



City of Neenah Street Use Permit Guidelines 2011

General

If you are organizing an event, and plan to use public facilities (parks, streets, public right of way), you need to involve the appropriate City Departments in your planning process. If your event takes place in one location, such as a park, your planning can be handled directly through the Park and Recreation Department. However, if your event involves use of City Streets or if the event requires special safety/crowd control considerations, you will need to complete the application for a Street Use Permit.

The following is a checklist to determine what will be required of the Event. The checklist is designed to “walk you through” the procedure. City staff is available to help you along the way. If you have any questions, call the department listed. All offices are located in City Hall at 211 Walnut Street.

Checklist

- Does your Event Use a Park? Contact the Parks and Recreation Department at 886-6060.
- Will you be **selling or serving food**? You will need a temporary food-vending permit. Contact the Health Department at 886-6155.
- Will you be using **city streets or other public right of way**? You will need to follow the **Street Use Permit** instructions in the next section of this document.
- Will you be putting up a **tent**? Some tents require a Certificate of Fireproofing and inspection by the Fire Department. Contact Neenah Menasha Fire Rescue 886-6200. All tents with stakes require Diggers Hotline clearance.
- If your event involves multiple departments (most large events do), City staff can arrange a meeting to facilitate the discussions with the appropriate personnel. Contact Public Works 886-6240 or Parks and Recreation 886-6060.
- Will your event involve the sale/consumption of **Alcohol**? You will need to contact the City Clerk’s Office at 886-6100 to apply for a Temporary Class “B” Beer and Wine license. These licenses are only issued to bona fide clubs, to county or local fair associations or agricultural societies, to churches, lodges or societies that have been in existence for at least six months before the date of application and to posts of veterans' organizations.



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Street Use Permit

The applicant may obtain a Street Use Permit application from the City Clerk. The applicant or their representative shall file the Permit application with and contact the Traffic Engineer at 886-6240 regarding the Event. The Traffic Engineer may require the applicant to meet with appropriate City staff to review the Event and prepare the Permit application for submission to Council. Upon completion of the Permit application, it shall be submitted to the Public Services & Safety Committee to make a recommendation to the Common Council.

Filing Period

An application for a Permit shall be filed with the Traffic Engineer not less than 45 days before the date on which it is proposed to conduct the Event.

The City where good cause is shown may consider an application that is filed less than 45 days before the date of an Event provided that there is sufficient time to obtain Council approval.

Fee

The Street Use Permit application is \$75.00 (non-refundable) to cover administration costs.

Costs

In addition to the permit fee listed above, the event will be charged 100% of city costs unless the event is sponsored by a 501(c) organization. If the event sponsor is classified as a 501(c), then the sponsor is responsible for all Parks & Recreation Department costs plus a portion of Police Department costs and Public Works Department costs as shown on the following table:

Actual Cost for Police and Public Works services	Event Charge
<\$1,000	\$0
\$1,000 - \$1,499	\$500
\$1,500 - \$3,000	\$750
>\$3,000	\$750 + all costs above \$3,000

Issuance

In determining whether to issue a permit, the Council shall consider the factors located in ORDINANCE NO. 1396 Section 14-129, based on the representations in the application and any other information relevant to the conduct of the Event.

In the event that the Permit application is rejected, the applicant will be contacted in writing within 5 working days with a statement of the reasons for said rejection. The applicant may modify the application to satisfy the desires of the Council and resubmit it without paying an additional fee.



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Upon the issuance of a Permit, the Traffic Engineer shall provide a copy to the Chief of Police or designee, any other affected City department and the general manager or responsible head of any transportation utility which may be affected by the location of the proposed Event.

Insurance

Prior to the Event, the applicant shall furnish evidence of a general liability insurance policy in the amount of not less than \$1,000,000.00 in a form acceptable to the City. The policy shall be in force and effect at the time of the Event. The evidence of insurance shall include a certificate of insurance naming the City of Neenah, its officers, council member, agents, employees, and authorized volunteers as an additional insured in connection with the usage.

Termination

A Street Use Permit for an Event in progress may be terminated by the Chief of Police or designee if termination is a reasonable and necessary response in the face of imminent danger or threat to public safety, if the safety of the public is imminently endangered by activities generated during the Event, if the participants engage in violent or destructive behavior causing injury to persons or damage to property, or if there is a violation of any condition of the permit such that the standards of issuance are no longer met. A Street Use Permit for an Event in progress may be terminated by the Fire Chief or designee if termination is a reasonable and necessary response in the face of imminent danger or threat to public safety.

Permittee duties

Permittees under this chapter shall comply with all permit directions and conditions and all applicable laws and ordinances.

Possession

The parade chair or other person heading or leading such activities shall carry the parade permit upon his person during the conduct of the parade.