facilities (parks, streets, public right of way), you need to involve the appropriate Village Departments in your planning process. Most events take place in one location, such as a park. When that is the case, your planning can be handled directly through the Parks and Recreation Department. However, if your event involves use of Village Streets or if the event requires special safety/crowd control considerations, you will need a Special Event Agreement with the other departments of the Village that will be involved.

DEFINITION

Special event means any planned occurrence on the public right-of-way or public premises including, but not limited to, parades, gatherings, 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 Village 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 Village Department that maintains jurisdiction over the proposed venue.

Special Events require Village Board approval. Do not publish information about your event if it has not yet been approved! You should meet with Village Staff at least 3 months prior to the event date to allow for the approval process. Applications submitted within 3 months of the event may serve as grounds for denial of the event permit without further consideration.

THIS AGREEMENT is intended to clarify the working relationship between the **Sponsor** of the special event and the **Village of Little Chute**. The **Sponsor** agrees to abide by the terms of this agreement, and all existing policies governing use of Village facilities unless specifically noted in the agreement. All Village Departments involved in the event as well as the Village Board must approve this agreement.

PARK FACILITIES must be reserved by the **Sponsor** through the **Parks & Recreation Dept.** Payment is due at that time.

STAFF needed to run the event are the responsibility of the **Sponsor**, except where the **Village** determines that Village personnel are required. When the **Village** incurs additional expense, due to personnel working overtime, regular hours, setting up, or cleaning up, the cost (including fringes), will be charged to the **Sponsor**. Non-profit organizations may receive 50% cost support from the Village.

EQUIPMENT needed to run the event will be the responsibility of the **Sponsor**. The **Sponsor** must request use of **Village** equipment and is subject to approval by **Village** staff.

PERMIT FEE of \$25.00 must be paid at the time of application submittal.

A **CERTIFICATE OF INSURANCE** covering the event must be provided by the **Sponsor** upon approval, naming the Village of Little Chute as additional insured for \$1,000,000.00.

The applicant/organization shall indemnify, defend, and hold harmless the Village and its officers, officials, employees, and volunteers from and against any and all claims, damages, losses, and expenses arising out of the applied for activity/event except where caused by the sole negligence or willful misconduct of the Village. Applicant/Organization also understands and acknowledges that as required by the Village, liability insurance is the financial means to legally defend the Village and cover liability arising from the activity/event. I certify by my signature that I understand and agree to comply with this agreement and the insurance requirements and that I'm a qualified representative of my organization authorized to sign this agreement. I also certify the information is true and accurate.

GENERAL LIABILITY COVERAGE

- A. Commercial General Liability
 - (a) \$ 3,000,000 general aggregate
 - (b) \$ 3,000,000 products - completed operations aggregate
 - (c) \$ 3,000,000 personal injury and advertising injury
 - (d) \$ 3,000,000 each occurrence limit
- B. Claims made form of coverage is not acceptable.

BUSINESS AUTOMOBILE COVERAGE

- A. Minimum Limits - \$ 250,000 each person / \$ 500,000 each incident for Bodily Injury and \$ 100,000 for Property Damage
OR \$500,000 Combined Single Limit for Bodily Injury and Property Damage each incident
- B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

WORKERS COMPENSATION AND EMPLOYERS LIABILITY

- A. Must carry coverage for Statutory Workers Compensation and Employers Liability minimum limit of:
\$500,000 Each Accident
\$500,000 Disease Policy Limit
\$500,000 Disease - Each Employee

Liquor Liability – If the event holder is selling alcoholic beverages then Liquor Liability with the following limit coverage must be carried:

- A. Minimum Limits - \$ 500,000 each occurrence / \$ 500,000 aggregate

ADDITIONAL PROVISIONS

* Additional Insured –

On the General Liability Coverage, Aircraft Liability, Automobile Pollution Liability, Contractors Pollution Liability and Protection and Indemnity Coverage. Village of Little Chute, and its officers, board members, agents, employees, and authorized volunteers shall be "Additional Insureds."

An **INVOICE** detailing charges for Village services will be sent to the **Sponsor** following the event. Payment is due within 30 days of the date of the invoice.

NO CHANGES may be made by the sponsor, regarding items included in this AGREEMENT, unless written permission is attached to this document. Requests will be reviewed with direction given. When questions regarding this AGREEMENT arise, they should be directed to the appropriate Department. If questions arise during the event, and the Department representative is unavailable, the decision of Village Staff on duty shall prevail.

TOILET FACILITIES on the immediate premises. Additional portable toilets may be required.

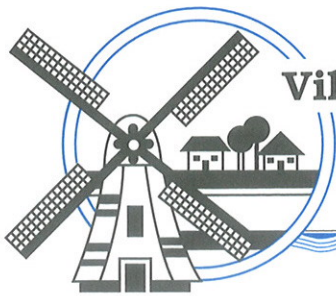
1. Toilet facilities shall be provided based on the anticipated peak crowd size in accordance with the following guidelines: One male and female toilet facility shall be provided for every 500 persons on premise.
2. Any portable units shall be located immediately adjacent to or within the authorized area of the event.
3. Portable toilets shall be properly enclosed, in good repair, emptied when full, and a minimum distance of 100 feet away from any food preparation area.
4. All toilet facilities, in use for an event, shall be kept in a clean useable condition by the sponsor.

Facility Toilet Capacity – Number of Persons

Doyle Park Diamond #1	1750	Legion Park	1500
Doyle Park Pool	1500	Van Lieshout Park	1500
Heesakker Park	1500		

The checklist below is designed to "walk you through" the procedure. Village staff are available to help you along the way. If you have any questions, call the department listed.

- o Does your event include a **parade or fireworks**? You must apply for a parade or fireworks permit. Contact the Village Clerk's Office 788-7380 ext. 204.
- o Will you be **selling and/or serving food**? You will need a temporary food-vending permit. Contact the Outagamie County Public Health Department at 832-5100.
- o Will you be using **Village streets or other public right of way**? You need to work with the Public Works Department and the Police Department. Contact the Public Works Department at 788-7395 and Police Department at 788-7505. The Village may require you to notify surrounding businesses and residences if streets will be closed.
- o Will you be using a **park or having amplified music**? Contact the Parks and Recreation Department 788-7390.
- o Will **tents** or other temporary **structures** be erected? All tents/structures with stakes require Diggers Hotline and private locate clearance. The cost of private locates is your responsibility.
- o If your event involves multiple departments (most large events do), Village staff can arrange a meeting to facilitate the discussions with the appropriate personnel. Contact Public Works 788-7395 or Parks and Recreation 788-7390.
- o Will you be serving or selling **beer/wine**? You must apply for a temporary beer/wine license. Contact the Village Clerks office 788-7380 ext. 204.
- o Will you need **portable toilets**? See chart above for park restroom capacities.



Village of

Little Chute

PERMIT FEE \$25.00

SPECIAL EVENT PERMIT APPLICATION

➔ Special event permit applications must be submitted at least 3 months prior to proposed event.

This application is a request for a special event. Please refer to the checklist to see if you will need to contact other departments regarding your event. When requesting use of a facility **please be very specific**. Use exact dates, times, shelters, parks, streets, and areas. Doing so will help avoid delays in processing your request. Please call (920) 788-7380 ext. 204 with questions regarding this special event permit.

Event sponsor: _____

Event name: _____

Check one: Parade Run/Walk Festival Tournament Other

Dates needed: _____

Times needed: _____

(Please include beginning and end times, if different times are needed on different dates please specify.)

Parks, shelters, open space needed: _____

Will you be requesting street closure or use of street right of way? _____ If so, what streets *(submit mapped route and/or area requested)?*

Will tents or other temporary structures be erected? _____

Will you be having any kind of animals, performances or amusement rides? _____

Will you be selling or serving alcohol? _____ Does your event include fireworks? _____

Number of people attending: _____ *Please be aware that portable toilets will be required if crowd size exceeds toilet capacity.*

Other requests: _____

Indemnification Agreement

The applicant/organization shall indemnify, defend, and hold harmless the Village and its officers, officials, employees, and volunteers from and against any and all claims, damages, losses, and expenses arising out of the applied for activity/event except where caused by the sole negligence or willful misconduct of the Village. Applicant/Organization also understands and acknowledges that as required by the Village, liability insurance is the financial means to legally defend the Village and cover liability arising from the activity/event. I certify by my signature that I understand and agree to comply with this agreement and the insurance requirements and that I'm a qualified representative of my organization authorized to sign this agreement. I also certify the information is true and accurate.

Sponsor Representative – Print Name

Signature

Date

Address

Work Phone

Cell Phone

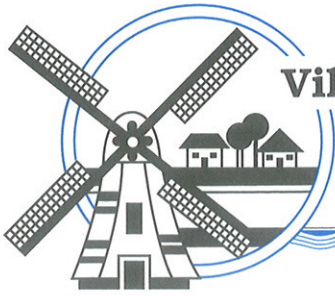
Home Phone

RETURN FORM AND \$25.00 PERMIT FEE TO: Village of Little Chute Clerk's Office, 108 W. Main Street, Little Chute, WI 54140

Date Received:

Amount Received:

Received By:



Village of

Little Chute

SPECIAL EVENT PERMIT

Event Name _____

Event Date(s) _____

Event Sponsor _____

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PARK FACILITIES must be reserved by the **Sponsor** through the **Parks & Recreation Dept.** Payment is due at that time.

Use of **VILLAGE STREETS** for events such as festivals, parades, sales, block parties, walks and runs must be approved by the **Public Works Department** and/or **Police Department**. If the route or grounds extends beyond the Village of Little Chute limits, the **Sponsor** must contact authorities in those jurisdictions for approval. If the event requires street closures or re-routing of traffic, the **Sponsor** may be required to mail a notice to affected residences and businesses **PRIOR** to the Village Board meeting.

STAFF needed to run the event are the responsibility of the **Sponsor**, except where the **Village** determines that Village personnel are required. When the **Village** incurs additional expense, due to personnel working overtime, regular hours, setting up, or cleaning up, the cost (including fringes) will be charged to the **Sponsor**. Non-profit organizations **may** receive 50% cost support from the Village.

EQUIPMENT needed to run the event will be the responsibility of the **Sponsor**, except when Village equipment such as traffic barricades or cones are needed, then the **Public Works Department** and/or **Police Department** will determine use. The cost to repair or replace lost or damaged equipment will be charged to the **Sponsor**.

A **CERTIFICATE OF INSURANCE** covering the event must be provided by the **Sponsor** upon approval, naming the Village of Little Chute as an additional insured for \$1,000,000.00. All insurance requirements as stated must be followed.

An **INVOICE** detailing charges for Village services will be sent to the **Sponsor** following the event. Payment is due within 30 days of the date of the invoice.

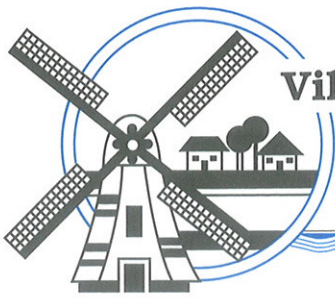
NO CHANGES may be made by the sponsor, regarding items included in this AGREEMENT, unless written permission is attached to this document. Requests will be reviewed with direction given. When questions regarding this AGREEMENT arise, they should be directed to the appropriate Department. If questions arise during the event, and the Department representative is unavailable, the decision of Village Staff on duty shall prevail.

SPONSORS of special events must comply with all applicable Village ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Violations of these provisions will likely result in automatic denial of future requests for Special Event permits by the **Sponsor**.

The Village President, or designee, may cancel an event without prior notice for any condition affecting the public health or safety of the Village, 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.

SPONSOR REPRESENTATIVE - PRINT _____	SIGNATURE _____	DATE _____
ADDRESS _____		
WORK PHONE _____	CELL PHONE _____	HOME PHONE _____

Approved By Village Board		
VILLAGE REPRESENTATIVE - PRINT _____	SIGNATURE _____	DATE _____



Village of

Little Chute

SPECIAL EVENT PERMIT

PARKS & RECREATION

FACILITIES:	
EQUIPMENT:	
STAFF:	

PUBLIC WORKS/ TRAFFIC

STREETS:	
EQUIPMENT:	
STAFF:	

POLICE

EQUIPMENT:	
STAFF:	

VENDING INFORMATION

SPONSOR ADDITIONAL RESPONSIBILTIES

VILLAGE COST ESTIMATES

NOTE: These are estimates. If the Village incurs additional costs as a result of providing services necessary for the above listed activity, the Sponsor will be required to cover those costs.

Facility Rental:	=	\$
Park Labor:	=	\$
Public Works Labor:	=	\$
Police Labor:	=	\$
Other Charges:	=	\$
TOTAL ESTIMATE:		\$