



SPECIAL EVENT LICENSE APPLICATION

License Requirements & Regulations

1. **Special event** means a temporary gathering of people involving at least one of the items listed below. The village manager shall have the exclusive authority to determine whether an event meets the definition of “special event.”
 - A public event on public property;
 - A public event on private property, unless controlled by a conditional use permit per Chapter 122 of this Code;
 - Neighborhood block party;
 - Parade, street fair;
 - Street closure;
 - Carnival, circus, theatrical performance, exhibit
2. **Application:** Applications must be received by Clerk Services 45 days prior to the event.
3. **Duration of Event:** Special events will not be open between the hours of 11 p.m. and 6 a.m. Music or amplified sound is not allowed between 10 p.m. and 7 a.m.
4. **Compliance with Village Ordinances:** Special events must comply with all applicable village ordinances and requirements, including but not limited to traffic rules, street closures, park rules, state health laws, fire codes, building codes, zoning, food service, and fermented malt beverage and liquor license requirements, unless otherwise waived herein. Applicants shall use all reasonable efforts to ensure that participants/attendees comply with all village ordinances and requirements.
5. **Application Approvals:** The approval of any special event license application shall always be conditioned upon the approval of all other necessary permits, licenses, and inspections when the following conditions apply:
 - a. A temporary extension of an existing licensed premises (fermented malt beverages and/or intoxicating liquor license);
 - b. Temporary Class “B” license for the sale of fermented malt beverages;
 - c. Temporary “Class B” license for the sale of wine;
 - d. Tents erected for use at the special event;
 - e. Food peddler license;
 - f. Park rental permit;
 - g. Fireworks displays
 - h. Any other permit or license required by ordinance of the Village of Menomonee Falls.
6. **Parking:** A special event application shall include a plan identifying areas that may be reasonably expected to be utilized by event participants for off-street parking. The applicant shall take all reasonable precautions to minimize adverse effects on the neighborhoods directly affected by parking and traffic related to the event.
7. **Toilets and Sanitation Facilities:** The applicant shall ensure that adequate toilet and sanitation facilities are available to all attendees during the special event, at its own cost.

8. **Security:** The applicant shall work with the Village of Menomonee Falls Police Department to create a security plan if the special event is open to the public, or includes the sale of merchandise or alcohol beverages. See page 3.
9. **Illumination:** If the special event is to continue during hours of darkness, it shall comply with all applicable village regulations related to illumination. (Sec. 122-651)
10. **Fire Prevention and Detection:** All fire protection applicable to the special event activities on the premises, shall be provided by the applicant as required by the Fire Prevention and Protection Code, including alarms, extinguishing devices, fire lanes, and fire escapes, if warranted by the type of special event. (Chapter 46, Article III)
11. **Refuse Removal:** The applicant shall be responsible for taking all reasonable efforts to pick-up litter, refuse, and recycling during the event, and for removing all litter, refuse, and recycling generated by the special event within 12 hours after the conclusion of the event, or in the case of an event over several days, each day at the end of that day's event.
12. **Events of Private Property:** If the event is to take place on private property the applicant must obtain permission of the property owner to use the property for the special event. The applicant must submit with the application the written evidence of the permission of the property owner to use the property for the special event.
13. **Notification to Neighbors:** If the special event will require closing or partially closing one or more streets, the applicant shall provide reasonable advance notice to property owners abutting the location of the special event at least (10) ten days in advance of the event. The names and addresses of all affected neighbors, businesses, or schools must be submitted with the application. The applicant shall include the date, time, and location/route to all parties that abut the location of the special event and any other areas required during review by village departments.
14. **Barricades:** Barricades shall be required for street closures; and may be required by a security plan. Applicants shall use only barricades provided by the village. All barricades used for a special event shall meet standards set forth in the Manual on Uniform Traffic Control Devices.
15. **Music or amplified sound:** Sound levels generated by the special event shall not exceed a level which unreasonably disturbs the peace and quiet of residents in the vicinity of the special event, taking all circumstances into consideration. (Sec. 62-116) In addition, there shall be no music or amplified sound between 10 p.m. and 7 a.m.
16. **Insurance:** Insurance may be required and a certificate of insurance submitted to the Village of Menomonee Falls for a parade or street fair or for an event where the village manager requires insurance. See page 3.
17. **Special Event Cancellation or Suspension:** The village manager may suspend or cancel a special event license at any time and without prior notice if:
 - a. The special event applicant fails to comply with any conditions placed on the license;
 - b. The applicant violates the requirements of this article or any other applicable federal, state, local laws;
 - c. Conditions exist which would adversely affect public health or safety;
 - d. Conditions exist that would place facilities, grounds, or other natural resources at a substantial risk of damage or destruction if the special event were permitted to take place.
18. **Penalty:** Any person convicted of violating any of the provisions of the special event license ordinance or any of the conditions of the license shall be subject to forfeiture as provided by Section 1-7 of the Menomonee Falls Municipal Code.

Safety & Security Plan Items – if required

The **Safety Plan** should include:

- Diagram showing the layout of event activities
- First aid and emergency response procedures
- Emergency contact information
- A designated “lost child” area
- A plan for information communication to staff and volunteers during the event
- Plan for evacuation of attendees in the case of fire, accidents, severe weather, etc.?
Describe

The **Security Plan** should include, but is not limited to:

- The hiring of private security companies and licensed professional emergency medical services
- Plans for crowd control
- Plans for alcohol containment (i.e. beer gardens)
- Plans for securing valuables

Plans including street closures and parking must take into consideration the safe ingress and egress of emergency vehicles. If there will be any extraordinary security measures including searches of persons or vehicles, the applicant shall submit that plan as a separate Attachment to the application.

Village of Menomonee Falls Police and Fire Department representatives may make additional recommendations after review of the Safety and Security Plans.

Insurance Requirements – if required

The applicant shall file with the village clerk a certificate of insurance for a parade or street fair or for an event where the village manager requires insurance. The applicant shall obtain, at the applicant’s sole expense, a policy of public liability insurance from an insurer licensed to issue policies in the State of Wisconsin, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, with an endorsement naming the Village of Menomonee Falls as an additional insured and loss payee. When insurance is deemed necessary, a special event license will not be issued until a certificate of insurance is received by the village clerk.



SPECIAL EVENT LICENSE APPLICATION

Supporting material, if required, must be attached to the application. Additional information may be required upon review by village departments. Application must be filed 45 days prior to the event.

Event Name: _____

1. Duration of event and hours of operation:

- Pre-event set-up (if applicable) (date) _____ (time) _____
- Event (dates) _____
 - Event begins time _____ am or pm (circle one)
 - Event ends time _____ am or pm (circle one)
- Post-event clean up (if applicable, must be completed 12 hours after the conclusion of the event, or for events over multiple days, at the end of that day's event)

2. Attendance, maximum daily peak number of people expected to attend: _____

3. Location of event including street address, if a route attach a diagram or map with the route identified:

4. Applicant:

- Name _____
- Home address _____
- Phone number _____
- Age _____ E-mail _____

5. Organization:

- Name of organization _____
- Address of organization _____

- Applicant's relationship to the organization (if applicable)

6. Contact person for the duration of the event, including pre-event and post-event time frame(s). The phone number must be a number that the contact person can be contacted at any time during the pre-event, event, and post-event time frame(s).

- Name _____
- Phone number(s) including area code _____
- E-mail address _____

7. Description of event (include purpose, features, schedule)

<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

8. Describe the parking plan for the event, include any areas reserved for off street parking to be utilized by event participants. Attached a diagram if needed.

<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

9. Describe how the event will be promoted or advertised; will there be an admission fee, charge to access the event, or donation?

<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

10. Describe any event issues or challenges and your plan for addressing those issues or challenges.

<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

11. Applicant must complete Pages 4, 5, and 6 and attach to this application form.

12. Incomplete applications will be returned to the applicant.

I, the undersigned/applicant certify that the statements contained in the Special Event License application and attachments are true, accurate, and complete to the best of my knowledge and belief. The applicant understands that information on this application and collected as part of the licensing investigation becomes a public record and is subject to disclosure to the public upon request. The applicant also understands that the organizer agrees to indemnify and to hold harmless the Village of Menomonee Falls and its departments, employees and agents from any liability to any person resulting from any damage or injury to property or any person which occurs in connection with the permitted event caused by any actions or inactions of the event organizer, the organizer's officers, employees, or agents, or any person under the control of the event organizer.

Applicant Signature

Date: _____

Applicant Printed Name

Return this application and all supporting documents to:
Village of Menomonee Falls
Clerk Services
W156N8480 Pilgrim Road
Menomonee Falls, WI 53051

Additional Licenses				
Please answer all questions		Check One		
		YES	NO	
1.	Will beer or wine be provided or sold?			If yes, temporary beer and/or wine license maybe required – contact Clerk Services Fee - \$10.00/day/location
2.	Existing beer and /or liquor license holder, will you be serving in an outside area not enclosed within the building			If yes, need to apply for an unenclosed premise license – contact Clerk Services Fee - \$50.00
3.	Will tent(s) be used at the event?			If yes, need to apply for a tent permit – contact Department of Community Development Fee-\$100.00
4.	Will there be fireworks at the event?			If yes, need to apply for a fireworks permit – contact Clerk Services Fee-\$100.00
5.	Will a village park be used for the event?			If yes, need to apply for a park permit to reserve a park location– contact Clerk Services Fee-varies
6.	Will food be sold or provided to the public from any type of vehicle at the event?			If yes, need to apply for a food peddlers license – contact Clerk Services \$50.00/year/person/vehicle

Additional License Questions				
Please answer all questions		Check One		Description (how many, what, where, why if applicable)
		YES	NO	
7.	If you are planning on using a tent; provide a diagram of where the tent will be located and note the location of stakes or weights. If stakes are being used to secure the tent, underground utilities must be located prior to the pounding of stakes. (Call Digger's Hotline for private property at least 10 days prior to set-up)			
8.	Will food be served at the event? If yes, contact Waukesha County Health Department 262-896-8300			
9.	Will music be provided or any type of amplification equipment used at the event?			
10.	Will any games of chance be used at the event? Example- Bingo or raffles. If yes, contact the State of Wisconsin Department of Administration for license requirements			
11.	Is outdoor lighting required for the event? If so, describe.			
12.	Will the event include amusement games and or rides? If yes, have the required inspections been arranged? Describe			
13.	Will streets/roads be closed in order to hold the event? If yes, provide a diagram or map of the area(s) where the streets will be closed and times. If yes, notification to neighbors is required, see # 14.			

Additional License Questions				
Please answer all questions		Check One		Description (how many, what, where, why if applicable)
		YES	NO	
14.	Is the applicant required to notify neighbor(s)? If yes, provide names and addresses of all abutting properties			
15.	Will you need barricades? The village will determine the number and placement of barricades.			
16.	For parade or walk/run events, has a complete time schedule and location itinerary of the parade staging and route been submitted? Submit with application.			
17.	Will the event take place on private property? If yes, applicant must submit, in writing, permission to use private property.			
18.	Is the event open to the public, or include the sale of merchandise or alcoholic beverages? If yes, contact the Menomonee Falls Police Department at 262-532-8700 to discuss a safety and security plan. See License Requirements & Regulations sheet for a list of items that may be required.			