SPECIAL EVENT APPLICATION FORM

Incomplete applications will not be accepted or will be returned to the applicant. Submitting an application does not guarantee the application will be approved – please speak to the City Clerk for more information. The application fee will be based on the date the City Clerk’s Office receives the completed application. For more information please refer to the Special Event Policy or Manual.

PLEASE PRINT CLEARLY!

### SECTION 1 – APPLICANT INFORMATION
Information about the person applying to have a special event or applying on behalf of an organization

<table>
<thead>
<tr>
<th>First</th>
<th>Middle Initial</th>
<th>Last</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Address:**

**Phone Number:**

**Email Address:**

### SECTION 2 – ORGANIZATION INFORMATION
Information about the organization having the special event, if applicable

**Organization’s Name:**

**Organization’s Address:**

**Organization’s Phone Number:**

**Organization’s Email/Website:**

**Applicant’s Relationship to Organization:**

### SECTION 3 – EVENT INFORMATION

**Name of Event:**

**Event Location:**

**Event Date (list each date if it’s a multi-day event):**

**Event Set Up Time:**

**Event Start Time:**

**Event End Time:**

**Head of Security’s Name and Phone Number:**

**Total Anticipated Attendance (Participants/Attendees):**

**Event information (purpose, activity, who can participate, whether the event has occurred before, etc.):**

______________________________________________________________________________________________________________

______________________________________________________________________________________________________________

______________________________________________________________________________________________________________

______________________________________________________________________________________________________________

License Fee (see chart)  $_________  (Acct. CLSPE)  Date Rcvd: _____/____/___

FEES ARE NON-REFUNDABLE
# SECTION 4 – APPLICANT CHECKLIST

The applicant is responsible for contacting all necessary City departments and for obtaining all necessary reservations, permits, licenses and variances

| HEALTH DEPARTMENT – (920) 832-6429 |  |  |
| 1. Will food be prepared and/or served at the event? | Yes | No | Action to be taken by applicant:  
If yes, contact the Health Department for permitting requirements and for safe food handling tips.  
If yes, contact the Health Department for a variance and more information.  
If yes, review guidelines on portable restrooms available in the Special Event Policy and Manual. |
| 2. Will there be a band or amplified music/noise? | ☐ ☐ | |
| 3. Will there be portable restrooms? | ☐ ☐ | |

| FIRE DEPARTMENT – (920) 832-5810 |  |  |
| 1. Will the event be held indoors? | ☐ ☐ | Action to be taken by applicant:  
If yes, contact the Fire Department for more information.  
If yes, contact the Fire Department for information about submitting a structure plan.  
If yes, contact the Fire Department for a permit. |
| 2. Will a tent or any other temporary structure be erected? | ☐ ☐ | |
| 3. Will there be a tent larger than 200 square feet? | ☐ ☐ | |
| 4. Will fireworks/pyrotechnic be used during the event? | ☐ ☐ | |

| DEPARTMENT OF PUBLIC WORKS – (920) 832-5580 |  |  |
| 1. Are you requesting street closure?  
Name of barricade company _____________________________ | ☐ ☐ | Action to be taken by applicant:  
If yes, your barricading contract provider will be required to submit a Traffic Control Plan to the Department of Public Works.  
Be sure the event map/diagram is detailed, including showing all turns and the number of traffic lanes to be used.  
If yes, a list of meters must be provided to the Department of Public Works. |
| 2. Did you include a detailed map/diagram of the event location and route (if applicable) with this application? | ☐ ☐ | |
| 3. Are you requesting parking meters to be bagged? | ☐ ☐ | |

| PARKS, RECREATION & FACILITIES MANAGEMENT– (920) 832-5905 |  |  |
| 1. If the event will be in a park have you reserved the park? | ☐ ☐ | Action to be taken by applicant:  
If no, contact Parks, Recreation and Facilities Management for a reservation.  
If yes, contact Parks, Recreation and Facilities Management for more information. |
| 2. Will there be rides, dunk tanks and/or inflatables at the event? | ☐ ☐ | |

| POLICE DEPARTMENT – (920) 832-5500 |  |  |
| 1. Do you have a plan for medical emergencies that may occur during your event? | ☐ ☐ | Action to be taken by applicant:  
If no, contact the Police Department for assistance.  
If yes, contact the Police Department for assistance defining your safety/security plan.  
If yes, contact the Appleton Police Department for more information. |
| 2. Is security needed for the event? | ☐ ☐ | |
| 3. Are you requesting any special parking restrictions? | ☐ ☐ | |

| CITY CLERK’S OFFICE – (920) 832-6443 |  |  |
| 1. Will alcoholic beverages be served/sold at the event? | ☐ ☐ | Action to be taken by applicant:  
If yes, contact the City Clerk to obtain a Temporary Class “B” license.  
If yes, contact the City Clerk – your application may not be accepted. |
| 2. Do you owe money for past events? | ☐ ☐ | |

| RISK MANAGEMENT – (920) 832-6300 |  |  |
| 1. Do you have the proper insurance for your event and have you provided your certificate of insurance to the City? | ☐ ☐ | Action to be taken by applicant:  
If no, contact the City’s Risk Manager. |
SECTION 5 – INDEMNIFICATION AND DISCLAIMER

Please read carefully before signing!

By signing below, I certify that I am at least 18 years of age, that I have read and understand the Special Event Policy, and that I agree to the terms and conditions contained in the Special Event Policy. My signature further confirms (i) that I understand the filing of this application does not ensure the issuance of a Special Event License, (ii) that the Special Event License Fee is non-refundable pursuant to the terms of the Special Event Policy, (iii) I will be responsible for ensuring the event and event participants comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations and any other applicable laws, rules and regulations including the Special Event Policy, (iv) that fees for park facilities, food sales permits, tent and fireworks permits, etc., are in addition to the Special Event License Fee, (v) that I am authorized to apply for this Special Event License on behalf of the organization holding the event (if applicable), and (vi) that the information contained in this Application is true to the best of my knowledge. I understand that intentionally providing false or misleading information in this Application may lead to civil or criminal penalties.

INDEMNIFICATION: BY SIGNING BELOW I ACKNOWLEDGE THAT FOR GOOD AND VALUABLE CONSIDERATION, I, THE APPLICANT, ON BEHALF OF MYSELF AND THE ORGANIZATION, IF APPLICABLE, 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 AND COSTS, INCLUDING ATTORNEY FEES, ARISING OUT OF THE ACTIVITIES PERFORMED AS DESCRIBED HEREIN, CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT OR OMISSION OF THE APPLICANT/ORGANIZATION, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY ANY OF THEM OR ANYONE WHOSE ACTS ANY OF THEM MAY BE LIABLE, EXCEPT WHERE CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY.

Signature of Applicant: ____________________________________________ Date: _____________________________
Print Name: _____________________________________________________

Submit completed application along with the total fee to:
Office of the City Clerk
100 N. Appleton Street
Appleton, WI  54911-4799

FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>APPROVE</th>
<th>DENY</th>
<th>BY</th>
<th>REASON (if denied)</th>
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<tbody>
<tr>
<td>Community &amp; Economic Development</td>
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<td>Fire</td>
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<td>Health</td>
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<tr>
<td>Human Resources (Risk Management)</td>
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<tr>
<td>Legal (Clerk)</td>
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<tr>
<td>Parks, Recreation and Facility</td>
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<td>Management</td>
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<td>Public Works</td>
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<tr>
<td>Valley Transit</td>
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</tbody>
</table>

License Issue Date:                                                         License Number:
If License is Denied, Date Applicant was Informed and Provided Appeal Information:  
LATE FEE will be charged for late applications for Large and Significant Events that have been held for the last two consecutive years where nothing has changed, subject to the late fee and the application approval process. If the event has not been held the last two consecutive years or if there is a change to the event from the previous year the application will not be accepted.

**SINGLE DAY EVENT LICENSE FEE -- **Includes $7 for a Police investigation fee**

<table>
<thead>
<tr>
<th>NUMBER OF DAYS BEFORE THE EVENT</th>
<th>SMALL EVENTS Without Street Closure</th>
<th>SMALL EVENTS With Street Closure</th>
<th>LARGE EVENTS Without Street Closure</th>
<th>LARGE EVENTS With Street Closure</th>
<th>SIGNIFICANT EVENTS Without Street Closure</th>
<th>SIGNIFICANT EVENTS With Street Closure</th>
</tr>
</thead>
<tbody>
<tr>
<td>90+ days</td>
<td>$57</td>
<td>$107</td>
<td>$507</td>
<td>$707</td>
<td>$1,007</td>
<td>$1,507</td>
</tr>
<tr>
<td>60-89 days</td>
<td>$67</td>
<td>$157</td>
<td>$607</td>
<td>$757</td>
<td>$1,207</td>
<td>$1,707</td>
</tr>
<tr>
<td>45-59 days</td>
<td>$82</td>
<td>$207</td>
<td>$807</td>
<td>$1,007</td>
<td>$1,657</td>
<td>$2,507</td>
</tr>
<tr>
<td>30-44 days</td>
<td>$107</td>
<td>$307</td>
<td>$907</td>
<td>$1,007 + Late Fee¹</td>
<td>$1,657 + Late Fee¹</td>
<td>$2,507 + Late Fee¹</td>
</tr>
<tr>
<td>11-29 days</td>
<td>$207</td>
<td>$407</td>
<td>Application Not Accepted</td>
<td>Application Not Accepted</td>
<td>Application Not Accepted</td>
<td>Application Not Accepted</td>
</tr>
<tr>
<td>10 days</td>
<td>Application Not Accepted</td>
<td>Application Not Accepted</td>
<td>Application Not Accepted</td>
<td>Application Not Accepted</td>
<td>Application Not Accepted</td>
<td>Application Not Accepted</td>
</tr>
<tr>
<td>Late Fee¹</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>$800</td>
<td>$800</td>
<td>$1,500</td>
</tr>
</tbody>
</table>

¹ LATE FEE will be charged for late applications for Large and Significant Events that have been held for the last two consecutive years where nothing has changed, subject to the late fee and the application approval process. If the event has not been held the last two consecutive years or if there is a change to the event from the previous year the application will not be accepted.

² SMALL EVENT = Anticipated attendance of less than 1,000 people.

³ LARGE EVENT = Anticipated attendance of between 1,000 and 4,999 people.

⁴ SIGNIFICANT EVENT = Anticipated attendance of 5,000 people and over.
MULTIPLE DAY EVENT LICENSE FEE-- **Includes $7 for a Police investigation fee**

<table>
<thead>
<tr>
<th>NUMBER OF DAYS BEFORE THE EVENT</th>
<th>SMALL EVENT(^3) Without Street Closure</th>
<th>SMALL EVENT(^3) With Street Closure</th>
<th>LARGE EVENT(^4) Without Street Closure</th>
<th>LARGE EVENT(^4) With Street Closure</th>
<th>SIGNIFICANT EVENT(^5) Without Street Closure</th>
<th>SIGNIFICANT EVENT(^5) With Street Closure</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 days or more</td>
<td>$57</td>
<td>$107</td>
<td>$507</td>
<td>$707 first day + $175 each additional day = total fee</td>
<td>$1,007</td>
<td>$1,507 first day + $375 each additional day = total fee</td>
</tr>
<tr>
<td>60-89 days</td>
<td>$67</td>
<td>$157</td>
<td>$607</td>
<td>$757 first day + $188 each additional day = total fee</td>
<td>$1,207</td>
<td>$1,707 first day + $425 each additional day = total fee</td>
</tr>
<tr>
<td>45-59 days</td>
<td>$82</td>
<td>$207</td>
<td>$807</td>
<td>$1,007 first day + $250 each additional day = total fee</td>
<td>$1,657</td>
<td>$2,507 first day + $750 each additional day = total fee</td>
</tr>
<tr>
<td>30-44 days</td>
<td>$107</td>
<td>$307</td>
<td>$907</td>
<td>$1,007 first day fee + $250 each additional day + Late Fee(^2) = total</td>
<td>$1,657 + Late Fee(^2) = total</td>
<td>$2,507 first day + $750 each additional day + Late Fee(^2) = total</td>
</tr>
<tr>
<td>10-29 days</td>
<td>$207</td>
<td>$407</td>
<td>Application Not Accepted</td>
<td>Application Not Accepted</td>
<td>Application Not Accepted</td>
<td>Application Not Accepted</td>
</tr>
<tr>
<td>&lt; 10 days</td>
<td>Application Not Accepted</td>
<td>Application Not Accepted</td>
<td>Application Not Accepted</td>
<td>Application Not Accepted</td>
<td>Application Not Accepted</td>
<td>Application Not Accepted</td>
</tr>
<tr>
<td>Late Fee(^2)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>$800</td>
<td>$800</td>
<td>$1,500</td>
</tr>
</tbody>
</table>

\(^1\) MULTIPLE DAY EVENT means a special event that occurs on more than one day, where the days are consecutive or at a consistent interval (e.g., an event occurring on a consecutive Saturday and Sunday or an event occurring every other Tuesday), at the same start and end time and at the same location. One special event license will be issued for a multiple day event.

\(^2\) LATE FEE will be charged for late applications for Large and Significant Events that have been held for the last two consecutive years where nothing has changed, subject to the late fee and the application approval process. If the event has not been held the last two consecutive years or if there is a change to the event from the previous year the application will not be accepted.

\(^3\) SMALL EVENT = Anticipated attendance of less than 1,000 people.

\(^4\) LARGE EVENT = Anticipated attendance of between 1,000 and 4,999 people.

\(^5\) SIGNIFICANT EVENT = Anticipated attendance of 5,000 people and over.