



# Planning a Special Event?

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# General Special Event Information

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The City of Green Bay defines a “Special Event” per City Ordinance 6.15 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.”*

- If your event will be held solely on private property, the event is likely not a “Special Event” unless the event will interfere with the normal flow, regulation, or traffic upon:
  - Streets
  - Sidewalks
  - Right of Ways
- If your event is a walk/run and will be held on public grounds in the City of Green Bay your event will be considered a “Special Event”.
- If your event will be held in a City Park and is not considered normal use of the park according to the Green Bay Park’s Department, your event will be considered a “Special Event”. Contact the Parks Department at 920-448-3365 to discuss whether or not your event is considered normal use of the Park.
- If your event is a parade within the City of Green Bay, your event will be considered a “Special Event”.
- If your event is requesting street closures, your event will probably be considered a “Special Event”.

If you are not sure if your event will be considered a special event contact Risk Management at **920-448-3125**.

If your event meets the definition of a special event, submit the following at least 60 day prior to the event;

- 1) A completed Special Event Application Form. This form can be found at:  
<http://greenbaywi.gov/humanresources/wp-content/uploads/2013/01/Special-Event-Permit-11.15.pdf>
- 2) A legible detailed map outlining the perimeter of your event and the route if you are submitting an application for a walk/run.

**Submit your special event application along with your map to:**

**City of Green Bay**

**100 N. Jefferson St. Room 500**

**Green Bay, WI**

**Phone: 920-448-3125**

**Fax: 920-448-3128**

# City of Green Bay Risk Management

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Risk Management is where you will need to submit the special event application. Risk Management can assist you with general questions regarding your event and can direct you to other departments you may need to contact regarding your event. You will also need to work with **Risk Management** if insurance is required for your event.

## Contact:

Title	Phone Number
HR Risk Asst.	920-448-3125
Safety Manager	920-448-3091

Please make sure you designate a main contact to help coordinate city services for your event. It is likely City employees 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.

- 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 coverage, limits, and endorsements.
- Please Note: Risk Management will not approve the event until all applicable departments involved approve the application.
- The contact person listed on the permit will be sent the approved permit unless otherwise requested.

# Green Bay Metro Fire Department

The Fire Department coordinates and plans life safety and access issues for all special events. We work with event organizers to determine if fire or emergency medical services are needed. The Fire Department bills special events for emergency medical and fire services based on the actual cost to the department. On average, costs are about \$108 per hour for a staffed ambulance.

Contact:

Title	Phone Number
Fire Marshal	920-448-3289
EMS	920-448-3292

Contact the Green Bay Metro Fire Department for any of the following:

## 1) Fireworks or pyrotechnic devices:

Fireworks and pyrotechnic devices require a Fireworks Permit in addition to the Special Event Permit. Fireworks permits cost \$150, require at least a 30 day notice and are issued by the Fire Department.

## 2) Restricted access to streets or street closures:

Fire lanes must be maintained on all closed streets. Please contact the Fire Department regarding fire lanes.

Anticipated Maximum Crowd Size	Knowledge of and Access to "911" and CPR	Basic First Aid Station(s)	First Aid Station(s) including Nurse	First Aid Station(s) including Physician	Ambulance(s) ALS	Mobile Team(s)
Less than 4,000	Required	Recommended				
4,000 To 10,000	Required	Required	Recommended		Recommended	Recommended
10,000 To 50,000	Required	Recommended	Recommended	Recommended	Required	Required
Over 50,000	Required	Required	Recommended	Required	Required	Required

# City of Green Bay Police Department

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The Green Bay Police Department coordinates and plans security for all special events. We work with event organizers to determine if police services are needed. The Police Department bills special events for police service based on the actual cost to the department. On average, costs are about \$70 per officer per hour.

## Contact Person:

Title	Phone Number
Special Events & Project Lieutenant	920-448-3214
Operations Commander	920-448-3186

## Contact the Green Bay Police Department if your event involves:

- 1) Road Closures**
- 2) Serving of alcohol**
- 3) A concert, live music, or if your event contains loud noise / music.**

## A special note about motorcycle rides, poker runs, and rallies:

The Green Bay Police Department proactively and in response to complaint will investigate and cite as necessary, all motorcycles involving SS 347.39(2). That state statute covers illegal exhaust, noise from mufflers, and modified exhaust systems.

# City of Green Bay Department of Public Works

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The Department of Public Works coordinates street closures and with event, on parking needs. The Department of Public Works may also assist events regarding run/walk routes.

Contact Person:

Title	Phone Number
Traffic Engineering Technician	920-448-3056

**Contact the Department of Public Works if your event involves;**

**1) Public streets or sidewalk closure:**

The Department of Public Works and the Green Bay Police Department will need to review your request to ensure 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.

**2) Special Power or Utility Requirements:**

The Department of Public Works and/or Parks and Recreation Department and will need to review your request to ensure adequate power and electrical facilities and distribution are available.

# City of Green Bay Park and Recreation Department

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The City of Green Bay Park and Recreation Department wants your event to be a success. We can assist you with a festival, fundraiser, 5K or other specialized events utilizing a City Park or other areas such as the CityDeck, Leicht Park, Metro Boat Launch or the Bairds Creek Area.

## Contact Person:

Title	Phone Number
Recreation Superintendent	920-448-3384
Parks Superintendent	920-448-3376
Park Department General Number and for Reservations	920-448-3365

**Contact the City of Green Bay Park and Recreation Department if your event involves the use of any City of Green Bay Park, including the CityDeck, or park facility.**

**A first time Special Event held in a City of Green Bay Park requires approval of the City of Green Bay Park Committee at least 60 days prior to your event.**

**All Special event requests must complete the Green Bay Parks & Recreation Special Event Guide on page 8.**

**Please submit completed Special Event Guide to:**

**Green Bay Parks & Recreation  
100 N. Jefferson St., Room 510  
Green Bay, WI 54301  
or  
Fax: 920-448-3393**

**Green Bay Parks & Recreation Special Event Request Guide**

**Contact Information:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Are you Tax Exempt? Yes / No**                      *If yes, your tax exempt form must be on file.*

**Date(s) and time(s) of your Event:** \_\_\_\_\_

**Rain Date of your Event (Must also be listed on the Special Event Application):** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Park location of your Event:** \_\_\_\_\_

*Please provide event map or layout of event with as much detail as possible.*

**Estimated attendance to the Event:** \_\_\_\_\_

**Parking Concerns for the Event:** \_\_\_\_\_

**Note: Vehicles are not permitted on any turf areas at any time.**

**What are your needs?**

**Shelters:** \_\_\_\_\_

**Bathrooms:** \_\_\_\_\_

**Showmobile :** \_\_\_\_\_

**CityDeck:** \_\_\_\_\_

**Fields:** \_\_\_\_\_

**Will you be putting up tents, inflatables, and/or structures? Yes / No**

*If yes, how many and what size:* \_\_\_\_\_

**Will any item be placed into the ground such as tent stakes? Yes / No**

*If yes, Digger's Hotline must be called at least ONE WEEK prior to the event.*

**Power needs:** \_\_\_\_\_

**Water needs:** \_\_\_\_\_

**Garbage: Event personnel will be responsible for garbage and cleanup.**

**Portable Toilets needed? Yes / No**

*If yes, the event is responsible to contact a vendor for rental and payment.*

**Do you need additional dates/times for set up or take down of the event? Yes / No**

*If yes, what dates:* \_\_\_\_\_

**Will you have music at the event? Yes / No**

**Will anyone be selling at the event? Yes / No**

*If yes, list any concessions (admissions, food, raffle, clothing, and sponsorships, etc.)*

**Will alcohol be sold? Yes / No (hard alcohol and glass containers not allowed in City parks)**

**Have you contacted the City of Green Bay's Risk Management Dept. regarding a Special Event Application and insurance requirements? Yes / No**

**Is the event co-sponsored with the City of Green Bay? Yes / No**

**Is the event co-sponsored with the City of Green Bay Park Department? Yes / No**

**Any additional information:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicable fees apply in accordance to the needs of the event. Call Parks & Recreation Department at 920-448-3365.**



# Brown County Health Department

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The Brown County Health Department is the division which oversees health regulations regarding food service and sales. Please contact the Brown County Health Department if you anticipate selling or serving food at your event.

Contact Person:

Department	Phone Number
Brown County Health Department	920-448-6400

# City of Green Bay Clerk's Office

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The City of Green Bay's Clerk's Office is the department that will issue licenses. This includes a license to sell alcoholic beverages at your event. The Clerks Office also is the contact office for Public Vehicle License applications. A Public Vehicle License is required if your event will have buggy or carriage rides.

Contact Person:

Department	Phone Number
Clerk's Office	920-448-3010

**Contact the City of Green Bay Clerk's Office if your event involves;**

## **1) Selling or Providing alcohol.**

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 completed and returned at least 15 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. 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.

## **2) Buggy or carriage rides.**

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.

# City of Green Bay Building Inspection

The Inspection Department regulates the usage of tents over a certain size. Please refer to the information below if you plan on using a tent at your event.

## Contact Person:

Title	Phone Number
Inspection Specialist	920-448-3299
Inspection	920-448-3300

**Contact the City of Green Bay Building Inspection Department for a building and/or electrical permit if your event will meet any of the following 5 criteria;**

## DEFINITIONS:

- ◆ A tent is defined as a structure, enclosure, or shelter with partial or complete sidewalls or drops, constructed of fabric or pliable material supported by any manner except air.
- ◆ An open tent is defined as a tent that is open on all sides.
- ◆ Separation distances are measured from the anchorage point, not the limits of the tent.

## CRITERIA:

- 1) You will be erecting a tent over 400 square feet.
- 2) You will be erecting smaller tents where the aggregate area of smaller tents erected within 12 feet of each other is greater than 400 square feet.
- 3) You will be erecting an open tent over 700 square feet.
- 4) You will be erecting smaller open tents where the aggregate area of the smaller open tents are erected within 12 feet of each other is greater than 700 square feet.
- 5) You will be utilizing electricity in the tent or for the event.

**If a permit is required you will be required to submit the following information as a minimum:**

- A completed building permit application.
  - The timeframe for the event, both the date the tent will be erected and the date the tent will be removed shall be written on the permit application.
- A completed "Licensed Contractor Electrical Permit" if there will be electricity in the tent.
  - If a generator is used, it must be 20' away from the tent or structures and shall be isolated from contact with the general public by fencing/enclosure or with an approved means of locking it. Generator(s) shall be properly grounded and meet the current National Electrical Code.
- A site plan that shows and dimensionally meets the following criteria:
  - the size and location of the proposed tent/open tent on the parcel with dimensions to the property lines and other structures
  - tents need to be 20' (measure from the anchor point) from other structures/buildings with exception (IFC 2403.8.2)
  - if cooking, it shall be 20' away from the tent
  - locations of fire extinguishers which must be with 75' of anywhere in the tent
  - a non-obstructed fire lane (20' in width) shall be provided and be within 150' of all portions of the facility
  - if there are walls, illuminated exit signs shall be required when occupant load is greater than 49
  - maximum egress travel is 100'
  - locations of no smoking signs
  - a minimum of 3' is required between the fabric envelope and all contents in tent
  - no open flame is allowed in or within 20' of the tent
  - tents shall be adequately anchored, documentation may be requested
- A copy of the tent flame retardant certificate. (typically furnished by the tent supplier)
- Tents shall comply with the current International Building Code Sections 3103.
- Tents shall comply with the current International Fire Code Sections 2403 and 2304.

**Special Notes:**

- 1) TENT STAKES WILL NOT BE ALLOWED TO BE DRIVEN INTO ASPHALT (public roadway or parking lot)
- 2) Any tent or structure erected in City parks will need to be marked by **Digger's Hotline** to ensure the integrity of underground utilities. **Digger's Hotline- 1-800-242-8511**

# Fees and Other Useful Information

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## **Drones**

Drones are prohibited when doing a Special Event. For more information please see Green Bay Municipal Code 27.310.

<http://greenbaywi.gov/law/wp-content/uploads/2013/04/CHAPTER-27.pdf>

## **Food Trucks**

Please be aware that the City of Green Bay does have a food truck ordinance. Please see Green Bay Municipal Code 6.39.

<http://greenbaywi.gov/law/wp-content/uploads/2013/02/CHPTR06.pdf>

## **Fees**

The Special Event Application fee runs from \$25—\$500 depending on the size and type of event . 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.

## **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.

## **Vendors/Director Sellers**

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.

# Other Useful Information (cont.)

## Portable Toilets

If you are going to be providing portable toilets please indicate the number of toilets you will be making available on the application.

The chart below offers guidelines for number of units needed.

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