

2/1/2012

2012 Special Event Agreement Packet

Checklist #2 – Certificate of Liability Insurance

A Certificate of Liability Insurance and Endorsement, each naming the City of Menasha as additional insured, must be submitted no later than 30 days prior to the event date. Failure to provide insurance and endorsement on time can result in termination of event permits.

City of Menasha Special Event Policy

Line 3 - Review of Application, second sentence

The Special Events staff meeting will be scheduled no later than 45 days prior the event date. Approval for application will be scheduled for the next Common Council Meeting following the Special Events staff meeting.

Line 5 – Certificate of Insurance and Endorsement, last sentence

The Certificate of Insurance and the Endorsement must be submitted no later than 30 days prior to the event. Failure to provide insurance and endorsement on time can result in termination of event permits.

Line 7 – Fees, second from last sentence

At the completion of your event, charges must be paid no later than 60 days from the postal date of the final invoice.

Line 8 – Non-Profit Organizations as Event Holders

Eliminate entire section.

City of Menasha Special Event Permit

Staff – Last sentence

Special Events receive 50% cost support from the CITY if their event is free and open to the public.

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/Parks & 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. You will be advised of the date and time. 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 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 exhibit 1) 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.*

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. 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, fireworks permits and park rental fees. At the completion of your event, charges must be paid no more than 60 days after the last date of your event. If this requirement is not met, further charges may be incurred.

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.



MEMO

TO: Administration Committee

FROM: Debbie Galeazzi, City Clerk
Carol Schmidt, PW Admin Assistant
Kristi Heim, Parks Admin Assistant

SUBJECT: Special Event Fees Breakdown

DATE: February 2, 2012

The attached spreadsheet shows the dollar amounts charged by department for actual costs associated with Special Events held in the City of Menasha in 2011. These are new fees that were not collected in previous years with the exception of some park rental and/or equipment usage fees. This information is in accordance with the Special Event Policy adopted by the Common Council on January 4, 2011.

Also, in accordance with the Special Events Policy, a \$25 non-refundable administration fee was collected from each sponsor with the submittal of their application. The total up-front administration fees for 2011 were \$500 and are not reflected on the spreadsheet.

The following up-front fees will continue to be collected by the individual departments: Street Use Permit, Temporary Beer/Wine Liquor License, Temporary Food-Vending License, Fireworks and Tent/Structure Permits. These fees are not reflected on the spreadsheet because they are not new fees.

| 2011 Special Event Fees by Department | Sponsor | Street Dept | Parks & Rec | Police | Fire | Sub-Total | Total |
|---|----------------------------------|-------------|-------------|----------|------|------------|------------|
| Team Hailey 5K Run/Walk for a Cure (Approved prior to implementation of Special Events Policy) 501(c)(3) April 16 | Team Hailey/PLGA Foundation | \$0 | \$0 | \$0 | \$0 | \$0.00 | \$0 |
| Moose Fest, May 7-8 | Steve & Deanna Krueger | \$270.61 | \$101.00 | \$216.00 | \$0 | \$587.61 | \$587.61 |
| Memorial Day Parade 501(c)(3) May 30 | Veterans Association | 76.08 | \$0 | \$92.50 | \$0 | \$168.58 | \$84.29 |
| Marina Steak Fry for Boaters, June 18 | Diane Schabach | \$0 | \$100.00 | \$0 | \$0 | \$100.00 | \$100.00 |
| Community Fest (city sponsored) July 3-4 | Cities of Neenah & Menasha | \$0 | \$0 | \$0 | \$0 | \$0.00 | \$0 |
| Grunski Runski (city sponsored) August 13 | City of Menasha | \$0 | \$0 | \$0 | \$0 | \$0.00 | \$0 |
| New Wheelers Bike Race, August 14 | O2 Cycling | 244.84 | \$120 | \$116.25 | \$0 | \$481.09 | \$481.09 |
| Sunrunner "Cruise In" 501(c)(3) Summer | MAC | \$405.31 | \$1,120.00 | \$0 | \$0 | \$1,525.31 | \$762.66 |
| Race the Lake, August 21 | Midwest Sports Events | \$257.22 | \$0 | \$356.50 | \$0 | \$613.72 | \$613.72 |
| Jazzfest 501(c)(3) September 2-4 | Jazz Corner Society | \$114.93 | \$623.00 | \$150.00 | \$0 | \$887.93 | \$443.97 |
| Marina Corn Roast for Boaters, September 3 | Diane Schabach | \$0 | \$109.00 | \$0 | \$0 | \$109.00 | \$109.00 |
| Labor Day Parade 501(c)(3) September 5 | Fox Valley Area Labor Council | \$76.08 | \$0 | \$102.00 | \$0 | \$178.08 | \$89.04 |
| Seafoodfest 501(c)(3) September 7-11 | Neenah Menasha Rotary Foundation | \$625.92 | \$1,549.00 | \$710.00 | \$0 | \$2,884.92 | \$1,442.46 |
| ThedaCare Picnic, September 15-18 | ThedaCare | \$124.89 | \$1,650.00 | \$0 | \$0 | \$1,774.89 | \$1,774.89 |
| Fox Cities Marathon 501(c)(3) September 18 | Community First Credit Union | \$523.05 | \$10 | \$995.38 | \$0 | \$1,528.43 | \$764.22 |
| St. Joe's Food Pantry Run 501(c)(3) October 15 | Pacesetter's of the Fox Cities | \$70.43 | \$0 | \$102.75 | \$0 | \$173.18 | \$86.59 |
| Menasha High Homecoming Parade, September 30 | Menasha High School | \$79.23 | \$0 | \$0.00 | \$0 | \$79.23 | \$79.23 |
| St. Mary Homecoming Parade, September 30 | St. Mary Central High School | \$0 | \$0 | \$0 | \$0 | \$0.00 | \$0 |
| Turkey Trot, November 24 501(c)(3) | Festival Foods | \$71.69 | \$0 | \$388.50 | \$0 | \$460.19 | \$230.10 |
| Jingle Bell Run for Arthritis 501(c)(3) December 3 | Arthritis Foundation | \$0 | \$0 | \$36.00 | \$0 | \$36.00 | \$18.00 |
| New Year's Eve Celebration, December 31 | Community Forward, Inc. | 1124.34 | \$240 | 75 | \$0 | \$1,439.34 | \$1,439.34 |
| 2011 Totals | | \$4,065 | \$5,622 | \$3,341 | \$0 | \$13,028 | \$9,106 |

Non-Profit Organizations designated 501(c)(3)

* Includes charges for normal park rental and/or equipment usage