SPECIAL EVENT GUIDE

Introduction

Grand Chute, Wisconsin hosts a variety of special events. These events enhance the lives of our citizens and attract visitors to our area. The Town of Grand Chute is committed to supporting quality special events throughout the community. If you are planning a first time event or simply making site or program changes to an annual event, give us a call before you complete your event plans. Town staff members have valuable experience with hundreds of events and want to see your event succeed. Whether you are wondering about the availability of a site or seeking technical assistance with traffic and safety planning, a preliminary conversation with Town staff may help you save valuable time and provide you with initial guidance in the development of your special event plan.

In order to help event organizers coordinate their plans with Town requirements, we have compiled this Special Event Guide, containing application forms, policies, and related materials involved in the Town's review and approval process. Please read this Guide completely, even if you have planned events before.

Members of the Special Events Committee are available to answer questions about your event, either before filling out your application or at any time during the approval process. Their names and telephone numbers are listed below. If necessary, a meeting with the Special Events Committee will be arranged to discuss your application. We want to ensure that your event will be a safe and enjoyable event for everyone.

Special Events Committee Members

Kayla Raatz, Town Clerk	920-832-5644
Matt Kasriel, Fire Department	920-832-6050
David Maas, Police Department	920-832-1575
Greg Koch, Public Works/Parks	920-832-1581
Cary Nate, Inspections	920-832-1599

Because the Special Events Committee makes recommendations on license approval or denial, you will find it beneficial to begin your planning process with the team early.

Consider how your event impacts the community

As you begin the preliminary plans for your event, think carefully about the impacts and benefits the event brings to a community.

Following are some common impacts that thoughtful planning can help reduce:

- Remember, when you close a street, even for two or three blocks, this can affect traffic for miles around as traffic is rerouted or turned away.

- Does your street closure block or impede access to police stations, fire stations, hospital emergency access routes, churches, schools, businesses or residences?

- How does your event affect our public transportation system with regard to bus routes or airport access? Are alternate routes available to accommodate the numbers of people who use public transportation?

- Are you planning to serve alcohol at the event? How will the use of alcohol affect the tenor, participant safety and enjoyment of the event, as well as security and insurance costs?

- What type of music will be featured at the event? How will the noise impact the surrounding neighborhood? What type of audience behaviors and crowd numbers may result from the type of music planned?

- Have you made plans to ensure that your event is accessible to the disabled? (Disabilities include, but are not limited to, vision, hearing and physical limitations.) Is parking readily available? Will portable toilets accommodate wheelchairs?

- What other events are planned throughout the Town on the chosen date of your event? Will they reduce attendance at your event or inhibit the ability of the Town to provide necessary staffing?

What is a Special Event?

The Town of Grand Chute's Special Event Policy defines a special event as events that include, but are not limited to, fun runs, roadway foot races, fundraising walks, bicycle races, parades, carnivals, shows, gatherings, circuses, block parties and festivals, and/or involve one or more of the following factors:

- The event is to be conducted on public property or right-of-way; or the event is to be conducted on private property, and is open to the public and not within the normal and ordinary use of the property.

- The event will cause a significant impact on traffic congestion or traffic flow to and from the event over public streets or rights-of-way, or will significantly impact public streets or rights-of-way near the event.

- The event is likely to create the need for town-provided emergency services, such as police, fire or medical aid.

- The event will have a presumptive impact on neighboring properties.

- The nature of the event requires additional permits, inspections, or variances.

- The event will be held at a town park, and expected attendance will exceed the maximum capacity set by the Park's Department. Such special event permit shall be in addition to any street, park use, or other regular permits as may be required by ordinance.

- The Town reserves the right to deem an event a "Special Event."

What is not a Special Event

A special event permit is not required for the following, unless the event is deemed to have a significant impact on town services and/or the community:

- Parades, athletic events or other special events that occur exclusively on town property and are sponsored or conducted in full by the Town of Grand Chute.

- Funeral and wedding processions.

- Military Convoys.

- Groups required by law to be so assembled.

- Gatherings not exceeding maximum capacity in a town park, unless merchandise or services are offered for sale or trade.

- Temporary sales conducted by businesses, such as holiday sales, grand opening sales, or anniversary sales.

- Residential garage sales and rummage sales.

- The exhibition of films or motion pictures.

- Other similar events and activities which do not directly affect or use town services or property.

- A gathering for the specific purpose of expressive activity.

Who to Contact First

The Special Events license application process is coordinated through the Town Clerk's Office, 1900 W. Grand Chute Boulevard, Grand Chute, WI, 54913-9613. The application can be obtained from the Town Clerk or from the Town of Grand Chute's webpage: (http://www.grandchutewi.gov). Based on the nature of your event, a variety of permits may be required – this Guide will help you to identify the specific permits you will need.

Determine When and Where to Hold your Event

Will your event be held in one of the Town's Parks?

If you are considering holding your event in a Town of Grand Chute park, you will first need to contact the Grand Chute Public Works/Parks, to reserve the park. Additionally, the size of your event may dictate which of the Town's parks are best suited to your event. An employee of the Public Works/Parks Department will be glad to discuss your needs and find the best park to make your event successful.

Listed below are the Town parks and their capacities:

Parks Available	Pavilion Capacity
Arrowhead Park	Not to exceed 126 individuals
Carter Woods Park	Not to exceed 78 individuals
Lecker Park	No Pavilion
Lions Park	Not to exceed 71 individuals
Patriot Park	Not to exceed 62 individuals
Prairie Hill Park	Not to exceed 126 individuals
Town Center Park	Not to exceed 300 individuals

If you decide to have your Special Event in a Town park, you will be asked to complete an online Facility Rental Agreement and pay the appropriate fees. The fees for the park pavilions are the same; however, the extra amenities differ from park to park. All park rules, regulations and policies must be adhered to.

Will a public street or right-of-way be used or closed?

If yes, the Department of Public Works and the Grand Chute 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. Also, there may be some limitations on the use of certain streets during street construction season.

The barricading of streets is not provided by the Town. The Event Organizer or their contractor shall be required to provide an acceptably-prepared Traffic Control Plan (TCP) with the application for review and approval no less than 4 weeks prior to the event. The plan shall comply with the Federal Highway Administration's *Guide on Uniform Traffic Control Devices*, latest addition. Temporary Traffic Control devices/services shall be provided by a contractor which has extensive experience in the industry and is approved in advance by the Department of Public Works and Police Department.

Even if your event does not require street or sidewalk closings, it may generate unusual pedestrian and/or vehicular traffic. This not only affects the event's participants, but also those who live, work, and shop in the area surrounding the event's location. Changes in traffic flow must be considered in the planning process. In case of large events, consider establishing parking in other sites and shuttling participants to the event.

Also consider parking for the disabled. If there are not disabled parking stalls within a reasonable distance from your event site, you may discuss with the Grand Chute Police Department and the Department of Public Works ways to accommodate those with special needs.

A detailed map of the event location, proposed street closures, and intended route, if applicable, MUST BE PRESENTED AT THE TIME OF LICENSE APPLICATION.

Will alcohol be served?

If your event will be selling beer or wine*, a separate "Temporary Class B License" will be required. This license application may be obtained from the Office of the Town Clerk or may be found on the Town's website at http://www.grandchute.net/departments/clerk/general/liquor/ and must be filed no later than 15 days before your event. ***It is recommended that you submit this application at the same time you submit your special event application. The fee for this license is $10.00.***

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

Please also be aware that by having alcohol at your event, you may also incur greater costs and risks – please read the insurance requirement section of this Guide thoroughly.

Remember: You will also need to hire licensed bartenders to serve alcohol at your event. The Town Clerk will be able to provide you with information on how to obtain a Temporary Operator's (Bartender) License.

Helpful tips to organize a safe and successful event:

- Sales of beer or wine must be under the control of your organization at all times. You are the responsible, *legally liable* party if problems arise because of the improper conduct of your beverage servers.

- The legal drinking age is 21. Government issued identification shall be requested from anyone who appears under the age of 30. Proper identification must be issued by a governmental agency with the name, date of birth, a physical description and a photograph of the person presenting the identification.
- Do not sell, furnish or give beer or wine to anyone who is obviously intoxicated.
- Identify non-drinking designated drivers and offer them free non-alcoholic beverages. This can be done by providing colored wristbands or other means of easy identification.
- Limit sales or service of alcoholic beverages to two (2) drinks per person at any one time.
- Provide food at your special event.
- Prohibit anyone from bringing their own alcoholic beverages to your event.
- Provide adequate security at your event, especially if it is open to the public.

What security will be needed?

For the safety of your event's participants, security personnel may be required. Events including alcohol or minors may involve higher risk and may require more security.

Each event with 1,000 or more attendees must have security personnel at the rate of one security guard for every 250 people present if alcohol is available, or one security guard for every 600 people if alcohol is not available. One member of the security personnel must be designated as the "Head of Security" who can be contacted at any time by Police or Fire Departments.

The Police and Fire Department, depending on facts and circumstances specific to each event, shall have the discretion to modify this ratio, as they deem necessary.

Points to consider when planning security for your event:

- Entry points.
- Boundaries.
- Bordering streets between your event's location and parking areas.
- Parking lots.
- Site where admission is charged. You may want to consult with the police or an armored security system for transferring money.
- Doors of spectator areas to watch for suspicious behavior.
- Restrooms or concession areas.
- Restricted access areas such as locker rooms, reserved areas, medical/first aid centers, box offices or other key locations where the general public is not allowed.
- VIPs and public officials.

Will food be served or sold?

- If yes, you may need to obtain the necessary permits from the Outagamie County Health Department in addition to your Special Event license. You may contact the Department at 920-832-5100.

Will you be having a band or amplified music?

If your event will be having a band or amplified music, there are a number of items that must be considered.

- Is there a stage available at your proposed location, or will you need to obtain one?
- Is there sufficient electricity to supply the band's equipment?
- Will a tent be required? (see Fire Department section for tent regulations)
- What hours will the band be playing – will this comply with the Town's noise ordinance?

Noise is regulated within the corporate limits of the Town of Grand Chute. In general, the ordinance states that "no person shall make or cause to be made any loud, disturbing or unnecessary sounds or noises such as may tend to annoy or disturb a reasonable person in or about any public street, alley or park or in any private residence."

There may be times or events planned where strict adherence to the noise ordinance may be difficult or unreasonable due to special circumstances. When it is anticipated that this will occur, the Grand Chute Town Board will make the final determination regarding your request. This may take 30 days to complete, so plan ahead.

Planning for fire prevention and life safety

The Grand Chute Fire Department is committed to a fire prevention program that places a high priority on the safety and welfare of the public while minimizing potential fire and life safety hazards. Establishing fire prevention and life safety procedures at your special event is an essential component of the event planning process.

Items evaluated include general fire and life safety, crowd capacity, access for emergency vehicles, configuration and identification of all vendors cooking with flammable and combustible liquids and/or gases, or potentially hazardous cooking appliances.

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

If yes, you will need to contact the Grand Chute Fire Department for the necessary permits and regulations. Permits must be applied for a **minimum of 7 days prior** to the event.

The use of any pyrotechnic device shall be handled by a professionally managed firework company, who have competent trained adult operators and shall be of such composition, character and be located, discharged or fired as in the opinion of the Fire Chief, or his/her designee, shall not be hazardous to property or endanger any persons. Town Ordinances and State Statutes shall regulate the outdoor use of pyrotechnic devices.

Will you be erecting a tent, canopy, membrane or other temporary structure?

To operate or erect a tent in excess of two hundred (200) square feet you will need a permit from the Grand Chute Fire Department. Tents, canopies, and membrane structures are all regulated within the Town of Grand Chute. Please contact the Fire Department for additional information.

In addition, if this tent is to be erected in a Town park, special approval may be needed from the Grand Chute Parks and Recreation Department.

Risk Management/Insurance requirements

Risk Management in special events is defined as “Recognizing the possibility of meeting danger or suffering harm or loss and organizing or planning to minimize or eliminate said danger, harm or loss.” Ensuring that appropriate risk management practices are in place is a priority for the Town of Grand Chute.

Some areas of risk management that should be observed by special event organizers:

- Develop volunteer management practices – identify who is in charge and communicate this to all volunteers. Monitor the event volunteers to ensure that the necessary work is being completed.

- Be clear about the role of the Grand Chute Police Department at your event and enhance communication throughout the event.

- Consult with police and emergency personnel for input and advice while developing the safety/risk management plan.

- Be aware of safety standards and/or inspections related to buildings, vehicles, carnival rides and tents, ensuring safe egress from tents and fenced in areas.

- Have emergency plans specific to the events activities, including communication and responsibilities, coordination with authorities, weather conditions, lightning, and personal and property damage.

- Coordinate fire safety/protection for all tents and commercial cooking functions, and the safe handling of propane gas.

- Inform all participants of safety requirements specific to events that take place on waterways.

- Do a "walk through" of the event, looking out for tent stakes and ropes, electrical connections, compressed gas cylinders like helium, cables and hoses across walkways, absence of barriers to restricted areas; try to see the grounds through the eyes of an excited youngster or a not so nimble senior.

Insurance coverage (A Certificate of Insurance or a Hold Harmless Agreement) may be required for every special event held in the Town as a condition of issuance of this permit. Proof of coverage will include naming the Town of Grand Chute as an additional insured. The amount and type of insurance coverage varies, although $1 million to $2 million is a typical level.

If you need assistance obtaining insurance for your event, contact an insurance broker.

<u>Inform and train volunteers</u>

Volunteers are often critical to a successful event. They should be briefed prior to the event on what they may and may not do. They should be thoroughly informed and it is often a good idea to provide them with job descriptions. Tell them who is in charge and who to contact if a problem develops. Be sure they are familiar with the building or event area so they can direct people to restrooms, fire exits, or other key locations.

Remember, the volunteer's task may seem clear to you, but they are not as familiar with all of the plans you have made.

Make your volunteers easily identifiable to those attending your event; provide them with vests, pins, armbands, hats, etc.

Toilet facilities and cleaning up after your event is over

Event planning should include requirements for sanitation and waste management plans. An event that does not provide for the personal comfort of patrons, or leaves an unsightly mess with litter and trash strewn about, will hurt its own future and will negatively affect the image of the Town.

Portable Restrooms. Special events held in parks, in open spaces, and on public roads may require portable restrooms. Guidelines for the number of portable restrooms required are as follows:

Special Event Chart for Portable Restrooms
Number of Units required when no pumping service is provided
50/50 Mix of Men and Women
One unit provides approximately 200 uses.

Average hours at the event

Ave. Crowd size	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
10,000	15	25	38	50	63	75	88	100	113	125
15,000	20	38	56	75	94	113	131	150	169	188
20,000	25	50	75	100	125	150	175	200	225	250
25,000	38	69	99	130	160	191	221	252	282	313
30,000	46	82	119	156	192	229	266	302	339	376
35,000	53	96	139	181	224	267	310	352	395	438
40,000	61	109	158	207	256	305	354	403	452	501
45,000	68	123	178	233	288	343	398	453	508	563
50,000	76	137	198	259	320	381	442	503	564	626
55,000	83	150	217	285	352	419	486	554	621	688
60,000	91	164	237	311	384	457	531	604	677	751
65,000	98	177	257	336	416	495	575	654	734	813
70,000	106	191	277	362	448	533	619	704	790	876
75,000	113	205	296	388	480	571	663	755	846	938
80,000	121	218	316	414	512	609	707	805	903	1001
85,000	128	232	336	440	544	647	751	855	959	1063
90,000	136	246	356	466	576	686	796	906	1016	1126
95,000	143	259	375	491	607	724	840	956	1072	1188
100,000	151	273	395	517	639	762	884	1006	1128	1251

Refuse collection and site cleanup

The event sponsor must have a litter control plan in place and pick up litter before, during, and after an event that is open to the public. A recycling plan must also be part of the waste management plan.

The event organizer is responsible for setting trash cans at various locations and emptying them during the event to prevent overflow. If food vendors are a part of the event, waste management will require more effort and expense on the part of the organizer.

The Town of Grand Chute does not provide dumpster services for Special Events. If your event will generate enough trash to require a dumpster, it is the sole responsibility of the user to arrange for the drop-off / pick-up of the dumpster(s) so the facility you are hosting your event in is left clean. If you decide to not arrange for a dumpster and the facility requires additional clean-up at the conclusion of your event, you will be charged for all the time and material needed for the clean-up efforts. A clean-up deposit may be required.

Medical Services

When planning a special event, there are important considerations regarding your first aid needs:

- How many people will be attending your event? Medical demands vary. An event hosting 200 people will have different first aid needs than an event with 5,000 or more participants.

- Is your event being held during daylight hours or is it a night event? If it is held during nighttime hours, is there adequate lighting in the area?

- Does your particular group have any potential health issues that should be taken into consideration?

- What time of year is your special event being held? Do you anticipate hot weather, cold weather, wet conditions, or excessive insects? Do you have a plan in place to monitor weather conditions prior to and during your event? Have you created an emergency severe weather plan?

- What is the length of the event? Does your event run for a few hours, a full day or is it a multi-day event?

- Will there be alcohol available?

- Is there a single location for your event? Will there be multiple venues, such as in a foot or bike race?

- Have you encountered any first aid related problems with the event in the past?
- If this is an athletic or sporting event, how strenuous is the activity?

It is recommended that every special event have a first aid kit easily accessible on the event site. The first aid kit should contain, at a minimum: compresses, ice packs, bandages and antiseptic.

Depending on your answers to the previous questions, we will need to determine the appropriate level of medical services for your event.