

2/28/12

## City of Menasha Special Event Policy

**SPECIAL EVENT** is defined as any planned occurrence on the public right-of-way or public premises including, but not limited to; parades, gatherings, festivals and athletic events. By nature these events have a greater impact on City services and resources than would have occurred had the event not taken place. Special events require multiple department involvement. The City of Menasha wants any Special Event to be a success for organizers and participants alike. By providing for an organized application process, we hope to provide for the safety and well being of all community members.

**APPLICATION** Complete Special Event Agreement Packet must be returned to City Hall, 2nd Floor, Public Works/Park & Recreation Departments at least 60 days prior to the event. This will allow time for all pertinent departments to review your event needs. A non – refundable fee of \$25 is due at the time your application is submitted. Please note that if you are holding an event in a park you will need to reserve the park prior to turning in your Special Events Application.

**REVIEW OF APPLICATION** Once your application is received and reviewed, someone from your group will be required to attend a meeting with the Special Events Staff Committee. You will be advised of the date and time. The Special Events staff meeting will be scheduled no later than 45 days prior the event date. The appropriate departments will review the individual worksheets included in your Special Events Packet to ensure that all considerations have been identified and contingencies planned for. Approval for street closures will be scheduled for the next Common Council Meeting following the Special Events staff meeting.

**APPROVAL OF APPLICATION** Once your application has been reviewed and approved you will receive a Special Event Permit.

**CERTIFICATE OF INSURANCE AND ENDORSEMENT** If proof of insurance is required, Certificate of Insurance and Endorsement must be provided by the event sponsor. The City of Menasha must be named as additional insured on both the Certificate of Insurance and the Endorsement. (See attached sample) The sponsor shall hold the City, any of its employees and agents and facilities harmless against all claims, liability, loss, damage or expense incurred by the City for any damage or injury to person or property caused by or resulting from activities arising from the special event. The Certificate of Insurance and the Endorsement must be submitted no later than 5 business days following approval of the special event, but in no case less than 30 days prior to the event. The Certificate of Insurance and the Endorsement must be submitted no later than 15 days prior to the event. Failure to provide insurance and endorsement on time can result in termination of event permits.

**SPONSOR ADDITIONAL RESPONSIBILITIES** If your event requires street closure, it is the event holder's responsibility to contact, Valley Transit at 920-832-5200 and Gold Cross Ambulance at 920-967-6077 to alert them to the street closure. It is also the event holder's responsibility to notify the property occupants affected by a street closure exceeding 30 minutes. Included in this packet is a form that can be used for notification.

**FEES** All events are required to pay a non-refundable deposit of \$25 at the time their application is turned in. ~~Charges for park facilities, food sales permits, tent permit fees, firework fees, etc. are to be paid IN ADDITION to the Special Events application fee.~~ Other possible incurred charges for events that may need to be paid IN ADDITION to the Special Events application fee includes food sales permits, tent permit fees, firework fees, the designated flat fee approved by the Common Council for use of requested park and facility locations, etc.

Submittal of an event application does NOT reserve a park. The applicable fees due prior to your event are: temporary food service permits, temporary beer sales permit, carnival permit, tent fee inspection and fireworks permits. ~~At the completion of your event, charges must be paid no more than 60 days after the~~

last date of your event. At the completion of your event, charges shall be paid no later than 30 days from the mailed postal date of the final invoice/ If this requirement is not met, further charges may be incurred. without interest

~~**NON PROFIT ORGANIZATIONS AS EVENT HOLDERS** Non-Profits hosting an event that is free and open to the public may receive up to a 50% discount on the total Special Event bill. By definition the Non-Profit group must be a registered 501(c)(3) or (4) organization and proof of this designation is required.~~

**TERMINATION OF EVENT** The City and its representative reserve the right to shut down a special event that is in progress if it is determined to be a safety hazard by the Police and/or Fire Departments and/or there is a violation of City Ordinances, State Statute, or the terms of the approved application have not been met. The Mayor and /or their designee may revoke an approved Special Event Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.