VILLAGE OF ALLOUEZ

RUNS/WALKS AND SPECIAL EVENT APPLICATION/PERMIT

Parks and Recreation Department · 1900 Libal St. · Allouez, WI 54301

Application Submittal fee: $25 for Allouez Residents/ $50 for Non-Allouez Residents

This application must be submitted with payment for approval no less than four (4) weeks prior to date of the event.

Complete the following information:

Is this a re-occuring event ____YES ___NO (New applications must be approved by the Village Board)
**As of August 7, 2010 the Village Administrator, with department head recommendation, is authorized to approve reoccurring events. Village Board will be notified of the event.*

ORGANIZATION/LEAGUE NAME:_____

____Individual ____Partnership ____Corporation ____Association

EVENT NAME:_____

Main Contact:_____ Email: _____

Address:_____ City/State/Zip:_____

Primary Phone:_____ Other Phone:_____

EVENT INFORMATION

Date of Event:_____ **Time of Event:** Start Time:_____am/pm

End Time:_____am/pm

Number of participants/spectators expected:_____

Please provide the Village with brief information on your event (i.e. what is your event, what groups/charities does it support, etc.)

_____

_____

_____

_____

Please answer the following questions:

1.) Is this event a run/walk? ☐ YES ☐ NO

** If **YES**, please continue with questions below. If **NO** please skip to question 2.

1a.) Location or route of event (**please include map**)_____

1b.) How will the route be marked? _____

1c.) How will route monitors be identified?_____

1d.) Other traffic control provisions?_____

2.) **Will you need stand-by rescue services?** ☐ YES ☐ NO

** If **YES** stand-by Allouez rescue squad service is requested, please contact Green Bay Metro Fire Department for cost. **If you request police coverage**, you must contact Brown County Sheriff's Department and arrange for coverage with them. Allouez does not provide police coverage.

3.) **Will you be selling any goods?** ☐ YES ☐ NO

If **YES a vendor permit is required and village board approval. Extra fees will apply for this.

4.) **Will you be selling any alcohol?** ☐ YES ☐ NO

If **YES a temporary sellers permit is required and village board approval. Extra fees will apply for this.

5.) **Will you be requiring any Village Facilities**? ☐ YES ☐ NO

If **YES please complete a Facility Reservation Form. Extra fees will apply for this.

6.) **Will you be requiring any Village Athletic Fields or Courts?** ☐ YES ☐ NO

If **YES please complete an Athletic Facility Reservation Form. Extra fees will apply for this.

Conditions of Permit:

1.) All street intersections along the event route are to be supervised by person 19 years of age or older.
2.) Events will allowed only during daylight hours.
3.) No events will be allowed during regular week day rush hours.
4.) The Village of Allouez will not provide barricades for any events; however the Village will provide traffic cones on an availability basis. The cones must be picked up and returned by the event sponsors. The Village will charge for any missing traffic cones. The village may require a cash deposit from which the cost of missing cones will be deducted.
5.) For all walk/run events, any permanent markings of course is prohibited. Event organizers shall use only temporary signs, paint, chalk, etc.
6.) The permitee at its sole cost shall obtain and maintain general liability insurance for the activity in the minimum amount of $1,000,000.00 for damages arising out of personal injuries to any one person and $250,000.00 for damages to property, in any one accident, and shall furnish the Village with a certificate of insurance naming the Village as an additional insured not less than five (5) business days prior to the start of the event. The permitee (and in case of individuals, partnership and associations, the names responsible person and the person signing this agreement) shall indemnify and save harmless the Village and its officers, employees, and representatives, against any and all injuries and damages to persons and property, and shall defend, indemnify and save harmless the Village and its officers, employees and representatives from any and all claims, demands, suits, actions, costs, expenses and proceedings of every kind and nature, except for claims for injuries and/or damages caused in whole by the negligence of the Village, its officers, employees or representatives, which in any way results from or arise out of such activity.
7.) **MUSIC/DISC JOCKEYS/NOISE:** Ord. 302-5 The use of sound amplifiers outside buildings within the Village of Allouez is prohibited without a permit to do so from the Village. A sound amplifier shall not be operated between 10pm-7am or in the vicinity of churches while services are being conducted or near schools that are in session. The village may order a reduction in the volume of an amplifier on complaint being made by a citizen, or when such loud speaker is a nuisance because of the volume, the method in which it is being used, or the location in which it is being operated. Disc Jockeys and Bands are welcome inside Green Isle Park pavilion.
8.) **PORTABLE TOILETS:** When crowd size exceeds the capacity of the permanent toilet facilities, additional toilet facilities must be provided by the renter. There shall be 1 toilet unit for every 100 people. Toilets must be removed following the end of the event. Portable toilets that are on site must also be pumped out by the renter during the event, if necessary, and after the event.
9.) **SALES:** No person shall vend, sell or offer for sale any food, beverage or other commodity or article to the public without authorization from the Village Board. Individuals or groups obtaining such authorization are responsible for obtaining all necessary permits/licenses for their function.
10.) **EVENT SIGNAGE:** As an informational Public Service Announcement, event promotional signage is not allowed on public property in the Village of Allouez prior to an event per Village policy and recent case law. Such public properties include, but are not limited to, village parks and trails, parkways, street right of ways, village facilities, and other public properties.

_____ _____
Signature of Responsible Person Date

Date of Approval by Village: _____ Signature of Administrator: _____

STAFF APPROVAL: Review for other events that may conflict with this request, street repairs/construction that may interfere or if rescue services are requested. *Please approve with signature and date below.*

Public Works Director_____ Assistant Fire Chief_____

Park and Recreation Director_____ DEO Officer_____