

APPLICATION FOR SPECIAL EVENT PERMIT – TO BE RETURNED TO CITY CLERK

GENERAL EVENT INFORMATION

Official Name of Special Event:

\_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Briefly describe your event. Be sure to include the purpose of the event and all planned activities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EVENT DATE	SUN	MON	TUE	WED	THUR	FRI	SAT
SETUP TIME							
START TIME							
STOP TIME							
TEAR DOWN / CLEAN UP COMPLETED							

Location of Event:

\_\_\_\_\_

Estimated Attendance (daily & total): \_\_\_\_\_ Number of Booths: \_\_\_\_\_

Organization(s) Sponsoring Event:

\_\_\_\_\_

(including addresses)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICATION FOR SPECIAL EVENT PERMIT – TO BE RETURNED TO CITY CLERK

Primary Contact: \_\_\_\_\_  
Daytime Telephone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_  
Daytime Telephone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Onsite Primary Contact: \_\_\_\_\_  
Cell phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Onsite Secondary Contact: \_\_\_\_\_  
Cell phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

NOTE: Either the primary or secondary onsite contact must be present onsite at all times during the event.

*APPLICATION FOR SPECIAL EVENT PERMIT – TO BE RETURNED TO CITY CLERK*

SPECIAL EVENT CHECKLIST  
*(please check all boxes that apply)*

Is your event a:

- Festival / Music Concert
- Religious / Educational
- Rally / Memorial
- Street / Block Party
- Parade / Fun Run / Walk-a-Thon
- March utilizing any Public Property
- Public Assembly for Political Purpose
- Sport Tournament (Fishing, Soccer, etc.)
- Other \_\_\_\_\_

Location of event:

- Park or other public property
- Public street, sidewalk, alley, or right of way
- Private property

Will you have:

- Alcoholic beverages  
(Additional permit required from City Clerk)
- Food & non-alcoholic beverages  
(Additional permit required from Health Dept.)
- Non-food related sales and/or display booths  
(No additional permits required)
- Tent and/or Canopy  
(Additional permit required from Inspections Dept.)  
(Digger's Hotline must be contacted minimum of 3 days before digging)
- Generator(s) and/or additional electrical facilities  
(Additional permit required from Inspections Dept.)
- Fires or Candles  
(Additional permit required from Fire Dept.)
- Fireworks  
(Additional permit required from Fire Dept.)
- Activities in a park outside of normal operating hours  
(Waiver required from City Council)
- Barricades  
(Approval from City Clerk's office if in right of way)

*APPLICATION FOR SPECIAL EVENT PERMIT – TO BE RETURNED TO CITY  
CLERK*

- Amplified Sound
- Animals included or allowed in event  
(animals must be licensed and have proof of vaccination)
- Cooking Equipment  
(Fire Department approval required)

We have made arrangements for:

- Restroom and hand washing facilities
- Solid waste and recycling services
- Event insurance
- Public safety & security / EMS services
- Electricity / Generators
- Fire extinguishers
- Advertising with banners or signs
- Drinking water
- Grey water and grease removal
- Weather contingencies
- LP Gas
- Tent Heating

*Space Intentionally Left Blank*

APPLICATION FOR SPECIAL EVENT PERMIT –  
TO BE RETURNED TO CITY CLERK

Special Event Public Safety and Security Plan

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time the Event is to Open: \_\_\_\_\_

Sponsor of the Event: \_\_\_\_\_

Estimated Attendance (daily and total): \_\_\_\_\_

Emergency Contact Information:

Name: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Name: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Name: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Primary Location of Event Staff at Event Site: \_\_\_\_\_

Emergency Notification of the Public

The public will be notified of safety and/or security issues in the following manner:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*APPLICATION FOR SPECIAL EVENT PERMIT – TO BE RETURNED TO CITY CLERK*

Emergency Medical Services

Name of Provider: \_\_\_\_\_

Contact Person / Telephone Number: \_\_\_\_\_

Location of Provider at Event Site: \_\_\_\_\_

Fire Protection

Name of Provider: \_\_\_\_\_

Contact Person / Telephone Number: \_\_\_\_\_

Location of Provider at Event Site: \_\_\_\_\_

Number of Fire Extinguishers: \_\_\_\_\_

Location of fire access roads: \_\_\_\_\_

Security

Name of Provider: \_\_\_\_\_

Contact Person / Telephone Number: \_\_\_\_\_

Location of Provider at Event Site: \_\_\_\_\_

Location of Missing Persons Station: \_\_\_\_\_

Event Parking Locations: \_\_\_\_\_

*APPLICATION FOR SPECIAL EVENT PERMIT – TO BE RETURNED TO CITY CLERK*

Severe Weather Contingency

Shelter Locations:

---

Have you confirmed that the locations will be open and available?

---

Who will determine if your event is canceled or held? Phone number:

---

Public Safety Site Plan

Provide a schematic drawing of the event site location. The drawing must be legible and drawn to scale. The public safety plan must include the following items if they will be provided, or if they are required.

1. Location of booths, stages, and event structures
2. Location of first aid stations
3. Location of information / ticket booths
4. Boundaries of the event
5. Location of fences
6. Location of exits and gates (gates must be numbered)
7. Location of Fire extinguishers
8. Location of severe weather shelters
9. Location of Fire / EMS access road
10. Location of security staff
11. Location of emergency contact event personnel
12. Location of assembly area and approximate occupant amounts
13. Location of event parking
14. Location of barricades
15. Location of generators
16. Location of temporary roadways

*APPLICATION FOR SPECIAL EVENT PERMIT  
– TO BE RETURNED TO CITY CLERK*

Other

Provide any other information that you feel should be considered

---

---

---

---

---

---

---

---

Yes

No

- |       |       |   |
|-------|-------|---|
| <hr/> | <hr/> | I have reviewed and have considered the Contingency Plan information provided by the City of Oshkosh along with this application (pages 11, 12) |
| <hr/> | <hr/> | I have reviewed and understand the City's Insurance requirements for Special Events as described in this document (pages 13, 14, and 15)        |
| <hr/> | <hr/> | I am enclosing the event's Public Safety Site Plan (see page 9)   |
| <hr/> | <hr/> | I am enclosing other information that I believe is necessary or helpful to describe the planned event   |

SIGNATURE

I am allowed to sign this application on behalf of the event sponsor. The information contained in this application for a Special Event permit is true, correct, and complete to the best of my knowledge. If there are any changes to the Special Event, I agree that I will promptly notify the City of Oshkosh of these changes and request approval of them.

<hr/>	<hr/>
(print name)	Date
<hr/>	<hr/>
(print title with organization)	

*APPLICATION FOR SPECIAL EVENT PERMIT – FOR REVIEW ONLY*

CONTINGENCY PLAN

Event sponsors should review and consider the following issues when they are planning or preparing for an event. Many of these issues are required by one or more regulations, or are components of larger regulations. Considering other issues which may not be required should contribute to the planning and operation of the event. Developing responses to these questions should result in more productive and fruitful discussions with the various departments with the City during their review of the Special Event Application.

1. Weather related issues: rain, snow, severe storms, tornadoes, etc.
  - a. If the weather forecast includes bad weather, will the event be cancelled? If so, how will attendees be notified?
  - b. Develop a plan for the sudden onset of severe weather. Where will the people go and who is designated to assist in their safe arrival at the safe refuge place?
  - c. Is there an area of safe refuge in case of a tornado?
  
2. Medical Issues
  - a. Where will ambulance access to the event be in case one is needed?
  - b. Who will conduct crowd control in the event of a medical emergency?
  - c. Will a first aid station, with trained first aid provider, be provided at the event? Where?
  - d. If applicable, is there adequate shade to prevent heat stroke? Will water be provided? Where?
  
3. Crowd Control
  - a. Who will monitor the barricades?
  - b. Who will work the entry gates? Maintain egress and access?
  - c. Who will patrol the area to prevent incidents from getting out of control?
  - d. Develop a plan for those patrolling the crowd of what to do if they encounter unruly behavior. Have communications equipment.

*APPLICATION FOR SPECIAL EVENT PERMIT – FOR REVIEW ONLY*

4. Security

- a. Will there be Police Officers providing security? If so, contact the Police Department for applicable requirements or guidelines relating to the number necessary.
- b. If volunteers or private agencies provide security, will they have appropriate phone numbers for EMS, Fire, and Police?
- c. If applicable, what will security officials do if non-paying attendees breach the gate or perimeter?
- d. If a complaint is received, for example, for loud music, how and who will handle the complaint?
- e. Provide communications equipment. Portable radios, cell phones, and access to land lines.
- f. If applicable, secure monies in an area not accessible to the attendees.

5. Event Logistics

- a. Where will there be, or will there be, a staging area for support staff?
- b. What time will the crowd be disbursed and by whom?
- c. Who will conduct clean up?
- d. Remember to maintain fire lanes and access roads.
- e. Appoint one person to oversee and take responsibility for the event. Who?
- f. Will an adequate amount of restroom facilities be provided? Where?
- g. Is there adequate safe parking provided? Where?

*Space Intentionally Left Blank*

Application for Special Event Permit and  
Additional Permits or Licenses for Event -

Type of License or Permit	<p style="text-align: center;"><b>Applicant –</b></p> <p><b>Check box for each License or Permit applicable to your event. Submit this form together with your completed Applications and Fee to the Office of the City Clerk.</b></p>	<p style="text-align: center;"><b>For Staff Use Only –</b></p> <p><b>Enter amount of Fee, if required</b></p>
Special Event Permit		
Park Shelter Reservation Application	<p>Please check this box if a shelter reservation will be required.</p> <p>If a shelter reservation is required for your event, you must make that reservation directly through the Parks Department Office.</p>	
Temporary Restaurant Permit	<p>Please check this box if there will be food or beverages, other than prepackaged items, sold or served at your event.</p> <p>Temporary Restaurants will be inspected and licensed on site during the Event.</p> <p>A list of vendors must be provided to the Health Services Division at least one week prior to the Event.</p>	
Temporary Class “B” Retailers License  (Acct. No. 100-0050-4322-00000 )		
Temporary Use Permit  (Acct. No. 100-0740-4334-00000 )		
Fireworks and Burning Permit  (Acct. No. -- )		
	<b>Total Fee</b>	<b>\$</b>

SPECIAL EVENT  
INDEMNIFICATION AND HOLD HARMLESS AGREEMENT  
(Medium and High Risk Events)

EVENT: \_\_\_\_\_

ORGANIZER: \_\_\_\_\_

\_\_\_\_\_

The event organizer agrees that it, and not the City, will be solely responsible for all incidents related to the event. This responsibility of the organizer to the City includes but is not limited to the actions of the event organizer, its officers, employees, agents, and volunteers, along with event vendors, contractors, subcontractors, participants, and visitors.

In consideration for the City's approval of the Special Event, \_\_\_\_\_, the organizer of this event agrees to indemnify and hold harmless the City of Oshkosh, and its officers, council members, agents, employees, and authorized volunteers, from, for, and against and agrees to defend the same from and against, any and all suits, claims, grievances, damages, costs, expenses, judgments and/or liabilities, including costs of defense and reasonable attorneys fees, and further agrees to pay any settlement entered into or on behalf of, or judgment entered against, the foregoing individuals and/or entities.

The event organizer shall abide by the City's insurance requirements for the event, including the addition of the City of Oshkosh, and its officers, council members, agents, employees, and authorized volunteers as additional insured's for the event.

The individual(s) signing this agreement has the authority to enter into this agreement on behalf of the organizer(s) of the Special Event.

EVENT ORGANIZER

\_\_\_\_\_  
(print name of organizer)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature) (title)

\_\_\_\_\_  
(print name) (print title)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature) (title)

\_\_\_\_\_  
(print name) (print title)