



City of La Crosse, Wisconsin

APPLICATION FOR SPECIAL EVENT PERMIT

New Event Repeat Event Repeat Event with Changes (explain in the description)

Date Received: _____ Fee: _____ Invoice No. _____

EVENT ORGANIZER – Information about the person, entity or organization holding the special event.*			
Legal/Real Name:			
Address: Street		City	State Zip Code
Phone:	Email:	Website:	
Nonprofit Tax Exempt Number <i>501(c)3, if applicable (include photocopy)</i>			
Wisconsin Seller Permit Number <i>(Sales Tax), if applicable (include photocopy)</i>			

***Personal Data Sheet MUST be completed for each Officer/Member of the Organization AND Event Coordinator.**

EVENT INFORMATION			
Event Name:			
Event Location: <i>(Address or General Location/Route)</i>		Park/Public Property ___ Street/Alley/Right-of-Way ___ Private Property ___	
Event Date(s): <i>List each date of multi-day event</i>			
Event Time:	Start Time	End Time	
Set Up/Take Down:	Set Up Begins	Take Down Ends	
Total Anticipated Attendance:	0-500 _____	500-5000 _____	5000+ _____ 10000+ _____
Daily Anticipated Attendance: <i>If a multi-day event</i>	50-250 _____	250-500 _____	500-1000 _____ 1000 - 5000 _____ 5000+ _____
Admission Requirements: <i>If applicable</i>			
Event Description <i>(purpose, activity, who can participate, etc. Attach additional sheet if necessary.)</i>			

If you are using a City park or facility, you must make the reservation through the Parks, Recreation & Forestry Department prior to filing the Special Event Application. The Park Office phone number is 608-789-7533.

If said location is private property, and is not owned by organizer, a signed statement from property owner that applicant has permission to use said property for the special event is required.

In addition to Event Location, provide a detailed map of your event area indicating: presence of/sale of alcohol, stages, temporary structures, vendors, carnival, portable toilets, garbage/recycling receptacles and dumpsters, fencing, exit locations for fenced events, accessible paths, handicap parking, street closures/alley/right-of-closures, access for emergency vehicles and personnel.

EVENT COORDINATOR – Information for person to contact before, during and after event, if necessary.			
Contact Name: First		Middle	Last
Address: Street		City	State Zip Code
Phone:	Email:		

Applicant is responsible for assuring they have all necessary reservations, permits and licenses prior to hosting the special event. Relevant information and contacts are provided in the Policies & Procedures Manual as well as below.

The following questions must be answered regardless the size of the event.

City Clerk – Call 608-789-7510 for the following additional licenses, permits and necessary information.		
Will there be food served at the event? If yes, describe:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Food vendors are exempt from City permitting when participating in a special event. A list of vendors must be submitted.
Will there be vendors selling merchandise?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Merchandise vendors are exempt from City permitting when participating in a special event. A list of vendors must be submitted.
Will alcohol beverages be sold/served/consumed? *Fencing required. *Licensed beverage operators must be present. *Beer/wine must be purchased from a wholesaler. *Liquor Liability Insurance Required. See <i>FAQs and Excerpts</i> for additional information.	<input type="checkbox"/> Yes <input type="checkbox"/> No	A Temporary Class B Retail License is required to sell, serve or consume beer or wine (no liquor). Eligibility requirements apply. If you have an establishment licensed for alcohol and wish to expand the licensed premise into adjacent property, an Expansion license is required: <ul style="list-style-type: none"> • Expansion to Private Property • Expansion to Public Property
Will there be a live or amplified outdoor music? If Yes: Band ___ DJ ___ Other _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	Noise is regulated in the City of La Crosse; see Sec. 32-134 of the Municipal Code. Event organizers shall contact nearby properties so they are aware of the event.
Will your event include any of the following: run ___ walk ___ bike tour ___ bike race ___ parade ___ other procession _____ If a recurring event, are you using the same route?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	A legible route map and turn-by-turn list must be submitted; include assembly area, starting point and termination point. Visit the Engineering/Construction Projects website to view upcoming projects to ensure your proposed route will not be affected.
Will your event include a carnival or amusement of any kind?	<input type="checkbox"/> Yes <input type="checkbox"/> No	A Carnival, Circus or Menagerie License is required. <i>*additional insurance required.</i>
Will your event include a petting zoo or other animal exhibition? If yes, describe:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Certain domesticated animals are allowed with a special event permit; see Sec. 6-8 of the Municipal Code. Events with wild or vicious animals, a Carnival, Circus or Menagerie License is required; see Sec. 6-9 of the Municipal Code.
Will your event include horse drawn carriage rides? If yes, who is the operator?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Operator must be licensed for Horse Drawn vehicles .
Fire Department – Community Risk Management (CRM) – Call 608-789-7530 for the following additional permits, requirements and necessary information.		
Will a tent or canopy in excess of 400 feet be erected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	An Application for Tent/Structure Permit is required. An inspection must be conducted prior to occupancy.
Will fireworks or pyrotechnic special effects be used during event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	An Application for Display of Firework/Pyrotechnic Special Effects is required. <i>*additional insurance required.</i>
Do you know how many portable toilets are required for the anticipated attendance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	The number of toilets required is based on capacity as required by Ch. 29 of the IBC, contact CRM. <i>Note: Portable toilets are not provided by the City; you are responsible to contract those services.</i>
Will you be running temporary water/plumbing or electrical services to the event site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, contact CRM for details. An inspection will be required.
Will you be using temporary fencing for the site area?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide CRM with a site plan. An inspection and plan approval will be required.
Do you intend to have Fire/EMS vehicle access lanes?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Emergency vehicle access lanes are required (minimum 20').
Do you have an emergency plan for accidents, injuries, fires, severe weather, etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Parking Utility – Call 608-789-4908 for parking requirements and necessary information.		
Do you have a parking plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have handicap parking?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Parks, Recreation & Forestry Department – Call 608-789-7533 for the following additional permits, requirements and necessary information.		
Will the event be held in a City park or utilize any park facility? Park Board approval was granted: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reservation needs to be confirmed before Special Event Application can be filed. <i>Note: Some City property may require approval by the Board of Public Works i.e. Field for Kids.</i>
Police Department – Call 608-789-7238 (non-emergency) for the following requirements and necessary information.		
Do you have a security plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Street Department – Call 608-789-7340 for the following additional permits, requirements and necessary information.		
Do you intend to use a street, alley or right-of- way?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you need barricades or signage for your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Barricades and signage is provided by City. Fee for delivery and pick up.
Do you have an established traffic control plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	The Street Department must know where barricades and signs are needed. Police & Traffic Engineer will assist with developing a plan i.e. where barricades, signage or Police assistance is needed.
Do you have a waste management plan? Contact Recycling Supervisor with questions: 608-789-7507.	<input type="checkbox"/> Yes <input type="checkbox"/> No	A solid waste and recycling plan must be submitted providing details of receptacle quantities and layout.
Applicant understands that extraordinary service fees may be billed as a result of the event. Applicant will pay the actual costs for the use of equipment, resources or services if the event requires more than the reasonable and necessary services provided by the City.	<input type="checkbox"/> Yes <input type="checkbox"/> No	The City will invoice the event organizer after the conclusion of the event. Payment shall be made within thirty (30) days of the invoice. <i>Note: Extraordinary service fees are an addendum to the Policies & Procedures Manual.</i>

Special Event Checklist. All forms are to be turned into the City Clerk’s Office unless otherwise noted.

- _____ Special Event Application (*complete and signed*).
- _____ Special Event Fee (*cash, check payable to City Treasurer or credit with a convenience fee*).
- _____ Certificate of Liability Insurance and Endorsement.
- _____ Photocopy of Tax Exempt Designation/Number, if applicable.
- _____ Photocopy of Wisconsin Seller Permit, if applicable.
- _____ Statement from property owner, if applicable.
- _____ Map of Special Event area; include any street, alley or right of way you are requesting for the special event.
- _____ Map of Parade/Procession (and turn-by-turn list); also include assembly area, starting point and termination point.
- _____ Waste Management Plan including quantity of receptacles for solid waste and recycling and their locations.
- _____ Event Schedule including when set up begins and ends including clean-up of the event area. The schedule should encompass all activities planned for the event, such as: vending, music/performances, displays/exhibits/demonstrations, run/walk/parade, etc.
- _____ Merchandise Vendor List. *Due no less than fourteen (14) days before the event.
- _____ Food Vendor List. *Due no less than fourteen (14) days before the event.

The following additional applications (and associated fee) if applicable:

- _____ Application for Temporary Class B Retail Alcohol License (*liquor liability insurance required*).
- _____ Application to Expand Alcohol Beverage License – public or private property (*liquor liability insurance required*)
- _____ Application for Carnival, Circus or Menagerie (*additional liability insurance required*).
- _____ Application for Tent/Structure Permit.
- _____ Application for Display of Firework/Pyrotechnic Special Effects (*additional liability insurance required*).

Indemnification and Hold Harmless

(Read carefully before signing!)

Indemnification: By signing below, I acknowledge that for good and valuable consideration, I (applicant), on behalf of myself and the organization, if applicable, agree to indemnify, defend and hold harmless the City of La Crosse 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 of omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts may be liable, except where caused by the sole negligence or willful misconduct of the City.

Certification: 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) I understand the filing of this application does not ensure the issuance of a Special Event License. (ii) The special event permit 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 alcohol licensing regulations and any other applicable laws, rules and regulations including the Special Event Policy. (iv) Fees for park facilities, food vendor permits, tent and fireworks permits, other municipal services and equipment, etc., are in addition to the Special Event Permit fee. (v) I am authorized to apply for this Special Event Permit on behalf of the organization holding the event (if applicable). (vi) The information contained in this application is true and correct to the best of my knowledge. I understand that intentionally providing false or misleading information in this application will be basis for denial/revocation of the permit and may lead to civil or criminal penalties.

Signature of Applicant: _____ Date: _____

Printed Name of Applicant: _____

Submit Special Event Application and fee (including any other applicable license/permit applications and fees) to:

City Clerk
400 La Crosse Street (2nd Floor)
La Crosse WI 54601
Questions: 608-789-7510

Date Routed:	For Office Use Only			
DEPARTMENT	APPROVE	DENY	BY	REASON (if denied)
<i>Special Event Staff</i>				
La Crosse County Health				
Parks, Recreation & Forestry				
Police				
Fire Department - CRM				
Engineering & Public Works				
Streets				
Recycling				
Parking Utility				
Transit				
City Clerk				
<i>Investigation – Personal Data Sheet</i>				
Police – Records				
<i>Delinquencies – Organization and Personal Data Sheet</i>				
Legal				
Treasurer				
Utilities (water, storm, sewer)				
Municipal Court				
Parking Utility				

License Issue Date:	License No:
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Personal Data Sheet

(Please PRINT All Information)

Each Officer/Member **AND** Event Coordinator must complete all the information and must indicate if they have been convicted of any of the following within the last ten (10) years: a felony, a misdemeanor, a statutory violation punishable by forfeiture or a county or municipal ordinance violation.

If none, write "none".

EVENT COORDINATOR			
Name: First		Full Middle	Last
Home Address: Street		City	State Zip Code
Phone Number:	Email:	Date of Birth: (mm/dd/yyyy)	
Violations:			
OFFICER/MEMBER			
Name: First		Full Middle	Last
Home Address: Street		City	State Zip Code
Phone Number:	Email:	Date of Birth: (mm/dd/yyyy)	
Violations:			
OFFICER/MEMBER			
Name: First		Full Middle	Last
Home Address: Street		City	State Zip Code
Phone Number:	Email:	Date of Birth: (mm/dd/yyyy)	
Violations:			
OFFICER/MEMBER			
Name: First		Full Middle	Last
Home Address: Street		City	State Zip Code
Phone Number:	Email:	Date of Birth: (mm/dd/yyyy)	
Violations:			

