

VILLAGE OF MUKWONAGO

SPECIAL EVENT MANUAL

This manual was created to give event organizers a tool to assist them with creating a successful event and follow the proper protocol for requesting Village services.

INTRODUCTION	Pg. 2
<i>What is a Special Event?</i>	Pg. 2
<i>Consider how your event plans work with the community.</i>	Pg. 2-3
STEPS TO TAKE	Pg. 3
<i>Who should I contact first?</i>	Pg. 3
<i>Determine where and when to hold your event.</i>	Pg. 3
<i>Do you plan to use one of the parks for your event?</i>	Pg. 3
<i>Will your event take place in a residential neighborhood?</i>	Pg. 3
<i>Do you plan to close and/or use a public street or right-of-way for your event?</i>	Pg. 3-4
<i>Where will all of the participants park?</i>	Pg. 4
OTHER ITEMS TO CONSIDER	Pg. 4
<i>Will you be serving/selling alcohol?</i>	Pg. 4-5
<i>Will you be serving/selling food?</i>	Pg. 5
<i>Will you be selling merchandise?</i>	Pg. 5
<i>What security will be needed?</i>	Pg. 5
<i>Will you be having a band or amplified music?</i>	Pg. 6
PLANNING FOR FIRE PREVENTION AND LIFE SAFETY	Pg. 6
<i>Will your event be held outdoors?</i>	Pg. 6
<i>Will any fireworks, open flame or pyrotechnic devices be used?</i>	Pg. 6
<i>Will you be erecting a tent, canopy, or other temporary structure?</i>	Pg. 6
<i>Will you need electricity and/or setting up lights?</i>	Pg. 7
<i>Will you be putting up a temporary fence?</i>	Pg. 7
<i>Do you have the ability to provide potable water access?</i>	Pg. 7
RISK MANAGEMENT AND INSURANCE REQUIREMENTS	Pg. 7
<i>Risk Management</i>	Pg. 7
<i>Inform and train volunteers</i>	Pg. 8
<i>Liability Insurance</i>	Pg. 8
TOILET FACILITIES AND CLEAN UP	Pg. 8
<i>Refuse collection and site cleanup</i>	Pg. 8-9
<i>Do you need portable restrooms and hand washing stations?</i>	Pg. 9
MEDICAL SERVICES	Pg. 9-10
VILLAGE ORDINANCE REGARDING SPECIAL EVENTS	

INTRODUCTION

The Village of Mukwonago enjoys many fine and entertaining special events throughout the year. The Village is committed to supporting quality events and this manual is a tool to help ensure your event's success. If this is your first time planning an event or if you have been hosting an event through the Village for years, this manual will give you guidance on what is expected of you from the Village.

After reading through this manual, we highly suggest you call the Village Clerk at (262) 363-6421, to arrange for an initial planning meeting to discuss your event prior to turning in any applications. The Village requires staff to review your permit and make recommendations to the Village Board, if required, for approval, approval with conditions or denial of the permit. This is why the application is due 90 days prior to your event.

Although this guide should help you determine everything you will need to hold a successful event, ultimately, the Village reserves the right to require additional permits and/or services they see fit to ensure the event is safe. Any additional permits and/or services required by the Village will be at the cost of the event organizer.

What is a Special Event?

The Village of Mukwonago's Special Event Ordinance defines a special event as...

...any activity that uses public streets, rights-of-way, sidewalks, or private property or may require increased levels of Village services. This includes, but is not limited to, fairs, festivals, sports events, foot runs, walk-a-thons, bike-a-thons, bike races, markets, outdoor merchandise sale, parades, parade of homes, exhibitions, auctions, dances, motion picture filming and other similar events.

Further, the Village defines special events into different class levels which help determine what level of impact they will have on the community.

Class I: A special event in which any of the following occurs: has more than one-hundred fifty (150) people; where alcohol is sold or served; outdoor entertainment/amplified music; tents larger than four hundred (400) square feet; or lasting more than two days.

Class II: A special event with more than one-hundred fifty (150) people, and no alcohol is sold or served or no outdoor entertainment/amplified music is provided.

If you are planning an event at your home or other residential area and plan to have 50-150 people, you will need to contact Village Police Department at (262) 363-6435 to make them aware of the event. However, no special event application is necessary.

Consider how your event plans work with the Community:

As you begin the preliminary plans for your event, think carefully about the impact you will have on the community as a whole. The following are some common impacts that thoughtful planning can help reduce:

- When you close a street, even for two or three blocks, traffic issues will arise as it will need to be rerouted or turned away.

- Does your street closure block or impede access to police stations, fire stations, churches, schools, businesses or residences?
- Are you planning to serve/sell alcohol at your event? If so, how will that use affect participant safety and enjoyment of the event as well as security and insurance costs?
- Will you have music? If so, what type of music will you have and how will the noise impact the surrounding neighborhood? What kind of audience behavior does this kind of music typically bring about?
- Ensure your event is accessible to the people with disabilities. (Disabilities include, but are not limited to, vision, hearing, and physical limitations.)
- Are there other events planned in the Village on the same day as yours or immediately before or after yours? If so, multiple events in a small timeframe may be denied due to limited resources available to assist with the events.

STEPS TO TAKE

Who Should I Contact First?

The Special Event permit application process is coordinated through the Clerk's office. This office is located in Village Hall, 440 River Crest Court, Mukwonago, WI. The application may be obtained from the Village Clerk's office or from the Village's website at www.villageofmukwonago.com. **Special Event applications are due to the Clerk's office 90 days prior to your event.**

Based on the nature of your event, a variety of permits may be required and this manual will help you identify those and who to contact if you have questions.

Determine when and where to hold your event:

Do you plan to use one of the parks for your event?

If yes, you will need to contact the Village Clerk's office to reserve the park, and request to get on the next agenda of the Health and Recreation Committee who will need to give you permission to utilize the park. This Committee will also determine what will be charged for use of the facility – it may or may not follow the regular rental rates. All park rules, regulations and policies must be adhered to.

Will your event take place in a residential neighborhood?

If yes, then you will be required to notify all adjacent property owners when your event will occur as well as what your event will entail. The Village can assist you in determining which property owners should be notified based on the location of your event.

Do you plan to close and/or use a public street or right-of-way for your event?

If yes, then you will need to have your request reviewed by the Department of Public Works and Police Services. They will ensure that all safety measures are met and the street closure(s) will not adversely affect traffic flow. Also, there may be some limitations on use of certain streets if they are under construction during your event.

Barricades are available through the Village. However, you will need to submit a specific plan of where the barricades shall be located as well as what time they need to be in place and what time they will be taken down. You will be charged for use of these barricades. The Village Police Department may require you to have barricades for your event even if you do not feel they are

necessary. If barricades are required, it is at the expense of the event organizer (See FEE SHEET for detailed costs).

Even if your event does not require street closures, it may generate unusual pedestrian and/or vehicular traffic. This not only affects the event's participants but also those who live and work in the area surrounding the event's location. Changes in traffic flow must be considered in the planning process.

Where will all of the participants park?

In case of large events, consider establishing parking in other sites and shuttling participants to the event. If you are requesting special parking restrictions, you must contact the Police Department to discuss this request.

Another consideration for parking is the availability of disabled parking stalls. If you do not plan for disabled parking stalls within a reasonable distance from your event site, you may discuss with the Police Department and the Department of Public Works ways to accommodate those with special needs.

A detailed map of the event location, proposed street closures, intended route, if applicable, MUST BE PRESENTED AT THE TIME OF PERMIT APPLICATION.

OTHER ITEMS TO CONSIDER

Will you be serving/selling alcohol?

If you are selling alcohol, you will need to obtain a temporary license through the Village of Mukwonago with a different application. This temporary license is only good for sales of wine and beer and is only available to "bona fide" clubs, fair associations or agricultural societies, churches, lodges or societies that have been in existence for at least six months, and to veterans' organizations. You must also provide at least one Village of Mukwonago licensed bartender who must be able to see at all times the activities of those persons serving alcohol beverages your event. If you are currently a business with a retail alcohol license from the Village of Mukwonago, and you wish to sell alcohol outside of your current premises, you will need to go before the Village Board for approval to extend your license beyond the current premises.

If you wish to sell beer or wine in a park, you again would need to adhere to Village policy by getting a temporary license and providing a Village of Mukwonago licensed bartender. Although having alcohol at your event may be advantageous, you may also incur greater costs and risks; please read the insurance requirement section of this manual thoroughly.

Helpful tips to organize a safe and successful event when serving/selling beer or wine:

- Sales of beer or wine must be under the control of your organization at all times. You are the responsible, legally liable party if problems arise because of the improper conduct of your beverage servers.
- The legal drinking age is 21. You should require bona fide identification from anyone who appears under the age of 30. Proper identification must be issued by a governmental agency with the name, date of birth, a physical description and a photograph of the person presenting

the identification.

- Do not sell, furnish or give beer or wine to anyone who is obviously intoxicated.
- Identify non-drinking designated drivers and offer them free non-alcoholic beverages. This can be done by providing colored wristbands or other means of easy identification.
- Limit sales or service of alcoholic beverages to two (2) drinks per person at any one time.
- Provide food at your event.
- Prohibit anyone from bringing their own alcoholic beverages to your event.
- Provide adequate security at your event, especially if it is open to the public.

Will you be serving/selling food?

When selling/serving food, the event organizer must contact the Waukesha County Health Department. You will be required to provide to the Village proof of approved permits by Waukesha County prior to the start of your event.

Will you be selling merchandise?

If you plan to sell merchandise, you will also need to obtain a Peddler's Permit from Police Department. The permit application is available at Village Police Station, 627 S. Rochester St. There is a \$10 per day charge or \$50 per week depending upon the duration of your event.

What security will be needed?

For the safety of your event's participants, security personnel are a necessity. Events including alcohol or minors may involve a higher risk and may require more security.

Events should have security personnel at the rate of one security guard for every 300 people present if alcohol is available, or one security guard for every 600 people if alcohol is not available. One member of the security personnel must be designated as the "Head of Security" who can be contacted at any time by the Police, Fire or the Waukesha County Health Departments.

Points to consider when planning security for your event:

- Entry points
- Boundaries
- Bordering streets between your event's location and parking areas
- Parking lots
- Site where admission is charged, if applicable. You may want to consult with the Police Department for transferring money.
- Doors of spectator areas to watch for suspicious behavior, if applicable.
- Restrooms or concession areas
- Restricted access areas such as reserved areas, medical/first aid centers, or other key locations where the general public is not allowed.
- VIPs and Public Officials

The Fire and/or Police Departments, depending on facts and circumstances specific to each event, shall have the discretion to modify this ratio as they deem necessary.

Will you be having a band or amplified music?

If yes, there are a number of items that need to be considered.

- Is there a stage available at your proposed location or will you need to obtain one?
- Is there sufficient electricity to supply the band/amplified music's equipment?
- Will a tent be required?
- What hours will the band/amplified music be playing – will this comply with the Village's noise ordinance?

Noise is regulated within the Village limits of the Village of Mukwonago. In general, the ordinance states that no person shall make or cause to be made any loud, disturbing, or unnecessary sounds or noises that might annoy or disturb another. If the Village were to receive a complaint regarding your event, the Police Department has the right to shut down that aspect of your event. Therefore, you are highly encouraged to notify surrounding residents/businesses of your event so they know ahead of time what your event is and what can be expected in regard to noise. If you are planning your event in a park, your amplified music would need to end by 10:30 p.m.

PLANNING FOR FIRE PREVENTION AND LIFE SAFETY

Will your event be held outdoors?

The Mukwonago 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.

If you are holding an outdoor event, your event must be reviewed by the Fire Department. Items of concern include general fire and life safety, crowd capacity, access for emergency vehicles, configuration and identification of all vendors cooking with flammable and combustible liquids and/or gases, or potentially hazardous cooking appliances. A copy of your Special Event application will be forwarded to the Fire Department for review. This review process is required for ALL special events.

Will any fireworks, open flame or pyrotechnic devices be used?

If yes, you will need to contact the Mukwonago Fire Department for the necessary permits and regulations. Permits must be applied for a minimum of 7 days prior to the event.

The use of any pyrotechnic device shall be handled by a competent adult operator and shall be of such composition, character and be located, discharged or fired, as in the opinion of the Fire Chief, shall not be hazardous to property or endanger any people. Village ordinances and State Statutes shall regulate the outdoor use of pyrotechnic devices.

Will you be erecting a tent, canopy, or other temporary structure?

If yes, again you will need to work with the Mukwonago Fire Department as well as the Building Inspection Department. Any temporary structures are regulated through the Village of Mukwonago. Each vendor is responsible for obtaining a tent permit and inspection as well as for paying the inspection fee. If you plan to erect a temporary structure in a park, you will need to obtain permission from the Health and Recreation Committee.

Will you need electricity and/or setting up lights?

If yes, again you will need to work with the Mukwonago Fire Department as well as the Building Inspection Department. Also, any cords/service lines should be protected to avoid a trip hazard or grounding hazard. Electric service will need to meet all code requirements.

Will you be putting up a temporary fence?

Some events attempt to control the area in which participants are allowed to roam. Therefore if you plan to erect a temporary fence, you will need to work with the Mukwonago Fire Department as well as the Building Inspection Department. Items of concern here are how structurally sound the fence is as well as entry/exit points not only for participants but also for emergency personnel and vehicles.

Do you have the ability to provide potable water access if there isn't one on site?

Potable water access means you are able to provide water that humans can drink on site. Some special event sites may not already have access to water through the Village or another means. Therefore it is the responsibility of the event organizer to ensure drinking water is available for all participants attending the event. This is especially important if you are offering an athletic event.

RISK MANAGEMENT AND INSURANCE REQUIREMENTS

Risk Management

Risk management in special events is defined as “recognizing the possibility of meeting danger or suffering harm or loss and organizing or planning to minimize or eliminate said danger, harm or loss.” Ensuring that appropriate risk management practices are in place is a priority for the Village of Mukwonago.

Some areas of risk management that should be observed by special event organizers:

- Develop volunteer management practices – identify who is in charge and communicate that to all volunteers. Monitor the event volunteers to ensure that the necessary work is being completed.
- Be clear about the role of the Police Department at your event and enhance communication throughout the event. Consult with the Police Department and emergency personnel for input and advice while developing the safety/risk management plan.
- 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 event activities, including communication and responsibilities, coordination with authorities, weather conditions, lightning, and personal and property damage.
- Coordinate fire safety/protection for all tents 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 inspection from the installer for any bleachers that are brought in for spectators.
- 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 a participant.

Inform and Train Volunteers

Volunteers can be the most valuable people at your event. They should be briefed prior to the event on what they may and may not do. They should be thoroughly informed and it is often a good idea to provide them with job descriptions. Tell them who is in charge and who to contact if a problem develops. Be sure they are familiar with the building or area so they can direct people to restrooms, fire exits, or other key locations. Remember, the volunteer's task may seem clear to you, but they are not as familiar with all of the plans you have made.

Make your volunteers easily identifiable to those attending your event; provide them with vests, pins, armbands, hats, etc. so guests can easily recognize someone affiliated with the event.

Liability Insurance

The special event sponsoring group may be required to supply the Village with a Certificate of Insurance demonstrating the required level of insurance coverage (minimum of \$1,000,000 unless otherwise specified by the Village) in addition to providing the Village with a copy of insurance policy endorsement language demonstrating that the Village, its officers, agents, employees and contractors are named and endorsed as an additional insured party. (The Village Board may require a higher limit depending upon the details of your event.) Those events that may be required to provide the aforementioned insurance indemnification include, but are not limited to,

- 1) An event that includes alcohol, or
- 2) An event that is anticipated to have attendance greater than 150 people per day, or
- 3) A multi-day event.

The applicant shall hold the Village, its officers, employees, agents, and contractors harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to a person or property caused by or resulting directly or indirectly from the activities for which the permit is granted. Proof of this insurance is required to be turned into the Village no less than twenty (20) days prior to the start of your event. If any modifications occur to your insurance terms, you must also notify the Village immediately. Any change to coverage requires Village approval. Also, if your coverage is canceled or no longer meets the Village's requirements, the permit will be rescinded.

TOILET FACILITIES AND CLEANUP

Refuse Collection/Site Clean Up

The event sponsor should have a litter control plan in place and pick up trash/litter before, during and after the event. A recycling plan is also highly recommended and many park facilities have recycling containers onsite.

The event organizer is responsible for requesting additional trash cans if you are using a park area and then emptying them and putting trash into a dumpster throughout the event (if determined necessary by the Health and Recreation Committee and/or the Village Board). The Public Works Department may have extra 55-gallon garbage cans you can rent for your event – see FEE SHEET for detailed costs. These garbage cans are on a first-come, first-served basis and Public Works Department needs are met first. The event organizer will be responsible for providing 55-gallon trash bags and for ensuring

they are empty and clean when being returned. Other times, park maintenance staff will empty the trash receptacles after your event; however this typically only happens when the event is expected to be less than 200 people.

The Village of Mukwonago does NOT provide dumpster service for event organizers. It is suggested that you contact a local waste management company and determine where and when a dumpster can be made available to you. This information will need to be included during your application process so it is best to have those details sorted out early. If at the end of your event, clean up is not up to Village standards, your security deposit will be used to pay to have it cleaned. If cleaning charges are more than your security deposit, the event organizer will be billed for those services and must repay the Village within 30 days of receiving the bill. (If you do not pay the bill, you will not be able to request another special event within the Village of Mukwonago).

Do you need portable restrooms and hand washing stations?

Event planning should include requirements for 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, will damage its own future as well as negatively affect the image of the Village.

Portable restrooms: Although some spaces, such as parks, have toilet facilities, depending upon your expected attendance, additional portable restrooms and hand washing stations should be available on site. Typically one portable restroom will allow for 200 uses if it is not pumped and cleaned in between. Therefore you may wish to use the following guidelines when attempting to have enough portable restroom facilities available:

Average hours of event

	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	5	8	8	9	9	11	12	13	13
2,000	5	5	9	12	14	16	18	20	23	25
3,000	6	8	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

These numbers do not take into consideration if there are surrounding facilities available perhaps at a local business that is participating in the event or again if the event is being held at a park.

MEDICAL SERVICES

When planning a special event, there are questions you should ask yourself to determine any medical/first aid needs:

- How many people will be expected to attend? Medical demands vary – an event expecting 200 people will have different medical/first aid needs than an event with 5,000 people.
- Is your event being held during daylight hours or at night? Nighttime hours will require a lighting plan to ensure all participants are safe and can see where they are going.

- What are the demographics of your anticipated crowd? Does your particular group have any potential health issues that should be considered?
- What time of the year is your event being held? Do you anticipate any issues because of potential extreme heat, extreme cold, precipitation or excessive insects?
- What is the length of your event? Does your event run for a few hours, a full day or is it a multi-day event?
- Will there be alcohol available?
- Is there a single location for your event or multiple locations?
- Have you encountered any medical/first aid problems with an event in the past?
- If this is an athletic event, how strenuous is the activity and how well trained are the athletes that are participating?

It is highly recommended that every special event have a first aid kit easily accessible. Your first aid kit should contain at a minimum: compresses, ice packs, bandages and antiseptic. The Fire Department may also determine that you need to have an ambulance on site in case of any medical issues that arise. If you are hosting an athletic event, it is required that you provide sufficient hydration for the participants.

Based on the nature of your event and number of people expected to attend/watch, the Village may require Police and EMS Services. These required services will be at the expense of the event organizer.

The next few pages are the actual special event ordinance for the Village of Mukwonago. It is highly recommended you review the ordinance as well in case there are requirements not covered in this manual.

Once you have finalized the details of your event and are ready to submit your application, please contact the Clerk's office at (262) 363-6421.

ORDINANCE NO. 873

AN ORDINANCE TO CREATE SECTION 58 ARTICLE III OF THE VILLAGE OF MUKWONAGO MUNICIPAL CODE PERTAINING TO THE REGULATION OF EXTRAORDINARY ENTERTAINMENT AND AMUSEMENT (“SPECIAL”) EVENTS

WHEREAS, the Village Board of the Village of Mukwonago having reviewed the Municipal Code regulations pertaining to extraordinary entertainment and amusement events and having experienced the occurrence of concurrent multiple special events within the Village, each drawing large numbers of people and creating vehicular traffic and parking congestion and otherwise causing a spillage and encroachment of such special event resultants onto and into the area surrounding the event, and

WHEREAS, the Village Board having found and determined that further regulation of such extraordinary entertainment and amusement events and the large crowds attracted to same is necessary in order that the health, safety and welfare of all persons in the Village, residents and visitors alike, may be protected, and

WHEREAS, the Village Board having considered the nature and purpose of such special events and having found and determined that such entertainment and amusement purposes do not include assemblages organized to consult for the common good; petition the government; exercise worship or religion; or demonstrate as a public display of sentiment for or against a person or cause for the purposes of speech making or address; such activities being protected by the First and Fourteenth Amendments of the United States Constitution and Article I, Section 3, 14, and 18 of the Wisconsin Constitution and such protected rights and activities not being governed by such proposed regulations.

NOW THEREFORE, the Village Board of the Village of Mukwonago, Waukesha, and Walworth County, Wisconsin, **DO ORDAIN AS FOLLOWS**:

SECTION I. Section 58 Article III of the Municipal Code of the Village of Mukwonago is created to read as set forth in the attached entitled, “Special Events Permit.”

SECTION II. All Ordinances or parts of Ordinances contravening the terms and conditions of this Ordinance are hereby to that extent repealed.

SECTION III. SEVERABILITY. The several sections of this ordinance shall be considered severable. If any section shall be considered by a Court of competent jurisdiction to be invalid, such decision shall not affect the validity of the other portions of the ordinance.

SECTION IV EFFECTIVE DATE. This ordinance shall take effect upon passage and publication as approved by law, and the Village Clerk shall so amend the Code of Ordinance of the Village of Mukwonago, and shall indicate the date and numbering of this amending ordinance therein.

Passed and adopted this 17th day of June, 2014.

ARTICLE III. SPECIAL EVENTS PERMIT

Sec. 58-51. Definitions.

- (a) CLASS I – A Special Event in which more than one-hundred fifty (150) people attend and any of the following occurs: alcohol is sold or served; outdoor entertainment/amplified music is involved; tent(s) larger than four hundred (400) square feet are utilized; or the event lasts more than one (1) day.
- (b) CLASS II – A Special Event with more than one-hundred fifty (150) people and no alcohol is sold or served or no outdoor entertainment/amplified music is provided.

- (c) “Event Coordinator” is the individual identified by the Special Event sponsor that will be on-site at all times during the Special Event to address problems as well as implement directions from Village officials during the Special Event.
- (d) “Special Event” is any activity that uses public streets, rights-of-way, sidewalks, or private property or may require increased levels of Village services. This includes, but is not limited to, fairs, festivals, sporting events, foot runs, walk-a-thons, bike-a-thons, bike races, markets, outdoor merchandise sale, parades, parade of homes, exhibitions, auctions, dances, motion picture filming, and other similar events.
 - (1) Exceptions:
 - a. Funerals and funeral processions.
 - b. Students going to and from school or participating in educational activities or school sporting events, provided such activity is under immediate direction and supervision of the proper school authority
 - c. Events sponsored by the Village or a Village agency
 - d. Event in a Village Park with under one-hundred fifty (150) people attending. **NOTE:** A park rental permit is required. Contact the Village Clerk’s office.

Sec. 58-52. Permits required.

- (a) No person or organization shall conduct a Special Event as defined herein within the Village of Mukwonago without first having obtained a Special Event Permit. Permits are valid only for the dates, time and location specified in the Permit. This provision shall apply to all events proposed after the date of the adoption whether or not the event in question has been a reoccurring event within the Village.
- (b) A Park Rental permit may be required depending on the location of the Special Event and **is not** provided for in this permit process.
- (c) Other Permits Required. All vendors operating as part of a Special Event permit obtained under this code section shall obtain and display any and all required Village, County, or State permits for the duration of the event (i.e. food, vendor, temporary beer, etc.). If serving beer and/or alcohol there must be either a licensee or a person holding an operator’s license onsite in accordance with Sections 125.17(1), 125.32(2), and 125.68(2), Wisconsin Statutes.
- (d) Special Events with more than fifty (50) people but less than one-hundred fifty (150) people, are not required to obtain a permit, but are encouraged to contact police services in advance of the event.

Sec. 58-53. Application.

- (a) Application Requirements.
 - (1) Application for a Special Event Permit shall be filed with the Village Clerk **at least 90 days** prior to the proposed event.

- (2) Permit fees are required with submission of application. Permit fees shall be set from time to time by resolution of the Village Board.
- (3) The application shall include the following:
 - a. The name, address and phone number of the Special Event sponsor(s). If more than one person, entity or organization is the sponsor, all must be listed. In the case of a corporation, limited liability corporation, limited liability partnership, or partnership, the name and mailing address of each person holding ten percent (10%) or more of the ownership.
 - b. The name, address and phone number for the Special Event sponsor's contact or agent.
 - c. The name, address and phone number of the Event Coordinator and the method by which the Village can contact the Event Coordinator during the Special Event.
 - d. Special Event on private property.
 - i. The address of all private property upon which the Special Event is to be held, together with the name, and mailing address of the owners of record.
 - ii. Notarized authorization from the property owner(s) that the applicant has permission to use property for a Special Event.
 - e. The nature of the assembly.
 - f. The dates and hours during the Special Event. Applicant should include dates and hours for set up and clean up in the information provided.
 - g. The maximum number of persons allowed at any given point at any time.
 - h. Plans and description for the following, as necessary for the event:
 - i. Fencing and gates as necessary to control access to or within the Special Event;
 - ii. Potable water locations;
 - iii. Toilet and lavatory facility locations and number;
 - iv. Solid waste collection locations and disposal;
 - v. First aid station, or additional medical care facilities as required upon Village review;
 - vi. Lighting plan, including location, hours of use and power source;
 - vii. Parking size and location;
 - viii. Access to event and to parking, if located separately;

- ix. Camping facilities;
 - x. Crowd control/security personnel including number and responsibilities (Note: The Village reserves the right to limit the size of the event pursuant to Sec. 58-55);
 - xi. Sound control and amplification, location, size and number of speakers and amplifiers;
 - xii. Access for emergency vehicles and personnel.
- i. Certification that by signing the application, the applicant is authorized to act on behalf of the event sponsor(s).
 - j. Applicant's acknowledgement that by signing and submitting the application they accept and comply with the provisions of §(4)(a) and (b).
 - k. Proof of insurance as described in subsection (4) (a) below.
 - l. Park Rental approval, if applicable.

(b) Application Process.

- (1) Upon receipt of an application for a permit, the Village Clerk shall immediately distribute the complete application to Police Services, Fire Department, Administrator, Public Works Department, Inspection Services, and Park and Recreation Department for review and comment. Department review and comments shall be returned to the Clerk within 30 days of distribution of the application.

The Village, in reviewing the application, shall consult any other state, county or local body as necessary for assistance in evaluating the application in order to promote the safety, health, welfare and security of the residents of the Village of Mukwonago and the persons attending the Special Event.

(2) Permit Review.

- a. The Clerk shall review Class II applications for conformity with the provisions of this section and the comments from the Departments and if the applicable requirements are met, shall issue a permit.
- b. The Village Board shall review all Class I permit applications and Department recommendations and either deny the permit, approve the permit or approve the permit with conditions. The permit shall be issued by the Clerk.

Sec. 58-54. Permit conditions.

- (a) Liability Insurance. The Special Event sponsor is required to obtain insurance for Special Events that include alcohol, have more than 150 people per day or involve a road closure. Proof of comprehensive general liability insurance with coverage of not less than \$1,000,000.00 which names and endorses the Village, its officers, agents,

employees, and contractors as an additional insured party shall be submitted to the Village no later than twenty (20) days before the event. The applicant shall notify the Village in the event there is a modification of any of the terms of the insurance coverage. Such notification shall be provided not less than two weeks prior to the effective date of that change. Any change to coverage requires Village approval.

- (b) Indemnification. The applicant and Event Sponsor(s) shall agree to hold the Village, its officers, employees, agents, and contractors, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to person or property caused by or resulting directly or indirectly from the activities for which the permit is granted.
- (c) Village Services. All requests by applicants for Village services must be made at time of application. The applicant shall be responsible for reimbursement to the Village for any Village personnel, services, equipment, and facilities provided for the Special Event. Reimbursable costs shall be calculated to include wages, overtime, and fringe benefits. An invoice shall be sent to the applicant, within fifteen (15) days following the event. Payment is due within thirty (30) days of invoice. The Village reserves the right to require full or partial payment of estimated costs in advance. Requests for use of a hydrant meter shall be processed separately through the Mukwonago Water Utility.
- (d) Cleaning/Damage Deposit. The applicant may be required to submit to the Village a cleaning/damage deposit of \$200 per day for each scheduled day of the event (or a portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event.
- (e) Noise. Amplified music, public address systems, loudspeakers, or other amplification devices must end by 11 PM on Fridays and Saturdays, and by 10 PM all other nights. (Note: The Village reserves the right to shut down or limit the amplified music pursuant to Sec. 58-55.)
- (f) Sufficient Staffing and Security: The Special Event Sponsor shall provide sufficient staffing to provide assistance with crowd control, parking, sanitation, and medical services. A determination as to these needs will be made by the Departments as part of the review process. All special events that are determined to require added police presence will agree to terms of payment to the Village prior to the event being held. The Village will bill the individual, group or organization for the actual cost of staff incurred by the Village. If alcohol is served, one (1) Police Reserve Officer will be required for every 300 people anticipated. If no alcohol is served, one (1) Police Reserve Officer will be required for every 600 people anticipated.
- (g) Event Coordinator. The Special Event sponsor shall have at least one representative on site during the event at all times, as identified on the permit application. Depending on the size and activities of the event, the Village may require a meeting with Village staff prior to the event occurring.

(h) Site Requirements.

- (1) All tents must be installed under the International Fire Code Chapter 24 or the National Fire Protection Association 1, Chapter 34.
- (2) Wiring shall be installed by a licensed electrician. All persons requiring electricity at a Special Event shall follow NEC and SPS Ch. 316, Wis. Administrative Code.
- (3) Attendees and staffing shall not exceed the maximum number which can reasonably attend at the location of the Special Event, in consideration of the nature of the Special Event.
- (4) Responsibility for arranging any inspections required to meet these standards or any other requirements prior to the Special Event is the sponsor's. Any fees for such inspections shall be paid by the Special Event Sponsor.

- (i) Notification. The Village may require that the permit holder give written notice 15 days in advance of the Village Board meeting where action is scheduled to be taken regarding the proposed event to any property owners or tenants as determined during the Village Departments' review. Notice shall, at a minimum, include the type of event, name of the Special Event sponsor(s), date, time and location, Event Coordinator's name and contact information during the event.

Sec. 58-55. Limitation or termination of special event.

- (a) The Village may limit the size of or shut down a Special Event if it is deemed to be a public safety hazard or public nuisance by Police Services or the Fire Department, or there is a violation of Village or County Ordinances, State Statutes or the terms of the Applicant's permit. The Village may limit or shut down any amplified music at an event if complaints are received by the Police Department from neighboring citizens. The Village Administrator or designee may revoke an approved Special Event Permit if the applicant fails to comply with the provisions of the permit prior to the event date.

Sec. 58-56. Denial of permit.

- (a) Reasons for denial of a Special Event Permit include, but are not limited to:
- (1) The event will disrupt traffic within the Village beyond practical solution.
 - (2) The event will create a likelihood of endangering the public.
 - (3) The event will interfere with access to emergency services.
 - (4) The location or time of the Special Event will cause undue hardship or excessive noise levels to adjacent businesses or residents.
 - (5) The event will require the diversion of Village resources(s) that would unreasonably affect the maintenance of regular Village service levels.
 - (6) The application contains incomplete or false information.
 - (7) The applicant fails to provide proof of insurance.
 - (8) Inadequate provision for garbage or debris removal.
 - (9) Inadequate provision of temporary restroom facilities.
 - (10) Inadequate provisions for parking.
 - (11) Denial of a permit by the Joint Park and Recreation Department.
 - (12) Applicant fails to submit the required fees and/or deposits.