



Planning a Special Event?

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What is a Special Event?

The City of Green Bay defines a "Special Event" as:

"An athletic event, ceremony, demonstration, exhibition, march, pageant, parade, procession, race, show or other similar display which interferes with the normal flow or regulation of traffic upon the streets, sidewalks, or rights-of-way, or the normal use of parks or other public grounds."



Notes/Comments:

Does your event meet the definition of a "Special Event?"

If yes, a *Special Event Application Form* must be completed and submitted to the address below. If you are not sure if your event meets the definition of special event, complete and submit a permit application and we will assist you in making a determination.

Note: Blank form attached or download on website at:

www.green-bay.org

Click on "*Planning a Special Event?*"

The completed application must be received at least **60 days** prior to your event date(s). Applications submitted late may not be approved.

PLEASE NOTE: CIRCUSES/CARNIVALS REQUIRE A SEPARATE LICENSE OBTAINED IN THE CLERK/TREASURER OFFICE. BLOCK PARTY PERMITS ARE OBTAINED THROUGH THE DEPARTMENT OF PUBLIC WORKS.

Please Contact (Special Event Permits):

**Green Bay Risk Management Department
100 N. Jefferson Street Room 500
Green Bay, WI 54301
(920) 448-3091**

Please Contact (all other permits): Please Contact (Block Party Permits):

**Clerk Treasurer Office
(920) 448-3010**

**Department of Public Works
(920) 448-3100**

Notes/Comments:

Will your event be held in a City of Green Bay park?

If yes, have you reserved your facility and obtained your reservation agreement?

Have you received the Park Rules and Regulations?

Please Contact:

**Green Bay Parks and Recreation Department
(920) 448-3368**



Notes/Comments:

Will your event be held on private property?

If your event will be held solely on **private property**, the event is likely not a "Special Event." However, other regulations may apply.

If your event is expected to have in excess of 100 people and will be held in a building not approved for public assembly in accordance with the Wisconsin Administrative Code, or involves the use of temporary seating other rules may apply. For more information:

- Please Contact for special public assembly event requirements:

**Green Bay Fire Department
(920) 448-3289**



Notes/Comments:

Have you designated an Event Coordinator?

It is critical to designate **ONE main contact** to help coordinate city services (attend meetings and communicate needs with city departments as applicable) for your event. It is likely city officials will need to meet and/or speak to the Event Coordinator to help ensure needs of the event are met and that specific details about the event are discussed.

Please don't assume after completing and submitting an application permit for a Special Event that your obligation has ended and services will be provided without making appropriate contacts to applicable city departments.

Please Note: Risk Management will not approve the event until all applicable departments involved approve the application.

The contact person designated will generally be sent the approved permit unless otherwise requested.



Notes/Comments:

Will alcoholic beverages be served at your Special Event?

If yes, a separate "Special Class B license" will be required if you wish to sell beer or wine. This license is only approved for **NON-PROFIT ORGANIZATIONS**. Proof of non-profit status may be required.

This license application must be obtained from the Office of the City Clerk and must be completed and returned at least **10 days** before your event. It is recommended that you submit this application at the same time you submit your Special Event Application.

Remember-you will also need to hire licensed bartenders to sell alcohol at your event. The City Clerk will also be able to provide you information on how to obtain an Operator's (Bartender) license.

Keep in mind alcohol is allowed ONLY in certain parks. Contact the Green Bay Parks and Recreation Department for details.

*Distilled alcoholic beverages cannot be sold or served at Special Events.

Please Contact:

**Clerk Treasurer Office
(920) 448-3010**



Notes/Comments:

Will you be selling or serving food?

If yes, please contact the Brown County Health Department for rules, regulations and the necessary application form to sell and/or serve food.

Please Contact:

**Brown County Health Department
610 S. Broadway
Green Bay, WI 54303
(920) 448-6400**



Notes/Comments:

Will you be erecting a tent or other temporary structure?

If yes, please contact the Green Bay Fire Department and also Green Bay Parks and Recreation Department (if tents will be erected in a City Park).

NOTE: Any tents over **200 square feet**, and/or any canopy over **400 square feet** requires a building permit from the Green Bay Inspection Department.

Please Contact:

**Green Bay Fire Department
(920) 448-3289**

Please Contact:

**Green Bay Parks and Recreation Department
(920) 448-3368**

Please Contact:

**Green Bay Inspection Department
(920) 448-3300**

PLEASE NOTE THAT TENT STAKES WILL NOT BE ALLOWED TO BE DRIVEN INTO ASPHALT (public roadway or parking lot).

DIGGERS HOTLINE may also need to be contacted for tent stakes at 800-242-8511.

Notes/Comments:

Will any fireworks, open fire, or pyrotechnic devices be used?

If yes, please contact the Green Bay Fire Department for the necessary permits and regulations.

Please Contact:

**Green Bay Fire Department
(920) 448-3289**



Notes/Comments:

Will your event require ANY streets to be closed?

If yes, the Department of Public Works and the Green Bay Police Department will need to review your request to ensure that all safety measures are met and the street closure(s) will not adversely affect traffic flow. **The City must authorize all street closures regardless of duration.**

A legible detailed map of your event **must** be attached to your Special Event Application form. Your map should indicate all the streets, including number of lanes to be used, all turns, and the direction of the route, if applicable.

Please Contact:

**Department of Public Works
(920) 448-3098**

Please Contact:

**Green Bay Police Department
(920) 448-3214**



Notes/Comments:

Will your event require special parking arrangements?

If yes, please indicate what type, when and where the parking arrangements will be needed. Also, please indicate if you anticipate event parking to overflow onto public streets.

Please Contact:

**Department of Public Works
(920) 448-3098**



Notes/Comments:

Will you require special power/utility requirements?

If yes, Public Works and/or Park and Recreation (if applicable) will need to review your request to ensure adequate power and electrical facilities and distribution are available.

A Power Requirements Form may need to be completed and reviewed by Public Works.

Please Contact:

**Department of Public Works
(920) 448-3098**

Please Contact:

**Green Bay Parks and Recreation Department
(920) 448-3368**



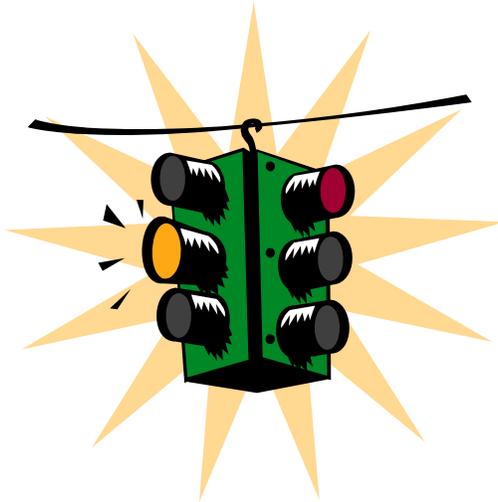
Notes/Comments:

Will your event include horse and buggy rides or other public vehicles?

If yes, you will need to obtain a ***Public Vehicle License*** and may need to have the vehicle inspected by the Green Bay Police Department. Please contact the Clerk/Treasurer Office for a license application.

Please Contact:

**Clerk Treasurer Office
(920) 448-3010**



Notes/Comments:

Is your event a motorcycle ride/rally?

If yes, the Green Bay Police Department does not allow cycles with certain exhaust modifications (see below) to participate in motorcycles rides/rallies. The Green Bay Police require a "*Motorcycle Ride Compliance Agreement*" be signed prior to the event being approved.

Wisconsin Statute 347.39 (2)

No muffler or exhaust system on any vehicle mentioned in sub. (1) shall be equipped with a cutout, bypass or similar device nor shall there be installed in the exhaust system of any such vehicle any device to ignite exhaust gases so as to produce flame within or without the exhaust system. No person shall modify the exhaust system of any such motor vehicle in a manner which will amplify or increase the noise emitted by the motor of such vehicle above that emitted by the muffler originally installed on the vehicle, and such original muffler shall comply with all the requirements of this section.

Please Contact:

**Green Bay Police Department
(920) 448-3214**



Notes/Comments:

How to determine if you need emergency medical and/or security/police services?

The City of Green Bay may require a minimum level of Emergency Medical Services (EMS) and security/police at certain events. Please consult the matrix below to see the approximate level of services required for your event.

Please Contact:
Green Bay Fire Dept.
(920) 448-3292

Please Contact:
Green Bay Police Dept.
(920) 448-3214

- Required resource. Multiple resources may be considered dependant on Special Considerations.
- ✓ Recommended resource intended to ensure safety of participants.

Fire/EMS

EVENT TYPE	Anticipated Maximum Crowd Size	Knowledge of 911 Access and CPR	Basic First Aid Station(s)	First Aid Station(s) Including Nurse	First Aid Station(s) including Physician	ALS Ambulance(s)	Mobile Team(s)
Any Event requiring a Special Event Permit	Less than 4,000	●	✓				
	4,000 to 10,000	●	●	✓		✓	✓
	10,000 to 50,000	●	✓	✓	✓	●	●
	Over 50,000	●	●	✓	●	●	●

Police

EVENT TYPE	Anticipated Maximum Crowd Size	4-9 Officers Plus 0-1 Supervisor	9-14 Officers Plus 1-2 Supervisors	14-21 Officers Plus 2-3 Supervisors	21-30 Officers Plus 3-6 Supervisors
Any Event requiring a Special Event Permit	Less than 4,000	●	✓		
	4,000 to 10,000	N/A	●	✓	
	10,000 to 50,000	N/A	N/A	●	✓
	Over 50,000	N/A	N/A	N/A	●

Will you need any other City Services?

If yes, will you require dumpsters, street sweeping, water disposal, or any other type of cleanup?

The Green Bay Parks and Recreation Department also has available for rent tables, benches, garbage cans, etc.

Please Contact:

**Department of Public Works
(920) 448-3098**

Please Contact:

**Green Bay Parks and Recreation Department
(920) 448-3365**



Notes/Comments:

Will you be providing Toilet Facilities?

If yes, please indicate the number of toilets you will be making available (please refer to guidance below).

If you will not be providing toilet facilities, please describe the facilities available on the premises.

Portable Toilet Guidance

People Attending	Number of Hours for Event									
	1	2	3	4	5	6	7	8	9	10
	Units Needed									
1-50	1	1	1	1	2	2	2	2	2	2
50-100	2	2	2	2	2	3	3	3	3	3
100-250	3	3	3	3	4	4	4	4	4	6
250-500	4	4	4	4	6	6	8	8	8	8
500-1000	4	5	6	7	7	8	8	8	9	9
2,000	6	10	12	13	14	14	14	15	15	15
3,000	9	14	17	19	20	21	21	21	21	22
4,000	12	19	23	25	28	28	28	30	30	30
5,000	15	23	32	32	34	36	36	36	36	36
6,000	17	28	34	38	40	42	42	42	42	42
7,000	20	32	40	44	46	48	50	50	50	50
8,000	23	38	46	50	54	57	57	57	57	57
10,000	30	46	57	63	66	69	69	72	72	72

Notes/Comments:

Fees & Other information

Sponsors of special events must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations.

FEES for park facilities, permits, and other city services (fire/EMS, public works, police/security), if applicable, are **IN ADDITION** to the Special Event Application fee.

Per Green Bay City Ordinance, vendors participating in your event are not required to obtain a Direct Seller's Permit. All other vendors/sellers should not interfere with your event.

Most special events DO require insurance. Prior to approval of your event, Risk Management will require a certificate of insurance to be provided with appropriate coverages, limits, and endorsements. For more information contact Risk Management (920) 448-3091.



Notes/Comments:
