

City of Green Bay Special Event Booklet



Introduction

The City of Green Bay is on the move! We welcome a variety of special Events such as races, runs, parades, music festivals, performances and farmers' markets. Green Bay offers many different options for Event Organizers with our dozens of parks, riverfront amenities, and safety services.

If this is your first time planning a Special Event, or if you've made substantial changes to an existing Event, please read this booklet carefully before completing the application. Key questions in the application will refer you back to this booklet. The booklet contains the policies, procedures, definitions and conditions that will help you successfully plan and execute your Event.

The City of Green Bay has a Special Events Committee (SEC) which reviews and approves Special Events. The Special Events Committee is comprised of representatives from those departments involved in Events, namely, Police, Fire, Department of Public Works, Parks, Mayor's Office, Community and Economic Development, Clerk's Office, and Risk Management. The Special Events Committee may require that the Event Organizer attend a meeting to discuss the details of an Event, before committee approval. If that's the case, the Special Events Coordinator will arrange a date and time with the Event Organizer.

After you've read the booklet, you may contact the Special Events Coordinator at 920-448-3210 or specialevents@greenbaywi.gov to discuss the details of your Event. The Coordinator may direct your questions to an appropriate staff member.

COVID-19 Event Update

Due to the coronavirus, event organizers will:

- Hold only simple or small events
 - Simple Events involve a small non-profit or neighborhood association where the principal applicants reside within the City of Green Bay city limits. Simple Events are limited to neighborhood or small non-profit Events that take place either in a City park or occur as a block party. Simple Events involve crowd sizes of less than 250 attendees, limited physical activity by participants, and no severe exposure of spectators to hazards. Simple Events may include, but are not limited to, picnics, annual meetings, movies in the park, and block parties.
 - Small Events involve crowd sizes of fewer than 1,000 attendees, as well as Events specifically designated as small Events, such as those involving limited physical activity by participants and/or no exposure of spectators to hazards. Small Events may include, but are not limited to, team or individual sporting Events, walks for charity, social gatherings, small-budget film making, music festivals, art festivals, farmers' markets, performances and exhibitions.
- Provide Single-serve or pre-packaged food items
- Refrain from music performances
- Serve pre-packaged soft drinks; no fermented malt beverages
- Disallow food trucks
- Provide activities or demonstrations where attendees can social distance
- Provide hand-washing or sanitation
- Routinely clean and disinfect
- Encourage mask-wearing
- Count the number of attendees to ensure social distancing
- Plan an event which, on the whole, accommodates social distancing for attendees and participants

The City of Green Bay Special Events Committee is following the Centers for Disease Control Guidelines <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html> and Gating Criteria <https://www.whitehouse.gov/openingamerica/>.

Issues to Consider When Planning a Special Event

Hosting an Event in the street is a great way to bring the community together. When you're considering a street closure, please think about how closing a street may impact traffic flow in and around the neighborhood. You may also consider how your Event will affect public transportation and access to businesses, schools and residences. The Special Events Committee will analyze your request, and may suggest routes, hours, etc., which will keep your Event safe, while maintaining access to the neighborhood and to services.

Many Event Organizers include the sale or service of alcohol during the Event. Beer (fermented malt beverages) and wine are the only types of alcohol that may be sold, so please read the section on alcohol very carefully. While many adults drink responsibly, please also consider how the presence of alcohol may change the tone of your Event.

We are an inclusive community and we encourage all Event Organizers to consider ways to ensure that people with different abilities (e.g., visual, hearing, ambulatory impairments) will attend and enjoy your Event. The Special Events Coordinator can help you determine ways to make your Event accessible.

Finally, you may also want to consider what other Events are occurring in the City during the time you're requesting your Special Event. While these other Events may enhance yours, they may also put a strain on City Services and the Special Events Committee may ask you to choose a different date.

What is a Special Event?

A Special Event is "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 customary use of parks or other public grounds." Essentially, a Special Event takes place on public property including parks, streets, alleys, sidewalks, terraces, boardwalks, piers, landings, bodies of water, and the like. Special Events are open to the public. A Special Event can be as small as 200 people or as many as 50,000. Special Event Organizers may charge attendees, or create an experience that is free. Events held on private property are not Special Events, for the purposes of the City of Green Bay's policies.

Fermented Malt Beverages and Wine

Fermented Malt Beverages, Wine and Special Events

Special Events may serve or sell fermented malt beverages or wine, as long as certain conditions are met. First, Event Organizers may apply for a "picnic" permit or license. This is a special type of temporary license. A picnic license may be issued only to *bona fide* clubs, to county or local fair associations, or agricultural societies, to churches, lodges or societies that have been in existence for at least six months, and to veterans' organizations. Current liquor license holders are not eligible to receive a picnic license. Please apply for a picnic license at least 15 days before your Event. The picnic license is a [separate](#) application that must be submitted to the City Clerk's office. Picnic licenses are \$10 and will be issued for each Event, such as those taking place over a weekend (that's one picnic license) or Events taking place once a week for the summer (that's 16 picnic licenses).

Fermented malt beverages may be served, and those include beer and wine coolers. *Bona Fide* clubs (and the others listed above) may obtain a license to serve wine, but are limited to two of those licenses per 12 month period. Picnic licenses do not allow the sale of "intoxicating liquors" such as gin, vodka or whiskey.

Picnic license holders will need to designate areas where alcohol will be sold on the Map of the Event. Areas where alcohol will be sold must be clearly separated from other areas in the Event layout. Special Event Organizers will need to employ licensed bartender(s)/operator(s), and purchase alcohol from a licensed wholesaler. Alcohol may be sold or served in [these](#) parks.

If picnic licenses are issued for an outdoor gathering there can be no more than two separate areas used to dispense fermented malt beverages (or wine). Please indicate this on your Map of the Event. Furthermore, at least one uniformed security officer shall be present at the outdoor Event at all times while fermented malt beverages or wine are being sold or dispensed. Please contact the Clerks' Office at clerkinquiries@greenbaywi.gov for more information.

In addition to special Event insurance, the city may require the Event Organizer to add liquor liability to the policy.

When an Event Organizer is granted a picnic license, we recommend creating a defined space where the fermented malt beverages or wine is sold. The "beer tent" should be clearly marked with an entrance and an exit; also displaying the drinking age (21) is helpful. Please contact the clerk's office clerkinquiries@greenbaywi.gov or 920-448-3010 for more details about what constitutes a licensed premise. Your Attendees may or may not be restricted as to where they can walk with an open container, and adjacent licensed premises (bars, restaurants) may or may not be restricted in allowing patrons to walk out into your Event.

Wine walks

The City of Green Bay may issue only two Wine Walk permits per 12 month period, for the entire city. Please contact the Clerks' Office at clerkinquiries@greenbaywi.gov for more information.

Beer walks

The City of Green Bay may issue permits for Beer Walks, which may take place numerous times throughout the City and numerous times for a Special Event Organizer. Please contact the Clerks' Office at clerkinquiries@greenbaywi.gov for more information.

For All Event Organizers

Application

Applicant and Event Organizer are synonymous in this booklet.

Once the Event Organizer submits a complete application, the Special Events Committee will begin its review. The Committee will provide an initial acceptance of the Event, taking into account the Event's activities, services needed, insurance required, and the like. The Special Events Coordinator will send the Event Organizer an acceptance letter outlining the Special Events Committee's determinations. An acceptance allows Event Organizers to begin planning and promoting the Event; the acceptance letter can also be used to acquire insurance. Nevertheless with an acceptance, the Special Events Committee must still approve the Event, and issue a Special Events Permit.

Applications can be accepted without a Certificate of Insurance, but cannot be approved until the Certificate has been approved by the Risk Management Department. Most Event Organizers need Event insurance. Your Event will need insurance, if required, in order to be approved and issued a Special Event permit. Please see the Insurance section for more information.

Specific departments may require more information and cooperation from the Event Organizer before the Event can be approved.

All Event Organizers must complete the Special Event Application (link). In order to have your application properly considered, please submit a completed application at least 60 calendar days before your Event start date. The Special Events Committee will only consider complete applications. The application contains required fields, and will prompt you if not completed. All Event Organizers are required to upload a Map of the Event. Please see the Map of the Event section for more information.

Event Organizers must provide information such as name, permanent address, phone and email. If there is another person or entity assisting in coordinating the Event, please include the aforementioned information for that person or entity. You will also need to provide contact information for the Event day, which is most likely a name and mobile phone number. The Special Events Coordinator, Special Events Committee and any assigned City Staff will coordinate and communicate with the Event Organizer and the Event-day contact.

Attendees

For the purposes of this booklet, Event attendees are those people who are watching the Event (spectators); and those who are engaged in the Event (participants).

Event Organizers will need to estimate the number of Attendees. This is the number of people you expect over the course of the Event. To further explain, if you expect Attendees to come intermittently, such as for a farmers' market, please provide the total number of people you expect. If you are conducting a race, please include the race participants as well as the spectators (see the definition of Attendees). City services and fees are based on the number you provide in your application, along with the types of activities in your Event which may or may not expose your Attendees to risk. The Special Events Committee may take additional parameters into consideration when determining the level of city services.

Billing

Event Organizers will be billed for city services, which are typically for Police, Fire, Emergency Medical Services, Street Closures, and parking (meter hooding). When Organizers submit a timely application, 60 days before your Event, the Special Events Committee can make a determination of costs in a timely manner following an "accepted" complete application. City services and fees are based on the number you provide in your application, along with the types of activities in your Event which may or may not expose your Attendees to risk.

Categories of Events

Simple Events

Special Events involving a small non-profit or neighborhood association where the principal applicants reside within the City of Green Bay city limits. Simple Events are limited to neighborhood or small non-profit Events that take place either in a City park or occur as a block party. Simple Events involve crowd sizes of less than 250 attendees, limited physical activity by participants, and no severe exposure of spectators to hazards. Simple Events may include, but are not limited to, picnics, annual meetings, movies in the park, and block parties.

Small Events

Special Events involving crowd sizes of fewer than 1,000 attendees, as well as Events specifically designated as small Events, such as those involving limited physical activity by participants and/or no exposure of spectators to hazards. Small Events may include, but are not limited to, team or individual sporting Events, walks for charity, social gatherings, small-budget film making, music festivals, art festivals, farmers' markets, performances and exhibitions.

Medium Events

Special Events involving crowd sizes between 1,000 and 5,000 attendees, as well as Events specifically designated as medium Events, such as those involving physical activity by participants, moderate exposure of spectators to hazards, and/or the inclusion of animals or alcoholic beverages. Medium Events may include, but are not limited to, team or individual sporting Events, circuses, carnivals with rides, parades with floats, marathons or similar races, walks for charity, social gatherings, music festivals, art festivals, farmers' markets, performances, and exhibitions. Vehicle barriers may be required for large Events.

Large Events

Special Events involving crowd sizes over 5,000 attendees, as well as Events specifically designated as large Events, such as those involving the use of fireworks or pyrotechnics, the use of Green Bay or the Fox River, major physical activity by

participants, moderate to severe exposure of spectators to hazards, and/or the inclusion of animals or alcoholic beverages. Large Events may include, but are not limited to, team or individual sporting Events, circuses, carnivals with rides, parades with floats, marathons or similar races, walks for charity, social gatherings, music festivals, art festivals, farmers' markets, performances, and exhibitions. Vehicle barriers may be required for large Events.

Special Hazard Event

These are Special Events involving greater potential for exposure of spectators to hazards. Special Hazard Events may include, but are not limited to, professional or collegiate sporting Events, vehicle races, athletic Events in Green Bay or Fox River, and fireworks displays. Vehicle barriers may be required.

Please consult the [Special Events Ordinance here](#).

Customary Use of a Park

The “customary use of a park” may not be a special Event, but “customary use” depends on the specific park. The customary use of a park will be determined by the Director of Parks Recreation and Forestry. Customary uses are, for example, neighborhood association picnics and meetings, or movies in the park. Events that include inflatables, pyrotechnics, large numbers of attendees, alcohol (which is prohibited in many parks) do not fall into the category of “customary use.”

Any organized Event held in a park may require the payment of a park rental fee. Event organizers should reach out to the Parks Department to check availability and rental fees regardless of an Event being a special Event or customary use of a park. The Parks department can be reached at 920-448-3365 or visit <https://greenbaywi.gov/Parks>

Events on Private Property

While Events held on private property are not Special Events, if you are planning an Event with more than 100 people in a structure that is not approved for public assembly (in accordance with Wisconsin Administrative Code) you should contact the Special Events Coordinator who will put you in touch with the appropriate Public Safety personnel.

Fees

[This chart](#) lists the Special Event Application fees, as well as the special hazard fees for Events that include pyrotechnics or athletic Events in the water. Depending on city or public safety services required, there may be fees in addition to the application fee that will be charged to the Event organizer.

Garbage

The City of Green Bay requires that all Event Organizers provide adequate trash receptacles for Event attendees. Event Organizers are also responsible for hauling away any accumulated trash, and must clean up the Event area to mitigate attracting vermin. The City will send Event Organizers an invoice for any areas that aren't properly cleaned and therefore must be cleaned by city staff. Event Organizers can contract with private entities which can provide receptacles and haul-away service.

Insurance

Insurance is an important component of Special Events. The City of Green Bay requires most Special Events to sign a “hold harmless agreement” and offer proof of insurance coverage. The hold harmless agreement, located at the bottom of the Special Event Application, ensures that the City will not be liable for claims arising out of activities occurring at the

Special Event. Furthermore, the City of Green Bay's insurance does not cover non city-sponsored Special Events, Organizers, activities, or Attendees. Many insurance companies provide Special Event insurance, and while the City of Green Bay does not recommend any particular insurance company, we do require that Organizers find and pay for the appropriate insurance. Event Organizers will need to name the City of Green Bay as an Additional Insured on the Certificate of Insurance.

Event Organizers must submit a certificate of insurance, after the Event is accepted. The Special Events Committee won't approve, and issue a permit for, events lacking the required insurance. The Special Events Coordinator will send a detailed letter to accepted Events and Organizers outlining required coverage. The entity or person listed as the Applicant on the special Event application should be the same entity or person on the Certificate of Insurance.

Below are the insurance requirements based on the Event category.

Simple Events and Small-Budget Filmmaking or Photography:

- No Insurance Coverage is required, however, the Event sponsor will be required to sign an Indemnification/Hold Harmless Agreement with the City.
- Activities during these Events may determine the need for insurance and the Special Events Coordinator will communicate that to the Event Organizer in the acceptance letter.

Small, Medium and Large Events (Athletic or Other):

- Worker's Compensation Insurance: The Event Sponsor shall procure and maintain during the life of this permit, Workers' Compensation Insurance including Employers Liability Coverage, in accordance with all applicable statutes of the State of Wisconsin.
- Commercial General Liability Insurance: The Event Sponsor shall procure and maintain during the life of this permit, Commercial General Liability on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability and (B) Products and Completed Operations.
- Liquor Liability Insurance: If fermented malt beverages or wine will be served or sold. Liquor Liability insurance will be required with limits not less than \$1,000,000.
- Aircraft Liability: If aircraft use (including helicopter use) is a part of this Event, the Event Sponsor shall procure and maintain during the life of this permit, Aircraft Liability Insurance with limits of not less than \$5,000,000 combined single limit for bodily injury (including passengers) and property damage.
- Motor Vehicle Liability: The Event Sponsor shall procure and maintain during the life of this permit, Motor Vehicle Liability Insurance, including applicable No-Fault coverage's, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- Proof of Insurance Coverage: The Event Sponsor shall provide to the City of Green Bay, Certificates of Insurance and/or policies, acceptable to the City of Green Bay offering evidence of the coverage required herein.
- Additional Insured: All certificates of insurance required by this section shall name the following Additional Insured: ***The City of Green Bay and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers.***
- This coverage is primary to the "Additional Insureds," and not contributing with any other insurance or similar protection available to the "Additional Insureds," whether other available coverage is primary, contributing or excess.

- Cancellation Notice: All certificates of insurance required by this section shall include an endorsement stating the following: “Thirty (30) days Advance Written Notice of Cancellation or Non-Renewal shall be sent to: The City of Green Bay, Attn: Risk Management, 100 North Jefferson St., Green Bay, WI 54301.

If any of the required insurance coverages expire during the term of this permit, the Event Sponsor shall deliver renewal certificates and/or policies to the City of Green Bay at least ten (10) days prior to the expiration date.

Special Hazard Events:

- Worker’s Compensation Insurance: The Event Sponsor shall procure and maintain during the life of this permit, Workers’ Compensation Insurance including Employers Liability Coverage, in accordance with all applicable statutes of the State of Wisconsin.
- Commercial General Liability Insurance: The Event Sponsor shall procure and maintain during the life of this permit, Commercial General Liability on an “Occurrence Basis” with limits of liability not less than \$2,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability and (B) Products and Completed Operations. Higher limits may be required depending on the nature of the event.
- Liquor Liability Insurance: If fermented malt beverages or wine will be served or sold. Liquor Liability insurance will be required with limits not less than \$1,000,000.
- Aircraft Liability: If aircraft use (including helicopter use) is a part of this Event, the Event Sponsor shall procure and maintain during the life of this permit, Aircraft Liability Insurance with limits of not less than \$5,000,000 combined single limit for bodily injury (including passengers) and property damage.
- Motor Vehicle Liability: The Event Sponsor shall procure and maintain during the life of this permit, Motor Vehicle Liability Insurance, including applicable No-Fault coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- Proof of Insurance Coverage: The Event Sponsor shall provide to the City of Green Bay, Certificates of Insurance and/or policies, acceptable to the City of Green Bay offering evidence of the coverage required herein.
- Additional Insured: All certificates of insurance required by this section shall name the following Additional Insured: ***The City of Green Bay and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers.***

This coverage is primary to the “Additional Insureds,” and not contributing with any other insurance or similar protection available to the “Additional Insureds,” whether other available coverage is primary, contributing or excess.

Cancellation Notice: All certificates of insurance required by this section shall include an endorsement stating the following: “Thirty (30) days Advance Written Notice of Cancellation or Non-Renewal shall be sent to: The City of Green Bay, Attn: Risk Management, 100 North Jefferson St., Green Bay, WI 54301.

If any of the required insurance coverages expire during the term of this permit, the Event Sponsor shall deliver renewal certificates and/or policies to the City of Green Bay at least ten (10) days prior to the expiration date.

Map of the Event

The Map of the Event is a great way to help Event Organizers visualize the location of activities and flow of people in their Events. The Map of the Event is also an important communication tool to the Special Events Committee, and helps departments such as Public Works, Parks, Development Department, Fire, and Police coordinate appropriate city

services. The Map of the Event should be a birds-eye view of your layout. It should include street names, location of activities, tents, special areas, etc. Here is an example of a comprehensive [Map of the Event](#).

Neighbor Notification

Special Events that require street closures, or other potentially disruptive activity, may need to [notify](#) neighbors of the potential inconveniences. Please go to the addendum section of this booklet for an example of neighbor notification. The Special Events Coordinator will work with Organizers to identify which neighbors should be notified. The Special Events Committee may ask the Organizer to submit neighbor notification documents before approving an application.

Public Safety

Special Events that have alcohol, a high number of attendees, street closures, or music may require the protective services of the Police Department or security approved by the Police Chief or his designee. The Police Department designee to the Special Events Committee will contact you, upon completion of your application to discuss the assignment of officers. The Police Department will convey the anticipated costs to the Event Organizer after the Event is accepted, but before the Event is approved.

Special Events, especially those that involve physical exertion, may require the services of Green Bay Metro Fire Department. The Fire Department employs firefighters and paramedics. The Fire Department designee to the Special Events Committee will work with Event Organizers to determine if fire or medical services are needed. If so, Event Organizers will need to submit a Medical Plan, a document describing the location and duties of medical professionals present at the Event. You can find parameters for a medical plan in the FAQ section of this booklet. The Fire Department will convey the anticipated costs to the Event Organizer after the Event is accepted, but before the Event is approved. Event Organizers will be billed, after the Event, for the services of the Fire Department.

The Green Bay Metro Fire Department and Green Bay Police Department have purchased barriers for specific Special Events. These barriers will improve the safety of your Event. The Special Events Coordinator and Committee will communicate with Organizers regarding placement and deployment of the barriers. There may be a cost associated with the deployment of barriers.

Event Activities

Buggy or Carriage Rides

Event Organizers wishing to provide buggy or carriage rides will need to obtain a Public [Vehicle](#) License and a Public Vehicle [Operator](#) License. The Operator may need to have the vehicle inspected by the Green Bay Police Department. Please contact the Clerks' Office at clerkinquiries@greenbaywi.gov for more information.

Concessions

Event Organizers may sell concessions (food, goods) at Events. Please consult this [list](#) of parks where concessions may be sold. Event Organizers may sell concessions in the public right-of-way, such as a street. If you're planning on selling food, please contact the Brown County Health Department (920-448-6400).

Drones

Unfortunately, due to safety concerns, the City of Green Bay does not allow drone footage at special Events. This ban is codified in City ordinance, Sec. 27.310. If you have other questions, please contact the Special Events Coordinator at 920-448-3210 or specialevents@greenbaywi.gov.

Film Making

The City of Green Bay welcomes small-budget film makers and photographers in our public areas. Film producers should reach out to the Special Events Coordinator for more information.

Fireworks

Organizers wishing to employ a fireworks display will work with the Fire Marshall, who also sits on the Special Events Committee. The City of Green Bay considers fireworks a special hazard, and Event Organizers will need to pay an additional fee for this permit.

Food Trucks

Food Trucks are a great way to add variety to your Events. Food Trucks need to be licensed to serve food, by the Brown County Health Department, and they also need to be licensed to operate in the City of Green Bay. Please call the clerk's office at 448-3010 to obtain the list of currently-licensed Food Trucks. Please request only *licensed* Food Trucks for the health, safety and enjoyment of your Event Attendees.

Fox River Trail Use

Event Organizers choosing the Fox River Trail, especially outside the Green Bay's City limits, should contact Brown County 920-448-6495 for more information. If Event is a run or walk, the Event route may need to have a turnaround that is located off of the trail. Trails within the City of Green Bay, including a portion of the Fox River Trail, are managed by the Green Bay Parks Department. For information about reserving the trail in the City of Green Bay please contact the Parks Department at 920-448-3365.

Music and Amplification of Sound

Special Events often include music or announcements. The City of Green Bay's noise ordinance requires that all noise such as that from music, amplification, etc., cease before 10:00 pm, daily. The Green Bay Police Department may provide a waiver from the noise ordinance. This request will need to be heard before the Protection and Policy Committee, which generally meets the 2nd and 4th Monday of the month, and then heard before the Common Council which generally meets the 1st and 3rd Tuesday of the month. If you'd like to make a request for music and amplification of sound to continue after 10:00 pm, please include enough time in your application process for these meetings to occur.

Parking

Event Organizers, especially those planning large Events, should consider a Parking Plan. A Parking Plan describes how the Event Organizer can communicate the location of available parking to Event attendees. The Special Events Coordinator can assist in identifying those parking locations and fees. Event Organizers may request meter hoods. Meter hoods are provided by the Parking Utility, under the Department of Public Works, and are charged per meter, per day. The Event Organizer may request parking voucher, which is described [here](#). Vouchers are a convenient way for the Organizer to pay for parking, and for your Attendees to quickly exit the parking ramps. The hours, locations and rates of parking structures as well as surface parking are located [here](#). The City of Green Bay encourages Event Organizers to consider the needs of Attendees with different abilities. The Special Events Coordinator can help you

identify ways in which to include handicapped-accessible parking.

Portable Toilets

The City of Green Bay strongly suggests that Event Organizers contract with a portable toilet company to provide adequate facilities for Attendees. While the City of Green Bay doesn't recommend any particular service, there are many companies operating in our community. The City also encourages Event Organizers to provide handicapped-accessible portable toilets.

Power or Utility Access

Special Event Organizers may request the use of power, or other utility, for Events. Depending on the location of the Event, Public Works or Parks may need to review the Event Organizer's request to ensure the availability of adequate power, electrical facilities and distribution. The Special Events Coordinator can help determine the location of these facilities, and obtain permits for connecting to utilities.

Depending on services required, additional fees for city services may be charged to the Event organizer.

Street Closures

Event Organizers may request a street closure in order to hold their Event, such as for a race, festival or market. Street Closures are managed by the Department of Public Works, and are coordinated through the Special Events Coordinator and Committee. Please select the street closure option on the application, and indicate the streets you would like to be closed on your Map of the Event.

Costs may be associated with street closures and other Department of Public Works Services. The Special Events Committee will present Event Organizers with estimated costs for street closures, and other services, upon acceptance of the application.

Tents

A tent is a structure, enclosure or shelter with partial or complete sidewalls ("drops"). Tents are constructed of fabric or pliable material supported in any manner. An open tent is open on all sides. You will need a permit from the Development Department if you will: a) erect a tent over 400 square feet (measure the separation distance from the point where the tent is anchored, not the sidewalls or limits of the tent); b) erect smaller tents where the aggregate area, erected within 12 feet of each other, is greater than 400 square feet; c) erect an open tent over 700 square feet; d) erect smaller open tents where the aggregate area of the smaller open tents, erected within 12 feet of each other, is greater than 700 square feet; e) use electricity in the tent or for the Event.

Please check [this](#) for more information and for the PDF application. Event Organizers will need to submit the tent application to the Special Events Coordinator at specialevents@greenbaywi.gov.

Water Access

An Event Organizer's access to water depends on the location of the Special Event. Most City of Green Bay Parks, such as CityDeck and Leicht Memorial Park, have water access. Please consult with the Special Events Coordinator if you have questions.

Frequently Asked Questions and Tips

Frequently Asked Questions

- What happens if the Special Event Committee (SEC) denies the Event?
 - The Event Organizer may appeal a denial of a Special Event application to the Protection and Policy Committee and then to the Green Bay City Council. Because these two meetings occur twice a month, please allow adequate time between your appeal application and the Event date.
- Can I move my Event to another location after my application is completed, accepted, and approved?
 - Event Applications are approved and costs are estimated based on time, place and activity level. Once the application is accepted, the Special Event Committee may reject an application for a new location or may charge the Event Organizer for a new Event.
- When will I know how much city services will cost?
 - If Event Organizers submitted their complete application within the 60 day timeframe, and the Event Organizer has responded to requests from the Special Event Committee, then the Special Events Committee can notify the Event Organizer of costs with the acceptance letter.
- Can I have alcohol at my Event?
 - Yes, with some caveats. Please see the section on Picnic Licenses and the section on the Police Department for more information. You will need to contact the clerk's office directly at clerkinquiries@greenbaywi.gov or 920-448-3010.
- Can I sell items (vendors and concessionaires)?
 - Yes. There are certain parks where vending is permitted, please see the section on Concessions for more information.
- I want to hold a protest/demonstration/rally, is that a special Event?
 - Protests, demonstrations or rallies are our first amendment right. The City of Green Bay may regulate time, place and manner of said Events.
 - Organizers may complete a Special Event application, especially if the Organizers have
 - Time to plan
 - Expect a large number of attendees
 - Organizers may engage the Police Department directly, especially if the Event is likely to be controversial.
 - Like other Special Events, Organizers may be billed for City Services.
- I would like to make a film or hold a photo shoot in Green Bay. Are these Special Events, and what do I need?
 - We have a special section in our application for filmmaking and photo shoots. We ask for locations and hold harmless agreements from videographers and photographers.
 - There are areas where filming is prohibited, please check with the Special Events Coordinator for more information.
- Can I have a motorcycle ride in Green Bay?
 - Yes. This is probably a Special Event, so Event Organizers should complete an application.
 - The Police Department may proactively investigate complaints of, and cite as necessary, all motorcycles involving Wisc. Stat. §347.39(2) which covers illegal exhaust, noise from mufflers and modified exhaust systems.
- I want to reserve a shelter for a private party. Is that a Special Event?
 - No. While Special Events take place on public property or in the Right-of-Way, rentals of shelters in parks for private use are not Special Events.
 - If the Event Organizer rents a shelter for use during an Event which is open to the public, then it would be considered a Special Event, and the Organizer should complete an application.
- Does my Event need a medical plan?
 - Yes all Events need medical plans.
 - Some Events may be covered by on duty crews, whereas others may require their own EMS staffing. The determination for use of on duty crews will be made by the Green Bay Metro Fire Department.
 - Events that may require their own Event EMS staff include those that have participants and Event staff;
 - Performing physical activities

- Are held in severe weather environments
 - Have a large amount of people attending.
 - Cover a large geographical area.
- The aforementioned list is meant to serve as examples and is not an exhaustive list of Events that may require an EMS presence.
- Do I need insurance for my Event?
 - It will depend on the type of Event that is being held, but more than likely you will need Event insurance for you Event. The SEC will inform you if you need insurance and what the requirements of the insurance will be. If insurance is required, the Event Organizer must submit a certificate of insurance that meets the requirements of the Risk Management Department. This is necessary for approval and a Special Event Permit.
- Can I close off a street for an Event?
 - Yes. Street closures are a great way to host a Special Event. The SEC will approve the street closure plan. Please note there may be additional costs for street closures. You will also be required to notify businesses and home owners who will be affected by the closures.
- What do I need to do if my Event is occurring in multiple municipalities?
 - If your Event is occurring in multiple municipalities you should contact every municipality where your Event will occur. You may also need to contact Brown County for County-managed properties. For example, the Fox River Trail is managed by the City of Green Bay in City limits and outside of City limits is managed by Brown County.

Tips for a Successful Event

- When your Event requires numerous volunteers, establish a clear means of communication with those volunteers during the Event.
- Communicate “see something, say something” to vendors and volunteers.
- Wi-Fi access--although the City of Green Bay can’t recommend or create additional Wi-Fi access for your Event, if you have organized a large, outdoor Event, having a dedicated Wi-Fi access for your staff, volunteers, vendors, and Attendees may be useful.
- Consult a weather app, and create a plan for inclement weather or sudden weather Events. Please also use the rain date provided in the application.
- Create “go-bags” for volunteers which would contain items for wound care. Please consult with the Special Events Coordinator for suggestions.
- Consider how your Event will impact the community around the location, such as
 - which businesses or residences will have limited access and for how long (due to road closures or the placement of the Event)
 - how sound may travel to surrounding businesses or residences
- Placing door hangers on the residences or businesses that will be impacted by your Event, giving the Event hours, expected number of Attendees, Map of the Event.
- Suggested Special Areas in your Event
 - Reunification area. Publicize and clearly demarcate this area at your Event.
 - Kids’ Zone
 - Volunteer Rally Area
 - Picnic License Area (where fermented malt beverages will be sold and served)
 - Attendee sign-in (especially for a race)

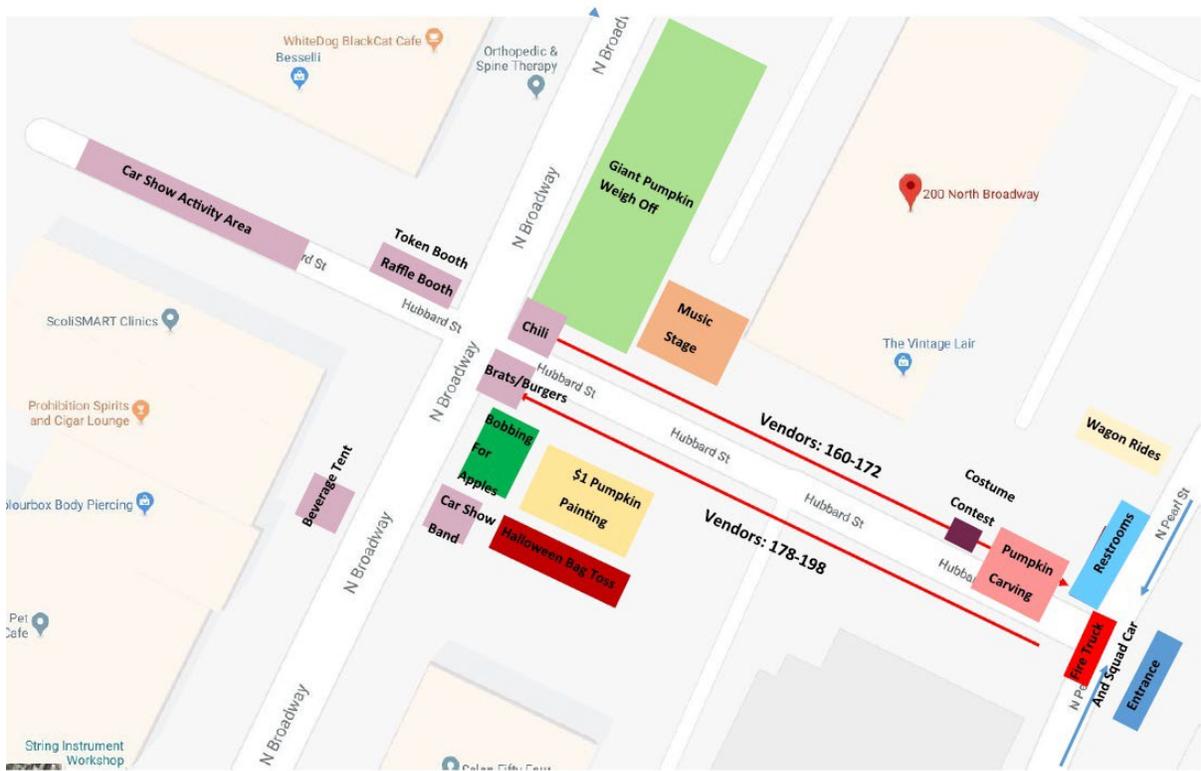
Addendum

Map of the Event

Map Key

- █ Start/Finish Line with Inflatable Arch using sandbag weights
- Course Path and Direction
- █ MC Booth - PA System facing west towards river (with 10x10 pop up tent)
- █ Registration & Booth Setup (with 10x20 & 10x10 pop up tents)
- █ Portable Restrooms (on sidewalk facing street)
- █ Post Race Item Tables (6 foot folding pastic)
- Paired Recycling and Trash Receptacles

414 Events - Sweet Home Green Bay 5k
Start/Finish Line - Site Map



Neighbor Notification

Hello, Neighbor!

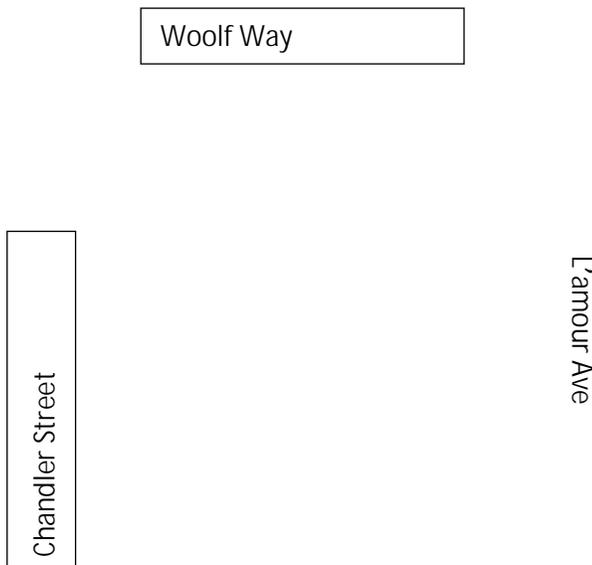
We'd like to let you know we're having our harvest festival on

Saturday, July 10

From 1:30 pm to 9:30 pm

Please join us for family fun! We'll have face painting, a hay ride, music (starting at 5 pm and ending at 9 pm), and lots of food tents.

We're going to block off Chandler Street from Woolf Way to Wright Blvd, and then L'amour Avenue from Woolf Way to Wright Ave. The streets will be closed from noon to 10:30 pm. See map below.



Food tents

Attendee parkers will be directed on these streets

To find out more information, please go to www.harvest.fes or call 920-555-1111.

2020 Special Event Fees

	City of Green Bay Resident Application Fee	Non Resident App fee	Late Application Fee	First time Event additional fee	Event location change fee	Event Cancellation Fee
simple neighborhood association park Event	0	n/a	25	0	n/a	0
simple neighborhood association block party	0	n/a	25	0	n/a	0
simple small non-profit park Event	25	n/a	25	50	0	10
simple small non-profit block party	25	n/a	25	50	0	10
small athletic Event	100	150	50	175	25	25
small Event (all others)	50	75	25	88	13	13
medium athletic Event	200	300	100	350	50	50
medium (all others)	175	263	88	306	44	44
large athletic Event	300	450	150	525	75	75
large Event (all others)	275	413	138	481	69	69
small-budget film/photography	25	38	13	n/a	6	6
Special Hazard Event	500	750	250	875	125	125