



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

License Fee (see chart)	\$ _____ (Acct.11030.4313)	Date Rcvd: ___/___/___
Investigation Fee (REQUIRED)	+ \$7.00 (Acct. 100.2359)	Receipt No. _____
Total Amount Paid	\$ _____	<b>FEES ARE NON-REFUNDABLE</b>

## 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			
Name:	First	Middle Initial	Last
			Date of Birth:
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 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.):	
_____	
_____	
_____	

## 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

- |  | Yes                      | No                       | Action to be taken by applicant:   |
|--|--------------------------|--------------------------|--|
| 1. Will food be prepared and/or served at the event? | <input type="checkbox"/> | <input type="checkbox"/> | If yes, contact the Health Department for permitting requirements and for safe food handling tips. |
| 2. Will there be a band or amplified music/noise?    | <input type="checkbox"/> | <input type="checkbox"/> | If yes, contact the Health Department for a variance and more information.                         |
| 3. Will there be portable restrooms?                 | <input type="checkbox"/> | <input type="checkbox"/> | If yes, review guidelines on portable restrooms available in the Special Event Policy and Manual.  |

### FIRE DEPARTMENT– (920) 832-5810

- |   | Yes                      | No                       | Action to be taken by applicant:   |
|---|--------------------------|--------------------------|--|
| 1. Will the event be held indoors?                          | <input type="checkbox"/> | <input type="checkbox"/> | If yes, contact the Fire Department for more information.                              |
| 2. Will a tent or any other temporary structure be erected? | <input type="checkbox"/> | <input type="checkbox"/> | If yes, contact the Fire Department for information about submitting a structure plan. |
| 3. Will there be a tent larger than 200 square feet?        | <input type="checkbox"/> | <input type="checkbox"/> | If yes, contact the Fire Department for a permit.                                      |
| 4. Will fireworks/pyrotechnic be used during the event?     | <input type="checkbox"/> | <input type="checkbox"/> | If yes, contact the Fire Department for a permit.                                      |

### DEPARTMENT OF PUBLIC WORKS – (920) 832-5580

- |  | Yes                      | No                       | Action to be taken by applicant:  |
|--|--------------------------|--------------------------|---|
| 1. Are you requesting street closure?<br>Name of barricade company _____   | <input type="checkbox"/> | <input type="checkbox"/> | If yes, your barricading contract provider will be required to submit a Traffic Control Plan 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? | <input type="checkbox"/> | <input type="checkbox"/> | Be sure the event map/diagram is detailed, including showing all turns and the number of traffic lanes to be used.              |

### PARKS, RECREATION & FACILITIES MANAGEMENT– (920) 832-5905

- |   | Yes                      | No                       | Action to be taken by applicant:  |
|---|--------------------------|--------------------------|---|
| 1. If the event will be in a park have you reserved the park? | <input type="checkbox"/> | <input type="checkbox"/> | If no, contact Parks, Recreation and Facilities Management for a reservation.     |
| 2. Will there be rides at the event?                          | <input type="checkbox"/> | <input type="checkbox"/> | If yes, contact Parks, Recreation and Facilities Management for more information. |

### POLICE DEPARTMENT – (920) 832-5500

- |   | Yes                      | No                       | Action to be taken by applicant:   |
|---|--------------------------|--------------------------|--|
| 1. Do you have a plan for medical emergencies that may occur during your event? | <input type="checkbox"/> | <input type="checkbox"/> | If no, contact the Police Department for assistance.                                     |
| 2. Is security needed for the event?  | <input type="checkbox"/> | <input type="checkbox"/> | If yes, contact the Police Department for assistance defining your safety/security plan. |
| 3. Will your event need any special parking restrictions?                       | <input type="checkbox"/> | <input type="checkbox"/> | If yes, contact the Police Department for more information.                              |
| 4. Are you requesting any special parking restrictions?                         | <input type="checkbox"/> | <input type="checkbox"/> | If yes, contact the Appleton Police Department for more information.                     |

### CITY CLERK’S OFFICE – (920) 832-6443

- |  | Yes                      | No                       | Action to be taken by applicant:                                       |
|--|--------------------------|--------------------------|--|
| 1. Will alcoholic beverages be served/sold at the event? | <input type="checkbox"/> | <input type="checkbox"/> | If yes, contact the City Clerk to obtain a Special Class “B” license.  |
| 2. Do you owe money for past events?                     | <input type="checkbox"/> | <input type="checkbox"/> | If yes, contact the City Clerk – your application may not be accepted. |

### RISK MANAGEMENT – (920) 832-6300

- |  | Yes                      | No                       | Action to be taken by applicant:        |
|--|--------------------------|--------------------------|---|
| 1. Do you have the proper insurance for your event and have you provided it to the City? | <input type="checkbox"/> | <input type="checkbox"/> | 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 Licensed 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				
DEPARTMENT	APPROVE	DENY	BY	REASON (if denied)
Community & Economic Development				
Fire				
Health				
Human Resources (Risk Management)				
Legal (Clerk)				
Parks, Recreation and Facility Management				
Police				
Public Works				
Valley Transit				
License Issue Date: _____ License Number: _____				
If License is Denied, Date Applicant was Informed and Provided Appeal Information: _____				

## SINGLE DAY EVENT LICENSE FEE

NUMBER OF DAYS BEFORE THE EVENT	SMALL EVENTS <sup>2</sup> Without Street Closure	SMALL EVENTS <sup>2</sup> With Street Closure	LARGE EVENTS <sup>3</sup> Without Street Closure	LARGE EVENTS <sup>3</sup> With Street Closure	SIGNIFICANT EVENTS <sup>4</sup> Without Street Closure	SIGNIFICANT EVENTS <sup>4</sup> With Street Closure
90+ days	\$50	\$100	\$500	\$700	\$1,000	\$1,500
60-89 days	\$60	\$150	\$600	\$750	\$1,200	\$1,700
45-59 days	\$75	\$200	\$800	\$1,000	\$1,650	\$2,500
30-44 days	\$100	\$300	\$900	\$1,000 + Late Fee <sup>1</sup>	\$1,650 + Late Fee <sup>1</sup>	\$2,500 + Late Fee <sup>1</sup>
11-29 days	\$200	\$400	Application Not Accepted	Application Not Accepted	Application Not Accepted	Application Not Accepted
10 days	Application Not Accepted	Application Not Accepted	Application Not Accepted	Application Not Accepted	Application Not Accepted	Application Not Accepted
Late Fee <sup>1</sup>	N/A	N/A	N/A	\$800	\$800	\$1,500

<sup>1</sup> **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.

<sup>2</sup> **SMALL EVENT** = Anticipated attendance of less than 1,000 people.

<sup>3</sup> **LARGE EVENT** = Anticipated attendance of between 1,000 and 4,999 people.

<sup>4</sup> **SIGNIFICANT EVENT** = Anticipated attendance of 5,000 people and over.

MULTIPLE DAY <sup>1</sup> EVENT LICENSE FEE						
NUMBER OF DAYS BEFORE THE EVENT	SMALL EVENT <sup>3</sup> Without Street Closure	SMALL EVENT <sup>3</sup> With Street Closure	LARGE EVENT <sup>4</sup> Without Street Closure	LARGE EVENT <sup>4</sup> With Street Closure	SIGNIFICANT EVENT <sup>5</sup> Without Street Closure	SIGNIFICANT EVENT <sup>5</sup> With Street Closure
90 days or more	\$50 total	\$100 total	\$500 total	\$700 first day + \$175 each additional day = total fee	\$1,000 total	\$1,500 first day + \$375 each additional day = total fee
60-89 days	\$60 total	\$150 total	\$600 total	\$750 first day + \$188 each additional day = total fee	\$1,200 total	\$1,700 first day + \$425 each additional day = total fee
45-59 days	\$75 total	\$200 total	\$800 total	\$1,000 first day + \$250 each additional day = total fee	\$1,650 total	\$2,500 first day + \$750 each additional day = total fee
30-44 days	\$100 total	\$300 total	\$900 total	\$1,000 first day fee + \$250 each additional day + Late Fee <sup>2</sup> = total	\$1,650 + Late Fee <sup>2</sup> = total	\$2,500 first day + \$750 each additional day + Late Fee <sup>2</sup> = total
10-29 days	\$200 total	\$400 total	Application Not Accepted	Application Not Accepted	Application Not Accepted	Application Not Accepted
< 10 days	Application Not Accepted	Application Not Accepted	Application Not Accepted	Application not Accepted	Application Not Accepted	Application Not Accepted
Late Fee <sup>2</sup>	N/A	N/A	N/A	\$800	\$800	\$1,500

<sup>1</sup> **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.

<sup>2</sup> **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.

<sup>1</sup> **SMALL EVENT** = Anticipated attendance of less than 1,000 people.

<sup>2</sup> **LARGE EVENT** = Anticipated attendance of between 1,000 and 4,999 people.

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