

CITY OF DE PERE



Planning a Special Event

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General Information

Introduction

The City of De Pere recognizes that special events serve an important role in the city, including building a sense of community, expressing the city's cultural and artistic diversity, and providing entertainment and education. Each year the City of De Pere commits available resources through staff time, facilities, and equipment to support these events. As the number and size of events grow, it is necessary to provide event organizers with a consistent process to better coordinate efforts related to event management and support.

The purpose of the special event permit is to streamline the approval process for events held in the City of De Pere. It also allows staff an opportunity to review events and prepare effectively in advance. The information required on the application is designed to help event organizers prepare more effectively and as a result, maximize the success of their event.

Definition

The City of De Pere defines a "Special Event" as: "Any public event, ceremony, demonstration, exhibition, march, pageant, parade, procession, race, athletic event, show or other similar display which interferes with the usual flow or regulation of traffic upon the streets, sidewalks, or rights-of-way, or the usual use of parks or other public grounds."

If your event meets this definition, a Special Event Application Form must be completed and submitted to the Clerk-Treasurer's Office. If you are not sure whether your event meets this definition, complete and submit a permit application and we will assist you in making a determination.

If your event will be held **solely** on private property, it is likely not a "Special Event" as defined by the City. However, other regulations may apply:

If your event is expected to have in excess of 49 people and will be held in a building or tent/canopy, the requirements of NFPA1, Chapter 2D must be met. For more information, please contact the De Pere Fire Department at (920) 339-2467; or visit the National Fire Protection Association (NFPA) website at www.nfpa.org.

For Block Party permits, please contact the Department of Public Works at (920) 339-4060, or the Police Department at (920) 339-4078.

Event Coordinator

It is critical to designate **one** main contact to help coordinate City services (attend meetings and communicate needs with City departments as applicable) for your event. It is likely that City officials will need to meet and/or speak to the Event Coordinator to help ensure the needs of the event are met and that specific details about the event are discussed.

It is **your** responsibility to contact each of the City departments which will be impacted by your event. Please do not assume that your obligation has ended after completing and submitting a permit application; services will not be provided without making appropriate contacts to applicable City departments.

Sponsors of special events must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations.

Insurance Requirements

Proof of general liability insurance in the amounts listed below shall be provided by the applicant:

- General Liability Coverage
Low Hazard Event - \$1,000,000 per occurrence.
Medium and High Hazard Event - \$2,000,000 per occurrence.
Please note that higher insurance limits may be required for particular High Hazard events as determined necessary by the City Attorney.
- Liquor Liability
If the event holder is selling alcoholic beverages, then Liquor Liability with a limit of \$1,000,000 per occurrence must be carried.
- Additional Provisions
Additional Insured – the City of De Pere must be listed as an additional insured for purposed of the event.
Additional Insured Endorsement – the Additional Insured Policy Endorsement must accompany the Certificate of Insurance. **Please note:** this is a separate document from the Certificate of Insurance.

The City of De Pere requires 30 day written notice of cancellation, non-renewal or material change in the insurance coverage.

Your application will not be processed until insurance documentation is received.

Application Deadline

The completed application must be received at least **60 days** prior to your event date(s). If the permit request is for 1st Amendment expression purposes, the application must be submitted at least **7 calendar days** prior to your event.

Late application submissions may not be approved and permit fees shall be doubled.

Fees

The special event application fee is either \$25 or \$50, depending upon the hazard rating for your event (hazard rating will be determined at submittal). This fee is waived for charitable organizations which hold IRS section 501(c) status.

Fees for park facilities, permits, and other city services (Fire/EMS, Public Works, Police/Security), if applicable, are **in addition** to the special event application fee and will be invoiced separately. 50% of these estimated fees are due 14 days prior to the event.

Parks Department – 339-4065

Use of City Parks

If your event will be held in a City park, you must reserve your facility, obtain a rental contract, and pay appropriate fees.

You must also schedule a time to meet with a Parks Department representative to review your planned set up and anticipated needs.

The De Pere Parks and Recreation Department can also supply extra tables, benches, and garbage cans (depending on availability).

All Park rules, regulations, and policies must be adhered to during a special event.

Public Works – 339-4060

Use and/or Closure of Public Streets and Rights-of-Way

If your event involves the use of public streets, or requires any street closures, the Department of Public Works and the De Pere Police Department will need to review your request to ensure that all safety measures are met and the street closure(s) will not adversely affect traffic flow. **The City must authorize all street closures regardless of duration.**

Sidewalk closures must be approved by Public Works.

A legible, detailed, current map of your event **must** be attached to your Special Event application form. Your map should indicate all the streets, including number of lanes to be used, all turns, and the direction of the route, if applicable.

Barricades

Notify Public Works if you are in need of barricades.

Parking

If your event requires special parking arrangements, you must indicate on your application what type of parking is required, as well as the location and dates/times. Also, please indicate if you anticipate event parking to overflow onto public streets.

You must contact Public Works if your event requires the closure of a public parking lot.

Cleanup

If you are in need of polycarts, street sweeping, or any other type of cleanup services, you must arrange for these services in advance.

Public Safety – Police 339-4078 – Fire 339-2467

To ensure public safety for the event and the City, the City reserves the right to require special events to maintain minimum levels of dedicated Fire/EMS services and Police/Security services throughout the duration of the event. Estimated minimum services will be determined prior to the event (see guidelines), but may reasonably increase or decrease as actual event conditions change to ensure public safety. Actual public safety services shall be determined at the sole discretion of the Police/Fire Chief or their respective designee.

Costs associated with these resources are the responsibility of the event organizer/sponsor.

*Outside vendors may be retained for such services; however, City approval of such vendors and services shall be obtained prior to the event, and if medical services are provided by an outside source, a medical plan must be approved by the Fire Chief.

Police/Security Services

EVENT TYPE	Anticipated Maximum Crowd Size	4-9 Officers Plus 0-1 Supervisor	9-14 Officers Plus 1-2 Supervisors	14-21 Officers Plus 2-3 Supervisors	21-30 Officers Plus 3-6 Supervisors
Any event requiring a Special Event Permit	Less than 4,000	●	√		
	4,000-10,000	N/A	●	√	
	10,000-50,000	N/A	N/A	●	√
	Over 50,000	N/A	N/A	N/A	●

Fire/EMS Services

EVENT TYPE	Anticipated Maximum Crowd Size	Knowledge of 911 Access and CPR	Basic First Aid Station(s)	First Aid Station(s) Including Nurse	First Aid Station(s) including Physician	ALS Ambulance(s)	Mobile Team(s)
Any event requiring a Special Event Permit	Less than 4,000	●	√				
	4,000-10,000	●	●	√		√	√
	10,000-50,000	●	√	√	√	●	●
	Over 50,000	●	●	√	●	●	●

● Required resource. Multiple resources may be considered dependent on Special Risk Considerations.

√ Recommended resource intended to ensure safety of participants.

Special Risk Considerations which may affect the required fire/medical or police resources include but are not limited to:

- Night vs. Daytime
- Alcohol Availability/Use
- Length of Event
- Type of Event
- Audience Demographics
- Location/Geography/Multiple Locations
- Weather/Time of Year
- Past History of Problems with Event
- Fireworks/Pyrotechnics
- General Admission/Reserved Seating

The need for multiple or additional resources based on Special Risk Considerations will be determined by the Police/Fire Chief or his/her designee and will be communicated to the event organizer.

Fireworks/Pyrotechnics/Open Flame Sources

If your event will include any of the following, you must contact the Fire Department to obtain the necessary permits and regulations: fireworks or other pyrotechnic devices, propane tanks, liquid petroleum, or deep fryers.

Building Inspection – 339-4053

Tents and/or Canopies

Any tent over 200 square feet, and/or any canopy over 400 square feet requires a separate permit. Contact Building Inspection for application form and guidelines. Tent specifications can also be found on the City's website: www.de-pere.org.

Please note that tent stakes will **not** be allowed to be driven into asphalt (public roadway or parking lot).

Digger's Hotline should be contacted for tent stakes at 800-242-8511.

Electrical Service

If you require temporary electrical service, you must also obtain a separate electrical permit from Building Inspection.

Clerk-Treasurer's Office – 339-4053

Alcoholic Beverages/Liquor Licensing

If you wish to sell beer or wine at your event, you must obtain a separate Temporary Class "B"/"Class B" license from the Clerk-Treasurer's office. Distilled alcoholic beverages cannot be sold or served at special events.

This Temporary License can only be issued to:

1. Bona fide clubs that have been in existence for at least six months prior to the date of the application;
2. State, county, or local fair associations, or agricultural societies;
3. Churches, lodges, or societies that have been in existence for at least six months prior to the date of application;
4. Posts of Veterans' Organizations.

Please note that proof of status may be required.

This license application can be obtained from the Clerk-Treasurer's Office, and must be completed and returned at least **14 days** before your event.

You are required to have at least one licensed bartender to sell alcohol at your event. The Clerk-Treasurer's office can also provide you with information on how to obtain an operator's (bartender) license. Please note that these applications must be submitted at least three weeks in advance.

Keep in mind alcohol is allowed in certain parks only with a permit from the Park Director. Contact the De Pere Parks and Rec Department for details.

Pedi-cabs or other public vehicles

If your event will include pedi-cabs or other public vehicles, a public vehicle license may be required. Please contact the Clerk-Treasurer's Office for a license application.

Vendors

Per De Pere City Ordinance, vendors participating in your event may be required to obtain a direct seller's permit. All other vendors/sellers should not interfere with your event.

Health Department – 339-4054

Food

If you will be selling or serving food, you must contact the Health Department for rules, regulations and the necessary application form. You must provide your food vendor list (with contact information) to the Health Department Sanitarian.

Amplified Sound

Noise levels are regulated by City ordinance. If your event falls outside of these parameters, you may need to apply for a noise variance from the Health Department.

Sanitation

If you will be providing toilet facilities for your event please indicate on your application the number of portable toilets you will be making available (please refer to chart below).

If you will not be providing toilet facilities, please describe the facilities available on the premises.

Portable Toilet Guidelines

People Attending	Number of Hours for Event									
	1	2	3	4	5	6	7	8	9	10
	Units Needed									
1-50	1	1	1	1	2	2	2	2	2	2
50-100	2	2	2	2	2	3	3	3	3	3
100-250	3	3	3	3	4	4	4	4	4	6
250-500	4	4	4	4	6	6	8	8	8	8
500-1,000	4	5	6	7	7	8	8	8	9	9
2,000	6	10	12	13	14	14	14	15	15	15
3,000	9	14	17	19	20	21	21	21	21	22
4,000	12	19	23	25	28	28	28	30	30	30
5,000	15	23	32	32	34	36	36	36	36	36
6,000	17	28	34	38	40	42	42	42	42	42
7,000	20	32	40	44	46	48	50	50	50	50
8,000	23	38	46	50	54	57	57	57	57	57
10,000	30	46	57	63	66	69	69	72	72	72