



### CITY OF GREEN BAY APPLICATION FOR SPECIAL EVENT PERMIT

Answer all questions completely. Please print clearly.  
This application must be on file in the Risk Management Division at **least 60 days prior** to the event.  
City of Green Bay, 100 North Jefferson St. Room 500, Green Bay, WI 54301

- 1.) Request is for:     Parade                     Run/Walk                     Exhibition                     Other: \_\_\_\_\_
- 2.) Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Rain Date: \_\_\_\_\_
- 3.) Name of Sponsoring Organization: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- 4.) Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- 5.) Assembly Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Specific location of event: \_\_\_\_\_
- 6.) Attach a map designating the event parameters. Attach a route for runs/walks/parades.
- 7.) Are street closures required? Is so, list streets to be closed. \_\_\_\_\_
- 8.) Estimated number of Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_ Vehicles: \_\_\_\_\_ Animals: \_\_\_\_\_
- 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 tents or other temporary structures be erected?     Yes     No    If so, where: \_\_\_\_\_
- 12.) Will the tent(s) be over 200 square feet and/or any canopy over 400 square feet?     Yes     No  
If yes, a BUILDING PERMIT is **REQUIRED** from the Green Bay Inspection Department, City Hall Room 610 or (448-3300)  
**IMPORTANT: The tent rating must meet NFPA 701 flame propagation rating and must have a permanent tag attached stating the tent meets the NFPA 701 rating.**
- 13.) Will the event utilize any Green Bay Park Facilities?     Yes     No    If so, which: \_\_\_\_\_  
If yes, please call Green Bay Parks, Recreation & Forestry Department at (443-3365) as additional rental fees may occur and subject to availability. If this is a first time event it also may require Park Committee approval.
- 14.) Check which services are needed:     Barricading                     Street Sweeping  
If yes, please explain: \_\_\_\_\_
- 15.) Will any fireworks or other pyrotechnic devices be used during the event?     Yes     No  
If yes, please contact Green Bay Metro Fire Department, Fire Marshal Office (448-3289)
- 16.) Is any other special assistance from the City needed:     Yes     No    If yes, please explain: \_\_\_\_\_
- 17.) Will you be selling anything?     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 will 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.

**HOLD HARMLESS INDEMNIFICATION AND DEFENSE**  
THE APPLICANT AND/OR THE ORGANIZATION AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS 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 THE ACTIVITIES PERFORMED AS DESCRIBED HEREIN, CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT OR OMISSION OF THE APPLICANT/ORGANIZATION, ANYONE DIRECTLY 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

#### FOR CITY 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