



"...meeting community needs  
...enhancing quality of life"

License Fee (See Section 5)	\$ _____	(Acct.11030.4313)	Date Rec'd ____/____/____
Investigation Fee – REQUIRED	+ \$7.00	(Acct. 100.2359)	Receipt No. _____
Total Amount Paid	\$ _____		

**FEES ARE NON-REFUNDABLE**

## City of Appleton Application for a Special Event

**IMPORTANT: Incomplete Applications will be returned to the Event Organizer – The application fee will be based on the date stamp of the completed application.**

<b>SECTION 1 – ORGANIZATION INFORMATION – Answer all questions completely. Please PRINT clearly</b>					
Name of Organization					
Street Address		City	State	Zip	
Telephone Number			Are you a 501(c)3 Organization?	Yes	No
Event Contact Person (Last name, First name, Middle Initial)			← <b>THIS INFORMATION MUST BE PROVIDED</b>		
Address		City	State	Zip	Date of Birth
Email	Telephone Number		<b>Event Day</b> Telephone Number		

<b>SECTION 2 – EVENT INFORMATION – Answer all questions completely. Please PRINT clearly</b>				
Name of Event	Date(s) of Event	Time event will start to form: _____ AM/PM	Actual Start time: _____ AM/PM	Finish Time: _____ AM/PM
<b>LOCATION OF THE EVENT:</b> _____				
You <b>MUST</b> attach a <i>detailed</i> map or diagram of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used.)				
City and park maps available at <a href="http://www.appleton.org/maps.shtml">www.appleton.org/maps.shtml</a>				
Generally describe your event and its purpose:				
What is the estimated attendance at your event?	Number of observers?	Number of vendors?	Number of vehicles?	

**SECTION 3 – ADDITIONAL INFORMATION. IT IS THE RESPONSIBILITY OF THE EVENT ORGANIZER TO MAKE THE APPROPRIATE CONTACT WITH THE DEPARTMENT COORDINATORS LISTED BELOW.**

**HEALTH DEPARTMENT – If you answer Yes to any question in this SECTION, you are required to contact the Appleton Health Department (920.832.6429) for additional permits or approvals.**

	No	Yes	Action to be taken:
Will food be prepared and/or served at the event?			A permit to sell/serve must be obtained
Who will be preparing the food?			
Will you be having a band or amplified music?			30 day advance notice required
Will portable restrooms be used?			Please review guidelines on portable restrooms

**FIRE DEPARTMENT – If you answer Yes to any question in this SECTION, you are required to contact the Appleton Fire Department (920.832.5810) for additional permits or approvals.**

	No	Yes	Action to be taken:
Will the event be held indoors?			If Yes, what building (Provide street address)
Will a tent or any other temporary structure be erected?			Structure plans must be reviewed
Will the tent be larger than 200 square feet?			A tent permit is required
Will any fireworks or pyrotechnic devices be used during the event?			The Fire Department will assist you with obtaining the proper permit

**STREET CLOSURES – If your event requires any street(s) to be closed, please follow the “Action to be taken” steps very carefully to insure your request can be accommodated.**

**NOTE: Dumpsters and barricading of streets will NOT be provided by the City. You will be responsible to contract these services with a City-approved outside provider.**

	No	Yes	Action to be taken:
Are you requesting any street(s) to be closed to traffic?			Your barricading contract provider will be required to submit a Traffic Control Plan to the City Traffic Section (920.832.5580)
Are you requesting any special parking restrictions?			Please contact the Appleton Police Department Operations Coordination Specialist to discuss this request (920.832.5500)

**PARKS AND RECREATION DEPARTMENT – You are required to contact the Parks and Recreation Department (920.832.5905) to obtain park capacities and rules and for additional permits which may be needed.**

	No	Yes	Action to be taken:
Will the event be held in an Appleton park or utilize any park facilities?			Which park?
Have you reserved the park or pavilion for this purpose?			If No, immediately contact the P&R Dept.

**SECURITY AND CONTROL SECTION – If you answer Yes to any question in this SECTION, you are required to contact the TELEPHONE NUMBER LISTED for additional permits or approvals.**

	No	Yes	Action to be taken:
Do you have a plan in place to deal with any medical emergencies that may occur during your event?			The Appleton Police Department Coordination Specialist will assist you with defining your safety/security needs (920.832.5500)
Is security needed for this event?			The Appleton Police Department Coordination Specialist will assist you with defining your safety/security needs (920.832.5500)
Will alcoholic beverages be served/sold?			Contact the Office of the City Clerk to obtain a “Special Class B” license to allow you to sell/serve beer and/or wine (920.832.6443)
Do you have the correct level of insurance for your special event?			Your license WILL NOT be issued unless a required Certificate of Insurance is on file. Call the City Risk Manager (920.832.6300) and attach the certificate to the application.

**SECTION 4 – LEGAL NOTICE**

I understand the filing of this application does not ensure the issuance of this license. I also understand that all Special Event organizers and participants must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Fees for park facilities, food sales permits, tent and fireworks permits are in addition to the fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for denial of the event.

**HOLD HARMLESS INDEMNIFICATION AND DEFENSE.**

FOR GOOD AND VALUABLE CONSIDERATION THE APPLICANT AND/OR THE ORGANIZATION AGREES 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 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: \_\_\_\_\_

**SECTION 5 – PER DAY FEE STRUCTURE**

Days before the event	Small Events – Under 1,000 attendees WITHOUT STREET CLOSURE	Small Events – Under 1,000 attendees WITH STREET CLOSURE	Large Events – Between 1,000 and 5,000 attendees WITHOUT STREET CLOSURE	Large Events – Between 1,000 and 5,000 attendees WITH STREET CLOSURE	Significant Events – Over 5,000 attendees WITHOUT STREET CLOSURE	Significant Events – Over 5,000 attendees WITH STREET CLOSURE
90 days or more	\$125 + \$7= \$132	\$125 + \$7=\$132	\$500 +\$7=\$507	\$600+\$7 =\$607	\$1,000+\$7=\$1,007	\$1,100+\$7=\$1,107
60-89 days	\$125 + \$7= \$132	\$200 + \$7=\$207	\$500 +\$7=\$507	\$750+\$7=\$757	\$1,000+\$7=\$1,007	\$1,250+\$7=\$1,257
46-60 days	\$125 + \$7= \$132	\$200 + \$7=\$207	\$600 +\$7=\$607	\$850+\$7=\$857	\$1,250+\$7=\$1,257	\$1,500+\$7=\$1,507
45 days	\$125 +\$7 = \$132	\$200 + \$7=\$207	\$750+\$7= \$757	\$1,000+\$7=\$1,007	\$1,500+\$7=\$1,507	\$1,750+\$7=\$1,757
30-45 days	\$200 +\$7 = \$207	\$300 +\$7 = \$307	DENIED	DENIED	DENIED	DENIED
10-29 days	\$500 +\$7 = \$507	\$600 +\$7 = \$607	DENIED	DENIED	DENIED	DENIED
LESS THAN 10 DAYS	DENIED	DENIED	DENIED	DENIED	DENIED	DENIED

Fees are Non-Refundable. Submit completed application along with the appropriate fees to:  
 Office of the City Clerk  
 100 N. Appleton Street  
 Appleton, WI 54911-4799

**FOR OFFICE USE ONLY**

Department	Approve	Deny	By	Reason
FIRE				
HEALTH				
INSPECTION				
PARKS & REC				
POLICE				
PUBLIC WORKS				
GIS	Map prepared:			
HR - INSURANCE				

Date licensed issued \_\_\_\_/\_\_\_\_/\_\_\_\_ License No. \_\_\_\_\_



DEPARTMENT OF PUBLIC WORKS  
 Engineering Division – Traffic Section  
 2625 E. Glendale Avenue  
 Appleton, WI 54911  
 TEL (920) 832-5580  
 FAX (920) 832-5570

**To:** Special Event Permit Holders  
**From:** Eric Lom, P.E., City Traffic Engineer [traffic@appleton.org](mailto:traffic@appleton.org)  
**Date:** February 26, 2010  
**Re:** Temporary Traffic Control Requirements for Special Events in the City of Appleton

Starting in 2010, special event permit holders are required to provide temporary traffic control (commonly referred to as *barricading*) for their events. In some cases, the submission and approval of a Traffic Control Plan (TCP) may also be required. In these cases, the TCP must be submitted to the City's Traffic Section no later than 30 days prior to the event. For larger events, we strongly recommend TCP's be submitted at least 60 days prior to the event.

In order to ensure that all pertinent local, state and federal regulations are met, the City of Appleton requires that all such work be completed by an approved contractor (see list below). Other contractors may be evaluated on a case-by-case basis.

City-Approved TTC Contractors <small>as of 2/26/10</small>		
Name	Location	Phone Number
Warning Lites of Appleton	Appleton, WI	920.725.0757
Storm Equipment	Oshkosh, WI	920.426.1004
Mega-Rentals	Green Bay, WI	920.469.7646
Rent-a-Flash of Wisconsin	Wausau, WI	715.842.5225

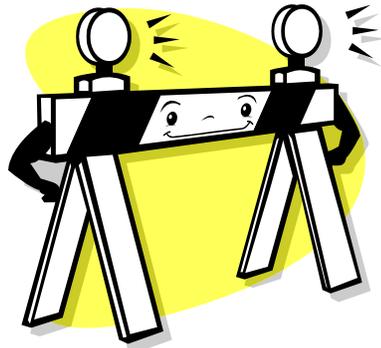
All temporary traffic control (TTC) equipment utilized for special events must conform to the requirements set forth in the City of Appleton's *Temporary Traffic Control Manual*, most recent edition, and any requirements set forth in the approved Traffic Control Plan for your event. The contractors listed in the table above are very familiar with these requirements.

Additionally, the following TTC equipment standards/requirements must be adhered to:

- Class I Parade-Style Barricades: Shall have one cross rail with dimensions of 2"x8"x10' sheeted on both sides with retroreflective material.
- Cones: Shall be a minimum of 28" and shall have retroreflective banding.
- Delivery/set-up vehicles shall be equipped with and shall properly utilize city-approved high intensity vehicle safety lighting.

Please feel free to contact the office of the City Traffic Engineer at 832-5580 with any questions or concerns you may have concerning these requirements.

# Barricading requirements for Special Events



All Special Event license holders are required to provide temporary traffic control (commonly referred to as *barricading*) for their events. In some cases, the submission and approval of a Traffic Control Plan (TCP) may also be required. In these cases, the TCP must be submitted to the City's Traffic Section no later than 30 days prior to the event. For larger events, we strongly recommend TCP's be submitted at least 60 days prior to the event.

In order to ensure that all pertinent local, state and federal regulations are met, the City of Appleton requires that all such work be completed by an approved contractor (see list below). Other contractors may be evaluated on a case-by-case basis.

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- Cones: Shall be a minimum of 28" and shall have retroreflective banding.
- Delivery/set-up vehicles shall be equipped with and shall properly utilize city-approved high intensity vehicle safety lighting.

Please feel free to contact the office of the City Traffic Engineer at 920.832.5580 with any questions or concerns you may have concerning these requirements.

# Attention Special Event Organizers

## Walk/Run Paint Marking Requirements



Organizers of Walk/Runs often mark the street with informational markings to inform the participants of the event where the starting lines are, directions on the route, and of course, the finish line.

While the city understands the need for such markings, there are times when the paint used remains on the street causing unsightly remnants for months after the event.

The requirements for any street marking/paint are as follows:

- Only temporary marking paint (water based) or landscape chalk will be permitted to be sprayed on city of Appleton streets. Examples:
  - Seymour temporary marking paint
  - Dy-Mark Landscape Chalk
  - Krylon marking paint
- Only **WHITE** paint/chalk will be acceptable. (This will avoid any confusion with utility location designations used by Diggers Hotline)
- All Instructional or informational statements painted on the street must be no more than 12 inches in height and 2 feet in length.
- If the paint remains visible on the street for 30 days after the event, the organizer will be held accountable.
- In addition, any temporary marking tape (masking tape, duct tape, etc.) must be removed the day after an event.

**"EXHIBIT D-1"**

**INSURANCE REQUIREMENTS  
FOR CITY OF APPLETON  
SPECIAL EVENTS – large event less than 25,000 people**

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 contribute to a loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the clean up period after the event.

**1. GENERAL LIABILITY COVERAGE**

- A. Commercial General Liability
  - (a) \$1,000,000 general aggregate – per project
  - (b) \$1,000,000 products - completed operations aggregate
  - (c) \$1,000,000 personal injury and advertising injury
  - (d) \$1,000,000 each occurrence limit
- B. Claims made form of coverage is not acceptable.
- C. Insurance must include:
  - (a) Premises and Operations Liability
  - (b) Contractual Liability including coverage for the joint negligence of the City of Appleton, it officers, council members, agents, employees, authorized volunteers and the named insured.
  - (c) Personal Injury
  - (d) Explosion, collapse and underground coverage
  - (e) Products/Completed Operations
  - (f) The general aggregate must apply separately to this project/location

**2. BUSINESS AUTOMOBILE COVERAGE**

- A. Limits - \$250,000 each person/\$500,000 each accident for Bodily Injury and \$100,000 for Property Damage  
OR  
\$500,000 Combined Single Limit for Bodily Injury and Property Damage each accident
- B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

**3. WORKERS COMPENSATION AND EMPLOYERS LIABILITY - If required by Wisconsin State Statute or any Workers Compensation Statutes of a different state.**

- A. Must carry coverage for Statutory Workers Compensation and Employers Liability limit of:
  - \$100,000 Each Accident
  - \$500,000 Disease Policy Limit
  - \$100,000 Disease - Each Employee

- 4. AIRCRAFT LIABILITY** (including helicopter) - Owned, Non-Owned or hired.
- A. If this exposure shall exist, the limits must be at least \$5,000,000 combined single limit for bodily injury (injury passenger liability) and property damage.
  - B. Any liability exclusions relating to slung cargo must be deleted.
- 5. LIQUOR LIABILITY** - If the event holder is selling alcoholic beverages then Liquor Liability with the following limit and coverage must be carried:
- A. Limits - \$500,000 each occurrence/ \$500,000 aggregate

**6. ADDITIONAL PROVISIONS**

\* Additional Insured - On the General Liability Coverage, Business Automobile Coverage, Aircraft Liability and Liquor Liability. City of Appleton, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds.

\* Endorsement -

The Additional Insured Policy endorsement must accompany the Certificate of Insurance.

\* Certificates of Insurance -

A copy of the Certificate of Insurance must be on file with the City Clerk.

\* Notice -

NOTE: City of Appleton requires 30 day written notice of cancellation, non-renewal or material change in the insurance coverage.

\*The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All Carriers shall be admitted carriers in the State of Wisconsin.

**"EXHIBIT D-2"**

**INSURANCE REQUIREMENTS  
FOR CITY OF APPLETON  
SPECIAL EVENTS – large event over 25,000 people**

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 contribute to a loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the clean up period after the event.

**1. GENERAL LIABILITY COVERAGE**

- A. Commercial General Liability
  - (a) \$1,000,000 general aggregate – per project
  - (b) \$1,000,000 products - completed operations aggregate
  - (c) \$1,000,000 personal injury and advertising injury
  - (d) \$1,000,000 each occurrence limit
- B. Claims made form of coverage is not acceptable.
- C. Insurance must include:
  - (a) Premises and Operations Liability
  - (b) Contractual Liability including coverage for the joint negligence of the City of Appleton, its officers, council members, agents, employees, authorized volunteers and the named insured.
  - (c) Personal Injury
  - (d) Explosion, collapse and underground coverage
  - (e) Products/Completed Operations
  - (f) The general aggregate must apply separately to this project/loan

**2. BUSINESS AUTOMOBILE COVERAGE**

- A. Limits - \$250,000 each person/\$500,000 each accident for Bodily Injury and \$100,000 for Property Damage
- OR
- \$500,000 Combined Single Limit for Bodily Injury and Property Damage each accident
- B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

**3. WORKERS COMPENSATION AND EMPLOYERS LIABILITY - If required by Wisconsin State Statute or any Workers Compensation Statutes of a different state.**

- A. Must carry coverage for Statutory Workers Compensation and Employers Liability limit of:  
\$100,000 Each Accident

\$500,000 Disease Policy Limit  
\$100,000 Disease - Each Employee

4. **AIRCRAFT LIABILITY** (including helicopter) - Owned, Non-Owned or hired.
- A. If this exposure shall exist, the limits must be at least \$5,000,000 combined single limit for bodily injury (injury passenger liability) and property damage.
  - B. Any liability exclusions relating to slung cargo must be deleted.

5. **UMBRELLA COVERAGE**

- A. Limits - \$2,000,000 each occurrence/\$2,000,000 aggregate
- B. Claims made coverage is not acceptable
- C. \$10,000 self-insured retention
- D. Must be no less broad than underlying coverage

6. **LIQUOR LIABILITY** - If the event holder is selling alcoholic beverages then Liquor Liability with the following limit and coverage must be carried:

- A. Limits - \$500,000 each occurrence/ \$500,000 aggregate

7. **ADDITIONAL PROVISIONS**

**\* Additional Insured - On the General Liability Coverage, Business Automobile Coverage, Aircraft Liability, Liquor Liability and Umbrella Coverage. City of Appleton, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds.**

**\* Endorsement -**

**The Additional Insured Policy endorsement must accompany the Certificate of Insurance.**

**\* Certificates of Insurance -**

**A copy of the Certificate of Insurance must be on file with the City Clerk.**

**\* Notice -**

**NOTE: City of Appleton requires 30 day written notice of cancellation, non-renewal or material change in the insurance coverage.**

**\*The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.**

**"EXHIBIT D-3"**

**INSURANCE REQUIREMENTS**

**FOR CITY OF APPLETON  
SPECIAL EVENTS – medium exposure 250-5,000 people**

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 contribute to a loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the clean up period after the event.

**1. GENERAL LIABILITY COVERAGE**

- A. Commercial General Liability
  - (a) \$1,000,000 general aggregate – per project
  - (b) \$1,000,000 products - completed operations aggregate
  - (c) \$1,000,000 personal injury and advertising injury
  - (d) \$1,000,000 each occurrence limit
- B. Claims made form of coverage is not acceptable.
- C. Insurance must include:
  - (a) Premises and Operations Liability
  - (b) Contractual Liability including coverage for the joint negligence of the City of Appleton, its officers, council members, agents, employees, authorized volunteers and the named insured.
  - (c) Personal Injury
  - (d) Explosion, collapse and underground coverage
  - (e) Products/Completed Operations
  - (f) The general aggregate must apply separately to this project/location

**2. BUSINESS AUTOMOBILE COVERAGE - If used before, during or after the event.**

- A. Limits - \$250,000 each person/\$500,000 each accident for Bodily Injury and \$100,000 for Property Damage
- OR
- \$500,000 Combined Single Limit for Bodily Injury and Property Damage each accident

**3. WORKERS COMPENSATION AND EMPLOYERS LIABILITY - If required by Wisconsin State Statute or any Workers Compensation Statutes of a different state.**

- A. Must carry coverage for Statutory Workers Compensation and Employers Liability limit of:
  - \$100,000 Each Accident
  - \$500,000 Disease Policy Limit
  - \$100,000 Disease - Each Employee

**4. LIQUOR LIABILITY** - If the event holder is selling alcoholic beverages then Liquor Liability with the following limit and coverage must be carried:

A. Limits - \$500,000 each occurrence/\$500,000 aggregate

**5. ADDITIONAL PROVISIONS**

**\* Additional Insured - On the General Liability Coverage, Business Automobile Coverage and Liquor Liability. City of Appleton, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds.**

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**The Additional Insured Policy endorsement must accompany the Certificate of Insurance.**

**\* Certificates of Insurance -**

**A copy of the Certificate of Insurance must be on file with the City Clerk.**

**\* Notice -**

**NOTE: City of Appleton requires 30 day written notice of cancellation, non-renewal or material change in the insurance coverage.**

**\*The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.**