

Special Events Permit Application

Date of Application: _____

Application must be submitted at least 30 days prior to event *\$50 Special Event Permit Application Fee Required*

Event Information	
<input type="checkbox"/> New Event <input type="checkbox"/> Repeat Event <input type="checkbox"/> Repeat Event with Changes (Explain changes in the description below)	
Event Name:	
Organization:	
Event Date(s):	Event Time(s):
Event Location:	
<i>1. If your event will be held in River Prairie, please indicate all areas you are planning to use within or near River Prairie. 2. Note that use of park facilities in any city park requires contact with Parks & Recreation office to arrange reservation and pay rental fee.</i>	
Private property will be used in conjunction with this event. <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes and you are not the property owner, you must attach a letter or other written evidence that you have obtained permission for the special event from the property owner.</i>	
Estimated Event Attendance:	Donations, charges, or entry fees? <input type="checkbox"/> Yes <input type="checkbox"/> No
Event Description & Schedule <i>(Detailed schedule, purpose, activity, who can participate, etc. Attach an additional sheet if necessary.)</i>	

Contact Information <i>(One contact person must be on site at ALL times during the event)</i>	
Primary Contact Name:	
Address:	
Phone Number:	Email:
Secondary Contact Name:	
Address:	
Phone Number:	Email:

Event Details			
<p>Requested City Services:</p> <p><i>Note: City Services may be required by City Staff after review of application.</i></p> <p><i>Applicant will be required to pay the cost of such services.</i></p>	Street Closure	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, you are required to notify all affected residents, businesses, etc. Please attach a copy of the notification and distribution list.
	Police Patrols	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe below:
	Temporary No Parking Areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe below:
	Fire Department Staff	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe below:
	Medical (EMS) Stand-By	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Event Clean-Up	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Street Barricades	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe below:
	Electricity	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Event will have:</p>	Alcoholic Beverages	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a Temporary Class B picnic license is required to sell, serve, or consume beer or wine (no liquor).
	Amplified Sound	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, all amplified sound or other noise in conjunction with a special event will be required to end at 10pm (unless explicitly approved by City Council).
	Tents/Canopies	<input type="checkbox"/> Yes <input type="checkbox"/> No	No ground stakes are allowed.
	Fireworks	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a Permit to Discharge Fireworks is required.
	Participating Food/Merchandise Vendors	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please attach a list of participating vendors. <i>Note: Food vendors require a county permit.</i>
	Temporary Restrooms	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many do you plan to have at your event?
	Shuttle Service	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please note the company name, contact information, and shuttle locations below:
	Fencing	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Staging	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Lighting	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Private Security	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please note the company name and contact information below: <i>Note: May be required by City based on event size.</i>	

Other Required Information All forms are to be turned into the Altoona Parks & Recreation Office. Incomplete applications will be returned. Please call if you have any questions.

- Special Events Application** (complete and signed)
- \$50 Special Events Fee** (check payable to City of Altoona; fee waived for non-profits)
- Certificate of Liability Insurance required for Class A and Class B Events** (Please refer to page 4)
- Map of Special Event area** (site plan or route map): include any street, alley or right-of-way closed and placement of barricade. Site plan must include, as applicable, location of generators, tents/temporary structures, stages, booths, utility poles, stands, signs, banners, vendors, portable toilets, orientation of amplifiers and loudspeakers, lighting, viewing stands, bleachers, VIP areas, disability access, emergency exits, etc. (Please provide on a separate sheet of paper)
- Emergency Action Plan**, if required after review: Must include, as applicable, designated "lost child" area, evacuation procedure, securing valuables, crowd control, emergency response procedures and contact information, weather conditions. (Please provide on a separate sheet of paper)
- Traffic Control Plan**, if required after review: A traffic control plan clearly illustrates how pedestrian; vehicular and emergency traffic will be routed through and around your event. (Please provide on a separate sheet of paper)
- Garbage & Litter Removal Plan**, if required after review: Describe the waste disposal and recycling plan for your event. You are required to clean up immediately after your event. (Please provide on a separate sheet of paper)
- Parking Plan**: Describe how parking needs will be accommodated. (Please provide on a separate sheet of paper)
- N/A **Application for Temporary Class B Retail Alcohol License**, if applicable
- N/A **Application for Temporary Operator Bartender License**, if applicable
- N/A **Application for Permit to Discharge Fireworks**, if applicable
- N/A **Merchandise/Food Vendor List**, if applicable
- N/A **Business & Residential Notifications**, if applicable
- N/A **Statement from property owner**, if applicable

Indemnification and Hold Harmless

By applying for this special event permit, the organization or entity obtaining such permit (Applicant) agrees to defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the activities or operations performed by the Applicant or on the Applicant's behalf out of issuance of this Permit, except for injuries and damages caused by the sole negligence of the City.

Applicant is responsible for any and all losses or claims that are in any way connected to their Special Event.

I also certify by my signature below that I am a duly qualified representative of my organization and authorized to sign this hold harmless agreement.

Signature of Applicant

Date

City of Altoona Special Events Liability Insurance Requirements

It is hereby agreed and understood that the insurance required by the City of Altoona is primary coverage and that any insurance maintained by the City of Altoona, its officers, council members, agents, employees, or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.

Class A Events-Large Exposure: over 500 people

The City of Altoona requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an insurance company licensed to do business in the State of Wisconsin. Carriers must maintain an AM Best Rating of A- or better, with a financial size category of X or better. Said Certificate of Insurance shall: 1) Provide a minimum of \$1,000,000 liability coverage 2) Provide Umbrella Coverage of \$2,000,000 each occurrence/\$2,000,000 aggregate; 3) Name the City as an Additional Named Insured.

Class B Events-Medium Exposure: 100-499 people and/or IF ALCOHOL IS SERVED

The City of Altoona requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an insurance company licensed to do business in the State of Wisconsin. Carriers must maintain an AM Best Rating of A- or better, with a financial size category of X or better. Said Certificate of Insurance shall: 1) Provide a minimum of \$1,000,000 liability coverage; and 2) Name the City as an Additional Named Insured.

Class C Events-Small Exposure: under 99 people

Small exposure events including, but not limited to, outdoor activity groups, gatherings in parks or similar events that are likely to draw less than 99 people. Event organizers in this class are encouraged to obtain insurance even though it is not required. **Note: If alcohol is being served, with an event of 99 or less people, that event would be Class B.**

Liquor Liability

If alcohol is consumed or sold at the event, Liquor Liability is also required. \$1,000,000 Limit per occurrence/\$2,000,000 aggregate.

TEMPORARY with Picnic License OPERATORS (BARTENDERS) LICENSE APPLICATION

APPLICATION GOOD THROUGH June 30, 2023

If you are applying after June 30, 2023, please go to www.ci.altoona.wi.us/residents.phtml or email cityhall@ci.altoona.wi.us to obtain the correct form. Thank you!

TEMPORARY LICENSE valid with PICNIC LICENSE and for EVENT ONLY **\$15.00**

Date Paid: _____ Cash/Check # _____ Receipt # _____
Acct Code 100-00-44116-000

Please be advised that the Police Department will review and verify the information contained in this application.

>>> If the information is incomplete or incorrect, it is likely that the application will not be approved. <<<

PLEASE PRINT CLEARLY. THANK YOU.

First Name <i>(must match ID)</i>	Middle Name <i>(must match ID)</i>	Last Name <i>(must match ID)</i>	Male <input type="checkbox"/>
			Female <input type="checkbox"/>
Email Address		Telephone No.	
Street Address of Where You Currently Live	City	State	Zip
Date of Birth	Driver's License or ID #	DL State	DL Expiration
Picnic License Holder's Name		Event Name	Event Date

1. Have you been issued a TEMPORARY LICENSE from the City of Altoona?

NO: > **go to question 2**

YES: **If you have been issued two (2) TEMPORARY LICENSES since July 1, 2022. You are not eligible for another until July 1, 2023.**

2. Have you lived out of state in the past 5 years? YES, please list the locations below, then go to question 3. NO > **go to question 3**

City	State	City	State

3. Have you violated any laws, including UNDERAGE DRINKING? FAILURE TO LIST PRIOR CONVICTIONS IS A BASIS FOR DENIAL

NO > **go to question 4**

YES > What state(s) have you violated laws in? _____

LIST ALL PAST VIOLATIONS If you need more room, please use a separate sheet of paper and attach hereto.

Year	Nature of Offense	Year	Nature of Offense
Year	Nature of Offense	Year	Nature of Offense

LIST ANY CURRENT PENDING CRIMINAL VIOLATIONS

Year	Nature of Offense	Year	Nature of Offense

4. Are you currently on probation or parole?

No > **go to question 5**

Yes > **Agent's name and phone #** _____ > **go to question 5**

5. Have you EVER used a different name or changed your name? NO > **go to question 6**

YES, list ALL other names here: _____ > **go to question 6**

6. Did you attach a copy of your driver's license or photo ID to this application?

NO **Your application cannot be processed at this time** YES > **go to Applicant's Statement below**

APPLICANT'S STATEMENT

STAFF USE ONLY

I hereby certify that the answers on this application are true and correct to the best of my knowledge. I agree in the consideration of the granting of the TEMPORARY license to comply with the laws of the State of Wisconsin and to the provisions of the Municipal Code of Ordinances of the City of Altoona.

Applicant's Signature _____

Date _____

	Date	Staff Initials
Scanned + filed _____	_____	_____
Emailed to PD _____	_____	_____
Approved by PD _____	_____	_____
Denied by PD _____	_____	_____

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____ Application Date: _____

Town Village City of _____ County of _____

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning _____ and ending _____ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

- 1. Organization** (check appropriate box) → Bona fide Club Church Lodge/Society
 Veteran's Organization Fair Association or Agricultural Society
 Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name _____

(b) Address _____
(Street) Town Village City

(c) Date organized _____

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President _____

Vice President _____

Secretary _____

Treasurer _____

(g) Name and address of manager or person in charge of affair: _____

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number _____

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event _____

(b) Dates of event _____

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer _____
(Signature / Date)

(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Additional Information

May be Granted and Issued only to (secs. 125.26(6), and 125.51(10), Wis. Stats.):

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (secs. 125.26(1) and 125.51(10), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:
Class "B" (Beer):
 - a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (sec. 125.04(3)(f), Wis. Stats.)
 - b. At least 15 days prior to the granting of the license for events lasting 4 or more days."Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.
- (4) Seller's Permit: (sec. 77.54 (7m), Wis. Stats.), provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required. (sec. 125.04(3)(g), Wis. Stats.)

Fee: Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.) (secs. 125.26(6) and 125.51(10), Wis. Stats.)

Duration: The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time. (sec. 125.51(10)(b), Wis. Stats.)

Restrictions:

- (1) License may not be issued to individuals. (secs. 125.02 (14), 125.26(6), 125.51(10), Wis. Stats.)
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (3) License may cover either a specified area or the entire picnic grounds. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (4) License issued to a county or district fair must cover the entire fairgrounds (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (5) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (sec. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (6) Licensed operator(s) must be present at all times (secs. 125.17, 125.26(6), 125.32(2) - Beer; 125.17, 125.51(10), 125.68(2) - Wine; Wis. Stats.)
- (7) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (sec. 125.32(6), Wis. Stats.)
- (8) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit. (sec. 125.51(10), Wis. Stats.)
- (9) Licensed organizations must purchase their alcohol beverages only from permitted Wisconsin wholesalers, breweries and brewpubs. (secs. 125.33(6), and 125.69(6), Wis. Stats.)

PICNIC LICENSE APPLICATION SUPPLEMENTAL QUESTIONNAIRE

The following questionnaire is to obtain information from organizations applying for a Picnic License. As you progress through the application, you will find information relative to liquor laws and the steps your organization will need to take to prevent underage drinking. In addition, your answers will provide the Clerk's office and Police Department with details about your event.

ORGANIZATION NAME		
TYPE OF EVENT		
ADDRESS OF EVENT		
DATE(S) OF EVENT	START TIME	END TIME
DESCRIPTION OF EVENT BUILDINGS AND GROUNDS		
<p>Your application should describe the area in which you intend to allow the public to purchase and consume alcohol. Is your event confined to a building, school grounds or a specific section of the school grounds or a fenced in beer tent? The importance for a proper description is that your organization is responsible for any violations that occur on the premises described on the license. Utilizing too large of a space could subject your organization to monitoring a larger area than needed and for which you intend to be liable.</p>		
<p>NOTE: The Altoona City Council or Police Chief hold the authority to add, alter, or change restrictions as they deem necessary for the sale, distribution, and consumption of alcohol for any event prior to issuing a license.</p>		
Please utilize this space to describe the buildings and grounds of your event.		
1.	Are you aware that WI Statute 125.09 (2) (c) stipulates that prior to applying to the City for a license to sell or consume alcohol on school property for school sponsored activities you must specifically obtain written permission from the school administrator to conduct such as event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Are you aware that it is illegal to sub-let a Picnic License? It is illegal for an organization to acquire a Picnic License and handover the license to others to conduct the event.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Are you aware that a licensed bartender, or the person named on the Picnic License, must be able to always view those serving fermented malt beverages?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Are you aware that your organization is responsible for checking identification to assure that persons consuming fermented malt beverages are of legal age?	<input type="checkbox"/> Yes <input type="checkbox"/> No

5.	Are you aware that your organization is accountable to other state and local laws regarding the sale and distribution of fermented malt beverages that are not mentioned in this document?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Have contacted the Altoona Police Department to determine if there will be a need for police officers at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	If you answered “yes” to the question above, is your organization in agreement to reimburse the Police Department for those services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Are you aware that only members of your organization can be issued a license to sell beer tickets and distribute beer to customers unless you obtain an exemption under City Ordinance 5.24.100 G? [See page 5 of this application to review the ordinance.]	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Will your organization be requesting an exemption under 5.24.100 G? If so, please complete the Request for Exemption questionnaire below.	<input type="checkbox"/> Yes <input type="checkbox"/> No

REQUEST FOR EXEMPTION UNDER 5.24100 G

If you answered “yes” to question 9, please review and provide answers to the questions below.

What is the number of people per day you expect to turn out for your event?	
What is the number of members in your organization expected to be present each day to dispense fermented malt beverages?	
What is the number of volunteers you expect to need each day to assist your organization in serving fermented malt beverages?	
What is your organization doing to educate members and volunteers about the state and local laws and administrative rules surrounding the sale and the dispensing of fermented malt beverages?	
Would you like someone from the Police Department to attend one of your meetings to address any concerns?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date of Submittal	
Name of Person Completing this Application	
Title/Position in the Organization	
Email Address	
Phone Number	
Applicant’s Signature	

ALTOONA MUNICIPAL CODE

Section 5.24.100 G: Additional Regulations Pertaining to Temporary Class “B” and Temporary “Class B” Licenses Issued to Organizations. Whenever an organization is granted a temporary Class “B” license to sell fermented malt beverages and/or a temporary “Class B” license to sell wine at any picnic, meeting, fair, etc., said sales shall be subject to this subsection. All sales operations shall be managed and conducted by a bona fide organization under the Wisconsin Statutes. Only bona fide members of the licensed organization shall be permitted to dispense fermented malt beverages, unless the city council specifically grants an exemption, and the conditions of that exemption are stated on the license. The licensed organization and its bona fide members participating in the sale of fermented malt beverages shall take all steps necessary to make sure that all laws pertaining to drinking are complied with, including, but not limited to, all laws pertaining to minimum drinking ages. For purposes of this subsection, persons who join the licensed organization within one month of the effective date of the license will be presumed to not be bona fide members unless they prove they are permanent, fully active members. (Ord. 11I-91 (part), 1991; Ord. 9A-90 (part), 1990; Ord. 5A-89, 1989; Ord. 7C-88, 1988; Ord. 10C-86, 1986; Ord. 2A-86, 1986; Ord. 11B-82 (part), 1982)



1303 Lynn Avenue
 Altoona, Wisconsin 54720
 715-839-6092

APPLICATION
for
Permit to
Discharge Fireworks
Altoona Ordinance Chapter 9.20.023

Proof of Indemnity Bond with Good and Sufficient Sureties
or
Policy of Liability Insurance
&
\$50.00 Application Fee Due at Time of Submittal
\$30.00 Inspection Fee

Name of Applicant	Address	Phone Number
Location of Event (provide business name)	Address of Event	Date(s) of Event
Briefly describe nature of event:		
Please see Exhibit A for additional information		

 Signature of Applicant

 Date

Space below is for City use

Date Application Received: _____ Fee Collected: \$ _____

Proof of an Indemnity Bond or Liability Insurance provided: _____

Date of Fire Inspection: _____ Name of Inspector: _____

EXHIBIT A

Please provide a draft site plan addressing the following questions:

- 1. The location/area where the fireworks will be discharged.**

- 2. The location/area where the crowd will be viewing the fireworks.**

- 3. The approximate distance away from any structure(s), ex. 500 feet, 1000 feet.**

- 4. A Safety plan addressing critical safety issues.**

Departmental Review

(for city use only)

Assistant City Administrator:	<input type="checkbox"/> Approval <input type="checkbox"/> Approval with Conditions: _____ <input type="checkbox"/> Denial Reason for Denial: _____ Signature: _____
Police Chief:	<input type="checkbox"/> Approval <input type="checkbox"/> Approval with Conditions: _____ <input type="checkbox"/> Denial Reason for Denial: _____ <input type="checkbox"/> Requires assistance from PD Signature: _____
Fire Chief:	<input type="checkbox"/> Approval <input type="checkbox"/> Approval with Conditions: _____ <input type="checkbox"/> Denial Reason for Denial: _____ <input type="checkbox"/> Requires assistance from FD Signature: _____
Public Works Superintendent:	<input type="checkbox"/> Approval <input type="checkbox"/> Approval with Conditions: _____ <input type="checkbox"/> Denial Reason for Denial: _____ <input type="checkbox"/> Requires assistance from DPW Signature: _____
Recreation Manager:	<input type="checkbox"/> Approval <input type="checkbox"/> Approval with Conditions: _____ <input type="checkbox"/> Denial Reason for Denial: _____ <input type="checkbox"/> Requires assistance from P&R Signature: _____
Parks Foreman:	<input type="checkbox"/> Approval <input type="checkbox"/> Approval with Conditions: _____ <input type="checkbox"/> Denial Reason for Denial: _____ <input type="checkbox"/> Requires assistance from P&R Signature: _____

Approved By: _____

Signature of City Official

Date