

~Please See Reverse Side~

The person/group named on this application will be responsible for the conduct of the special event and for facility condition. We will not deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, creed, national origin, handicap or religion.

The applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless the CITY OF FOND DU LAC, a Wisconsin Municipal corporation located in Fond du Lac County, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel and attorney fees, which I have or may, at any time incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the CITY OF FOND DU LAC, and each and every of its elected and appointed officials, employees, and agents, regardless of when or where, occurring or arising from this event.

The undersigned acknowledges receipt of the Special Events Guidelines booklet. It is the applicant's responsibility to read the booklet and determine the sections that apply to their event and comply.

Date _____ Applicant's signature _____

SPECIAL EVENT / MARCH / PUBLIC ASSEMBLY FEES

SPECIAL EVENT / MARCH / PUBLIC ASSEMBLY APPLICATION FEES:

Event sponsors are required to pay the following fee for the use of City facilities:

- ☐ Small Event (less than 75 in attendance) **\$25* (non-refundable application fee)**
- ☐ Medium Event (75-200 in attendance) **\$50* (non-refundable application fee)**
- ☐ Large Event (200-5000 in attendance) **\$75* (non-refundable application fee)**
- ☐ Larger Event (over 5000 in attendance) **\$100* (non-refundable application fee)**

**Application fee will double if applications are not submitted within the required review time established in the Special Event Application. The City reserves the right to deny a Special Event application if the application is submitted too close to the event.*

ADDITIONAL FEES/COSTS:

In addition to the aforementioned fees, Special Event Organization/Group/Applicant/Sponsors may be billed for damage to grounds, buildings and/or failure to pick up litter generated from the event.

Damage to grounds includes but is not limited to car & truck rut repairs; skid steer rut repairs or damage to berms/turf as a result of low riding vehicles. *Damage will be billed at a rate of \$40 per man-hour of repair and materials at cost (soil, seed, hay, etc.)*

Damage to buildings includes but is not limited to vandalism, defacement, and breakage to any buildings, fences, equipment, gardens, trees, tables, barrels, etc. *Damage will be billed at a rate of \$40 per man-hour of repair and materials at cost (glass, wood, brackets, etc.)*

Events requiring a pavilion/picnic rental must reserve that separately at the City Payment's office, or online (pending availability).

Events requiring police services exceeding the availability of on-duty personnel may be billed the actual costs incurred.

Events requiring fire services exceeding the availability of on-duty personnel may be billed the actual costs incurred.

FOR OFFICE USE ONLY:

Date Received: _____ Recommended Department Due Date: _____

Application Fee: _____ Pavilion/Shelter Rental: _____ Total amount paid: _____

Public Works
Additional Special Event Fees

Item	Covered by Special Event Fee	Additional Charges
Garbage Carts/Barrels ¹	Present @ shelter or facility, plus up to 10	\$3 ea (over 10 extra)
Recycling Bins ²	Present @ shelter or facility	No Charge, limit of 10
Electricity	Present @ shelter, facility or area	If extra power/support is required, contact the Park office (920-322-3635)
Drinking Water	Present @ facility	If hydrant water/support is required, contact the Water business office (920-322-3680)
Barricades	Up to 10 barricades ³	\$2 ea over 10 ⁴
Pencil Cones	Up to 30	\$1 ea over 30 ⁴
No Parking/Handicapped Parking Signs	None	\$2 ea, installed ⁵
Tables ("Pipe-Leggers")	None	\$3 ea
Portable Toilets	None	N/A ⁶

1. Fees include the emptying of garbage carts by City staff after the event. If carts need to be emptied *during* an event, the organizer is responsible to arrange for dumpsters, and to empty the carts as needed during the event.

2. While the City encourages recycling and has obtained small recycling carts that can be borrowed, it is important that event organizers ensure that only appropriate items are placed in them. Plates with food or unemptied drink containers will contaminate the entire container, wasting the efforts of recycling. Event organizers can request up to 10 recycling containers for an event, and City staff will empty them after the event.

3. Each driveway or leg of an intersection is assumed to require two barricades.

4. Rented barricades and/or pencil cones will be dropped off at the event site by City staff, and collected after the event. The organizer is responsible to erect and move as required for the event.

5. The City will determine the appropriate number of No Parking signs needed for events.

6. Organizers are responsible to make arrangements for portable toilets, if available facilities will be insufficient for an event's needs.

7. The City only has a very limited number of portable bleachers, park benches, picnic tables, snow fence, concrete blocks and jersey barricades, so these are not available for most special events. A list of area vendors who provide these supplies or services is available upon request.



**Special Event
Emergency Medical Plan
City of Fond du Lac**

Event Name and Date: _____

What is your plan for inclement weather? How will attendees/spectators be notified and evacuated during severe weather?

How will event staff manage medical emergencies? Will medical care be on site during the event (if so please list what type and how many) or will you call 911?

What is your plan for a missing person and or child? For competitive events, how will accountability for event participants be completed?

Please list below the contacts and phone numbers for the day of the Special Event and who will be responsible for notifying first responders on location of a medical emergency.

On the map provided for the special event route please identify ingress and egress routes for first responders

ADDENDUM A: SPECIAL EVENTS CHECKLIST

All forms are to be turned into the City Clerk's Office unless otherwise noted.

_____Special Event Application

_____Copy of Certificate of Liability Insurance, if required.

_____Medical Plan, if required.

_____Security and Protection Plan, if required.

_____Map of Special Event area showing proposed location of all facilities and potential services needed: concessions, tents, mobile-food vendors, rides, parking, barricades, fencing, loudspeakers, electrical services, police and fire security, presence of/sale of alcohol, additional recycling/garbage receptacles, portable toilets, water usage, signs, etc. Use the City's [GIS page](#), [Google Maps](#), [Map My Run](#), or create legible hand-drawn maps instead.

_____Parade Map showing streets and street closures. *Event applications are coordinators are encouraged to use the City's official downtown parade routes. If a Special Event application requests another route, the map must include direction of travel, assembly and dispersal area.*

_____Payment of Special Event application fee. *Varies by attendance as described in Special Events Application. Payment is paid to City Payments.**

_____If Applicable: Copy of Temporary Structure Permit (For tents, sales trailer or structure). *Permit and payment must be submitted to City Payments*. The permit cost is as shown in the fee schedule. Sponsors must also contact Diggers Hotline at 800-242-8511 a minimum of 3 days before posts or stakes are driven into the ground.*

_____If Applicable: Pavilion/Picnic Shelter Payment Permit. *Payment is paid to City Payments**

_____If Applicable: Commercial Vendor Form

_____If Applicable: Fireworks Permit. *Submit Permit & payment to City Clerk's Office** at least 30 days prior to the event date.*

_____If Applicable: Temporary Food Service Application. *(For Special Events including food and beverages.) Applications are submitted to the Fond du Lac County Health Department.****

_____If Applicable: Copy of Class B Beer/Wine Permit. *A completed application and payment is made to the City Clerk's Office** a minimum of 60 days before the event.*

_____Clean up of event signage, materials, and debris within 12 hours of event conclusion. *Use of spray paint on pavement is not permitted. If routes are to be marked, the only acceptable material is "Air Chalk".*