

# CITY OF DE PERE - Special Event Permit Application

**Special Event:** Any public event, ceremony, demonstration, exhibition, march, pageant, parade, procession, race, show or other similar display which interferes with the usual flow or regulation of traffic upon the streets, sidewalks, or rights-of-way, or the usual use of parks or other public grounds. **Exceptions:** this permit shall not apply to funeral processions or to neighborhood block parties.

**Event Cancellation:** The City Administrator or Fire Department Battalion Chief may cancel a special event, regardless of whether a permit has been issued or not, with or without prior notice, due to any significant change in conditions which would or may adversely affect the public health or safety of the community, or for any condition which places facilities, grounds, or other natural resources at risk of damage or destruction if the event were allowed to take place. All fees paid prior to cancellation will be refunded to the permit applicant.

**Part A - APPLICATION INSTRUCTIONS:** File this completed application **not less than 60 days before the proposed date of the event** and the required fee with the City Clerk, 335 S. Broadway, De Pere, WI 54115. Answer all questions completely. Use an additional sheet of paper if you cannot answer a question within the space provided. Note: Launching streamers, food products, t-shirts or any other object into the air or at any target by any means is strictly prohibited.

## Part B - TO BE COMPLETED BY APPLICANT

1.	<p>Name of Company or Organization and Address: _____</p> <p>Phone Number: _____</p> <p>Type of Event: _____</p> <p>Event Name: _____ Event/Date: _____</p> <p>Event Start &amp; End Times: _____ Set Up/Registration Time (if different): _____</p> <p>Contact information for the <b>Event Coordinator</b>:</p> <p>Name: _____ Address: _____</p> <p>Phone Number: _____ Email: _____</p>
2.	<p>Contact information for the <b>Onsite Event Contact</b> (please list an alternative contact if the Event Coordinator will not be onsite for the event):</p> <p>Name: _____ Address: _____</p> <p>Phone Number: _____ Email: _____</p>
3.	<p>Description of Event: Please explain the event location or route to be traveled, the starting point, and the termination point. <b>Please provide a detailed map of the route/event location with your application.</b></p> <p>If the event is taking place in city streets, please describe where:</p> <p>How much of the street will be used (all of the width, a portion of the width, sidewalks, etc.)?</p> <p>If there is a route, how is it being marked?</p> <p><b>Please contact the Police Department at 339-4078 if traffic control is required.</b></p>
4.	<p>Approximate Number of Persons attending the event (including volunteers, monitors, and spectators):</p> <p>What information are you using to estimate this number?</p>



**106 De Pere Municipal Code. I hereby designate the City Clerk for the City of De Pere as my agent for the purposes of accepting service in any civil action arising out of or in conjunction with the use of this permit.**

**Permit holder shall indemnify, save and hold harmless the City of De Pere and all of its officers, employees and agents, from any and all injury that may occur to any party as the result of the event permitted. This provision is intended to indemnify and hold harmless the City of De Pere to the fullest extent permitted by law and includes the payment of reasonable attorney fees for the defense of any claims brought which can fairly be said to be under the intent and purpose of this hold harmless agreement. To secure such hold harmless agreement, permit holder shall maintain a general liability insurance policy on its event/operations as required by this application and Sec. 106-6(a)(4)D De Pere Municipal Code.**

**Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Part D - FOR CITY USE ONLY**

**Hazard Designation: \_\_\_\_\_ Permit Fee: \_\_\_\_\_ Date collected: \_\_\_\_\_ Receipt #: \_\_\_\_\_**

**Certificate of Insurance provided: \_\_\_\_\_ Approved by the City Attorney: \_\_\_\_\_**

**DO NOT ACCEPT APPLICATION AND PAYMENT WITHOUT CERTIFICATE OF INSURANCE!**

**Proof of 501(c) Status Verified: \_\_\_\_\_**

**Low Hazard/First Amendment activities: \$25      Medium Hazard: \$50**

**High Hazard: \$250      Special Hazard: \$500**

***Low Hazard Event.* Special events involving no physical activity by participants, no severe exposure of spectators to hazards, and no alcoholic beverages. Low hazard events shall include, but not be limited to, indoor and outdoor meetings, small theatrical performances, estate sales and auctions.**

***Medium Hazard Event.* Special events involving limited physical activity by participants, no severe exposure of spectators to hazards, and crowd sizes of less than 10,000 persons. Medium hazard events shall include, but not be limited to, dances, animal shows, political rallies, flea markets, and parades with no floats.**

***High Hazard Event.* Special events involving major physical activity by participants, moderate to severe exposure of spectators to hazards, and/or crowd sizes of 10,000 to 25,000 persons. High hazard events shall include, but not be limited to, events with more than 20 lbs of propane, and/or liquid petroleum (LP), and/or deep fat fryers, circuses and carnivals with rides, parades with floats, marathons or similar races, and team or individual sporting events.**

***Special Hazard Event.* Special events involving severe exposure of spectators to hazards and/or crowd sizes in excess of 25,000 persons. Special hazard events shall include, but not be limited to, professional or collegiate sporting events, vehicle races and fireworks displays.**

**INSURANCE REQUIREMENTS**

**Proof of general liability insurance in the amounts listed below shall be provided by the applicant.**

**GENERAL LIABILITY COVERAGE**

***Low Hazard and Medium Hazard Events - \$1million dollars per occurrence***

*High Hazard and Special Hazard Events - \$2 million dollars per occurrence*

**PLEASE NOTE: Higher insurance limits may be required for particular High Hazard events as determined necessary by the City Attorney.**

- 1. LIQUOR LIABILITY – If the event holder is selling alcoholic beverages, then Liquor Liability with a limit of \$1,000,000 per occurrence must be carried.**
  
- 2. ADDITIONAL PROVISIONS**
  - \* Additional Insured – the City of De Pere must be listed as an additional insured for purposes of the event.**
  - \* Additional Insured Endorsement – the Additional Insured Policy Endorsement must accompany the Certificate of Insurance. PLEASE NOTE: this is a separate document from the Certificate of Insurance.**
  - \* The City of De Pere requires 30 days written notice of cancellation, non-renewal or material change in the insurance coverage.**