



City of New Berlin  
 3805 S. Casper Drive  
 New Berlin, WI 53151  
 Phone: (262) 786-8610  
 Fax: (262) 786-6121

# City of New Berlin

## Special Event Permit Application

**Instructions:** Please read the "Special Event Permit Manual" and Municipal Code section 152-23 regarding Special Events before completing this application. Return completed application to the City Clerk's Office. **Email:** clerksoffice@newberlin.org

**Notes:**

**Application Due:**

*Class I Permit: 90 days prior to event*

*Class II Permit: 45 days prior to event*

**I. ORGANIZATION INFORMATION**

Name of Organization			
Street Address	City	State	Zip
Phone Number	Are you a 501(c)3 Organization? Circle One		Yes      No
Event Contact Person (First & Last Name)			
Address	City	State	Zip

**II. EVENT INFORMATION**

Name of Event	Date(s) of Event		
Event Start Time	Event End Time		
Location of Event			
a. Will your event take place in a residential neighborhood? <i>If yes, you will be required to notify all adjacent property owners when the event will occur. Circle One</i>			Yes      No
<b>b. You must attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and number of traffic lanes/right of ways to be used.</b> <b>*If you are using a City Park or a room in the Community Center, you must reserve these through the Recreation Department prior to getting your special event permit approved by the Parks Buildings Grounds Commission/Plan Commission. Call 262-797-2443 for more information on reserving a City Park or Community Center room.</b>			
c. Describe your event and its purpose			
d. Based on the class definitions found on page 1 in the manual, what class is your event? <i>Circle One</i>		<b>Class I</b>	<b>Class II</b>
Estimated Number of Participants	Spectators	Vendors	



### III. LICENSE AND PERMIT REQUIREMENTS (Circle One)

a. Will there be alcohol sold at your event (or served at an event open to the public)?	Yes	No
b. Will you be selling Merchandise?	Yes	No
c. Will you be selling/serving food?	Yes	No
d. Does the event involve amplified music or entertainment?	Yes	No
If yes, will the amplified music be a <i>(Circle all that apply)</i>	Band	DJ
Hours of amplified music:		
e. Will your event involve fireworks?	Yes	No

### IV. CITY STAFF AND RESOURCES

a. Will you be requiring the use of public streets or right-of-ways? If yes, you will need to provide a plan for the proposed street or right of way locations for the Police Department to review to determine the impact on traffic and if barricades and or signage will be required. <i>Circle One</i>	Yes	No
b. Will you be providing parking for participants? <i>Circle One</i>	Yes	No
If yes, where will parking be available?		
c. Will your event require electricity and or extra lighting? If yes, the Building Inspection Department will need to inspect prior to the event. <i>Circle One</i>	Yes	No
d. Will you be erecting any tents, canopies or other temporary structures?	Yes	No
e. Will your event require any temporary fencing? If yes, please provide plans for the fencing location. <i>Circle One</i>	Yes	No
f. Will you provide a dumpster/clean-up services	Yes	No
If yes, please describe your clean-up and refuse collection plan.		
g. Will your event require portable restrooms and hand wash stations? <i>Circle one</i>	Yes	No
If yes, how many will be needed/provided and where will they be located? Describe your sanitation and waste management plan.		
What other assistance do you foresee needing from the City (personnel, materials, equipment)?		



**V. CONSIDER ADDITIONAL ITEMS**

a. Will your event require additional security personnel?	Yes	No
List the number of security staff you will be providing for the event:		
b. Will you have an emergency plan for severe weather?	Yes	No
c. Will you have a means to provide water for consumption on site?	Yes	No
d. Do you have medical/first aid kits available?	Yes	No

**VI. INSURANCE REQUIREMENTS**

The group sponsoring the event will be required to supply the City with a Certificate of Liability Insurance at least thirty (30) days prior to the event. The Certificate shall be written on an occurrence basis and while the amount of coverage will vary depending on the size and nature of the event, the minimum coverage which is to be required by the City is \$1,000,000.00 and \$2,000,000.00 in the aggregate. The City also requires evidence of a Policy Endorsement naming the City of New Berlin and any of its officers and employees as an Additional Insured on a primary and non-contributory basis.

Are you able to provide these insurance documents? **Circle One.** Yes      No

**DEPOSIT REQUIREMENTS**

The applicant may be required to submit to the City a deposit of \$200 for a Class I event depending on the size and number of attendees. The deposit will be refunded to the applicant after an inspection of the premises is conducted and the City did not incur loss or cleaning costs. The applicant shall be fully responsible for necessary cleanup associated with the permitted event. The City reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the timeframe specified.

**TERMINATION OF AN EVENT**

The City reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard and/or public nuisance by Police Services, Fire Department, or Emergency Management and/or there is a violation of City Ordinances, State Statutes or the terms of the Applicant's permit. The City Clerk and/or his/her designee may revoke an approved Special Event Permit.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby agrees to hold the City, its officers, employees, agents and contractors, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the City for any damage or injury to person or property caused by or resulting directly or indirectly from the activities for which the permit is granted. Any change to coverage requires City approval.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

*Application Forwarded to:*

- Buildings & Grounds**
- Police Department**
- Recreation Department**
- DCD/Inspections**
- Streets Department**
- Fire Department**
- City Attorney**

*Fees Collected with application (if necessary)*

- \_\_\_\_\_ **Class I Event**
- \_\_\_\_\_ **Class II Event**

*Additional fees charged by Departments*

- \_\_\_\_\_ **Clerks Office**
- \_\_\_\_\_ **Buildings & Grounds**
- \_\_\_\_\_ **DCD/Inspections**
- \_\_\_\_\_ **Streets**
- \_\_\_\_\_ **Police Department**
- \_\_\_\_\_ **Fire Department**

*Fire Dept. approval:* \_\_\_\_\_

*Police Dept. approval:* \_\_\_\_\_

*Facilities & Grounds approval:* \_\_\_\_\_

*Common Council approval date (if necessary):* \_\_\_\_\_

*Parks Buildings & Grounds Commission Approval Date:*

\_\_\_\_\_ *Plan Commission Approval Date (if necessary):* \_\_\_\_\_



# SPECIAL EVENT APPLICATION

## FEES AND CONTACT INFORMATION SHEET

3805 S. Casper Drive  
 New Berlin, WI 53151  
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### DEPARTMENT CONTACTS:

Clerk's Office	786-8610	Police Services	782-6640
Recreation	797-2443	Fire & EMS Services	785-6120
Facilities & Grounds	797-2471	Streets	780-4609
		Inspection Services	797-2445

### CITY SERVICES:

All requests by the applicants for City services must be made at time of application. The applicant shall be responsible for reimbursement to the City for any city personnel, services, equipment, and facilities provided for the Special Event. Reimbursement costs shall be calculated to include wages, overtime and fringe benefits. An invoice shall be sent to the applicant within fifteen days following the event. Payment is due within thirty (30) days of invoice. The City reserves the right to require full or partial payment of estimated costs in advance. All permit, signage and barricade costs are due prior to the special event.

### CITY LICENSES/PERMITS AND OTHER FEES

Community Center Rooms	See Community Center Rental Packet
Park Shelter Rental Fee	See Picnic Rates & Policies
Temporary Class B (Picnic) Beer & Wine License	\$10.00
Temporary Bartender License	\$15.00 (plus \$10.00 background check fee)
Direct Seller License	\$10.00 per day/per person (plus \$10.00 background check fee)
Charitable Solicitor License	\$50.00 per organization/year (plus \$10.00 per person)
Loudspeaker Permit	\$10.00
Electrical Inspection	\$63.00
Fireworks Permit	\$75.00 (plus \$50.00 site inspection)
On site EMS services (on site ambulance)	\$100 per hour
Garbage can rental	\$10.00 per garbage can
Security Deposit (Class I Events as Determined by the City Clerk)	\$200.00
Portable Restrooms (Events over 300 people)	\$246.00 for 4 units
Tent Inspection (Tents larger than 120 square feet)	\$60.00