



City of Appleton

Special Events Manual

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City of Appleton

Special Event Information

What is a Special Event?

The City of Appleton is home to many exceptional special events throughout the year that enhance the quality of life, attract visitors and make our City a vibrant and exciting place to be. Please review this information for considerations to help ensure the success of your event.

Special Events ARE:

- ☐ **Planned Occurrences**
- ☐ **Held on public property or in the public right-of-way**
- ☐ **Open to the Public**

Including but not limited to parades, festivals, athletic events, and events not within the normal and ordinary use of the public space.

Special Events are NOT:

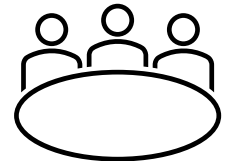
- ☐ **Held on private property**
- ☐ **Closed to the public**
- ☐ **Block Parties**

A Street Occupancy Permit may be granted for a Block Party. For information on block parties please contact the Department of Public Works @ 920-832-6474.

Whether an event is considered within the normal, ordinary, or intended use of public facilities or property is determined by the City department that holds jurisdiction over the space. If your event is held on private property, certain regulations or permits may still apply. **If you are unsure as to whether your event requires a special event permit, contact the Office of the City Clerk @ 920-832-6443.**

Planning a Special Event:

As you begin to make plans for your special event, think carefully about the impacts and benefits the event will bring to the community. The following are suggestions of some of the things you should think about when planning your event:



- ☐ Food safety guidelines and requirements for transient food service
- ☐ Safety and security requirements to ensure the well-being of all staff and attendees
- ☐ Insurance and liability coverage requirements
- ☐ Amplified sound or noise and how it may affect the surrounding areas
- ☐ Setting up the event in such a way that it is accessible to all attendees
- ☐ Ensuring adequate parking for event goers including handicap parking
- ☐ Ensuring there are enough portable toilets and facilities
- ☐ Other events/occurrences planned throughout the city on the chosen date, and any possible effects they may have on event attendance and required City resources
- ☐ Potential traffic impacts due to street closure(s)
- ☐ How the event affects access to emergency service stations, hospitals, churches, schools, businesses, residences and public transportation
- ☐ Additional permit requirements including but not limited to pyrotechnic use, alcohol service/sales, parking restrictions/bagged meters and tents larger than 200 sq ft

**Who to Call for Help:**

If you're planning a special event and have questions, the City of Appleton is here to help! City staff members have valuable experience and endeavor to see your event succeed. If you have questions about planning your event, the best place to start is by calling the City department that has jurisdiction over the topic. See the table below for a list of departments and their areas of expertise.

CITY DEPARTMENT	AREAS OF EXPERTISE	PHONE NUMBER
City Clerk's Office	- Application submittal - Special Event Policy - Permit issuance and fees - Alcohol sales/service	920-832-6443
Department of Public Works	- Parking - Road closures - Event maps	920-832-5580
Fire Department	- Fire safety/EMS - Tents/temporary structures - Fireworks/pyrotechnics	920-832-5810
Health Department	- Food safety and handling - License for food sales - Amplified sound/music	920-832-6429
Parks and Recreation Department	- Park and facility use - Trail use - Park and facility reservations	920-832-5905
Police Department	- Event safety/security - Event maps/routes - Coordination of services - Road closures - Parade requirements	920-832-5500
Risk Management (HR)	- Risk evaluation - Insurance requirements	920-832-6300



City of Appleton

Special Event Information

Application and Review Process

Application Process:

To apply for a Special Event Permit, you must complete the special event permit application and submit it to the City Clerk's Office with the appropriate fee. **The fee for a special event permit application is \$75.00 + \$7.00 Police investigation fee.** Special Event Permit applications are reviewed on a first come first served basis. No application for a Special Event Permit will be considered if the organizer has any unpaid fees from previous events.

Please Note:

- ☐ Special event applications must be filed at least **45 days** prior to the event.
- ☐ Incomplete applications will not be accepted and will be returned to the applicant.
- ☐ Applying does not guarantee the application will be approved and that a Special Event Permit will be issued.
- ☐ License fees are not refundable and are due at time of application.

Charges for park facilities, food sales permits, Street Occupancy Permits, tent permits, meter bag fees etc., are to be paid in addition to the special event permit application fee. These fees are to be paid to the departments who handle each service. In addition to these additional applications/fees, a detailed map or diagram of the event indicating the entire event location and layout must be submitted with the application.

Review Process:

Once the completed special event application has been received and the appropriate fees have been paid, the application is routed to multiple City departments for review. Below is the list of the departments who review special event applications.

- City Clerk
- Public Works – Engineering
- Human Resources – Risk Manager
- Health
- Appleton Police Department
- Appleton Fire Department
- Parks and Recreation
- Valley Transit



The City Clerk shall not issue a special event permit until all reviewing departments have approved the permit application. Complete applications will be reviewed in a timely manner and permit issuance will be completed a minimum of 14 days prior to the event, except in exceptional circumstances.

Special Events Committee:

This committee is made up of City of Appleton employees from multiple departments who evaluate special event applications and make recommendations on permit approval or denial. The following is a list of the current members of the Special Events Committee. Membership may change at any time.

Amy Molitor, City Clerk	920-832-6443
Abigail Dewhurst, City Clerk's Office	920-832-6443
Darrin Glad, Assistant City Attorney	920-832-6423
Derek Henson, Fire Department	920-832-5810
Steve Kihl, Environmental Supervisor	920-832-6429
Brian Margan, Risk Manager	920-832-6300

Peter Neuberger, City Engineer/Deputy Director DPW	920-832-6485
David Wentworth, Parks & Recreation Department	920-832-5906
Leah Thibodeau, Parks & Recreation Department	920-832-5905
Amy Erickson, Valley Transit	920-832-1627
John Ostermeier, Police Operations Coordination Specialist	920-832-5836

You may request to attend a Special Event Committee meeting to address questions or concerns with your proposed event. Requests must be made to the Office of the City Clerk and will be accommodated to the extent possible. To inquire about attending a meeting please contact the Office of the City Clerk @ 920-832-6443.

Appeals Process:

If an application is denied for any reason, the City Clerk's Office will provide the applicant with the explanation as to why. The applicant may then request the application be submitted to the Common Council by way of the Safety and Licensing Committee for review. The Common Council will have the final say as to whether or not the permit will be issued.



Late Applications are those filed within 45 days of the event. In the event of a late application, the City Clerk's Office will notify the applicant of the automatic denial due to the untimely application. The City will conduct their Departmental reviews of the application, so the Safety & Licensing Committee and Common Council have all relevant information to consider when deciding to grant or deny the permit. An applicant waives their right to appeal a denial decision when there is not time to provide sufficient notice to the public for the appeal to be included in the agenda for the next regularly scheduled Safety & Licensing Committee meeting if the subsequent Common Council meeting is after the event date.

Cancellations Policy:

If the organizer plans to cancel their event, they should contact the Office of the City Clerk as soon as possible. Event cancellation by the organizer does not guarantee availability of the venue, or resources to reschedule the event. Events that pre-paid for anticipated services and cancel their event will receive a refund of the pre-paid **only if the notice of cancellation is received by the City Clerk 48 hours prior to the start of the event.** All other license fees are not refundable.



Advertising:

Organizers should refrain from promoting, marketing or advertising their event until a special event permit application has been approved. Submitting an application for a special event permit does not guarantee approval for either the date or location, nor is it an automatic approval for the event.

It is recommended to notify the public about the event at least one week prior to the event, due to possible concerns about traffic congestions, limited parking, noise and other disruptions. Examples of public notification includes a press release submitted to local media, social media posts, or a flyer dropped off at homes and businesses in the surrounding area.



City of Appleton Special Event Information

Street Closure and Traffic Control Plan

If your special event will require public street or right-of-way use or closure, the Department of Public Works and the Appleton Police Department will need to review your request to ensure that all safety measures are met, and the street closure(s) will not adversely affect traffic flow.

Street Closure:

Street closures will be reviewed on a case-by-case basis, with an emphasis on minimizing the impact to traffic flow on surrounding roadways. Be mindful that there may be some limitations on the use of certain streets.



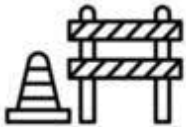
Traffic Control Plan:

Applicants or their contractor must provide an acceptable Traffic Control Plan (TCP) for review and approval **6 weeks prior to the event** for roadways and detour routes defined as interstates, highways, or collector and arterial roadways. An acceptable TCP must be submitted 4 weeks prior to the event for all other roadways. See the City of Appleton's Temporary Traffic Control Manual for additional information and traffic control requirements.

The barricading of streets is not provided by the City. Temporary traffic control devices/services must be provided by the applicant or contractor who has been approved in advance of the event.

The applicant or their contractor is responsible for ensuring:

- ☐ Traffic control devices are assembled and delivered to the correct locations by noon the day before the event.
- ☐ Devices are properly configured in accordance with the approved traffic control plan.
- ☐ Devices are removed from the roadway immediately after the event.
- ☐ Devices are removed from the city rights-of-way within 48 hours of the conclusion of the event.



Even if your event does not require street or sidewalk closings, it may generate unusual pedestrian and/or vehicular traffic. This not only affects the event's participants, but also people who live, work, and shop in the area surrounding the event's location. Changes in traffic flow must be considered in the planning process. Additionally, the applicant is responsible for notifying the affected parties of street closures.

In case of large events, consider establishing parking at other sites and shuttling participants to the event. Contact the **Department of Public Works @ 920-832-6474** for information on parking availability, rates, and options for pre-paying parking in a city ramp.

The applicant may also be responsible for costs associated with restricting the use of parking meters to the general public; this will be dependent upon if the restrictions are being placed for city traffic control or by the special event organizer use. If you request special parking restrictions, you must contact the **Appleton Police Department @ 920-832-5500**.

We suggest you also contact **Valley Transit @ 920-832-7627** to determine if their bus routes conflict with the location and time of your event. Valley Transit may be able to assist you with transporting event attendees to your location as well!

Please remember to always consider parking and accessibility for the disabled. If there are no disabled parking stalls within a reasonable distance from your event site, call **the Appleton Police Department and the Department of Public Works** to discuss providing the appropriate accommodations.





PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : _____
 Effective Date: _____
 Expiration Date: _____
 Non-Refundable Fee: _____
 Paid (yes or no): _____

Rev. 05-2024

Applicant Information

Name (print): _____ Company: _____
 Address: _____ Telephone: _____
 _____ E-mail: _____
 Applicant Signature: _____ Date: _____

Occupancy Information

General Description/Reason: _____
 Street Address: _____ Sidewalk/roadway obstruction requested Y or N
 - or -
 Multiple Streets: _____

Date(s) From: _____ To: _____ 35 days or < 35 days or >
 (Requires Committee and Council Approval)

(Department use only)

<u>Occupancy Type</u>	<u>Sub-Type</u>	<u>Location</u>
Permanent - Obstruction (\$40)	Awning	Sidewalk
Temporary - Obstruction (\$40)	Dumpster	Terrace
Amenity/Annual (\$40)	Sign	Roadway
Blanket/Annual (\$250)	Obstruction / Other	
Block Party (\$15)	POD / Container	

Additional Requirements

☐ Plan/Sketch Certificate of Insurance Bond Committee and Council Approval
☐ Other : _____ Date: _____

Traffic Control Requirements

N/A

Type of Street: _____ Proposed Traffic Control: _____
☐ Arterial/CBD ☐ City Manual Page(s) _____
☐ Collector ☐ State Manual Page(s) _____
☐ Local ☐ Other (attach plan) _____

Contact Traffic Division (920-832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.
 Additional Requirements: _____

Approved by: _____ Date: _____

This permit approval is subject to the following conditions:

1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy.
2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application.
3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met.
4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted.
5. **Dumpsters/PODs/Containers shall be located within 12" of face of curb.**
- 6.

This permit is issued to the applicant upon payment of the permit fee and is expressly limited to the location and type described herein. The applicant, in exchange for receiving this permit, warrants that all street occupancies will be performed in conformity to City ordinances, standards and policies, be properly barricaded and lighted, and be performed in a safe manner. By applying for and accepting this permit, the applicant assumes full liability and/or any costs incurred by the City for corrective work required to bring the subject area into compliance with said ordinances, standards, policies and permit conditions. No occupancy shall occur prior to approval of this permit by the Department of Public Works.

The Grantee shall guarantee at their expense, the repair or replacement of pavement, sidewalk and any other facilities within the public right-of-way damaged or destroyed by the Grantee or any sub-contractor working for them. The Grantee shall assume complete and full liability and responsibility, in accordance with existing ordinances and policies, in the event of injury or damage to persons or property resulting from their facilities within the public right-of-way.

APPROVED BY: _____
 (Department of Public Works)

DATE: _____



PARKING METER BAG APPLICATION

Effective Date: _____

Expiration Date: _____

Non-Refundable Fee: _____

Paid (yes or no): _____

Rev. 09-2024

NOTE: Fee is \$9.00 per day plus tax and is non-refundable.
THIS FEE WILL BE CHARGED FOR EVERY DAY THE METER BAG IS RESERVED.
 (excluding Sundays and City of Appleton Observed Holidays)

APPLICANT INFORMATION

Company Name: _____

Agent: _____

Address: _____

Telephone: _____

Email: _____

Applicant Signature: _____

Date: _____

OCCUPANCY INFORMATION

Reason: _____

Location: _____

Meter Zone & Space#: _____

Date(s): _____

(Office use only)

Amount Due: _____

Receipt#: _____

Initials: _____

This request is subject to the following conditions:

1. Meter bags shall not be used on RED meters. If a red meter is found bagged, the bag will be removed and the vehicle will be ticketed.
2. Requests shall be evaluated by the City Engineer or designee and shall only be issued for essential/logistical reasons, not for convenience.
3. Applicants shall seek side street alternatives when possible before requesting meter bags on College Avenue.
4. No meter bag fees will be charged for City Sponsored Special Events (Memorial Day Parade, Flag Day Parade, Christmas Parade, Police Week Vehicle Display).
5. Requests for waiver of fees or reduced fees for non-City sponsored events must be approved in advance by Committee and Council.
6. Unauthorized vehicles parked in reserved/bagged parking stalls are subject to immediate towing without warning.

APPROVED BY: _____
 (Department of Public Works)

DATE: _____



City of Appleton Special Event Information

Risk Management and Insurance

Insurance coverage (a *Certificate of Insurance* or a *Hold Harmless Agreement*) will be required for every special event held in the city.

You must provide a CERTIFICATE OF INSURANCE if any of the following apply:

- ☐ Your event involves more than 250 people
- ☐ If a street closure is requested
- ☐ If structures are brought onto public premises
- ☐ If a drone will be utilized during your event

Please call the
City of Appleton's Risk Manager @
920-832-6300
for additional information including
the minimum required amount of
insurance for your event.

If any of the above apply, the event holder agrees to list the City of Appleton, and its officers, council members, agents, employees, and authorized volunteers as an **additional insured** on the event holder's general liability insurance policy. Certificates of insurance displaying this additional insured status must list the following as the certificate holder: *City of Appleton, Attention: Risk Manager, 100 North Appleton Street, Appleton, WI 54911*. Applicants must complete form **SE-02** and return it to the Human Resources Department.

Special Event Organizers should observe the following Risk Management practices:

- Develop **volunteer management practices** – identify who is in charge and communicate this to all volunteers. Monitor the event volunteers to ensure that the necessary work is being completed.
- Be clear about the role of the Appleton Police Department and enhance communication throughout the event. **Consult with police and emergency personnel for input** and advice while developing a safety plan for your event.
- **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 events activities**, including communication and responsibilities, coordination with authorities, weather conditions, lightning, and personal and property damage.
- **Coordinate fire safety/protection** for all tents, use of portable generators, 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 insurance from the installer.
- **Obtain a certificate of insurance from “sub-contractors”** of your event such as amusement ride companies, fire artists, firework show operators, carriage rides, etc.
- 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 an excited youngster or a not so nimble senior.

IR 5.0 – Special Events
City of Appleton
Insurance Requirements

Event: _____

It is hereby agreed and understood that the insurance required by the City of Appleton is primary coverage and that any insurance or self-insurance maintained by the City of Appleton, its officers, council members, agents, employees or authorized volunteers will not contributed to a loss. All insurance shall be in full force prior to the event date and remain in force throughout the event, including the clean-up period after the event.

The event shall not commence until proof of insurance required has been provided to the applicable department and before the event is considered for approval by the City of Appleton.

1. INSURANCE REQUIREMENTS

Commercial General Liability coverage at least as broad as Insurance Services Office Commercial General Liability Form, including coverage for Products Liability, Completed Operations coverage with the following minimum limits and coverage:

- Each Occurrence limit..... \$1,000,000
- Personal and Advertising injury limit..... \$1,000,000
- General aggregate limit (other than Products-Completed Operations). \$2,000,000
- Products-Completed Operations aggregate \$2,000,000
- Fire Damage limit – any one fire..... \$50,000
- Medical Expense limit – any one person \$5,000

Automobile Liability coverage at least as broad as Insurance Services Office Business Automobile Form, with minimum limits of \$1,000,000 combined single limit per accident for Bodily Injury and Property Damage, provided on a Symbol #1 - Any Auto” basis.

Workers’ Compensation as required by the State of Wisconsin, and Employers Liability insurance with \$1000,00 Each Accident/\$500,000 Disease Policy Limit/\$100,000 Disease – Each Employee or with sufficient limits to meet underlying Umbrella Liability insurance requirements. If applicable for the work coverage much include Maritime (Jones act) or Longshoremen’s and Harbor Workers Act coverage.

Umbrella Liability provide coverage as least as broad as the underlying Commercial General Liability, Automobile Liability and Employers Liability, with a minimum limit of \$2,000,000 each occurrence and \$2,000,000 aggregate, and a maximum self-insured retention of \$10,000. **(Must carry Umbrella Liability if Special Event exceeds 2,000 attendees)**

2. APPLICABLE PROVISIONS

- **Primary and Non-Contributory requirement – all insurance must be primary and non-contributory to any insurance or self-insurance carried by City of Appleton.**
- **Acceptability of Insurers:** Insurance is to be placed with insurers who have an A.M. Best rating of no less than A- and a Financial Size Category of no less than Class VI, and who are authorized as an admitted insurance company in the state of Wisconsin.
- **Additional Insured Requirements:** The following must be named as **additional insureds** on all Liability Policies for liability arising out of event – **City of Appleton, and its officers, council members, agents, employees and authorized volunteers. On the Commercial General Liability Policy, the additional insured coverage must be ISO form CG 20 10 07 04 or its equivalent. This does not apply to Workers Compensation policies.**
- Certificates of Insurance acceptable to the City of Appleton shall be submitted prior to commencement of the work to the applicable department. **In addition form CG 20 10 07 04 or its equivalent must also be provided with the certificate.** These policies shall contain a provision that coverage afforded under the policies will not be canceled or non-renewed until at least 30 days' prior written notice has been given to the City of Appleton.

The following additional coverages are required when the corresponding box is checked. In addition, the event provider shall be responsible for consulting with its insurance carrier to determine whether any of the following coverages shall be carried based on the specific event.

- ☐ **Watercraft Liability Insurance** with a limit of \$1,000,000 per occurrence for bodily injury and property damage if the event includes the use of/operation of any watercraft.
- ☐ **Aircraft Liability Insurance** with a limit of \$3,000,000 per occurrence for bodily injury and property damage including passenger liability and slung cargo if the event includes the use of any aircraft or helicopter.
- ☐ **Unmanned Aircraft Liability Insurance** with a limit of \$1,000,000 per occurrence limit for bodily injury, property damage liability, and invasion of privacy liability if the event includes the use of any unmanned aircraft (drones).
- ☐ **Liquor Liability Insurance** with a limit of \$1,000,000 each occurrence and \$1,000,000 aggregate if the event holder is selling or serving alcoholic beverages.

☐ **Cyber Liability and Technology Errors and Omissions** per occurrence limit of \$500,000.

☐ **Commercial Crime Insurance** per occurrence limit of \$100,000.

Last Review: 12/2021



City of Appleton

Special Event Information

Security and Safety

Planning for safety and security is crucial for ensuring the well-being of all event staff and attendees. By planning ahead, event organizers can create a safe and secure environment that fosters enjoyment and minimizes the likelihood of accidents, injuries, or emergencies.

All special events must have a designated head of security. Events are required to have security personnel present but the rate of which are dependent on whether or not alcohol will be consumed. The Police and Fire Department, depending on facts and circumstances specific to each event, have the ability to modify this ratio, as necessary. The applicant will be notified of the modification as soon as reasonably possible.

Security Staffing Requirements

When alcohol is present

1 staff : 300 attendees

When alcohol is **not** present

1 staff : 600 attendees

For additional information call the **Police Department @ 920-832-5500** or the **Fire Department @ 920-832-5810**. Security staff at a special event **MUST** be approved by or meet the standards determined by the Police Department.

The Head of Security Must Be:

- ☐ 18 years of age or older
- ☐ Clearly identifiable as event staff at all times during the event
- ☐ Able to call 911 during the event
- ☐ Reachable at all times during the event
- ☐ Able to contact and instruct security personnel, as applicable, during the event
- ☐ Trained as a Crowd Control Manager

All Security Personnel Must Be:

- ☐ 18 years of age or older
- ☐ Clearly identifiable as event staff at all times during the event
- ☐ Able to call 911 during the event
- ☐ Reachable at all times by the head of security during the event
- ☐ Able to act on instructions from the head of security, or any other authorized person, in case of an emergency



Additional Requirements:

The completed Special Event Safety and Emergency Response Plan (**SE-03**) must be submitted with the Special Event Permit Application. The City of Appleton may request additional security features at the event above what is listed on the application. If the applicant refuses to provide the additional safety features, the application may be recommended for denial. In extreme circumstances where the City of Appleton may deem it necessary to provide additional security services outside of the items noted on the application, the cost of these services will fall solely on the City.

If your event plan includes a parade, there are additional safety concerns to consider. The Supplemental Parade Questionnaire (SE-08) will be required to be submitted with the application. The Police Department has guidelines for what activities are permitted during parades. See the **Parades** sheet for additional information.

Event Timeline	
Include start and finish times, road closure and reopening times, setup, clean up, etc.	
Time	Action

Security / Event Attendance	
- Designated security is required at the rate of 1/600 people for alcohol free events. - Designated security is required at the rate of 1/300 people for events serving alcohol	
Total number of people attending event?	
Number of people present at busiest time?	
Will alcohol be served?	
Admission requirements (guest list, public, etc)	
Primary event security contact	
Total number of staff dedicated to security	
How security staff will be identifiable	
Location of security staff during event	
Will private security be hired?	
Private security main contact name and #	

Medical Emergencies and Resources	
Does your event include strenuous activity?	
Will EMS services be hired?	
- Company name and primary contact - List resources (ambulance, EMT, etc.)	
List any event staff with EMS training	
Who is responsible for activating EMS / 911?	
Location of first aid stations	
Any UTV / ATV / Golf Carts for transport	
List mass casualty collection location	

Weather Monitoring and Cancellation	
Person responsible for weather monitoring	
Shelter location	
Evacuation plan / location	
Emergency announcement method	
Predetermined criteria for weather cancellation	
Link to the National Weather Service	NWS Forecast Page For Your Event

Road Closure and Parking Restrictions	
<i>Private events are responsible for securing a barricade contract and ensuring proper and timely delivery of signs and barricades. Failure to do so may result in event cancellation.</i>	
Barricade company	Warning Lites of Appleton (change if different)
Road closure start time	
Road closure end time	
Responsibility	Staff member
Securing barricade contract	
Verify accurate and timely barricade delivery	
Verify barricade removal from roadway	
Verify parking restrictions are posted	

Vehicle Threat Mitigation	
<i>Private events are responsible for securing their events.</i> <i>All barricade vehicles must be quickly moveable for emergency vehicle access.</i> <i>See Vehicle Threat Mitigation Recommendations document for further information.</i>	
Will the event be in the roadway?	
Will the event use hard barricades?	
List each intersection and which vehicle and drivers will be positioned there.	
Intersection	Vehicle and driver contact

Protestors / Demonstrators Response	
<i>Demonstrators often take advantage of the crowds at special events to voice their cause.</i> <i>It is important for all event staff to have a clear understanding of protestor rights and protocols.</i> <i>See APD Protestor Guidelines document for further details.</i>	
Is the event on public or private property	
List event areas open to the public	
List event areas restricted to staff only	
Predetermined criteria for cancellation	
Staff member with authority to cancel	

Missing Children / Vulnerable Adult Plan

- All event staff must be trained on the Missing Children / Vulnerable Adult plan
- Staff should have pre-determined search locations to avoid redundancy.

Primary event contact for missing persons

Who is responsible for calling 911?

Communication method for event staff

Public broadcast communication method

Rally point – where will found people or guardians go if not promptly reunited?

Describe identity verification procedures

Describe documentation procedures

List search locations and staff member responsible for searching it

Location

Staff member

Lost / Found Property Plan

Primary event contact person for lost/found

Location of lost/found repository

Describe identity verification procedures

Describe documentation procedures

Other

List any additional Safety Planning Procedures

Items on this page fall under the direction of the Appleton Fire Department

Crowd Managers	
- For inside events with over 500 people, one certified crowd manager is required per 250 people. For outside events with over 1,000 people, one certified crowd manager is required per 250 people - Contact the Appleton Fire Department for crowd manager training	
Describe evacuation plan	
Describe shelter plan	
Total # of crowd managers for your event	
List crowd managers	

Fire Alarm / Fire Safety / Other Hazards	
- The Appleton 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. - Contact the Appleton Fire Department at (920)832-3934 for additional information.	
Will the event be taking place in a building?	
How will staff respond to an indoor fire?	
Who is responsible for reporting a fire/alarm?	
Will the event be taking place outdoors?	
How will staff respond to an outdoor fire?	
Fire Extinguishers	
List locations for any additional extinguishers	
Have staff been trained on their use?	
Are staff expected to use extinguishers?	
Or, are staff expected to simply evacuate?	
Will a fire watch be provided for the event?	
If you answer YES to any of the following, complete Form SE-07	
Will there be chemicals / hazardous materials?	
Will there be pyrotechnics or explosives?	
Will there be tents at the event?	

Other
List any additional Safety Planning Procedures



City of Appleton

Special Event Information

Alcohol Sales & Service

If you plan on selling and/or serving **beer (fermented malt beverages)** or **wine** at your event, a separate **Temporary Class “B”/“Class B” License** is required. Complete form **SE-04** and return it to the Office of the City Clerk with the appropriate fee. This license application must be filed with the Clerk’s Office **at least 10 calendar days before your event**. It is recommended that you submit this application at the same time as the special event permit application. Distilled alcoholic beverages (liquor) **are NOT permitted** at Special Events.

WHO QUALIFIES FOR A TEMPORARY CLASS “B”/ “CLASS B” LICENSE?

BONA FIDE CLUBS

State, county, or local **FAIR ASSOCIATIONS**, or **AGRICULTURAL SOCIETIES**
CHURCHES, LODGES, OR SOCIETIES that have been in existence for at least 6 months
prior to the date of application
Posts of **VETERAN’S ORGANIZATIONS**
CHAMBERS OF COMMERCE or similar civic or trade organizations organized under Ch.
181, Wis. Stats

No more than 2 temporary wine licenses may be issued to any qualified organization (see above) in any 12-month period.

All beer/wine for a special event must be purchased from an authorized alcohol distributor.

SECURITY

All events must have security personnel. If alcohol is available, there must be one security guard for every 300 people. If alcohol is not available, there must be one security guard for every 600 people.

BARTENDERS

You will need to have licensed bartenders selling and dispensing alcohol at your event. You may contact the City Clerk’s Office with questions on how to obtain an Operator (Bartender) License.



WHEN CAN ALCOHOL BE SOLD/SERVED?

City Parks: If your event is in a City park, you can only serve alcohol *between the hours of 10:00 a.m. and 10:00 p.m.* unless an extension is granted by the Director of Parks and Recreation.

Other Locations (Not City Parks): Alcohol cannot be served after midnight.

Here are some **helpful tips** to organize a safe and successful event where alcohol is served or sold:

- Sales of beer or wine must be under the control of your organization at all times.
- No person/organization may give away alcohol or use any other means to evade any

law of the State of Wisconsin relating to the sale of alcohol.

- You, the applicant, will be the responsible, legally liable party if problems arise because of the improper conduct of beverage servers.
- The legal drinking age is 21. Government issued identification must be requested from anyone who appears under the age of 30. Use wristbands to identify verified individuals.
- Do not sell, furnish, or give beer or wine to anyone who is obviously intoxicated.
- Identify non-drinking designated drivers and consider offering them free non-alcoholic beverages.
- Limit sales of alcoholic beverages to two (2) drinks per person at any one time.
- Provide food at your special event.
- Prohibit anyone from bringing their own alcoholic beverages to your event.

Please be aware that having alcohol at an event may result in greater costs and risks, so please refer to the Risk Management and Insurance information sheet for requirements.

Application for Temporary Class “B” / "Class B" Retailer’s License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10 per event + \$7 (applicant background investigation fee)

Application Date:

☐ Town

☐ Village

☒ City of **Appleton**

County of

The named organization applies for: (check appropriate box(es).)

☐ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning and ending and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name

(b) Address (Street) Town Village City

(c) Date organized

(d) If corporation, give date of incorporation

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President

Vice President

Secretary

Treasurer

(g) Name and address of manager or person in charge of affair:

(g)1. Date of Birth:

(g)2. Drivers License #:

(g)3. Email:

Phone:

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number

(b) Lot Block

(c) Do premises occupy all or part of building?

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. Name of Event

(a) List name of the event

(b) Dates of event

(c) Time(s) of event

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer (Signature / Date)

(Name of Organization)

Date Filed with Clerk

Date Reported to Committee

Date Granted

License No.

COA Dept. Approval: Police Fire Health

Additional Information

May be Granted and Issued only to (secs. 125.26(6), and 125.51(10), Wis. Stats.):

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (secs. 125.26(1) and 125.51(10), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:
 - Class "B" (Beer):
 - a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (sec. 125.04(3)(f), Wis. Stats.)
 - b. At least 15 days prior to the granting of the license for events lasting 4 or more days.
 - "Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.
- (4) Seller's Permit: (sec. 77.54 (7m), Wis. Stats.), provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required. (sec. 125.04(3)(g), Wis. Stats.)

Fee: Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.) (secs. 125.26(6) and 125.51(10), Wis. Stats.)

Duration: The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time. (sec. 125.51(10)(b), Wis. Stats.)

Restrictions:

- (1) License may not be issued to individuals. (secs. 125.02 (14), 125.26(6), 125.51(10), Wis. Stats.)
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (3) License may cover either a specified area or the entire picnic grounds. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (4) License issued to a county or district fair must cover the entire fairgrounds (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (5) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (sec. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (6) Licensed operator(s) must be present at all times (secs. 125.17, 125.26(6), 125.32(2) - Beer; 125.17, 125.51(10), 125.68(2) - Wine; Wis. Stats.)
- (7) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (sec. 125.32(6), Wis. Stats.)
- (8) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit. (sec. 125.51(10), Wis. Stats.)
- (9) Licensed organizations must purchase their alcohol beverages only from permitted Wisconsin wholesalers, breweries and brewpubs. (secs. 125.33(6), and 125.69(6), Wis. Stats.)



City of Appleton

Special Event Information

Event Location and Park Reservation

Special events can be held in City parks/facilities, trails, and the public right of way as well as city streets. The City of Appleton permits special events to be held only in certain parks. In order to hold a special event in a City park/facility, you must first reserve the park. Contact the **Parks & Recreation Department** to reserve the desired space. Submitting an application for a Special Event Permit does not guarantee the reservation of the space/park or for the dates specified. Event organizers must be flexible regarding the time and location of their event to ensure appropriate staffing and city resources are available. If your event is held on private property, certain regulations may still apply. Contact the **Office of the City Clerk @ 920-832-6443** for more information.



Houdini Plaza and **Jones Park** have limited year-round availability for reservations. For more information on reserving either of these spaces contact the **Parks & Recreation Department @ 920-832-5905**.

The following City parks may be reserved for special events from **May 1st - October 1st** and allow a maximum event attendance of 5000 people:

- ☐ Appleton Memorial Park
- ☐ Erb Park
- ☐ Pierce Park
- ☐ Telulah Park

Facility Reservations:

- ☐ Are made on a first-come, first-served basis
- ☐ Cannot be made more than 1 year in advance
- ☐ Event holders have **45 days** after the date of their special event to make reservations for the same location or day of the following year.
- ☐ After 45 days the City park/facility will be open for the public to reserve.



If you decide to hold your event in a City park, you will be asked to complete a Facility Reservation Agreement and pay the appropriate reservation fees. The fees for the park pavilions vary with the size of the pavilion and the extra amenities available. All park rules, regulations and policies must be adhered to at all times during a special event. If your event includes a City trail or for more information on City parks, please contact the **Parks & Recreation Department @ 920-832-5905**.

Dogs/Animals



Dogs and other animals are prohibited at special events per Sec. 10-47 of the Appleton Municipal Code.



CITY OF APPLETON

Department of Parks & Recreation

1819 East Witzke Blvd.

Appleton, WI 54911

p: 920-832-5905

aprd@appleton.org

www.appletonparkandrec.org

FACILITY RENTAL AGREEMENT FORM

Applicant Name: _____ Group Name (if applicable): _____

Phone (home/cell): _____ Email: _____

Address (street/city/zip): _____

Park Name: _____ Pavilion/Special Area: _____

Date Requested: _____ Time Requested: _____

Type of Event: _____ Estimated Number of Participants: _____

Event Information:

- ✓ Beer/wine sales? ☐ YES ☐ NO (if YES, obtain approval and contact City Clerk for liquor license)
- ✓ Food/concession sales? ☐ YES ☐ NO (if YES, obtain approval and contact Health Dept. if selling food)
- ✓ Live band/DJ/music*? ☐ YES ☐ NO (if YES, purpose/type: _____)
**All amplified music must abide by City ordinance levels and end by 9 p.m. Request to apply for variance if necessary.*
- ✓ Mechanical rides/inflatables? ☐ YES ☐ NO (if YES, provide certificate of insurance)
- ✓ Tent(s) larger than 10x20? ☐ YES ☐ NO (if YES, number: _____ size(s): _____)
- ✓ Open to general public? ☐ YES ☐ NO (is there an admission fee? ☐ Yes ☐ No)
- ✓ A special event? ☐ YES ☐ NO (if YES, contact City Clerk for application/details)

Any Special Activities or Needs: _____

By signing below, I affirm that I am 18 years of age or older, that my answers are truthful, and that I have read and understood the documents provided to me including the Facility Reservation Policies and Procedures. I understand I must keep this approved form with me at all times during the reservation and provide it upon request. I further agree to indemnify, defend and hold harmless the City of Appleton and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney's fees, arising out of the activities related to this agreement, caused in whole or in part by any negligent act or omission of myself or my group, anyone directly or indirectly employed by 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 _____

STOP! Office Use Only

Approval or denial of any concession sales or amplified sound noted above.

☐ APPROVED* ☐ DENIED (reason: _____)

**May be contingent on approval of the Special Events Committee*

Signature: _____ Date: _____

Facility Rental Fees

Pavilion Fee(s):	\$ _____	Tent Permit:	\$ _____
Exchange of Money Permit:	\$ _____	Inspection Fee:	\$ _____
Event Fee:	\$ _____	Other:	\$ _____

COMBINATION FOR FOOD PREP AREA: _____

Amt. Received: \$ _____

☐ Cash ☐ Check ☐ Charge

Date: _____

Reservation No.: _____

Receipt No.: _____

FACILITY RESERVATION POLICIES AND PROCEDURES

ALCOHOL - The possession and consumption of fermented malt beverages and wine is permitted in conjunction with a pavilion or special area reservation so long as all applicable laws are followed at all times (example: lawful drinking age). No other types of alcohol are permitted. Persons shall not drink from or have in his/her possession an open container of fermented malt beverage or wine in any city park before 10:00 a.m. or after 10:00 p.m., except in the Appleton Memorial Park Softball Complex when organized softball league play is in progress or with written permission of the Department Director or designee.

CANCELLATION/REFUND POLICY - A full refund of the rental fee will be made if the reservation is cancelled more than ninety (90) days in advance of the event. A full refund of the rental fee for a cancellation less than ninety (90) days in advance of the event will be made only if the pavilion or special area can be rented for the same date canceled. Refunds are subject to a \$10.00 processing fee. No partial refunds shall be granted. The Department Director or designee reserves the right to cancel and/or relocate any reservation if the reservation threatens the integrity of the park and/or facility due to misrepresentation of information on application, unsafe facility conditions, weather conditions, etc. In the event a reservation is cancelled by the Department Director or designee there shall be no processing fee.

DAMAGE POLICY - The applicant is the duly authorized representative for any and all damaged and/or missing items and agrees to clean up the area after use. It is the applicant's responsibility to inspect the area upon arrival and report any problems. Charges will be assessed for any damages, cleaning or other services required and additional charges will be assessed based on time and material rates. Additions, alterations, or changes to the park grounds, structures, or buildings shall be considered damage unless prior written authority was provided by the Department Director or designee.

EXCHANGE OF MONEY PERMIT/COMMERCIAL EVENTS – Sales, including providing lessons or classes, are not permitted unless authorized by the Department Director or designee. Those authorized to sell must: (1) operate at least three hundred (300) feet from the entrance to any existing concession, (2) secure all necessary permits, (3) provide all supplies, materials, and equipment, (4) keep the area clean, (5) operate in accordance with satisfactory practices, and (6) abide by the laws and regulations governing same.

PROHIBITED ACTIVITIES - The following activities are prohibited at all times: damage to property, littering, and the use of UTVs/ATVs/Snowmobiles. The following activities require the permission from the Department Director or designee or a permit: after-hours access, amplified sounds, archery (except as part of rec. program or at AMP archery range), camping, fires, fireworks, fishing (except at AMP pond and in stormwater ponds), glass bottles, hunting, mechanical rides/dunk tanks/inflatables, model toys, pets (other than ADA animals and leashed dogs on approved trails), sales (see above), special events or activities beyond the normal and ordinary use of the park or facility, swimming (except at Erb and Mead pools), and weapons (except as allowed by law).

RESERVATIONS - Reservations are on a first-come, first-served basis and may be made no more than one (1) year in advance, except pavilions or special areas reserved for special events shall have thirty (30) days after the date of the special event to reserve the same area for the same day or weekend for the following year. All pavilions and special areas have maximum capacities and an application may be denied if the expected attendance will exceed the maximum capacity. Dates and hours on the reservation form must include set-up, take-down, and cleaning time.

Police Non-Emergency: 920-832-5500
Parks and Recreation Department: 920-832-5905
After hours assistance: 920-730-3041

Remember: The applicant is required to keep this approved reservation agreement form with them at all times during the reservation and must provide it when asked by any police officer or city employee.



CITY OF APPLETON

Department of Parks & Recreation
1819 East Witzke Blvd.
Appleton, WI 54911
p: 920-832-5905
aprd@appleton.org
www.appletonparkandrec.org

ATHLETIC FACILITIES RESERVATION AGREEMENT

NAME OF EVENT: _____ ESTIMATED ATTENDANCE: _____

TYPE OF EVENT: _____ PARK LOCATION: _____

FIELDS/COURTS #:

DAYS & DATES:

TIME OF EVENT:

APPLICANT/ORGANIZATION: _____

CONTACT NAME: _____ CITY/ZIP: _____

E-MAIL ADDRESS: _____ PHONE: _____

****Please check all that apply to your athletic field reservation****

Tents (permit required for tents over 200 sq. ft. No _____ Yes _____ Size _____ Quantity _____)

Food Sales (contact Appleton Health at 832-6429 for info) No _____ Yes _____

Alcohol Sales (contact Appleton City Clerk at 832-6443 for info) No _____ Yes _____

Raffle Sales (Contact WI State Gaming board at 608-270-2552 for info) No _____ Yes _____

I agree to indemnify and save harmless the City of Appleton and their employees, elected and appointed officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of City of Appleton properties herein specified. I have received a copy of the Facility Use Policies and Procedures located on the back of this agreement and agree to abide by all the rules and regulations formulated by the City Council for the use of buildings and facilities; and to adhere to all specifications and limits listed.

Applicant Signature: _____ Date: _____

(Applicant must be 18 years of age or older)

Approved: _____ Date: _____

**There may be other permits required for your event that must be obtained at the Parks and Recreation First Floor Customer Service Center at City Hall at least 5 working days prior to the event. See reverse side for complete details.*

<i>Athletic Field Rental Rates & Fees</i>	Hours	Rate	Number of Days	Number of Fields	Totals
Appleton Memorial Park Tournament Fees					
Non-Profit Field Rental		\$115 per field per day			
For-Profit Field Rental		\$165 per field per day			
Concession Stand #1 (main building)		\$115 per day			
Concession Stand #2 (west restroom stand)		\$65 per day			
Exchange of Money Permit		\$25 per day			
Tent Permit Fee		\$15 per tent, per day			
Tent Inspection Fee		\$25 per event			
Utility Locate Fee		\$50 per event			
Telulah Park Pickleball Complex Tournament Fees					
Non-profit Pickleball Court		\$60 per court per day			
For-profit Pickleball Court Rental		\$110 per court per day			
Other:					
Total Due:					

Athletic Field Rental Fees (Non-Tournament)					
		(Non-profit/For-profit pricing)			
Ball Diamonds		\$20/\$25 per hour			
Ball Diamond Lights		\$15/\$20 per hour			
Multi-Purpose Fields		\$25/\$35 per hour \$250/\$300 per day			
Courts: Tennis, Basketball, Pickleball* <i>*Telulah park pickleball complex can only be rented for tournaments</i>		\$5/\$10 per hour per court \$50/\$75 per day per court			
<u>Other fees</u>					
Total Due:					

<i>Amt. Rec'd \$</i> _____ <i>Cash Check Charge</i> <i>Date</i> _____

Policies and Fees

REFUNDS AND CANCELLATIONS

A full refund of the rental fee will be made if the reservation for the athletic facility is cancelled more than 90 days in advance of the event. A full refund of the rental fee for the cancellation of an athletic facility less than 90 days in advance of the event will be made only if the facility can be rented to another party for the date canceled. Refunds are subject to a \$10.00 processing fee.

A full refund of the rental fee will be made if the reservation is cancelled by the Parks, Recreation and Facilities Management Department due to park closings, construction activities, etc. These refunds are not subject to the \$10.00 processing fee.

A full refund of the rental fee for reservation of the Appleton Memorial Park Ball Diamond Complex for tournaments will be issued if the entire tournament is cancelled due to weather. In the event the tournament user is not able to play one full day of their tournament due to weather related cancellations, a daily refund per field and concession stand (s) will be issued. If any number of games are played on a day, no refunds will be issued.

Refunds will not be issued for any individual athletic facility reserved on an hourly basis that is not used – regardless of the reason (to include: weather, cancellation of game, etc.).

APPLETON PARKS AND RECREATION ON-CALL PHONE NUMBER – 920-419-6029

DAMAGES

Charges will be assessed for any damages, cleaning, or other services required. Additional charges will be assessed based on time and material rates. Violation of the terms of use may result in denial of future reservation requests. No additions, alterations, or changes to the park grounds, structures, or buildings are permitted without the written permission of the Appleton Parks, Recreation & Facilities Management Department.

Appleton Memorial Park – Athletic Field Reservation Information

- **Base Path Length:** Min: 60 ft. Max: 70 ft. Standard: 65 ft.
- **Mound to Home Plate Length:** Min: 35 ft. Max: 50 ft. Standard: 46 ft
- **Pitching Circle:** Standard 8 ft. radius, available upon request
- **Batter's Box:** Chalked batter's boxes, available upon request
- **Scoreboard:** Fields 1-7 equipped with electronic scoreboards
- **Public Address System:** Available on fields 1-4
- **Outfields Fence Length:** 275 ft.
- **Concession Stand(s):** The northeast concession stand with 400-amp service, 2 refrigerators, and service counter is available for \$115 per day. The west restroom/concession stand is also available for \$65 per day.
- **Athletic Field Lights:** All diamonds (1-7) are fully equipped with lights. Lights are included with your tournament rental fees and are programmed by Appleton Parks and Recreation according to user schedule provided.

All reservations require full payment for athletic fields at the same time the athletic field reservation form is submitted. This also includes full payments for the concessions stands.

- **Tournament Rental Fees:** A tournament shall be defined as a single event that requires 2 or more ball diamonds or courts that includes multiple teams and games. Each individual or organization who rents a facility for a tournament shall be identified as either a non-profit or private/for-profit organization.
- Rental fees for each designation are listed below:

Non-Profit Organization

Daily Fee: \$115 per diamond per day

Daily Fee: \$60 per court per day*

Private/For-Profit Organizations

Daily Fee: \$165 per diamond per day

Daily Fee: \$110 per court per day*

*Pickleball courts at Telulah Park can only be rented for tournaments

All tournament rental fees include the following services: Diamond rental, lights, field preparation at the beginning of the day, scoreboards with remotes, P.A. system, 1 bag of chalk per diamond / per day, manual field drags, rakes, batter box form, field chalkers.

- **Non-Tournament / Other Permit Fees:**

	<u>Category A</u>	<u>Category B</u>
Ball Diamond Rental Fee	\$20 per hour	\$25 per hour
Ball Diamond Lights	\$15 per hour	\$20 per hour
Tent Permit Fee (Over 200 sq ft.)	\$15 per day	\$15 per day
Fire Dept. Tent Inspection Fee	\$25 per event	\$25 per event
Exchange of Money Permit	\$25 per day	\$25 per day
Utility Locate Fee	\$50 per event	\$50 per event

- **Ball Diamond Preparation Fees (non-tournament):**

Weekday preparation without overtime:	No fee
Preparation beyond regular hours, Saturdays & Sundays:	Actual cost

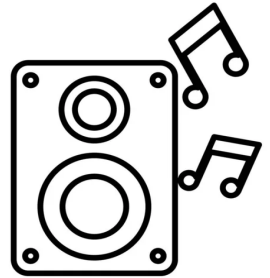


City of Appleton

Special Event Information

Use of Amplified Sound

The City of Appleton has a noise ordinance in place. This ordinance states that no person can make any loud, or unnecessary sounds or noises that may disturb individuals present on any public street, alley or park or in any private residence. However, there are times when a private or public event has amplified music/sound, live music, crowd sound, and other planned sound which makes adherence to the noise ordinance difficult or unreasonable. In those cases, a **noise variance** may be requested.



Who needs a Noise Variance?

If the event organizers anticipate that their event may not adhere to the noise ordinance, it is recommended they submit a request for a noise variance. **To apply for a noise variance simply complete the Special Event Permit Application and submit it to the Office of the City Clerk.** This application already requests all information needed in order to issue a noise variance. Once the application has been received and reviewed, event organizers will receive a noise variance notification via email. This variance permits noise during the proposed special event so long as the event application is approved by all departments and the permit issued. Please contact the **Health Department @ 920-832-6429** for additional information. Noise Variances are not issued before 7:00am or after 10:00pm.

If you plan on having a band or amplified sound at your event, you should consider the following:

- ☐ Is there a stage available at your proposed location, or will you need to obtain one?
- ☐ Is there sufficient electricity and the right number of electrical outlets?
- ☐ Will a tent be required?
- ☐ What steps will be taken to reduce excessive noise?
- ☐ What type of crowd behavior will the amplified sound incite?
- ☐ Are additional staff and security personnel needed?



City of Appleton Special Event Information Parade Policies

Parades where street closure will be utilized are considered Special Events. The City of Appleton has specific policies in place to handle and regulate parades. Applicants who plan to have a parade must complete the **Supplemental Parade Questionnaire (SE-08)** and submit it with their Special Event permit application.

Note the following parade policies:

- ☐ Parade routes should seek to have minimal impact on traffic disruption. All parade routes are subject to review, and modification by the City of Appleton.
- ☐ Participants and organizers must adhere to the safety plan provided by the Police Department.
- ☐ ***Throwing and distributing items from parade entries to spectators including but not limited to pamphlets, fliers, toys, stickers, food, or candy is prohibited.***
- ☐ Parade units may not operate in a reckless or dangerous manner.
- ☐ Failure to comply with the set parade policies may result in citations or denial of future applications.



If your event plan includes a parade, there are additional safety concerns to consider. The City of Appleton Police Department has guidelines for what activities are permitted during parades. The throwing or handing out of items from parade participants to spectators, including but not limited to pamphlets, fliers, toys, stickers, food, or candy is prohibited. This behavior can result in spectators encroaching into the roadway and it creates a safety concern with motor driven parade units. The Appleton Police Department will approve a safety plan for parade events. Compliance from all parade participants is the responsibility of the event holder. If safety measures are violated it could result in citations being issued or the denial of future permits. **For additional information on parade requirements contact the Appleton Police Department @ 920-832-5500.**



City of Appleton

Supplemental Parade Questionnaire

Office Use Only

☐ Route/Map Provided

☐ Vehicle Descriptions

Date Recv'd ____/____/____

Parade Organizer _____

Primary contact (First, MI, Last) _____

Phone Number _____ Email Address _____

Parade Date _____ Parade Time _____

Route Location _____

Entry Information

Type	Quantity	Description
Floats		
Vehicles		
Walking Groups		
Animals		

Please read and Initial

_____ The maximum height of any vehicle or parade display is 13' 6", unless otherwise designated on the roadway height clearance where the parade is routed.

_____ Parade unit types can generally be categorized as motor driven units, animal units, and pedestrian or walking units. No comingling of parade unit types. There must be a clear gap or space between unit types for safety reasons.

_____ No throwing or handing items out from parade participants to spectators, including but not limited to pamphlets, fliers, toys, stickers, food, or candy. When this happens, it results in spectators encroaching into the roadway and it creates a safety concern with motor driven parade units.

_____ Any debris left behind such as confetti, fliers, discarded candy, or wrappers can classify as littering. Any discarding or leaving behind debris is prohibited. All animal excrement must be cleaned up immediately.

_____ No jumping on or off any moving parade vehicle.

_____ No parade unit may operate in a reckless or dangerous manner.

_____ When placed on the public right of way, temporary traffic signs, barricades, and cones are official traffic control devices. These items may not be moved or modified without permission from the Appleton Police Department or designee.

_____ The Appleton Police Department will approve a safety plan for parade events. Compliance from all parade participants is the responsibility of the event holder. If safety measures are violated it could result in citations being Issued or the denial of future permits.

_____ There shall be no activity that violates Wisconsin State Statutes or City of Appleton ordinances.

Signature of Organizer _____ Date _____



City of Appleton Special Event Information Food Service

If food and/or beverages will be served at the event the applicant **must describe the food service being offered** and provide a list of food vendors with the application. This information is required by the Health Department. Copies of food vendor's Health Licenses may also be required. It is important to note that **any updates to the vendor lists must be submitted to the Health Department at least two (2) weeks prior to the event.** Food vendors that are not pre-approved may not participate in the event.



Food service provided directly by a non-profit organization is exempt from licensing. Contact the Appleton Health Department to discuss safe food preparation including proper temperature control, handwashing requirements and other safe food handling practices.

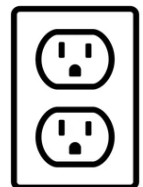
Third party, for-profit businesses such as food trucks or other food vendors are required to hold a Health license issued by the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) or a local Health Department jurisdiction. When soliciting food vendors for your event, obtain copies of their Health licenses to submit to the Appleton Health Department upon request. The Health Department can work with a vendor, if needed, to get them licensed properly; however, that process needs to begin well in advance of the event.

City Electricity Usage

Event holders are not permitted to use power outlets on City street light poles and tree planters unless they have been approved to do so with a Special Event Permit or if they have received approval from the City Traffic Engineer.

See the below on City Outlets:

(Duplex Outlet)



- ☐ City Outlets are checked before and after each event
- ☐ The maximum current draw per duplex outlet is **16 amps or 2,000 watts in total.**
- ☐ Exceeding the above limit may blow a fuse
- ☐ Fuses will not be replaced during special events
- ☐ Outlets with blown fuses will remain without power for the remainder of the event
- ☐ Any cost associated with replacing fuses or repairs is the responsibility of the permit holder

All City Outlets have ground fault circuit interrupt (GFCI) protection. Any devices that will be plugged into a City Outlet should be checked prior to the event at a different location, to ensure that they do not trip a GFCI. Use of unacceptable extension cords may result in power being shut off.

Extension cords plugged into City outlets must be:

- ☐ 3-Wire
- ☐ Outdoor rated
- ☐ 12 gauge or heavier
- ☐ No longer than 25 feet



City of Appleton Special Event Information

Fireworks, Open Flames and Pyrotechnic Devices

If you plan on having fireworks, open flames and/or pyrotechnics at your special event you will need to contact the **Fire Department @ 920-832-5810** for the necessary permits and regulations.

Pyrotechnic Permits must be applied
for **at least 30 days** prior to the event.

The use of any pyrotechnic device must be handled by a professionally managed firework company that has competent, trained adult operators. The pyrotechnics must be of such composition & character, and be located, discharged, or fired in such a manner that, in the opinion of the Fire Chief, will not be hazardous to property or endanger any persons. City Ordinances and State Statutes regulate the outdoor use of pyrotechnic devices.

Tents and Temporary Structures

Tents, canopies, membranes and other temporary structures are regulated by the City of Appleton and may require an inspection prior to the event. Please contact the **Appleton Fire Department @ 920-832-5810** with additional questions on temporary structure requirements.

Event organizers are responsible for contacting **Diggers Hotline** to assure all underground utilities are identified before tents and temporary structures are installed. **This must be done at least 3 days prior to structures being installed.** Organizers must also make sure tents, and temporary structures maintain a safe working distance from any overhead lines.

**City of Appleton – Fire Department
Permit for Fireworks Display**

Applicant Instructions: (Please Print or Type)

This application must be completed and returned at least 30-days prior to date of display, unless waived by the Authority Having Jurisdiction. A 45-day period is required for a special event license if required.

Name of applicant (Sponsoring Organization): _____

Address of applicant: _____

Name of authorized agent of applicant: _____

Address of agent: _____

Telephone number of agent: _____

Date of display: _____ Time of Setup: _____ Time of Display: _____

Location of display: _____

Scheduled rain date: _____ Time of Setup: _____ Time of display: _____

City of Appleton requires that the fireworks display be conducted under the direction supervision of a person who is at least 21 years of age and competent to perform the task.

Name of supervising operator: (Print or Type) _____

I understand and agree to comply withal provisions of this application and requirements of the issuing authority and will ensure that the fireworks/pyrotechnic special effects are transported, stored, setup and discharged in a accordance with all state and local codes in order to assure that the event will not endanger persons or property or constitute a nuisance.

Signature of applicant (or agent): _____ Date of application _____

Display Site Information:

Business Name: _____

Fallout Perimeter

Defined by: _____

Property Owner: _____

Perimeters

Enforced By: _____

Address: _____

(Perimeter must be defined by a fence or some other means, during the display, individuals must be designated to enforce and maintain the perimeter.)

Telephone Number: _____

Signature of Property Owner: _____

Application Checklist: The following attachments must be included with this application

- ☐ 1.) Proof of Financial Responsibility – Copy of certificate of liability insurance with policy limit amounts of no less than one million dollars (\$1,000,000), if conducted on City property, the City of Appleton must be named as additional insured on the policy.
- ☐ 2.) Names of Assistants and their ages (must be at least 18 years of age)
- ☐ 3.) Type (diameter)/Number of Fireworks
- ☐ 4.) Manner and Place of Storage of Fireworks Prior to Display
- ☐ 5.) Diagram of Location for Fireworks Display – An incomplete site diagram will be rejected and delay the permit process. The diagram is not required to be to scale but must include the following:
 - a) Fallout radius for the largest shell to be fired during the display;
 - b) The points at which the shells and/or cakes are to be fired;
 - c) Locations for significant buildings, public roadways, overhead obstructions, and utilities at the site;
 - d) The location of the lines behind which spectators are restricted indicating distances in feet;
 - e) Indication of magnetic north.
- ☐ 6.) Knowledge of Competency of on site supervising operator.
- ☐ 7.) Copies of Material Safety Data Sheets (MSDS) for the pyrotechnic materials to be used
- ☐ 8.) Letter of Permission to display fireworks from the property owner
- ☐ 9.) A permit fee of \$1000.00 payable to the City of Appleton
- ☐ 10.) An on-site inspection will be scheduled with the authority having jurisdiction prior to the event as deemed necessary by the authority having jurisdiction
- ☐ 11.) Transportation of pyrotechnics devices must be in accordance with the requirements of the Department of Transportation.
- ☐ 12.) Storage of pyrotechnics must be in accordance with Federal, State and Local requirements. Extended storage must be in an approved location by the Authority Having Jurisdiction.

I certify under penalty of perjury that all statements, answers and representations made herein, including all supplementary statements attached hereto, are true and accurate.

Signature of Authorized Agent of Applicant

-----**Office Use Only**-----

The Chief of the Appleton Fire Department, or his designee, has reviewed the application and;

- ☐ Approves the discharge of the listed fireworks as specified in this application.
- ☐ Disapproves the discharge of the listed fireworks as specified in this application.

City of Appleton Fire Chief

Date

Mayor

Date

Provide copy of approved permit to:

- ☐ Mayor's Office
- ☐ City Police Department
- ☐ City Parks Department – if event is to take place within the City Park.



PERMIT APPLICATION
APPLETON FIRE DEPARTMENT - FIRE PREVENTION DIVISION

ALL permits are issued as required by the Appleton Municipal Code. This permit is not transferable. This permit may be revoked for any violation of City or State codes, false statements, or misrepresentation as to a material fact in the application or plans on which the permit or approval was based. Fee for failure to obtain a permit as required under the Municipal Code is *triple* the permit fee as described in the Municipal Code fee schedule.

TYPE OF PERMIT:			
Burning:	☐ Daily	☐ Extinguisher Training	
Building:	☐ Alarm/Detect	☐ Fire Door	☐ Plan Review ☐ Special Hazard ☐ Sprinkler
Other:	☐ Fireworks	☐ Tent	☐ Other: _____
Location: _____			
Permit Date(s): _____			
Total Permit Fee:	_____ (City Portion)	_____ (State Portion)	☐ Cash ☐ Check #: _____
Received by:	_____	Account 1: _____	Fee(s): _____
		Account 2: _____	Fee(s): _____
Issued to:	_____ (Business/Individual Name)		_____ (Business Address)
Contact Name:	_____		Contact Telephone #: _____

X

(Applicant's Signature)_____
(Date)_____
(City of Appleton Representative)_____
(Date)

FOR OFFICE USE ONLY

Review:

Date: _____ Inspector #: _____ Plan Review Time (in hrs.): _____

Initial Inspection:Date: _____ Inspector #: _____ Length of Inspection (in hrs.): _____ ☐ Approved ☐ Denied**Re-inspection:**Date: _____ Inspector #: _____ Length of Inspection (in hrs.): _____ ☐ Approved ☐ Denied**Comments (reason for denial):** _____



City of Appleton Special Event Information

Set-Up, Trash Control, and Clean-Up

Event planning includes 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 strewn about, will hurt its own future and will negatively affect the image of the City. A recycling plan must also be part of the waste management plan.

Dumpsters and recycling bins are not provided by the City of Appleton. The organizer must provide their own or may contact **Outagamie County Solid Waste @ 920-832-4711** for additional options.



Event Organizers are Responsible for:

- ☐ Setting trash cans and recycling bins at various locations throughout the event
- ☐ Emptying these receptacles during the event
- ☐ Monitoring waste levels to prevent overflow
- ☐ Picking up litter before, during and after the event
- ☐ Cleaning up the event grounds following the conclusion of the event

Event Set Up:

Set-up may not take place more than 4 hours before the event unless approved by the appropriate department.

Event Cleanup:

The event organizers are responsible for ensuring the location of the event is left in the same condition it was prior to the event. Clean-up efforts should be completed within 4 hours of the conclusion of the event unless approval of additional clean-up time has been granted by the appropriate department.

Prohibited Disposal:

Disposal of grey water, charcoal, and used cooking oil is prohibited in public parks or property.

Marking Requirements:

Anything pertaining to the event applied directly to City Property such as streets, sidewalks and curbs must be no more than 12 inches in height and 2 feet in length. Only white temporary water-based marking paint or landscape chalk is permitted to be used.

Additional Considerations:

Event organizers will be charged for all time and materials needed for additional clean-up efforts required following the conclusion of the event. Additionally, events that fail to properly clean up at the conclusion the event may result in the denial of future permits. Any damage done to city property will be billed at the expense of the event holder.



City of Appleton

Special Event Information

Toilet Facilities

Special events held in parks, open spaces, and on public roads may require portable restrooms. Use the below chart to determine the appropriate number of portable restrooms for your event.

Special Event Chart for Portable Restrooms

Number of Units recommended when no pumping service is provided.

One unit provides approximately 200 uses.

Average number of hours at the event										
Average Crowd Size	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	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
15,000	20	38	56	75	94	113	131	150	169	188
20,000	25	50	75	100	125	150	175	200	225	250
25,000	38	69	99	130	160	191	221	252	282	313
30,000	46	82	119	156	192	229	266	302	339	376
35,000	53	96	139	181	224	267	310	352	395	438
40,000	61	109	158	207	256	305	354	403	452	501
45,000	68	123	178	233	288	343	398	453	508	563
50,000	76	137	198	259	320	381	442	503	564	626
55,000	83	150	217	285	352	419	486	554	621	688
60,000	91	164	237	311	384	457	531	604	677	751
65,000	98	177	257	336	416	495	575	654	734	813
70,000	106	191	277	362	448	533	619	704	790	876
75,000	113	205	296	388	480	571	663	755	846	938
80,000	121	218	316	414	512	609	707	805	903	1001
85,000	128	232	336	440	544	647	751	855	959	1063
90,000	136	246	356	466	576	686	796	906	1016	1126
95,000	143	259	375	491	607	724	840	956	1072	1188
100,000	151	273	395	517	639	762	884	1006	1128	1251

ADA Compliant Regulations: Under sections 4.1.2 (6) of the Americans with Disabilities Act Accessibility Guidelines (ADAAG), at least five (5) percent of single use portable toilets clustered at a single location must be ADA accessible.

Portable units and restroom buildings used for an event shall be kept in a clean and usable condition by the organizer. This will include periodic inspection by a representative of the organization to ensure proper function of the units and adequate supply of toilet paper.

Application for Taxicab/Limousine Company License **CASH OR CHECK ONLY!**



- ☐ Original Application
- ☐ Renewal License
- # _____

LICENSE PERIOD IS FROM
July 1st – June 30th

FEES ARE NON-REFUNDABLE

☐ Fee Per Each Individual Date Recv'd ____/____/____
 Vehicle (CLLTSE) \$30.00 Total \$ _____
☐ Investigation Fee
 (CLLPF) \$7.00 Receipt #: _____

Note: please allow 3 weeks for application processing

SECTION 1 – APPLICANT INFORMATION Answer all questions completely. Please PRINT clearly.

Company Name			
Business Address	City	State	Zip Code
Company Email Address [REQUIRED]	Company Phone Number [REQUIRED]	☐ Individual ☐ Partnership ☐ Corporation	
Business Owners Name		Date of Birth	Gender
Business Owner Phone Number		Business Owner Email Address	
Driver's License Number		State Licensed	

SECTION 2 - COMPANY HISTORY

Is the company currently licensed in any other municipality?	YES	NO
If Yes, what municipality? _____		
Has the company ever been denied a license by any municipality?	YES	NO
If Yes, please explain: _____		
Have any of the owners ever been convicted of a crime?	YES	NO
If Yes, please explain: _____		
Describe the basic operations of the company: _____ _____		
If the business is located in the City limits, Municipal Code requires that off-street parking is provided for. If applicable, what provisions have been made for off street parking? _____ _____		

SECTION 3 – VEHICLES TO BE OPERATED - Attach additional sheets if necessary

Vehicle Number	Capacity	Make/Model	DOT License Plate #

SECTION 4 – INSURANCE NOTICE

Insurance Carrier	Insurance Agent Name
Insurance Agent Phone Number	Insurance Agent Email Address
Policy Number	Policy Period

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee, or duly authorized representative of the entity obtaining this permit/license. I have reviewed and understand the insurance requirements of the City of Appleton. I hereby certify that I, or the company I represent, have insurance in the amounts required to obtain this permit/license, have named the City of Appleton as an additional insured for purposes of this permit/license and have provided the name of my insurance carrier, the policy number, and policy period above. Further, I agree to maintain appropriate insurance coverage for the duration of this permit/license and to indemnify, defend and hold harmless the City of Appleton and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney's 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, anyone directly or indirectly employed by any of them, which may arise from the use of city right-of-way or property under this permit or license.

I certify that this application, and all information and documentation provided therein, is true and accurate.

Applicant's Signature _____

FOR OFFICE USE ONLY

Department	Approve	Deny	Date of Recommendation	Staff Member		
Risk Management						
Police						
Fire						
Inspection						
Safety and Licensing						
Common Council						
COI on File? YES NO	Denial Reasoning			Date Issued	Expiration Date	License Number

Return to Office of the City Clerk: 100 N. Appleton St, Appleton WI 54911

TAXICAB/LIMOUSINE/COMMERCIAL QUADRICYCLE

COMPANY LICENSE INFORMATION

- Taxicab/Limousine Service Company Licenses are required within the City of Appleton when individuals are intending to operate a taxicab or limousine company. See City of Appleton Municipal code Sec. 9-721 for more information and definitions.
 - Commercial Quadricycles as defined in §340.01(8m) of the Wisconsin Statutes are to be licensed as limousines.
- The process to obtain a Taxicab/Limousine Service License takes approximately 3 weeks from the date of application until the date of issuance and requires approval from several City departments, the Safety and Licensing Committee and the Common Council.
 - When applying for a Commercial Quadricycle license, proposed route maps are required to be submitted attached to the application. These maps are then reviewed for approval by the Appleton Police Department. See City of Appleton Municipal code Sec. 9-729 for more information.
- If your company is licensed in another Wisconsin municipality you are exempt from paying a fee to the City of Appleton. A completed, signed application form along with a current Certificate of Insurance is all that is required for the company.
- Each Taxicab/Limousine Service Company License includes a single Taxicab Driver's License.
- To apply for a Taxicab/Limousine Service License, file your completed, signed application form with the City Clerk's office. You are required to have insurance in force as specified in City of Appleton Municipal Code Section 9-723 Insurance:

No vehicle for the conveyance of passengers shall be operated or licensed under this division until the applicant for the license deposits with the City Clerk a sufficient policy of insurance issued by an insurance company licensed to do business in the state which shall provide that the insurance company shall be liable for damages in the **minimum amount of five hundred thousand dollars (\$500,000)** representing a combined single limit for bodily injury and property damage liability for any accident due to the negligent operation of such vehicle. **Said policy shall also include the City of Appleton as an insured.** This policy or contract is to be approved by Human Resources for the City before it is filed and shall contain a provision that the policy may not be canceled before the expiration of its term except upon thirty (30) days' written notice to the City Clerk.

- License fees are non-refundable, are to be paid at the time of filing the application form and are as follows:
 - Taxicab/Limousine Service License is \$30.00 per vehicle to be licensed.
 - Each company application also requires a \$7.00 police investigation fee.

ADDITIONAL QUESTIONS?

Please contact the Office of the City Clerk at (920) - 832-6443.