

SPECIAL EVENTS, MARCHES, AND PUBLIC ASSEMBLIES GUIDELINES



Identifies process and procedures for obtaining approval of Special Events, Marches, and Public Assemblies in the City of Fond du Lac.



INTRODUCTION

As set forth in Chapter 562 of the City of Fond du Lac Municipal Code, no person, entity, organization, group, association, or sponsor shall set up for, hold, or conduct a Special Event, March, or Public Assembly in the City of Fond du Lac without first having obtained a Special Event or March/Public Assembly Permit. These Guidelines serve as an overview of the Special Event and March/Public Assembly application process in the City of Fond du Lac. Additional policies, licenses, procedures, and ordinances may also apply.

CONTACT US

Communications between applicants and City departments may be helpful or necessary when planning a Special Event, March, or Public Assembly. A solid understanding of the applicable laws and ordinances can minimize disruptions in the application process or the actual event, and ensure the health, safety and welfare of all citizens of Fond du Lac and guests to our City. Therefore, the City encourages permit applicants to contact the persons and/or departments identified below regarding your event. These individuals may also be contacting you regarding your Special Event or March/Public Assembly application after it has been submitted.

For additional information or inquiries, please visit: Web: www.fdl.wi.gov

Departments	Telephone/Email	Address
City Clerk Office	Phone: 920-322-3430 cityclerk@fdl.wi.gov	160 S Macy St., 1 st Floor
City Garage	Phone: 920-322-3540	530 N Doty St.
City Inspections	Phone: 920-322-3570 fdlinspections@fdl.wi.gov	160 S Macy St., 1 st Floor
City Payments	Phone: 920-322-3640 citypayments@fdl.wi.gov	160 S Macy St., 1 st Floor
City Police Dept.	Phone: 920-322-3706 skrause@fdl.wi.gov	126 N Main St.
Community Development	Phone: 920-322-3440 dbenson@fdl.wi.gov	160 S Macy St., 4 th Floor
Fire/Rescue	Phone: 920-322-3800 fire@fdl.wi.gov	815 S Main St.
Park Superintendent	Phone: 920-322-3592 jredmond@fdl.wi.gov	530 N Doty St.
Fond du Lac County Health Dept.	Phone: 920-929-3085	160 S Macy St., 3 rd Floor

WHAT TYPE OF EVENT IS MY EVENT?

Different types of events are permitted by the City of Fond du Lac. Each type has different requirements, deadlines, and procedures. Marches and Public Assemblies are events on City property that involve First Amendment expressions (i.e., peaceful protests, sit-ins, etc.) Events on City property that do not meet the specific definition of a March or Public Assembly will be reviewed as a Special Event.

- Your event is a **Special Event** if:
 - The event is a planned occurrence that takes place in or on City property;
 - Interferes with normal vehicle/pedestrian traffic or normal use of City property; and
 - Your event does not fit the specific definition of a March or Public Assembly.

- Your event is a **March** if:
 - The event is a planned grouping of people, of any number, moving from one place to another in or on City property;
 - Requires a street closing or police officers directing vehicle/pedestrian traffic;
 - Is not for financial gain; and
 - Is for the purpose of conducting activities protected by the First Amendment of the United States Constitution.

- Your event is a **Public Assembly** if:
 - The event is a planned, organized public gathering or group of people, of any number, which is reasonably anticipated to obstruct vehicle/pedestrian traffic in one place on City property, or alter the normal use of City property;
 - The event takes place in one place on City property;
 - Is not for financial gain;
 - Is for the purpose of conducting activities protected by the First Amendment of the United States Constitution.
 - Does not meet the specific definition of a March.

A **financial gain event** means your event involves “any monetary gain coming from or associated with the event.” This includes, but is not limited to, events with concession/alcohol sales, entrance or registration fees, sponsorships and donations collected. (Any Special Event that is held for gain or profit, by any person or entity, including non-profits.)

A **Recurring Special Event** is an event that has received a Special Event permit from the City of Fond du Lac for three years in a row and has had no substantial changes made from prior event years in a subsequent Special Event application. To determine if your event is a Recurring Special Event, please contact the City Clerk’s Office.

EVENTS THAT DO NOT NEED A PERMIT

Some events on City property will not require a Special Event or March/Public Assembly permit from the City. These exceptions include the following:

- Special Events held entirely on private properties that have no street closures and sufficient parking available for all anticipated attendees.
- Marches or Public Assemblies with less than ten (10) anticipated attendees.
- Funeral processions.
- Events organized solely by the City.
- Events on property otherwise exempt from the City of Fond du Lac permitting (State of Wisconsin, United States federal government).
- Use of sidewalks by pedestrians when use does not obstruct or unreasonably interfere with access to any public or private property or any other traffic.
- Students going to and from school classes or school activities, when conduct is supervised by school authorities.

If you think your Special Event, March, or Public Assembly qualifies for one of these exceptions, please contact the City Clerk’s Office for confirmation and to determine if your event requires any additional permits or licenses.

SPECIAL EVENT APPLICATION PROCESS

1) Complete Special Events Application and Additional Special Event Application Items.

The Special Event Application can be found at [Special Event/March/Public Assembly Application](#). Items A – E of the Additional Special Event Application Items on pages 5-8 are required forms that **MUST** be submitted with your application. Items F – K are needed if applicable. Your application will not be considered complete or reviewed by the City without submission of these required items.

2) Submit your Special Events Application and Additional Special Event Application Items to the City before the deadline.

Complete Special Event applications must be timely submitted to the City Clerk’s Office. Applicants may turn in completed paper applications in person at City Clerk’s Office or by email at cityclerk@fdl.wi.gov. The application fee will double if a complete application is not received before the below deadline, and the City may deny the permit.

Type of Special Event	Deadline
<ul style="list-style-type: none"> • New Special Events with significant street closing requests 	90 days before the Special Event
<ul style="list-style-type: none"> • All new financial gain Special Events • All Special Events with consumption/sale of alcohol • Recurring Special Events with significant street closure requests 	60 days before the Special Event
<ul style="list-style-type: none"> • Recurring Special Events • All non-financial gain events 	45 days before the Special Event

3) City staff reviews the application and makes recommendations to the City Clerk.

Upon receipt of a complete Special Event application and required fees, your event will be reviewed by the City Clerk's Office. The contents of your application will be forwarded to the following City Departments or Divisions for comment on approval or denial of a permit: Police Department, Fire/Rescue Department, Public Works Department, Parks Division, Transit Division, Comptrollers, City Attorney, and Community Development.

4) The City Clerk grants, denies, or modifies the Special Event permit.

After the review process is complete, either the applicant or the application's listed event coordinator will be notified of approval, denial, or modification of the permit. Some notices will describe approval contingent upon receipt of a particular document. For example, if the sponsor's insurance provider cannot produce a Certificate of Liability Insurance at least 30 days prior to the event, the City Clerk's Office will provide a contingent approval until the Certificate is received.

ADDITIONAL SPECIAL EVENT APPLICATION ITEMS

A. Certificate of Liability Insurance: Special Event applicants may be required to provide a comprehensive general liability insurance policy, as determined by the City's Risk Manager, naming the City of Fond du Lac as the co-insured. The insurance policy must also include contractual liability insurance. Please state the name, date, and location of the Special Event in the description area on the certificate.

The specific coverage form and Certificate of Liability insurance must be presented to the City Clerk's Office a minimum of 30 days before the Special Event. The City's Risk Manager will determine insurance requirements and coverage for Special Events on a case-by-case basis. As a guide, policies with the following coverage may be used to cover the following types of Special Events:

Type of Special Event	Policy Amount
Circuses, carnivals	\$5,000,000.00 Policy
Athletic events; approved fireworks displays; boat, auto, or bicycle races; concerts	\$1,000,000.00 Policy
Runs, walks, festivals	\$500,000.00 Policy
Parades, car shows, art and craft shows	\$300,000.00 Policy

B. Site Map or Route Maps: All Special Events will include a map illustrating the route or area proposed for the event. Your map should indicate all streets, including number of lanes to be used, sidewalks, turns, and direction of the route, if applicable. Applicants can use tools, such as the City's [GIS page](#), [Google Maps](#), [Map My Run](#), or create **legible** hand-drawn maps to satisfy this requirement. Items or Events including barricades, garbage/recycling carts, dumpsters, tents, concessions, amusement rides, petting zoo/animal rides, parking, fencing, first aid station, staging, bleachers, portable toilets, ADA portable toilets, and other facilities must also be featured on the map. Additionally, please indicate if you anticipate event parking to overflow onto public streets. Runs, Walks, Races, or Bicycle events must include the following, if applicable:

- Checkpoint locations where both the checkpoint and participants can be accommodated on the public right-of-way.
- Road guides at all uncontrolled intersections for races.
- If the event includes swimming, certified lifeguards and where the lifeguards will be stationed.

Special Event applicants for runs and walks are strongly encouraged to hold events at Lakeside Park or on designated trails. If outside a City park, the route displayed on the Site Map should include sidewalks, avoid high-traffic areas, and only cross streets at controlled intersections. Volunteers should be stationed properly to help drivers, spectators and participants get to their destinations. Locations of volunteers, as well as police support, must be shown on your site/route map.

C. Medical Plan: All Special Event applicants will submit a medical plan to address any emergency medical needs that may arise, along with specific risks inherent to the event itself. At a minimum, all submitted medical plans must provide details on the following:

- Number and type of staff on scene;
- How will staff manage medical emergencies;
- What type of medical care will be on site during the event;
- Ingress and egress routes for first responders;
- Accountability for participants if a competitive event;
- Notification for first responders on location of medical emergency; and
- How will attendees/spectators be notified and evacuated during severe weather.

The Fire Chief, or designee, will determine medical plan needs/requirements on a case-by-case basis. Depending on the type and size of the event, there may be different needs/requirements with regard to resources necessary to manage the details above. For example, a picnic with 75 people attending would not need the same resources as a triathlon with 500 competitors. Below is a matrix that lists the medical plan resource guidelines for specific types of events.

Special Event Medical Plan Resource Matrix							
Event Type	Competitor or Crowd Numbers	Knowledge of 911 Access and CPR	Multiple Event Coordinators on site	First Aid Station(s)	Ambulance(s) and crew on site	Event Medical Director on site	Event Command Structure
Festival, Concert, Street Fair	< 500	★					
	500-1000	★	✓	✓			
	1000-3000	★	★	★	✓		
	> 3000	★	★	★	★	✓	✓
Parade	< 500	★					
	500-1000	★	✓				
	1000-3000	★	★	✓			
	> 3000	★	★	✓	✓		
Low Intensity or Duration Athletic Event (5-10k run/walk)	< 200	★					
	200-500	★	✓				
	500-1000	★	★	✓	✓		
	> 1000	★	★	★	★	✓	✓
High Intensity or Duration Athletic Event (marathon, triathlon, bicycle race)	< 200	★	★	★	✓	✓	✓
	200-500	★	★	★	★	✓	✓
	500-1000	★	★	★	★	★	✓
	> 1000	★	★	★	★	★	★

- ★ Required resource. Multiple resources should be considered depending on boundaries of event, event elements and/or size of the crowd.
- ✓ Recommended resource intended to ensure safety of participants

If an ambulance is required or requested for a Special Event, applicants or event coordinators may request a Fond du Lac Fire/Rescue unit/EMS personnel through a separate request form from the department: <https://www.fdl.wi.gov/fire/permits>

If an ambulance and/or crew are requested from another licensed EMS provider, that provider is required by State of Wisconsin Administrative Code DHS 110.44 to obtain approval from the City of Fond du Lac

Fire/Rescue Department and the State of Wisconsin Emergency Medical Services Section in advance. All requests for this approval from the City of Fond du Lac Fire/Rescue Department will be made no less than 30 days prior to the event.

- D. Security and Protection Plan:** All Special Event applicants will submit a summary security and protection plan that deals with any security emergencies that may occur during the event. The Police Chief, or designee, will determine requirements for the security and protection plan on a case-by-case basis.

Event applicants and coordinators are responsible for monitoring for severe weather concerns during the Special Event. Law enforcement reserves the right to suspend or revoke a permit due to threats of public safety until said threats are mitigated. Other areas that should be detailed in the security and protection plan include lost and found (including lost child), crowd control, security, communications, evacuation routes, accident, loss of utilities, fire, and safety measures.

The Special Event applicant will be responsible for providing the necessary number of event security personnel (volunteer or private). The minimum number of security personnel on duty will be one security personnel for every 500 participants. Event security personnel must be readily identifiable (wearing similar safety vests, armbands, or helmets/hats). If a Temporary Class B Beer/Wine Permit has been issued, the Special Event applicant must provide a minimum of two security personnel to be assigned at all times to the beer area. The applicant is also responsible for assuring all participants who consume alcohol are of legal drinking age. Please contact the City Police Department for additional police services at (920)322-3700.

- E. Event Schedule:** Include a complete event schedule of dates, times and locations including set up (deliveries), clean up and take down. Include specific road closure times, shuttle location(s), shuttle route, times and as much detail as possible.

If Applicable:

- F. Temporary Class B Beer/Wine Permit:** [Special/Temporary Class B License](#) This license is only applicable for NON-PROFIT ORGANIZATIONS. A separate permit to sell beer or wine at your Special Event must be completed and returned to the City Clerk's office, along with proof of non-profit status. Some events may require Council approval to sell on City Park property or to permit open intoxicants in the public right of way. The sponsor must request the license from the City Clerk's office a minimum of 60 days prior to the event. The permit cost is \$10. Additional information and stipulations from the City of Fond du Lac and State of Wisconsin are noted on the Permit application. Licensed bartenders are required at your event, if a Temporary Class B Beer/Wine Permit is granted. Distilled alcoholic beverages cannot be sold or served at Special Events. Persons 21 and over must be given a wrist band.
- G. Commercial Vendor Form:** [Commercial Vendor Form](#) Contact information for any vendors must be included in this form. Food Trucks may also be required to apply for Mobile Food Vendor permit and follow the City of Fond du Lac Municipal Code for restrictions on distance from current restaurants or concession stands. Special Event's insurance policy must cover all vendors, if applicable. Food vendors utilizing mobile cooking shall be inspected by the Fire/Rescue Department. Applicants can call the Fire/Rescue Department at (920) 322-3800 for additional information or access the Fire/Rescue Department Special Event application/permit form here ([link to Fire/Rescue Special Event Application](#)).
- H. Pyrotechnic Display Permit Request:** [Pyrotechnic Display Permit Application](#) A request form to include pyrotechnics at a Special Event must be completed and returned to the City Clerk's office. The permit deposit is \$100. Requests must be submitted at least 30 days prior to the event date, and must include payment and proof of insurance as shown on the request form. Permits will only be issued to licensed pyrotechnic technicians. Applicants can call the Fire/Rescue Department at (920) 322-3800 for additional information or access the Fire/Rescue Department Special Event application/permit form here ([link to Fire/Rescue Special Event Application](#)).

- I. Temporary Structure/Tent Permit:** A permit for erecting temporary structures that would get staked in the ground or weighted down to the ground (tents, fence, bouncy houses, etc.) must be completed and returned to Building Inspection. The permit cost is based upon the size of the temporary structure. Sponsors must contact Diggers Hotline at 800-242-8511 at least 3 days before posts or stakes are driven into the ground. No stakes can be driven into paved surfaces. Outdoor structures must be inspected by Building Inspection and/or Fire/Rescue Department before they can be occupied. Applicants can call the Fire/Rescue Department at (920) 322-3800 for additional information or access the Fire/Rescue Department Special Event application/permit form here (need to add updated form link). Fire Safety Requirements with tents can be found at [Fire Safety Requirements for Special Events with Tents](#). No open flames or cooking is allowed under tents.
- J. Loud Speaker Permit:** [Loud Speaker Permit Application](#) A Loudspeaker permit allows you to amplify sound as long as it is with the restrictions set in the permit. School-sponsored educational or athletic events or similar contests are exempt from needing a Loudspeaker permit, but are still required to comply with the City of Fond du Lac Municipal Code. Any event with amplified sound or musical acts must be respectful of their surroundings and shall not be operated between 10:30 p.m. and 10:00 a.m. The permit fee is \$60 and the Fond du Lac Police Department may request the event coordinator to reduce the sound volume if public nuisance complaints are being generated. If a Special Event fails to reduce the sound volume, the applicant may be subject to a penalty as provided by the city ordinance; the event may also be shut down. Future applications for special events may be denied as well. Rental of the Raymond Wifler Center at Buttermilk Park does not exempt the applicant from obtaining a Loudspeaker permit.
- K. Temporary Food Service Application** ([Fond du Lac County Health Department](#)): For Special Event Applications that allow food vendors including food trucks-trailers, stands, and tents, the applicant must complete applications with the County Health Department. Food vendors utilizing mobile cooking will be inspected by the Fire/Rescue Department. Applicants can call the Fire/Rescue Department at (920) 322-3800 for additional information or access the Fire/Rescue Department Special Event application/permit form here ([link to Fire/Rescue Special Event Application](#)).

SPECIAL EVENT REGULATIONS INFORMATION

Duration. All Special Events activities must end, not including clean-up hours, before 10:30 p.m. Multi-day events can stay set up, but their festival, concert, run or other activity must stop by 10:30 p.m.

Utilities/Power for events. The Special Event applicant will be responsible to obtain any additional utilities at the event location. Any temporary installation of electrical services and use of water from a City hydrant must be metered and approved in advance by the City with the total cost assumed by the applicant. Contact the City's Parks Division to inquire about electrical outlets and amperage on City property. Building Inspection will inspect all Utilities/Power prior to the opening of the event.

All fuel must be kept in OSHA approved containers at least 20 feet from generators and please include the location of generators and cords on your site map. For safety reasons, generators should be barricaded off or caution tape should be placed around the area.

Waste Collection and Recycling. Applicants are responsible for managing all waste and recyclables generated at the event. The Special Events Application requires you to choose from the following recycling methods:

- Self-collection using your own containers and bags; or
- Private hauler (ensure they separate recyclables).

Special Event applicants also must provide adequate trash dumpsters to handle the anticipated amount of refuse. Events which provide food and beverage concessions are required to obtain contracted trash dumpster and pickup service. Please note the locations of receptacles on your event or route map. To encourage recycling, place the recycling bin next to the waste bin. If your event includes animals/horses you will be responsible for cleaning up after them. Hot grease and ashes shall be disposed of in appropriate containers, not on the ground or in plastic garbage or recycling containers. All waste and recyclables must be removed within 12 hours of the event.

Small group special events may be able to use the existing garbage and recycling cans at the event site, if there is sufficient capacity. If that is your intent, this must be noted on your application.

Street Closures. Events requiring a temporary or partial street closure must have detour signs (indicating road ahead closed or closed road), barricades for all street closures, and may require submission of a traffic control plan to the Public Works Department. The plan will be reviewed by the Public Works Department, Fond du Lac Police Department and other Departments/Divisions as appropriate.

Special Events requiring the presence of Fond du Lac Police Department Officers may incur an additional charge. Authorized event personnel who will be assisting with traffic control or crossings will be required to have ANSI (American National Standards Institute) safety type traffic vests. Law enforcement reserves the right to assign uniformed officers to intersections or crossings as they deem appropriate. Access is required for emergency vehicles and personnel during all street closure events. All businesses located on the street to be used or closed must be notified of the event dates and times.

City barricades, no parking signs, road closed, detour, handicap parking signs, etc.:

Renting: A fee is associated with renting City barricades, no parking signs, handicap signs, detour signs, etc.: please identify on the Special Events Application the location and the number of barricades and signs (No Parking, Handicap Parking, etc.,) needed.

Delivery and set up by the City: A fee is associated with having the delivery and set up of the City's barricades, no parking signs and handicap signs, etc.

Pick up by event coordinators: Event coordinators can pick barricades and signs up at the front desk of the Municipal Service Center, 530 Doty Street, between 7:30 am-2:30 pm the last business day before the event date.

Parking. The sponsor shall provide an adequate number of individuals to control and regulate the parking of vehicles. The Fond du Lac Police Department must be notified in advance if traffic control will be needed. Sponsors with large events are encouraged to establish parking in other areas and shuttling participants. Include shuttle location(s), routes and times on the event schedule. A minimum roadway width of 20 feet shall be maintained to provide proper access for emergency vehicles.

Portable Toilet Facilities. To determine the number of portable toilet facilities/ADA toilet facilities that must be provided by the Special Event, City staff will consider:

- 1) number of anticipated attendees;
- 2) if any alcohol will be served/sold at the event; and
- 3) permanent toilet facilities located on City property where the Special Event will be held. Events will be required to provide 1 portable toilet for every 300 females, and 1 portable toilet for every 500 males.

If an event has a Beer/Wine license, 1 portable toilet will be required for every 200 females and 1 portable toilet will be required for every 300 males.

Portable toilets shall be properly enclosed, emptied when full, and at least 100 feet away from any food preparation. Periodic inspection during the Special Event must be made to ensure that toilets are well-stocked and functioning properly.

Event Cleanup. Cleanup of the event grounds is the Special Event applicant's responsibility. All waste, recycling, signage, and other event materials must be removed within 12 hours of the event. All portable objects such as tents, fencing, and portable toilets must be removed within 24 hours of the event's conclusion. Waterways and storm sewer systems should be protected if an event is expected to create muddy conditions or otherwise impact water quality. Special Events that neglect to clean up or that damage City property will be billed at a rate of \$40 per man-hour, with equipment, rental and materials billed at cost.

MARCH/PUBLIC ASSEMBLY APPLICATION PROCESS

1) **Complete March/Public Assembly Application and Additional March/Public Assembly Application Items.**

The March/Public Assembly Application can be found at [Special Event/March/Public Assembly Application](#).

2) **Submit your March/Public Assembly Application and any required additional information to the City before the deadline.**

Complete March/Public Assembly applications must be submitted to the City Clerk's Office within 10 business days before the event. Applicants may turn in completed paper applications in person at City Clerk's Office or by email at cityclerk@fdl.wi.gov. The application fee will double if a complete application is not received before the below deadline, and the City may deny the permit.

All March/Public Assembly applicants are required to provide a comprehensive general liability insurance policy, as determined by the City's Risk Manager, naming the City of Fond du Lac as the co-insured. The insurance policy must also include contractual liability insurance. The City's Risk Manager will determine insurance requirements and coverage for Special Events on a case-by-case basis. Please state the name, date, and location of the Special Event in the description area on the certificate. The specific coverage form and Certificate of Liability Insurance must be presented to the City Clerk's Office a minimum of five business days before the March or Public Assembly.

3) **City staff reviews the application and makes recommendations to the City Clerk.**

Upon receipt of a complete March/Public Assembly application and required fees, your event will be reviewed by the City Clerk's Office. The contents of your application will be forwarded to the following City Departments or Divisions for comment on approval or denial of a permit: Police Department, Fire/Rescue Department, Public Works Department, Parks Division, Transit Division, City Attorney, Comptroller and Community Development.

4) **The City Clerk grants, denies, or modifies the March/Public Assembly permit.**

After the review process is complete, either the applicant or the application's listed event coordinator will be notified of approval, denial, or modification of the permit. Some notices will describe approval contingent upon receipt of a particular document. For example, if the sponsor's insurance provider cannot produce a Certificate of Liability Insurance at least 5 days prior to the event, the City Clerk's Office may provide a contingent approval until the Certificate is received.

MARCH/PUBLIC ASSEMBLY REGULATIONS INFORMATION

As set forth in Section 562-4 of the City of Fond du Lac Municipal Code, all Marches and Public Assemblies must comply with the following:

- The person heading or leading a March/Public Assembly must carry the March/Public Assembly permit on their person during the event.
- All Marches/Public Assemblies must end, not including clean-up hours, before 10:30 p.m.
- No alcohol sales or consumption shall be permitted at a March or Public Assembly.

APPLICATION FEES AND ADDITIONAL CITY SERVICES FEES

Payment for Special Event, March, and Public Assembly fees can be made in person at City Payments, 160 South Macy Street, Fond du Lac, WI. Cash, checks, and credit cards are accepted. Cash and checks may be mailed.

- 1) Application Fees.** You must submit the required non-refundable application fee with your Special Event or March/Public Assembly application. Your application will not be considered complete without full payment of this fee to the City. The application fee will double if applications are not submitted within the required time period.

Application Fees for Special Events:

- \$25 non-refundable application fee for small events (less than 75 in attendance)*
- \$50 non-refundable application fee for medium events (75-200 in attendance)*
- \$75 non-refundable application fee for large events (200-5000 in attendance)*
- \$100 non-refundable application fee for larger events (over 5,000 in attendance)*

Application Fees for Marches/Public Assemblies:

- \$25 non-refundable application fee for small events (less than 75 in attendance)*
- \$50 non-refundable application fee for medium events (75-200 in attendance)*
- \$75 non-refundable application fee for large events (200-5000 in attendance)*
- \$100 non-refundable application fee for larger events (over 5,000 in attendance)*

- 2) Additional City Services Fees.** If an Special Event, March, or Public Assembly requires more than the reasonable and necessary services provided by the City that specifically result from the event, the applicant may be required to pay the actual costs for the use of equipment, resources, or services. Payment of Additional City Services Fees must be made to the City within 30 days of the event. Additional City Services Fees will be estimated and invoiced.

***Note:** You may also be assessed other city permit or license fees associated with your Special Event, March, or Public Assembly. Payment of the Application Fee and/or Additional City Services Fees does not constitute payment of other City permit or license fees, unless specifically stated by the City. Submittal of a Special Event or March/Public Assembly application does NOT reserve a park. **The cost of renting a park facility is in addition to any other fees.**

APPEAL PROCESS FOR SPECIAL EVENTS, MARCHES, AND PUBLIC ASSEMBLIES

An applicant may appeal any decision of the City Clerk, or the Clerk's designee, under these provisions to the City Manager by filing a written notice of appeal with the City Clerk. Applicants shall have ten (10) days from the date a decision is made by the City Clerk, designee, or City staff on the permit to file such an appeal. The City Manager may affirm, reverse, or modify the determination of the City Clerk, designee, or City staff after conducting a hearing and allowing all interested parties the opportunity to be heard. After the hearing, the City Manager will issue a written decision within five (5) business days from the date of the hearing.

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".*

ADDENDUM A CONT.

Payment for Permits can be made in person, by cash, checks, or credit card. Payment can also be done by mail with a check.

* City Payments	1 st Floor	920-322-3460
** City Clerk:	1 st Floor	920-322-3430
*** County Health Department	3 rd Floor	920-929-3085

*City County Government Center
160 South Macy Street
Fond du Lac, WI 54935*