CITY OF GREEN BAY

APPLICATION FOR SPECIAL EVENT PERMIT

City of Green Bay, 100 North Jefferson St. Room 500, Green Bay, WI 54301
Answer all questions completely. Please print clearly.

Link to Special Events Booklet http://greenbaywi.gov/humanresources/risk-management/

This application must be on file in the Risk Management Division at least **60 days prior** to the event.

1.) Request is for: ☐ Parade ☐ Run/Walk ☐ Exhibition ☐ Other

2.) Name of Event: _____ Date of _____ Rain Date _____

3.) Name of Sponsoring Organization: _____

Address: _____ City: _____ State: _____ Zip Code: _____

4.) Contact Person: _____ Phone: _____ E-mail: _____

Address: _____ City: _____ State: _____ Zip Code: _____

5.) Assembly Time: _____ Start Time: _____ End Time: _____

Specific location of event: _____

6.) Is a map of the event route attached: ☐ Yes ☐ No Are street closures required: ☐ Yes ☐ No

List of streets that will need to be closed: _____

7.) Estimated number of Participants: _____ Spectators: _____ Vehicles: _____ Animals: _____

8.) Is the Event Requesting Police Assistance? ☐ Yes ☐ No

9.) Food prepared/served at event? ☐ Yes ☐ No If so, contact Brown County Health Department (448-6400)

10.) Will alcoholic beverages be served? ☐ Yes ☐ No If so, what type(s): _____

11.) Will the event utilize any Green Bay Park Facilities? ☐ Yes ☐ No Park Rental http://greenbaywi.gov/parks/parks/shelter-rental/

12.) Check which services are needed: ☐ Cleanup ☐ Barricading ☐ Street Sweeping

Please explain: _____

13.) Will any fireworks or other pyrotechnic devices be used during the event? ☐ Yes ☐ No
If yes, please explain: _____

14.) Will tents as described below or other temporary structures be erected? ☐ Yes ☐ No If Yes, you will need a permit from Community Services - Inspection Division 6th floor City Hall.448-3300

You will be erecting a tent or other temporary structure is defined as a structure, enclosure, or shelter with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except air

1) You will be erecting a ***TENT*** Over 400 square feet or the aggregate area of smaller tents installed within 12 feet of each other is greater than 400 square feet.
2) You will be erecting a ***CANOPY*** over 700 square feet or the aggregate area of smaller canopies installed within 12 feet of each other is greater than 700 square feet. A canopy is defined as a tent that is open on all sides.

15.) Will smaller tents or other temporary structures be erected? ☐ Yes ☐ No

16.) Are inflatable's or bounce houses part of your event? ☐ Yes ☐ No If Yes, you must have a certificate of insurance on file. Contact Risk Mgmt. (448-3125) for more information.

CITY OF GREEN BAY

APPLICATION FOR SPECIAL EVENT PERMIT

Answer all questions completely. Please print clearly.
City of Green Bay, 100 North Jefferson St. Room 500, Green Bay, WI 54301
Link to Special Events Booklet http://greenbaywi.gov/humanresources/risk-management/

This application must be on file in the Risk Management Division at least **60 days prior** to the event.

17.) Briefly Describe your Event:

18.) Is any other special assistance from the City needed: ☐ Yes ☐ No If yes, please explain:

I understand the filing of this application does not ensure the issuance of this license. I also understand that all Special Event organizers and participants must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Additional fees such as park facilities, tent and firework permits are in addition to the fees submitted for the Special Event Application. I further understand that an incomplete application may be cause for denial of the event.

HOLD HARMLESS INDEMNIFICATION AND DEFENSE

FOR GOOD AND VALUABLE CONSIDERATION THE APPLICANT AND/OR THE ORGANIZATION AGREES TO INDEMNIFY, DEFEND AND HOLD HARMESS THE CITY OF GREEN BAY AND ITS OFFICERS, OFFICIALS,EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, DAMAGE, EXPENSES, COSTS, INCLUDING ATTORNEY FEES ARISING OUT OF THEACTIVITIES PERFORMED AS DESCRIBED HEREIN, CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT OR OMISSION OF THE APPLICANT/ORGANIZATION, ANYONEDIRECTLY OR INDIRECTLY EMPLOYED BY ANY OF THEM OR ANYONE WHOSE ACTS ON BEHALF OF THEM MAY BE LIABLE, EXCEPT WHERE CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY.

I hereby certify that the foregoing facts concerning my Special Event are true to the best of my knowledge**:**

Signature of Applicant

Date of Date

FOR OFFICE USE ONLY

Date application received: _____

Certificate of Insurance on file with required coverage: ☐ Yes ☐ No

Liquor License required: ☐ Yes ☐ No

City Departments to be Notified: ☐ GBPD ☐ GBFD ☐ PRF ☐ DPW ☐ Mayor ☐ Transit ☐ Other

Event Classification: ☐ Low Hazard ☐ Medium Hazard ☐ High Hazard ☐ Special Hazard

Permit Fee: ☐ $25.00 ☐ $50.00 ☐ $250.00 ☐ $500.00

Comments:

Application: ☐ Approved ☐ Denied

Safety Manager

Date Approved