



SPECIAL EVENT PERMIT MANUAL

This manual is to assist applicants of a Special Event Permit to help prepare for their event and give timelines and costs for services from the City.

TABLE OF CONTENTS

INTRODUCTION	Pg. 1
<i>Purpose</i>	Pg. 1
<i>What is a Special Event</i>	Pg. 1
<i>Special Event Classes</i>	Pg. 1
<i>Class I</i>	Pg. 1
<i>Class II</i>	Pg. 1
WHAT STEPS TO TAKE	Pg. 2
<i>Where to apply for a Special Event Permit</i>	Pg. 2
<i>Who Approves the Special Event Permit</i>	Pg. 2
1. <i>Determine Event Class</i>	Pg. 2
2. <i>Determine License and Permit Requirements</i>	Pg. 2
<i>Events held at City Parks or City Property</i>	Pg. 2
<i>Selling Alcohol</i>	Pg. 3
<i>Sale of Merchandise</i>	Pg. 3
<i>Food Service</i>	Pg. 4
<i>Music and Entertainment</i>	Pg. 4
<i>Fireworks</i>	Pg. 5
3. <i>Determine what additional City Staff and Resources may be required</i>	Pg. 5
<i>Closure and/or use of public street right of way</i>	Pg. 5
<i>Parking</i>	Pg. 6
<i>Electricity</i>	Pg. 6
<i>Tents, Canopies and Temporary Structures</i>	Pg. 6
<i>Temporary Fencing</i>	Pg. 7
<i>Refuse Collection & Site Clean up</i>	Pg. 7
<i>Potable restrooms and hand washing stations</i>	Pg. 8
4. <i>Additional Items to Consider</i>	Pg. 9
<i>Security</i>	Pg. 9
<i>Severe Weather</i>	Pg. 9
<i>Portable Water Access</i>	Pg. 9
<i>Medical Services</i>	Pg. 9
RISK MANAGEMENT AND INSURANCE REQUIREMENTS	Pg. 10
<i>Risk Management</i>	Pg. 10
<i>Liability Insurance</i>	Pg. 10
<i>Hold Harmless</i>	Pg. 10

INTRODUCTION

Purpose

The purpose of this manual is to provide support and direction for groups or individuals planning an event in the City of New Berlin. This manual should be utilized as a tool to ensure appropriate planning is considered and to provide guidance on what is expected of the applicant by the City.

Once you have reviewed this manual, consider the time and preparations that need to be taken to plan a successful event. Applicants are encouraged to contact the City Clerk's Office at (262)786-8610 well in advance of the event to review the types of permits that will be required and the timeframe for filing the necessary applications. The deadline for filing the special event permit will depend upon the class (as listed below) that the event falls under.

What is a Special Event?

A special event can be classified as any event held in the City that requires the use of public streets, right-of-ways, sidewalks or City property. These types of events include but are not limited to, sports events, festivals, fairs, parades, walks, runs, marathons, bike-a-thons, races, markets, block parties, exhibitions, motion picture filming and other events similar in nature.

A special event can also be classified as any event that may require public safety and City services above and beyond their normal functions. Events held on private property that are open to the public at large may require a special event permit if the event has a significant impact on the City's operation or on its residents.

Special Event Classes

The City of New Berlin has defined special events by two classes to determine the impact on the community and to help determine what City services will be required.

Events on private property may fall under one of these classifications; however, the event may not require a permit unless there is an impact on City streets, traffic, parking or additional City services are required.

Class I: This classification would apply in **ANY** of the following circumstances:

- The event is likely to have more than five hundred (500) people (any/all personnel including volunteers and attendees)
- One or more roadways will need to be blocked off
(The City Clerk may determine to be a Class II event depending on the closure and the size of the event)
- City resources and/or staff are to be utilized beyond their normal required duties.
Any activities under Class II permits are permissible under the Class I permit

Application Deadline: Class I Event applications are due to the Clerk's Office at least 90 days before event. Keep in mind; large events can take 6-12 months to plan. Applicants need to schedule a meeting with the City Clerk to determine the scope of the application and to determine what permits and additional services will be required

Class II: This classification would apply in **ANY** of the following circumstances:

- The event has more than one hundred fifty (150) people (any/all personnel including volunteers and attendees) and any of the following occur:
 - Alcohol is sold (or served as a publically open event)
 - Event will include amplified music or outdoor entertainment
 - Food and/or merchandise is being sold.

Application Deadline: Class II Event applications are due to the Clerk’s Office at least 45 days before the event.

WHAT STEPS TO TAKE

Where to Apply for a Special Event Permit

Special Event Permit applications can be found in the City Clerk’s Office. This office will be the main point of contact and will provide further information regarding any necessary permits required through the process. The application can be found on the City’s website, www.newberlin.org, or at City Hall, 3805 S. Casper Drive, New Berlin, WI. The City Clerk will require all applicants of a Class I permit and may to his/her discretion require an applicant of a Class II permit to schedule a meeting with the City Clerk’s office to discuss the appropriate steps moving forward.

Who Approves the Special Event Permit

The City Clerk will approve the issuance of the Special Event permit once the appropriate steps have been taken. The Department of Community Development may determine if the event requires a Temporary Use Permit based on Section 275 of the Municipal Code. Depending on the size and scope of the event, the Temporary Use Permit may require Plan Commission or Community Development Authority Approval. Events that require the use of City property where sales of goods or services, charitable solicitors or alcohol are involved will require approval from the Parks Buildings and Grounds Commission. Depending on the size and scope of the special event, Common Council approval may be required.

Following are items that will need to be addressed prior to the permit application being issued:

1. Determine Event Class

The first step to filling out the Special Event Permit Application is to determine what class event you will be applying for given the criteria listed in the *Special Event Classes* section above. This classification needs to be noted on section II-d of the Special Event Permit Application.

2. Determine License and Permit Requirements

- ***Events held at City Parks or City Buildings***

Application reference: II-b through II-d

Description: Special events held on City Property require a reservation of that facility. This may be a City park or a room in the Community Center. City park hours are from dawn until dusk with the exception of Malone Park closing at 11:00 p.m. Special events must be scheduled during open park hours. *****Regular picnic shelter***

*rentals holding events closed to the public are excluded from obtaining a special event permit and must abide by the rules and regulations of their rental agreement***

Action: If your event is taking place in a Park, you will need to contact the Recreation Department (262-797-2443) to reserve the park and check availability of any fields or shelters needed. Any reservation of a park for a Class I or Class II Special Event will be required to go to the Parks, Buildings and Grounds Commission for approval. When holding an event on City Property, all rules and regulations of the City must be adhered to.

Deadline: *Must be submitted prior to submitting a Special Event Permit Application.*

- ***Selling Alcohol***

Application reference: III-a

Description: This section outlines the licenses and permits required to sell alcohol at your event. The sale of beer and wine is only permitted under the Wisc. Stats. 125(6) and 125.51(10), to Bona fide Clubs, Churches, Lodges/Societies, Chambers of Commerce, Veteran’s Organizations and Fair Associations.

Action: If there will be alcohol for sale (as a direct or indirect charge) at your event, a Temporary Class B license will need to be obtained from the City Clerk’s office. The fee for this license is \$10.00 and only allows for the sale of beer and wine. Note that only two Temporary Class “B” Wine licenses are issued to a single group in a calendar year. A Temporary Class B license is only permitted on City Property in conjunction with a Class I or Class II Special Event permit. There must be at least one licensed bartender on site for the entire time alcohol is sold. If the event does not have a licensed bartender, a temporary bartender license application must be obtained from the Clerk’s Office.

Deadline: *Temp. Class B application must be filled out in conjunction with Special Event Permit. Temp. Bartender License application must be submitted at least 14 days prior to the event. The Temp. Class B license must be posted during the event. Temp. Bartender Licenses must be kept with the bartender at all times during the event.*

- ***Sale of Goods/Services and Charitable Solicitors***

Application reference: III-b

Description: This section outlines what permit is required in order to sell goods or take orders for goods and/or services during your event. This section also outlines what permit is required to solicit or collect charitable donations. The regulations and exemptions of these sections are outlined in sections 152-5 and 152-6 of the New Berlin Municipal Code.

Action: If you plan to sell merchandise, goods or services during your event (includes orders for goods and services for a future date), you must obtain a Direct Sellers license from the City Clerk's Office. Direct Sellers licenses are issued per person and a \$10.00 background check fee is required along with a fee of \$10.00 per day that the applicant will be processing transactions. Charitable Solicitor licenses are issued per organization with a \$50.00 yearly fee and \$10.00 per person collecting donations. Direct Seller licenses and Charitable Solicitor licenses are subject to approval by the City Clerk and will only be granted by the approval of the Parks Buildings and Grounds Commission.

Deadline: *Direct Seller license applications must be filled out in conjunction with a Special Event Permit.*

- **Food Service**

Application reference: III-c

Description: This section outlines what permits are required in order to sell or serve food during your event.

Action: The event organizer must contact Waukesha County Food and Safety at (262) 896-8300, if the event will have food served or sold. The sale of food also requires a *Direct Seller License* (refer to above) from the City Clerk's Office. Food trucks must also obtain a Direct Seller License and abide by the regulations outlined in the section above. Other items to consider when serving/catering food:

- Does the catering service have a required license for providing this service?
- Is appropriate equipment being utilized by the caterer or food vendor?
- Is the food provided being prepared ahead of time or on site?

Deadline: *Copies of the Waukesha County food permit must be turned in with the application of a Direct Seller License.*

- **Music and Entertainment**

Application reference: III-d

Description: This section outlines what permits are required if your event will have amplified music. This includes but is not limited to live bands and DJs. Amplified music is prohibited in Malone Park past 11:00 PM and dusk for all other City parks.

Action: A Loud Speaker permit is required from the Police Department for any event that contains amplified music. The Loud Speaker permit will be sent to the Common Council for approval if you are playing amplified music past 10:00 PM. If you are holding an event in a residential neighborhood, it is strongly encouraged you notify surrounding neighbors that may be directly affected and inform them ahead of time of the event. If you are planning to have amplified music at your event, consider the following:

- A staging location. New Berlin does not have stages provided in our parks.
- Does the area have sufficient electricity for your musical equipment?

- What volume level and what type of music will be playing at your event. Will these factors constitute a public nuisance? See Chapter 152-9 of the Municipal Code.

Deadline: Loudspeaker Permit must be filled out at least 30 days prior to the event.

- ***Fireworks***

Application reference: III-e

Description: This section outlines what permits are required for the use of fireworks at your event. Firework permits are only issued on private property events as fireworks are prohibited on City property.

Action: A Fireworks user's permit must be obtained for an event that is planning to use fireworks. Applications for this permit are issued by the Fire Department and requires an inspection of the grounds before issuing a permit. Applicants must provide a certificate of liability insurance with the application that will be reviewed by the Common Council for approval. Rules and regulations regarding the use of fireworks for an event can be found in chapter 124-12 (I) of the Municipal Code. A copy of this section will be provided to applicants who are having fireworks at their event.

Deadline: Fireworks Permit must be filed in conjunction with a Special Event permit.

3. Determine what additional City Staff and Resources may be required

Depending on the size and nature of the event, additional City resources may be required.

- ***Closure and/or use of a public street or right-of-way***

Application reference: IV-a

Description: This section outlines the requirements if your event requires the closure of a public street(s) or right-of-way(s). A permit must be obtained by the Police Department for any planned road closure. You may also obtain barricades or signage from the Street's Department if necessary. The City may request compensation for equipment and staff time. The Police Department may also require additional barricades if they believe there to be a safety or traffic concern.

Action: A detailed plan of the street closure must be submitted with the Special Event Permit Application that includes the specific locations of the barricade(s)/signage and alternate traffic route(s). If the event requires multiple closures, depending on the effect on traffic and the community, it may require a Class I permit. The City Clerk will review this information when submitting the Special Event application. He/she will then forward this information to the New Berlin Police and Streets Departments to determine the effect the closures will have on traffic and safety to ensure there is no adverse impact to travelers and local residents. For smaller events that require a road closure, only a Class II permit may be required along with a road closure permit from the Police Department. If no closures are necessary for your

event, there may be adverse impacts to traffic from pedestrians, parking and other vehicular traffic and your submitted plans should consider these impacts.

Deadline: Street/right-of-way closures must be submitted with the Special Event Permit Application.

- ***Parking***

Application reference: IV-b

Description: This section outlines parking requirements for your special event.

Action: A detailed plan for proposed parking is required and should consider how many parking spaces you will require as City parks do have a limited amount of parking available. Larger events may require parking off site and require shuttles to and from the site. For additional parking, contact the Police Department to consider what street parking may be available. Any requests for additional parking from the City needs to be coordinated with the Police and/or the Streets Departments and should be included in the proposed parking plan prior to submitting your Special Event Permit application to the City Clerk's office.

Deadline: Parking plan must be submitted in conjunction with Special Event Permit.

- ***Electricity***

Application Reference: IV-c

Description: This section outlines the requirements for a special event that requires the use of electricity in a City park.

Action: If your event requires electricity on City property, inquire with the Recreation Department (262-797-2443) to see which facilities or parks have electrical outlets that will meet your needs. If your event requires electricity on City property, the City Clerk will forward the event plans to the Department of Community Development - Inspections Division to determine if you need a permit. The Inspection Division will work with you regarding any and electrical inspections that may be required. Electric service must meet all City of New Berlin code requirements.

Deadline: An inspection must be scheduled 30 days prior to the event.

- ***Tents, Canopies & Temporary Structures***

Application Reference: IV-d

Description: This section outlines the requirements for erecting any tent, canopy or temporary structure during a Special Event.

Action: If your event requires a tent, canopy or temporary structure over 120 square feet, a permit must be obtained by the Fire Departments along with the approval of the Community Development Department.

Deadline: *The use of a tent must be indicated on the application and a permit must be filed at least 30 days before the event.*

- **Temporary Fencing**

Application reference: *IV-e*

Description: Some events require temporary fencing to control where the participants are allowed to roam on the property. This section outlines the requirements for erecting temporary fencing.

Action: Depending on the size and nature of your event, the City may require the use of temporary fencing to keep attendees within a specific area. The selling and/or serving of alcoholic beverages may also determine the need for fencing to keep patrons from going beyond the designated consumption areas.

If you plan to erect a temporary fence or the City is requiring the erection of a fence, plans for the placement of the fence must be submitted. The City Clerk will submit your plans to the Inspection Department, Fire Department and the Buildings and Grounds Department who will review and approve your plan for placement location and placement method.

Deadline: *Temporary fence plans must be submitted at least 30 days prior to event*

- **Refuse Collection & Site Clean up**

Application reference: *IV-f*

Description: Depending on the size of the event, additional trash and recycling services may be required. This includes the use of extra trash bins, contracting with local waste management company services and security deposit for cleaning services. This section outlines the requirements for trash and recycling planning for your event.

Action: The event sponsor is required to have a litter and trash control plan as well as a recycling plan in place and pick up trash/litter before, during and after the event. Many park facilities have recycling containers onsite that you should consider when drafting your plan. The City Clerk will forward the plans to the Building and Grounds Department to review and make any required changes to the plan.

The event organizer is responsible for requesting additional trashcans beyond what is provided in the City's parks. If trash cans do not need to be emptied throughout the event, the Building & Grounds Department will empty the trash receptacles following your event; however, an event larger than 200 people will require you to

empty additional trash bins rented by the Building & Grounds Department (see Fee Schedule on the application for costs) or brought in for the event.

The City does not provide dumpster service for event organizers. It is recommended that you contact a local waste management company and determine where and when a dumpster can be made available to you. This information will need to be included with the Special Events Permit application so it is best to have these details completed ahead of time. Following the conclusion of the event, if cleanup efforts do not meet the City’s standards, your security deposit will be utilized for payment of the cleaning services. If cleaning charges are more than your security deposit, the event organizer will be billed for those services and must remit payment to the City within 30 days of receipt of the invoice.

Deadline: Litter/trash control and recycling plans must be submitted in conjunction with Special Event Permit.

- ***Portable restrooms and hand washing stations***

Application reference: IV-g

Description: This section outlines the minimum requirements for addition restroom facilities and hand washing stations required for your event.

Action: Event planning should include sanitation and waste management plans that are required to be submitted with the Special Event Permit application. An event that does not provide for the personal comfort of patrons, or leaves an unsightly mess with litter and trash, will damage its own future as well as negatively affect the image of the City.

Although some spaces, such as parks, have toilet facilities, depending upon your expected attendance, additional portable restrooms and hand washing stations should be available on site. Typically, one portable restroom will allow for 200 uses if it is not pumped and cleaned in between those uses. Therefore, you may wish to utilize the following guidelines when attempting to provide a sufficient amount of portable restroom facilities:

Size of Crowd	Duration of Event (Hours)									
	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	5	8	8	9	9	11	12	13	13
2,000	5	5	9	12	14	16	18	20	23	25
3,000	6	8	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
10,000	15	25	38	50	63	75	88	100	113	125

The above listed guidelines do not take into consideration surrounding facilities

available perhaps at a local business that is participating in the event or if the event is being held at a park.

Any group over 300 people is required to receive a “Portable Restroom Packages” provided by our Buildings and Grounds Department, which includes 4 portable units.

Deadline: Sanitation and waste management plans must be submitted in conjunction with the Special Event Permit.

4. Additional Items to Consider

- ***Security***

Application reference: V-a

For the safety of your event’s participants, security personnel are a necessity. Events including alcohol or minors may involve a higher risk and may require more security. The Police Department may recommend a certain level of security be provided for the event given the number of people and the type of event.

- ***Severe Weather***

Application reference: V-b

In the event of severe weather, ensure the staff and participants of your event have an emergency contingency plan. City parks do not provide a shelter in the event of strong winds, lightning and tornados. In the event of oncoming inclement weather, closing the event early should be part of your contingency plan.

- ***Potable Water Access***

Application reference: V-c

Potable water access means you are able to provide water for human consumption on site. Some special event sites may not have access to water through the City or another means. Therefore, it is the responsibility of the event organizer to ensure drinking water is available for all participants attending the event. This is especially important if you are offering an athletic event.

- ***Medical Services***

Application reference: V-d

Based on the nature of your event and number of people expected to attend/watch, the City may require Police and EMS Services. These required services will be at the expense of the event organizer.

It is strongly recommended that every special event have a first aid kit easily accessible. Your first aid kit should contain at a minimum: compresses, ice packs, bandages and antiseptic. The Fire Department may also determine that you need to have an ambulance on site in case of any medical issues that arise.

RISK MANAGEMENT, INSURANCE REQUIREMENTS & HOLD HARMLESS

- ***Risk Management***

Risk management in special events is defined as “Recognizing the possibility of meeting danger or suffering harm or loss and organizing or planning to minimize or eliminate said danger, harm or loss.” Ensuring the appropriate risk management practices are in place is a priority for the City of New Berlin. The City recommends that the sponsor of the special event follow all manufacturer’s standards, directions and practices for the operation of any equipment that may be used in the course of the special event. In addition, the City expects that the operator of the event will erect appropriate signage and barricades to protect members of the public, both participants in the event and others, from coming into contact with situations or activities that may be hazardous to their health.

- ***Liability Insurance***

Application reference: VI

The group sponsoring the event will be required to supply the City with a Certificate of Liability Insurance at least thirty (30) days prior to the event. The Certificate shall be written on an occurrence basis and while the amount of coverage will vary depending on the size and nature of the event, the minimum coverage which is to be required by the City is \$1,000,000.00 and \$2,000,000.00 in the aggregate. The City also requires evidence of a Policy Endorsement naming the City of New Berlin and any of its officers and employees as an Additional Insured on a primary and non-contributory basis. Such coverage can be evidenced by a Policy Endorsement specifically listing the City as an Additional Insured or in the alternative, if the Policy contains a General Contractual Additional Insured Endorsement, the City will need to see a copy of that Endorsement, together with a copy of the Declarations page of the Policy indicating that said Endorsement is part of the coverage that has been purchased by the operator of the event. The named insured under the Policy must be identical to the party conducting the special event. The Certificate of Insurance and appropriate Endorsements shall be in a form acceptable to the City Attorney.

The aforementioned insurance coverage must remain in effect for the duration of the event and shall contain a provision that it may not be cancelled except upon thirty days written notice to the City, except in the case of cancellation for non-payment, in which case a notification of at least ten days shall be provided. In the event that the coverage is cancelled and acceptable substitute coverage is not provided, this Special Event Permit shall be rescinded.

- ***Hold Harmless***

The Event Coordinator Applicant shall hold the City of New Berlin, its officers, agents, contractors and assigns harmless against any and all claims, demands, actions, causes of action, damages or expenses, including actual attorney fees, arising directly or indirectly from the special event or activities related to the event, as well as by operation of the Special Event Permit. Said indemnity shall include, but not be limited to the acts or omissions of any contractor or sub-contractors of the party conducting the special event.