

City of Edgerton
PUBLIC EVENTS PACKET

CONTENTS

Administrative Policy Statement	pages 1-3
Deposit Amounts for City Facilities	3
Application Form	4-5
Public Works Agreement Form	6
Security Agreement Form.....	7
Facility & Equipment Needs & Costs (optional)	8
Use of the Pulling Track at Racetrack Park (optional)	9
Payment by Credit/Debit Card (optional)	10
<u>Temporary Seller's License Form for Beer and/or Wine</u> (optional) ..	<u>link</u>

ADMINISTRATIVE POLICY STATEMENT

PURPOSE: To establish a procedure which permits individuals, organizations and agencies to conduct public events on public property or City-owned property in accordance with the Edgerton Code of City Ordinances.

SCOPE: This policy defines, regulates and sets forth minimum standards which will control the application process, scheduling, conduct and clean-up of public events.

EVENT CATEGORIES:

1. *Street Closing* - An activity requiring the temporary blocking or lane closing of a public right-of-way for the purpose of conducting a parade, march, run, walk, or other public assembly which would restrict the flow of vehicular traffic.
2. *Park Event* - An organized activity held within a park including a parade, march, run, walk, or event requiring the exclusive use of a portion of the park.
3. *Financial Gain Event* - Financial gain, for the purpose of this chapter, includes, but is not limited to, events or activities at which any type of concessionaire sales occur, a registration fee is charged, or an admission fee is paid.

PROCEDURE:

1. Applications will first be presented to the appropriate department heads by the applicant, processed through appropriate channels including City Clerk, and then sent to the Common Council for final action.
2. Applicants requesting a special event beer license may be required to appear before the Finance Committee. Applicants need to apply at City Hall for an additional liquor license packet along with proof of liquor liability insurance.

STATEMENT OF POLICY:

1. For larger events, the City Council may decide the amount of deposit to be made with the application.
2. All required fees must be paid once the fees are determined.
3. There will be no refund of fees due to cancellation unless the Administrator's office is notified two weeks prior to the activity or where, in the opinion of the Administrator, inclement weather prevents the scheduled activity from occurring and that there has been no cost to the City. Rescheduling of activities due to rain-outs or other uncontrollable circumstances will be permitted with no additional fees being assessed.
4. The City reserves the right to deny a public event permit.
5. The City will review all applications to ensure the location and time does not conflict with other scheduled usage and to ensure that safety concerns have all been addressed.

DEPOSITS AND FEES:

1. Deposit fees will be those fees established by the Common Council at the recommendation of the appropriate department heads. For example, deposits for Racetrack Park facility as well as the rental fee. Security deposit must be made at time of application of reservation. See page four for payment schedule.
2. **The City reserves the right to assess the deposit fee to cover any cost of clean-up of any areas.** Deposits may be refunded in part or in full depending upon the condition of the facilities and upon compliance with this policy when the event has been completed. The area needs to be free of all trucks, trailers or tents due to the event, within 48 hours of the day the event has been completed.
3. Keys must be picked up at the City Garage before 4:00 PM on the day before the reservation of a facility or Friday (if a weekend reservation). Keys are to be returned on the following day 7:00 AM-4:00 PM or Monday if it is a weekend event. **Deposits will not be refunded until all keys have been returned to City Garage and an inspection has been made of the facilities, equipment and grounds by personnel of the DPW.**
4. Sponsors of special events, parades, and etc. will be required to pay the appropriate fees as established by the Common Council. There may be more than one fee assessed depending upon required services and activity. (See waiver of fees and/or deposits)
5. Reservations for facilities will be accepted after January 1st on a first come, first serve basis.

COMPLIANCE WITH WISCONSIN ADMINISTRATIVE CODE:

1. If the sponsor of a public event will be erecting any tents, they must comply with Chapter 62, subchapter III, of the Wisconsin Administrative Code.
2. If the sponsor of a public event will be providing amusement rides, they must comply with Chapter 34 of the Wisconsin Administrative Code.
3. If the sponsor of a public event will be utilizing portable propane tanks for food preparation or other activities, they must comply with Chapter 8 of the Wisconsin Administrative Code.

WAIVER OF FEES AND/OR DEPOSITS: The City of Edgerton recognizes the tremendous amount of good public relations that comes from a well run civic event, and for that reason, will waive the fees and/or deposits for the Edgerton area civic groups that use the proceeds of the events for the enhancement of the City's residents. Formal request, in person or in writing, to the

City Council is necessary for waiver. **Deposits are required to be paid when application is submitted. If the deposit is waived by the City Council it will be refunded.**

SIGNS:

Signs are allowed on public property in the following locations with an approved temporary sign permit. The only allowed areas are at the intersection of CTH 59 and Menhall Drive and at the intersection of CTH 59 and Newville Street. Signs can be erected up to thirty days before the event and must be removed within 48 hours following the event.

Signs cannot be located in any right-of-way or public property (except as provided above) on a tree or utility pole; signs cannot mimic a traffic sign or obstruct the visibility of traffic signs or traffic; and flashing and mobile signs are not allowed.

DEPOSIT AMOUNTS FOR CITY FACILITIES

(Effective Date: 01-02-2009)

Parking Lots \$200.00

City Streets \$200.00 (excluding neighborhood block parties)

Central Park \$250.00

Racetrack Park

<u>FACILITIES</u>		<u>RESIDENT</u>	<u>NON-RESIDENT</u>
Entire Park:	Rent	\$400.00	\$800.00
	Deposit	\$350.00	\$350.00
	Tax	\$ 22.00	\$ 44.00
Half Park:	Rent	\$200.00	\$400.00
	Deposit	\$350.00	\$350.00
	Tax	\$ 11.00	\$ 22.00
Main Pavilion:			
Whole-Rent	Whole-Rent	\$150.00	\$250.00
	Deposit	\$100.00	\$100.00
	Tax	\$ 8.25	\$ 13.75
Half-Rent	Half-Rent	\$100.00	\$160.00
	Deposit	\$100.00	\$100.00
	Tax	\$ 5.50	\$ 8.80

Key Deposit required - \$10.00

City of Edgerton
APPLICATION FOR PUBLIC EVENT
(Application must be completed and on file thirty days prior to the event.)

Event _____

Name of Group Sponsoring Event _____

Date of Event _____

Contact Person for Organization _____

Address _____

Business Phone _____ Home Phone _____

Does the Sponsor qualify as a Non-Profit Organization – 501(c)(3)? Yes or No

Estimated Attendance _____ Rain Date _____

Is Event Open to Public? Yes or No Admission Fee Charged? Yes or No

Will your organization make any contributions to the City or other organizations with the profits from this event? _____

If so, what do you plan to donate? _____

to what group? _____

and what percentage of the proceeds will be donated? _____

Brief Description of Activities _____

How is the event going to be promoted or advertised? _____

The person/organization named in this application will be responsible for the conduct of the group and for the condition of facilities and equipment being utilized. This permit is subject to all municipal ordinances of the City of Edgerton, in addition to all rules and regulations as established by the Park Board.

The person/organization shall be responsible for the required deposit needed for the event and for the key deposit and will be returned after the keys are brought back and the area is inspected. The check is sent after the next scheduled council meeting.

The applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, does hereby contract to agree that he/she (and they) will jointly and severally indemnify and hold the City of Edgerton harmless against liability for any and all claims for damages to property, injury to or death of person or persons arising out of or resulting from the negligence of the applicant.

Permit holders may be required to provide proof of a general liability insurance policy naming the City of Edgerton as an additional insured party to be determined by the City Clerk.

All equipment or supplies must be removed within 24 hours of the event such as tents, trucks, flatbeds, and etc.

Applicant's Signature

Date

Deposit Paid \$ _____ Receipt Number _____ Date _____

(Revised 1/2009)

City of Edgerton
PUBLIC WORKS AGREEMENT
PROVISION OF SPECIAL EVENT PUBLIC WORKS ASSISTANCE
IN CONJUNCTION WITH APPLICATION FOR PUBLIC EVENT

Event: _____
Sponsor: _____
Location: _____

1. Attach List of Estimated Assistance from Public Works.
2. Provide Listing of Equipment Needs from Application to Public Works Director.
3. List Any Other Special Public Works Needs.

All arrangements must be made through Edgerton Public Works Director to assure personnel are available for needs requested. Assistance not provided by Edgerton Public Works Dept shall be noted.

Determination of number of Public Works Staff and Hours Estimated (to be completed by Public Works Director).

Parks:

Date: _____

From: _____	to _____	_____ Personnel	x _____ Hours	x Rate _____	= _____
From: _____	to _____	_____ Personnel	x _____ Hours	x Rate _____	= _____
From: _____	to _____	_____ Personnel	x _____ Hours	x Rate _____	= _____

Additional Labor:

Date: _____

From: _____	to _____	_____ Personnel	x _____ Hours	x Rate _____	= _____
From: _____	to _____	_____ Personnel	x _____ Hours	x Rate _____	= _____
From: _____	to _____	_____ Personnel	x _____ Hours	x Rate _____	= _____

Estimated additional water and sewer _____

Estimated additional electrical usage _____

Signed: _____; Applicant

Signed: _____; Public Work Director

If additional sheets are necessary please attach them to the original application.

City of Edgerton
SECURITY AGREEMENT

To insure public safety for your event, please answer the questions listing below. This information will be used to assist the common Council in determining if adequate provisions are being made for alcohol sales and security at your event.

1. Describe arrangements being made for the method and distribution of alcohol. Include provision being made to service only to legal consumers.

2. Identify the licensed Operators in charge of selling and distributing alcohol for the entire time alcohol is being served.

3. Describe the type of event you are hosting.

4. Estimate the number of people who will be attending this event.

5. All liquor must be bought from a Wisconsin Wholesaler. Please list the Wholesaler you will be using. (This excludes all retail stores)

Police Department recommendation for services including costs:

Tom Klubertanz, Chief of Police

City of Edgerton
FACILITY & EQUIPMENT NEEDS & COSTS

RACETRACK PARK _____ CENTRAL PARK _____ OTHER LOCATION _____
ENTIRE PARK _____

DEPOSIT _____

RACETRACK PARK

Southeast Diamond: _____ Date _____

With lights _____

Diamond preparation _____

Deposit for Bases _____

Shelter house:

Whole _____ Westside _____ East side _____

Deposit _____ Key Deposit _____

Northeast Diamond: _____ Date _____

With lights _____

Diamond preparation _____

Deposit for Bases _____

Soccer Fields:

Large Field _____ Dates _____

Small Field _____ Dates _____

Striping Charge _____

Southwest Diamond: _____ Date _____

With lights _____

Diamond preparation _____

Deposit for Bases _____

Horseshoe Pits: _____ Date _____

With Lights _____

Northwest Diamond: _____ Date _____

With lights _____

Diamond preparation _____

Deposit for Bases _____

Parking Lots:

Dates _____ Location _____

STREETS _____

EQUIPMENT

Picnic Tables _____ Barricades _____ Striping _____

Trash Cans _____ Traffic Cones _____ Fencing _____

Signs _____ Posts _____ Benches _____

Are there any additional needs required that have not been listed?

City of Edgerton
USE OF THE PULLING TRACK
AT RACETRACK PARK

The Rules

1. Do not disturb the pad on the East End or the area at the West End of the track (see enclosed map).
2. All hooks must pull east to west!
3. The track surface shall not be disturbed if the Public Works Director determines the track is too moist.
 - Must not till deeper than a maximum of 4 inches
 - Till no wider than 34 feet in width or no longer than 300 feet in length
 - Do not disturb soil any closer than 3 feet away from sod on the edges
4. The applicant needs permission from the Conservation Club:
 - Check to make sure there is no conflict with the date with the Conservation Club
 - To use their electricity (alternative would be to have your own power source)
5. If it should rain on the day of the event, the Director of Public Works will determine if the track is too wet. Call 884-4811 or 290-8590.
6. The track is only available for use mid-June through September 30th.
7. The applicant must carry public liability insurance coverage of \$2,000,000 for the eliminator and provide proof of insurance. The applicant will also be required to provide proof of a \$1,000,000 general liability insurance policy, which names the City of Edgerton as an additional insured party, at least ten days prior to the event.
8. There will be a **\$1500.00 track deposit** and a **\$350.00 park deposit*** payable when the Public Event Packet is returned to the City. (* the \$350.00 would not be required if this event is in conjunction with an organization or festival that has covered the required deposit) The \$1500.00 deposit will be returned if the track is groomed to the same condition as previous to the event. This needs to be done within 24 hours after the event. The Public Works Director will do the inspection.
9. The applicant for herself/himself and for other persons, organizations, firms or corporations, does hereby contract to agree that he/she (or they) will jointly and severally indemnify and hold the City of Edgerton harmless against liability for any and all claims for damages to property, injury to or death of person or persons arising out of or resulting from the negligence of the applicant.
10. All equipment or supplies must be removed within 24 hours of the event such as tents, trucks, flatbeds and etc.

The undersigned understands and agrees to take responsibility for compliance with these rules.

Name

Date

Credit/Debit Card Payment Information

The following information is required if you would like to use your credit/debit card for a deposit on your event. Please note that there is a convenience charge for the use of a card. (See the chart below for fees.)

Event Name: _____

Event Date: _____

First Name: _____

Last Name: _____

Phone #: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Card #: _____

Exp Date: _____ **Security Code # (on back):** _____

Card: Visa / MasterCard / Discovery / American Express

Card Type: Credit Debit

Dollar Amount of Payment: _____

Convenience Fee Schedule

\$0.01 – \$50.00	-----	\$2.00
\$50.00 - \$100.00	-----	\$2.95
Each add'l \$100	-----	\$2.00