

CITY OF FOND DU LAC SPECIAL EVENT APPLICATION

SECTION 1 – Organization Information		Print Clearly		
Name of Organization				
Street Address	City	State	Zip	
Telephone Number	Are you a 501(c)3 Organization?		Yes	No
Individual Organizing the Event (Contact person)		THIS INFORMATION MUST BE PROVIDED		
Address	City	State	Zip	Date of Birth
Email	Telephone Number		Event Day Telephone Number	

SECTION 2 – EVENT INFORMATION – Answer all questions completely.				
Please PRINT clearly				
Name of Event	Date(s) of Event	Time event will start and end: <i>Please specify AM or PM</i>	Actual Start Time:	Finish Time:
<p>LOCATION OF THE EVENT: _____</p> <p><i>You MUST attach a <i>detailed</i> map or diagram of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used.)</i></p>				
<p>Generally describe your event and its purpose:</p> 				
What is the estimated attendance at your event?	Number of observers?	Number of vendors?	Number of vehicles?	

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SECTION 3 – ADDITIONAL INFORMATION. IT IS THE RESPONSIBILITY OF THE EVENT ORGANIZER TO MAKE THE APPROPRIATE CONTACT WITH THE DEPARTMENT COORDINATORS LISTED BELOW.

HEALTH DEPARTMENT – If you answer Yes to any question in this SECTION, you are required to contact the Fond du Lac County Health Department (920-929-3085) for additional permits or approvals.

	No	Yes	Action to be taken:
Will food be prepared and/or served at the event?			A permit to sell/serve must be obtained
Who will be preparing the food?			
Will portable restrooms be used?			

FIRE DEPARTMENT – If you answer Yes to any question in this SECTION, you are required to contact the City of Fond du Lac Fire Department (920-322-3807) for additional permits, requirements and necessary approvals.

	No	Yes	Action to be taken:
Do you have a plan in place to deal with any medical emergencies that may occur during your event? (Include a summary of medical plan for your event)			Assistant Chief of Emergency Medical Services shall approve event’s emergency medical plan (920-322-3839)
Will the event be held indoors?			If Yes, what building (Provide street address)
Will a tent or any other temporary structure be erected?			Structure plans must be reviewed
Will the tent be larger than 200 square feet?			A tent permit is required
Will any fireworks or pyrotechnic devices be used during the event?			The Fire Department will assist you with obtaining the proper permit.

STREET CLOSURES – If you answer Yes to any question in this SECTION, you are required to contact the City of Fond du Lac Director of Public Works (920-322-3472) and the Chief of Police (920-322-3706) for review and approval of the street closure(s). Fire Department requires 20-foot lane for emergency purposes.

NOTE: Dumpsters and barricading of streets and portable toilets will NOT be provided by the City. You will be responsible to contract these services with an outside provider.

	No	Yes	Action to be taken:
Has your street closure request been approved?			Your barricading contract provider will be required to submit a Traffic Plan.
Are you requesting any special parking restrictions?			Please contact the City of Fond du Lac Chief of Police to discuss this request (920-322-3706)

PARKS DEPARTMENT – You are required to contact the Parks Department (920-322-3460) to obtain park capacities and rules and for additional permits which may be needed.

	No	Yes	Action to be taken:
Will the event be held in a City of Fond du Lac park or utilize any park facilities?			Which park?
Have you reserved the park or pavilion for this purpose?			If No, immediately contact Central Services at (920-322-3460)

SECURITY AND CONTROL SECTION – If you answer Yes to any question in this SECTION, you are required to contact the TELEPHONE NUMBER LISTED for additional permits or approvals.

	No	Yes	Action to be taken:
Is security needed for this event?			The City of Fond du Lac Chief of Police will assist you with defining your safety/security needs (920-322-3706)
Will alcoholic beverages be served/sold? If yes, wristbands are required to identify people who are 21 and older.			Contact the Office of the City Clerk to obtain a “Special Class B” license to allow you to sell/serve beer and/or wine (920-322-3430)
Will you be having a band or amplified music?			Contact City Clerk (920.322-3430)
Do you have the correct level of insurance for your special event? (Your permit will not be issued without Insurance Cert.)			Contact the City Clerk’s Office (920-322-3430)

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SECTION 4 – LEGAL NOTICE

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all Special Event organizers and participants must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Fees for park facilities, food sales permits, tent and fireworks permits are in addition to the fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for denial of the event.

**HOLD HARMLESS INDEMNIFICATION AND DEFENSE.
FOR GOOD AND VALUABLE CONSIDERATION THE APPLICANT AND/OR THE ORGANIZATION AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF FOND DU LAC AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, DAMAGE, EXPENSES, COSTS, INCLUDING ATTORNEY FEES ARISING OUT OF THE ACTIVITIES PERFORMED AS DESCRIBED HEREIN, CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT OR OMISSION OF THE APPLICANT/ORGANIZATION, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY ANY OF THEM OR ANYONE WHOSE ACTS ANY OF THEM MAY BE LIABLE, EXCEPT WHERE CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY.**

I agree to pay the costs of City services that shall be provided. The costs may include expense from the Police and Fire Department, Public Works Department and any other City agencies that provide service to the event. I understand that I will be given an itemized bill.

Signature of Applicant: _____

The City of Fond du Lac will utilize recognized practices of Incident Management Systems which is more commonly known as N.I.M.S. or National Incident Management System. Under the Unified Command model, City Police and Fire Chief’s will determine what event(s) would require a unified command presence. In those cases where a Unified Command is dictated, a centralized command post will be determined and communicated to those agencies affected by the special event. The incident commander (IC) will have the authority to suspend, postpone or cancel any special event due to circumstances which cause a concern to public safety.

Submit Application to:
Office of the City Clerk
160 South Macy Street
Fond du Lac WI 54935
920-322-3430

FOR OFFICE USE ONLY

Department	Approve	Deny	By	Reason
FIRE				
HEALTH				
INSPECTION				
PARKS & REC				
POLICE				
PUBLIC WORKS				
COMMUNITY DEVELOPMENT				
GIS	Map prepared:			
INSURANCE				

Date permit issued ____/____/____

Notes: