

Submittal Requirements

Application

Temporary Use Application

Application Fees - \$150

Special Event Class Specific Requirements

- Class 1 Event (events, as outlined in DHS 110.44(20r), with more than 5,000 people, including personnel, volunteers, vendors, and attendees)
 - **DHS 110.44(20r) compliance letter from Fire Chief**
 - **Event Deposit \$1,000** - The deposit shall be used to cover City staff review, planning time and coordination to review the application itself and through the completion of the event. Staff will use their direct billable hours to debit the submitted deposit amount. Any remaining funds will be returned within 30 days of event.
 - For events on City Property and/or ROW: **Cleaning/Damage Deposit \$5,000** - Any remaining funds will be returned within 30 days of event.
- Class 2 Event (events with 501-5,000 people, including personnel, volunteers, vendors, and attendees)
 - For events on City Property and/or ROW: **Cleaning/Damage Deposit \$200** - Any remaining funds will be returned within 30 days of event.
- Class 3 Event (events with 151-500 people, including personnel, volunteers, vendors, and attendees)
- Class 4 Event (events with 150 people or less, including personnel, volunteers, vendors, and attendees)

Attachments

Plan of Operation (Contact Information, Event Information, Severe Weather Procedures)

Event Activities (Description of Event Activities for each Event Location)

Event Schedule (Detailed schedule of events for each Event Location. Due 1 month prior to the event date)

Site Plan (Include a Site Plan for each Event Location, including all applicable information listed under Event Activities)

Additional Permits (required prior to event, if applicable)

- Park Rental Permit – fees vary (Department of Public Works, 262- 780-4609)
- Direct Sellers Permit - \$300/yr or \$50/mo (Clerk’s Department, 262-786-8610)
- Sign Permit - \$125/each (Department of Community Development, 262-797-2445)
- Tent Permit - \$60/each (Fire Department, 262-785-6120)
- Electrical Permit - \$87/each (Department of Community Development, 262-797-2445)

For Events on City Property and/or ROW: **Certificate of Insurance (COI) & Additional Insured**

- COI limits shall name the City of New Berlin as additionally insured.

Plan of Operation

Contact Information	
Event Contact Person	Name: _____ Address: _____ City, State, ZIP: _____ Phone: _____ Email: _____
Organization Information	Group/Organization Name: _____ Address: _____ City, State, ZIP: _____ Non-Profit 501(C)3 Tax ID Number (if applicable): _____

Event Information			
Event Name			
Event Description			
Event Location(s)			
Event Date(s)	Date: _____ Start Time: _____ End Time: _____	Date: _____ Start Time: _____ End Time: _____	Date: _____ Start Time: _____ End Time: _____
Estimated Attendance/day	The following equation shall be used to calculate the estimated daily attendance for sporting events: $\text{___ teams} \times (15 \text{ players/coaches} + 25 \text{ spectators}) = \text{___ people}$		
Total Estimated Attendance			

Severe Weather Procedures

For Events on City Property: City park structures are not designed for severe weather shelter areas. If severe weather is forecasted, all activities should stop for people to leave and find shelter.

Severe Thunderstorm Watch:	
Severe Thunderstorm Warning:	
Lightning:	
Tornado Watch:	
Tornado Warning:	

PLEASE DO NOT WRITE BELOW THIS LINE

- Park Rental Permit
 - Temporary Class B License
 - Direct Sellers Permit
 - Fundraising
 - Sign Permit
 - Tent Permit
 - Electrical Permit
 - City rental - Portable toilets
 - City rental - Trash barrels
- PBG Meeting Date: _____
PBG Meeting Date: _____
PBG Meeting Date: _____
- Quantity: _____
Quantity: _____

Event Activities

(Location: _____)

Complete this sheet for each location

Description of Event Activities		
Additional security personnel		
Amplified music	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Exclusive Use of City Park Amenities A Park Rental Permit is required for the exclusive use of a picnic area, shelter or athletic facility.	<input type="checkbox"/> Park Rental Permit	<input type="checkbox"/> No
Fencing (temporary)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Medical/first aid kits		
Parking		
Potable water for consumption on site		
Request for City Rentals and Services (for events on City Property and/or ROW only) City Rentals includes benches, picnic tables, signs, and barricades for road closures. Applicant is responsible for set-up. City Services includes on-site EMS/ambulance (overtime) and Traffic control (overtime). Services may be required based upon event attendance.		
Sales, beer and/or wine The sale of beer and/or wine requires a Temporary Class B Retailer's License, which applicants must qualify for and obtain approval from the Clerk's Office. For events on City Property, approval from the Parks, Buildings and Grounds Commission is required for non-City sponsored events. Alcohol sales are not permitted at events that are primarily youth-focused.	<input type="checkbox"/> Temporary Class B License	<input type="checkbox"/> No
Sales, food and/or merchandise All mobile vendors shall obtain a Direct Sellers Permit from the Clerk's Office. No individual may utilize publicly owned park facilities for personal profit, including, but not limited to, clinics, lessons, tournaments, or the sale of athletic items or concessions, without a Direct Sellers Permit from the Clerk's Office. For events on City Property, approval from the Parks, Buildings and Grounds Commission is required for non-City sponsored events.	<input type="checkbox"/> Direct Sellers Permit	<input type="checkbox"/> No
Sales, fundraising Fundraisers on City Property shall comply with the Wisconsin Department of Financial Institutions and are allowed for eligible Community Based Non-Profit Organizations, or on behalf of benevolent, philanthropic, patriotic, or charitable organizations. For events on City Property, approval from the Parks, Buildings and Grounds Commission is required for non-City sponsored events.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sanitation services For events on City Property and/or ROW, rental of portable toilets may be required based upon event attendance.		
Signs (temporary signs and/or banners greater than 6 sq ft)	<input type="checkbox"/> Sign Permit	<input type="checkbox"/> No
Signs (temporary signs and/or directional yard signs 6 sq ft or less)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Tents (pop up tents)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Tents and temporary structures (larger than pop up tents)	<input type="checkbox"/> Tent Permit	<input type="checkbox"/> No
Wiring (temporary)	<input type="checkbox"/> Electrical Permit	<input type="checkbox"/> No
Waste management services For events on City Property and/or ROW, rental of additional trash barrels may be required based upon event attendance.		