

## Chapter 16

### Special Events

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#### SEC. 7-16-1 DEFINITIONS

The following definitions are used in this Article:

(a) **Special Event.** Any planned extraordinary occurrence on the public right-of-way or public premises including, but not limited to, parades, processions, bicycle or foot races, festivals or celebrations; any event occurring on public property in which alcoholic beverages are to be served which require the issuance of a temporary Class “B” retailer’s permit.

#### SEC. 7-16-2 APPLICATION AND PERMIT PROCEDURE.

(a) **PERMIT REQUIRED.** No person may hold a special event on the public right-of-way or public premises without obtaining a special event permit. Applications for permits and copies of this ordinance are available from the Village Administrator. All applications must be submitted 30 business days prior to the event. Any Special Event in which alcoholic beverages are to be sold will require a Special Event Permit. Annual events must obtain a permit each year the event is planned.

(b) **APPROVAL PROCEDURE.** Completed applications shall be filed with the Village Administrator. The Village Administrator shall forward copies of the application to the Police Chief and Director of Public Works/Utilities. The Police Chief shall review the application, determine if on-site Police Personnel will be required, including labor cost thereof and make recommendations for approval, denial or modification based upon expected number of participants, sale of alcoholic beverages, traffic and parking issues. The Director of Public Works/Utilities shall review the application, determine any additional services or equipment necessary, including any costs thereof and make recommendations for approval, denial or modification. The determinations and recommendations shall be forwarded to the Village Administrator for his/her approval, denial or modification. **The Permit fee shall not include reimbursement for fixed administrative costs incurred by the Village (i.e., salaried employees, insurance, etc.).**

(c) **APPEAL OF PERMIT DENIALS.** Any applicant who has been denied a special event permit or has had an application modified may, upon written request to the Village Administrator, have the denial reviewed by the Village Board Administrative Committee. The Administrative Committee may affirm, reverse or modify the initial action on the

application. Such determination by the Administrative Committee shall constitute final action.

SEC. 7-16-3 PERMIT REQUIREMENTS AND REGULATIONS.

(a) ROUTE/LOCATION. All permit applications for special events shall include a detailed map of the proposed route for parades, races or processions and location for festivals or celebrations. Routes/locations for annual events must be submitted each year the event is planned. Recommendations for alteration of the planned route or location may be made by the Police Chief or Director of Public Works/Utilities and may be altered by the Village Administrator.

(b) FEE/REFUNDS. The applicant for the special event permit shall pay permit fee within 5 days of the permit approval. The permit fee shall be estimated additional costs of the event to the Village and Police Department for additional labor and/or equipment during the event. Refunds due to overestimation of additional Village or Police costs will be made within 5 working days after the event, no interest will be paid on refunded amounts. Refunds of permit fee may be obtained upon written request if event is canceled. **The applicant for the special event permit shall not be responsible for additional fees if actual costs for additional labor and/or equipment exceed the permit fee.**

(c) INSURANCE. Each applicant of a special event permit shall furnish the Village Administrator with a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the Village Administrator, and covering any and all liability or obligations which may result from the operations by the applicant, the applicant's employees, agents, or contractors and including worker's compensation coverage in accordance with Wis. States. Chapter 102. This certificate shall be written in comprehensive form and shall protect the applicant, Village and Police Department against all claims arising out of any act or omission of the applicant, its employees, agents, or contractors.

(1) The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of \$1,000,000 or such other insurance limits as deemed adequate by the Village Administrator or Administrative Committee.

(2) The certificate of insurance must be submitted to the Village Administrator at least 5 working days prior to the event's occurrence.

(d) INDEMNIFICATION. The applicant shall indemnify and save the Village harmless from and against all liabilities, claims, demands, judgments, losses, and all suits law or in equity, costs, and expenses, including reasonable attorney fees, for injury or death of any person or damage to any property arising from the holding of such special event.

(e) CLEAN UP. It will be the responsibility of the applicant to clear the route or location of the special event of any signs, litter, materials or equipment left as a result of the event within 24 hours of the event's completion. Applicant will be responsible for any damage to any public premises other than normal wear and tear.

SEC. 7-16-4 PENALTY.

Any person who shall violate any provisions of this Article shall be subject to a penalty as provided in Section 1-1-6 of this Code. Additionally, failure to comply with any provisions of this Article may result in the withholding of approval on any subsequent permit applications for this or other permits required by the Village.

**History:** Code of Ordinances, 2006 Sec.7-16-1, 2, 3, 4 created. Ordinance No. 1, Series of 2006.