



# Special Event Permit Application

**Event**

Name \_\_\_\_\_

Webpage \_\_\_\_\_

**Description**

- Festival/Concert/Exhibition     Parade/March     Other: \_\_\_\_\_  
 Tournament     Competitive Race  
 Assembly/Rally     Non-Competitive Run/Walk

List the event activities to take place (or attach brochure):

**Schedule**

| Date(s) | Setup Time | Start Time | End Time | Cleanup Time |
|---------|------------|------------|----------|--------------|
| _____   | _____      | _____      | _____    | _____        |
| _____   | _____      | _____      | _____    | _____        |
| _____   | _____      | _____      | _____    | _____        |
| _____   | _____      | _____      | _____    | _____        |

**Attendance**

List estimated quantities:

Participants \_\_\_\_\_

Spectators \_\_\_\_\_

List any entry fees: \_\_\_\_\_

**Location**

- Park/Public Property: \_\_\_\_\_
- Public Street/Sidewalk/Trail: \_\_\_\_\_
- Private Property/Other: \_\_\_\_\_

**Applicant**

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Organization**

Name \_\_\_\_\_ Tax Exempt No. \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

The organization shall incur all City service and equipment costs associated with the event. 501(c) organizations with a valid tax exempt certificate receive reduced rates for services/equipment provided by the City. See Municipal Code §14-129(g) for details.



# Special Event Permit Application

## Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: [jkuffel@ci.neenah.wi.us](mailto:jkuffel@ci.neenah.wi.us)

1. Will you be using the Emergency Response Protocol supplied by the city? ([See supplement.](#))  Yes  No

The protocol is a set of procedures to be used for various crises including inclement weather, medical emergencies, and disorderly conduct scenarios. It establishes responsibilities and expectations between the event organizer and emergency services in the event of a crisis. If you choose not follow the protocol provided by the city, attach a crisis management plan to this application. All plans must be approved by Neenah Police and Neenah-Menasha Fire Rescue.

2. List at least two Event Coordinator contacts who will be on-site during the event to address issues that might arise.

Event Coordinators are responsible for executing the Emergency Response Protocol.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

3. Will there be security/crowd control services on-site? If so, please list contractor:  Yes  No

Name \_\_\_\_\_ Phone \_\_\_\_\_

4. Will there be first aid/emergency responders on site? If so, please list contractor:  Yes  No

Name \_\_\_\_\_ Phone \_\_\_\_\_

5. Describe the communication method/equipment that will be used to notify event staff/volunteers of emergencies:

6. Describe the communication method/equipment that will be used to notify event attendees of emergencies:

7. Identify the locations of the following (be specific):

Locations may instead be located on a map submitted with this permit. If a service is not provided or is not applicable, write in "N/A".

Loudspeaker/PA System \_\_\_\_\_

Lost Child Recovery Site \_\_\_\_\_

Severe Weather Shelter(s) \_\_\_\_\_

First Aid Station(s) \_\_\_\_\_

Enclosed/Fenced Area(s) \_\_\_\_\_

Enclosed areas are required for alcohol consumption. Entrances and exits must be numbered and labeled for any enclosed/fenced areas.



# Neenah Special Event Permit Application

## Neenah-Menasha Fire Rescue

Contact: Assistant Chief Vernon Green Phone: +1 (920) 886-6201  
Address: 125 E. Columbian Ave. Neenah, WI 54956 Email: [vgreen@nmfire.org](mailto:vgreen@nmfire.org)

- 8. Will there be any pyrotechnics or open burning?  Yes  No  
A [Fireworks/Open Burning Permit](#) is required. Applications should be filed separately with Neenah-Menasha Fire Rescue.
- 9. Will there be any generators used?  Yes  No
- 10. Will there be any cooking operations?  Yes  No
- 11. Will there be any tents or canopies?  Yes  No
- 12. Will there be any use of drones?  Yes  No

## Winnebago County Health Department

Contact: Env. Health Specialist Jennifer Bonzelet Phone: +1 (920) 232-3000  
Address: 112 Otter St. Oshkosh, WI 54901 Email: [jbonzet@co.winnebago.wi.us](mailto:jbonzet@co.winnebago.wi.us)

- 13. Will there be any food or beverages prepared or served?  Yes  No  
If yes, contact the Winnebago County Health Department.
- 14. Will there be any portable toilets and/or wash stations?  Yes  No
- 15. Will there be any water activities (ie. dunk tanks, water slides)?  Yes  No
- 16. Will there be any animals?  Yes  No

## Clerk's Office

Contact: City Clerk Patty Sturn Phone: +1 (920) 886-6100  
Address: 211 Walnut St. Neenah, WI 54956 Email: [psturn@ci.neenah.wi.us](mailto:psturn@ci.neenah.wi.us)

- 17. Will there be amplified music or announcements used for the event?  Yes  No
- 18. Will amplified sound be within 7 am - 10 pm on weekdays & 10 am - 11 pm on weekends/holidays?  Yes  No  
If not, a special exemption must be requested and approved as part of this application. List the intended hours of amplified sound (per day, if applicable):  
Start Time \_\_\_\_\_ End Time \_\_\_\_\_
- 19. Will there be any alcohol served?  Yes  No  
A [Temporary Class B Picnic License](#) is required. Applications should be filed separately with the Clerk's Office.
- 20. Will there be any vendors/concessions? If so, please list:  Yes  No  
Vendors will need to have a [Solicitor Permit](#) filed with the Clerk's Office.



# Special Event Permit Application

## Traffic Department

Contact: Traffic Engineer James Merten  
Address: 211 Walnut St. Neenah, WI 54956

Phone: +1 (920) 886-6243  
Email: [jmerten@ci.neenah.wi.us](mailto:jmerten@ci.neenah.wi.us)

21. Will the event close any street/sidewalk/trail (or portions thereof) to traffic?  Yes  No

Any adjacent properties must be notified by the applicant 5 weekdays in advance of the event. A copy of the notification must be submitted and approved by the City Traffic Engineer.

22. Will you be providing volunteers to direct traffic?  Yes  No

All volunteers must be properly equipped, trained, and supplied with the [Volunteer Flagger Instructions](#). (See attached.)

23. Is any city traffic control equipment or services being requested? If so, check all that apply:  Yes  No

**Barricade/Sign Equipment**

Check if you are requesting equipment to be delivered to the event grounds. Equipment will need to be moved to their placement locations during the event.

**Barricade/Sign Placement**

Check if you are requesting equipment to be placed by the City during the event times.

**Flaggers to Direct Traffic**

Availability of community service aides (CSAs) and/or police officers are not guaranteed.

**Traffic Signal Programming**

Check if modifications to the traffic signal timing plans may be needed for the event.

**Message Boards**

Message boards may be used to give advanced notification of street closures for the event.

24. Will a private contractor be used for barricading/signing equipment or services? If so, please list contractor:  Yes  No

Any traffic control plan not supplied by the City must be approved by the Traffic Department.

Name \_\_\_\_\_

Phone \_\_\_\_\_

25. List any shuttle services (including route locations) being provided for the event:

26. List any locations to be used for either attendee or event staff parking:

27. Please identify handicap accessible parking locations and accommodations:



# Special Event Permit Application

### Parks & Recreation Department

Contact: Parks & Recreation Office  
Address: 211 Walnut St. Neenah, WI 54956  
Phone: +1 (920) 886-6060  
Email: [parkrec@ci.neenah.wi.us](mailto:parkrec@ci.neenah.wi.us)

### Public Works Department

Contact: Traffic Engineer James Merten  
Address: 211 Walnut St. Neenah, WI 54956  
Phone: +1 (920) 886-6243  
Email: [jmerten@ci.neenah.wi.us](mailto:jmerten@ci.neenah.wi.us)

28. Will there be any equipment requiring ground anchoring (ie. tents, fences)? If so, please list locations:  Yes  No

Public Park/Property: \_\_\_\_\_

Public Street/Trail: \_\_\_\_\_

Other: \_\_\_\_\_

Any stakes or ground anchoring systems proposed on public property must be approved for their locations. Diggers Hotline (Website: [www.diggershotline.com](http://www.diggershotline.com), Phone: 811) must be contacted a minimum of 4 working days before any ground anchors are placed.

29. If there are any portable toilets or wash stations (Question #14), identify proposed locations:

Public Park/Property: \_\_\_\_\_

Public Street/Trail: \_\_\_\_\_

Other: \_\_\_\_\_

30. Have the park shelters been pre-reserved with the Park & Recreation Department?  Yes  No

Park reservations must be completed before submittal of this application.

31. Are you requesting any street sweeping services to be provided by the city?  Yes  No

32. Will there be any dumpsters and/or portable trash receptacles provided?  Yes  No

32. Will the event utilize environmentally conscious practices and/or provide recycling receptacles?  Yes  No

33. What tasks will be conducted to ensure the event site remains clean throughout (and after) the event?

34. Please list any additional equipment or services requested to be provided by the city:



# Neenah Special Event Permit Application

## Checklist

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### Required to process application:

- Application filed with the Mayor's Office within 45 days prior to the event (or 10 days, if there is no full/partial street closure).**  
Special exceptions must be approved by the Special Events Task Force and the Mayor.
- \$75 application fee. (Not applicable if there is no full/partial street closure.) Receipt No: \_\_\_\_\_**  
Payment can be made at the Department of Legal & Administrative Services, 211 Walnut Street Neenah, WI 54956.
- Reservation of park facilities.**  
Reservations may be made at the Parks & Recreation Office, 211 Walnut Street Neenah, WI 54956. See Question #30.
- Supplemental permits filed.**  
See Questions #8 (Fireworks/Open Burning Permit), #13 (Food Vending Permit), #19 (Temporary Class B Picnic License), and #20 (Vendor/Solicitor License).
- A detailed map of the event site/route.**  
A map identifying the event footprint and layout must be submitted with this application.
- A crisis management plan.**  
Required when not following the Emergency Response Protocol that is provided by the City. See Question #1.

### Required to approve application:

- Liability insurance certificate.**  
Policy must include \$1,000,000 of general liability per occurrence (no exclusions) naming the City of Neenah, its officers, council members, agents, employees, and authorized volunteers as additional insured(s).
- Street closure notification letter.**  
Required when properties adjacent to or are enclosed within a closed street or street network. Letters must be pre-approved by the City and must be delivered 5 days working days before the event start date.
- Participant waiver forms.**  
Any waivers of liability signed by participants of the event must also include the City of Neenah (using the same language as for the liability insurance certificate).
- Traffic control plan.**  
Required when a contractor is providing traffic control services. Traffic control plans must be approved by the Traffic Department.
- Follow through with any contingencies required for approval of this permit application.**  
Contingencies are determined upon approval of the permit application. The City reserves the right to revoke a permit if any contingency is not met.

## Provisions & Terms

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This permit is intended to clarify the working relationship between the Applicant of the special event and the City of Neenah. The Applicant agrees to abide by the terms of this permit and all existing policies governing use of City facilities unless specifically noted in the permit. Regulations in Municipal Code §14-125 through §14-132 shall apply to this permit.

Once filed with the Department of Legal & Administrative Services, this permit will be reviewed by the Special Events Task Force. Upon task force recommendation for approval, per Municipal Code §14-129(b)(1), Class B permit applications are approved by the Public Works Director or designee and Class C permit applications are approved by the Public Services & Safety Committee and the City Council. A copy of an approved application will be sent to the Applicant as confirmation of the approved permit. The Applicant is responsible for complying with any contingencies applied to this permit. Failure to do so shall void this permit.

No changes may be made by the Applicant, regarding items included in this agreement, unless written permission is attached to this document. 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 City Staff on duty shall prevail.

Staff and equipment needed to run the event are the responsibility of the Applicant. City services and equipment may be provided at the discretion of the appropriate Department. The Applicant shall be responsible for the City's reasonable service and/or equipment cost associated with the event. The charges are determined from actual cost as outlined in Municipal Code §14-129(g). An invoice detailing charges for City services and/or damages will be sent to the sponsoring organization following the event. Payment is due within 30 days of the date of the invoice.



# Special Event Permit Application

## Legal Notice

I, as an authorized member of the organization sponsoring this event, verify that the information contained in this application is true, correct, and complete to the best of my knowledge. I agree to all provisions and terms of this agreement and acknowledge that no changes may be made to this agreement, unless authorized written permission is granted.

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all event organizers, staff, volunteers, participants, and spectators must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, food sales permits, tent, and fireworks permits are in addition to the fees submitted for the Special Event Permit Application. I further understand that an incomplete application may be cause for denial of the event.

### Hold harmless indemnification and defense.

**For good and valuable consideration the applicant and/or the organization agrees to indemnify, defend and hold harmless the City of Neenah and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Completed applications should be filed with the Department of Legal & Administrative Services, Neenah City Hall, 211 Walnut Street Neenah, WI 54956. For any questions regarding this application or the permitting process, contact Joni Heinz: Phone: +1 (920) 886-6104 Email: [jheinz@ci.neenah.wi.us](mailto:jheinz@ci.neenah.wi.us)

### OFFICE USE ONLY

#### Cost Estimate

Total Cost

Sponsor Cost

Parks & Recreation \_\_\_\_\_

Public Works/Traffic \_\_\_\_\_

Police \_\_\_\_\_

NM Fire \_\_\_\_\_

Total \_\_\_\_\_

#### Approvals

Special Events Task Force

Signature \_\_\_\_\_

Date \_\_\_\_\_

Class B: Director of Public Works or Designee    Class C: Public Services & Safety Committee / City Council

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### Contingencies of Permit