



INFORMATION

SPECIAL EVENT and NEIGHBORHOOD OR SMALL GROUP ACTIVITY

Special Event = 200 plus Participants

Neighborhood or Small Group Activity = less than 200 Participants

Introduction

The City of Muskego enjoys many fine and entertaining special events and festivals that help to make this an exciting City. If you are planning a first time event or simply making changes to an annual event, give the City a call. You can also refer to the [Special Event Planning Guide](#). It may help you save valuable time and provide you with initial guidance in the development of your special event plan. The City of Muskego wants to ensure that your event will be a safe and enjoyable event for everyone.

WHEN PLANNING EVENT/ACTIVITY, PLEASE CONSIDER:	YES	NO	ACTION TO BE TAKEN:
Does the activity use public City street(s) (including sidewalks, parking spaces/lanes, trails, and rights-of-way) or require increased levels of City services or rerouting of traffic?	<input type="checkbox"/>	<input type="checkbox"/>	
Is your event a parade, run/walk, or other moving activity?	<input type="checkbox"/>	<input type="checkbox"/>	Provide a detailed route map. If parade, run/walk, or other type of race, complete additional section below.
Will alcohol be sold, served, or consumed?	<input type="checkbox"/>	<input type="checkbox"/>	See Beer/Wine Sales section below.
Will food, beverages, services, and/or merchandise be sold or given away at the event?	<input type="checkbox"/>	<input type="checkbox"/>	Complete Vendor License Section below.
Will there be 200 or more individuals expected to participate?	<input type="checkbox"/>	<input type="checkbox"/>	
Did you answer "Yes" to any of the above questions?	<input type="checkbox"/>	<input type="checkbox"/>	Please complete the Application and Permit for Special Events (NOT the Application for Neighborhood & Small Group Activity).
Will your event require guest or attendee vehicle parking and/or shuttles?	<input type="checkbox"/>	<input type="checkbox"/>	See Traffic Control Plan below.
Will there be outdoor amplified sound?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, see Amplification of Sound below.
Was a Special Event Permit ever previously approved or denied for this event?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you reserved the park, pavilion, or any other city facilities for this purpose?	<input type="checkbox"/>	<input type="checkbox"/>	Park rental fees vary and require an agreement form; contact Muskego Recreation Department at 262-679-4108.
Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?	<input type="checkbox"/>	<input type="checkbox"/>	Fireworks Permit Application (download here or ask clerk for form) & Fee with professional pyrotechnics as well as required insurance.
Have you applied for Event Insurance?	<input type="checkbox"/>	<input type="checkbox"/>	See Event Insurance section below for requirements.
Event organizers are responsible for emptying City garbage/recycling containers within the event perimeter. Will there be a need for additional refuse or recycling containers?	<input type="checkbox"/>	<input type="checkbox"/>	Arrange for your own refuse/recycling containers through any hauler at your own cost upon approval of your event.
Do you have a plan for clean up during and after the event? (Event coordinators are responsible for cleanup.)	<input type="checkbox"/>	<input type="checkbox"/>	A fee will be implemented if City staff time is required for any cleanup and may impact issuing of a permit in the future.

Do you plan to provide portable toilets at your event?	<input type="checkbox"/>	<input type="checkbox"/>	Ratio 1 to 100 or 1 to 50 for alcohol focused events.
a) Is event space located on private property? b) If "Yes", have you informed residents and/or businesses in and around the area where the event will be conducted to notify them of the event?	<input type="checkbox"/>	<input type="checkbox"/>	You must submit written approval/notification from the property owner with application.
Does this event involve banners/signage?	<input type="checkbox"/>	<input type="checkbox"/>	
Will your event require dedicated coverage by an Emergency Medical Service Provider?	<input type="checkbox"/>	<input type="checkbox"/>	
Are Police Services being requested? (Even though you may not request police services, they may be required.)	<input type="checkbox"/>	<input type="checkbox"/>	Services may be charged per hour, per officer. (i.e. traffic control, parades, security related).
Will your event involve the use of traffic safety equipment, signs, traffic cones, or barricades?	<input type="checkbox"/>	<input type="checkbox"/>	Provide a detailed map/sketch (refer to Fees section below).
Does this event involve a plan for tents, stages, inflatable bounce houses, or temporary structures?	<input type="checkbox"/>	<input type="checkbox"/>	Provide a detailed map/sketch. Call Diggers Hotline (800-242-8511) or go online (https://www.diggershotline.com/). Needs to be inspected prior to the start of event.
Will your event need electricity and/or will you be setting up any lighting?	<input type="checkbox"/>	<input type="checkbox"/>	Permits and or inspections may be required.
Will your event require any fencing?	<input type="checkbox"/>	<input type="checkbox"/>	Provide plans for the fencing location and the gates.
1. Is the event a neighborhood block party, rummage sale, trick or treat event, or other similar event? 2. Is the event located on a residential street(s) with minimal impact to traffic? 3. Will the anticipated attendance (majority attending being residents or guests) be under 200 people? 4. Is the event a private party & number of guests exceeding 100 in which parking may be an issue?	<input type="checkbox"/>	<input type="checkbox"/>	If the answer to all of these questions is "Yes", please complete the <i>Application and Permit for Neighborhood or Small Group Activity</i> .

There is more information to be found in the Special Event Planning Guide.

Contact Information

Applications must be completed at least 30 days prior to the event or 60 days prior to the event if alcohol will be sold or served at the event (see section on Beer/Wine sales) and submitted to:

Muskego Recreation Department
W182S8200 Racine Avenue
Muskego, WI 53150

Hours are 8:00 a.m. and 4:30 p.m., Monday through Friday, except for City-observed Holidays.

Applicants may be required to pay double the application fee if the application is submitted late. All fees must be paid prior to the event date and any checks, credit cards, money orders, or cashier's checks made payable to the City of Muskego.

An application is not considered complete unless all applicable questions have been answered and any other fees and/or documentation (ie. Event Insurance) required by the City has been submitted and approved. Organizer will be contacted if other fees and documentation is required. **Submission of an Application does not guarantee event approval.**

If you have additional questions, contact the Muskego Recreation Department at 262-679-4108 or see the [Special Event Planning Guide](#).



W182 S8200 Racine Avenue
Muskego, WI 53150
262-679-4100

www.Cityofmuskego.org

APPLICATION AND PERMIT FOR SPECIAL EVENT

SUMMARY OF EVENT

EVENT INFORMATION	EVENT NAME:		EVENT DATE(S):		
	<input type="checkbox"/> New Event	<input type="checkbox"/> Repeat Event	<input type="checkbox"/> Repeat Event with changes (write changes in the description)		
	<input type="checkbox"/> For Profit <input type="checkbox"/> Non-Profit – Tax Exempt # _____		<input type="checkbox"/> Other (please describe):		
EVENT DETAILS	EVENT DESCRIPTION (including changes-attach additional sheet if necessary):		EVENT TYPE: <i>(Please check all that apply)</i> <input type="checkbox"/> FESTIVAL/FAIR <input type="checkbox"/> RUN/WALK/BIKE/SKATE <input type="checkbox"/> PARADE <input type="checkbox"/> CHARITABLE EVENT <input type="checkbox"/> PRIVATE EVENT <input type="checkbox"/> MARKETING/PROMOTION <input type="checkbox"/> TV/FILM SHOOT <input type="checkbox"/> OTHER (DESCRIBE)		
	Est. Number of Participants:	Est Number of Staff/Volunteers:	Est Number of Vendors:		
	Location of Event <i>(attach a map of the proposed layout for your event):</i>			Is this location a park in the City of Muskego? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Time Set Up Begins:		Time Event Begins:		
	Time Event Ends:		Time Clean-up Ends:		
CONTACT DETAILS	Name of Organization/Business:				
	Applicant Name/Authorized Agent:				
	Address:				
	Work Phone:		Cell Phone:		
	Primary Contact: <i>(If Different From Applicant)</i>				
	Primary Contact Phone:		Cell Phone:		
	E-Mail:				
	Event Day "On-Site" Contact <i>(If Different From Primary Contact):</i>		Cell Phone:		
Website (if Available):					
PROMOTING EVENT	Please include plans for posting signage promoting event; attach a copy of example. <i>(PLEASE NOTE: You may not promote your event until you have received final approval.)</i>				

INDEMNIFICATION CLAUSE FOR PERMITS

BY SIGNING THIS APPLICATION, THE APPLICANT AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY OF MUSKEGO AND ITS OFFICERS, OFFICIALS, EMPLOYEES, AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSES INCURRED BY THE CITY (INCLUDING ATTORNEY FEES) ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED. THE APPLICANT ALSO CERTIFIES THAT HE/SHE IS A DULY QUALIFIED REPRESENTATIVE OF THE ORGANIZATION/BUSINESS AND AUTHORIZED TO SIGN THIS INDEMNIFICATION CLAUSE.

APPLICANT SIGNATURE: _____ DATE: _____

Submission of this application does not guarantee event approval.

APPROVALS / PERMIT

The above named party is hereby granted permission to conduct their event within the City of Muskego in accordance with the above specified data. This permit must be carried on the person of the Primary Contact, who will be responsible for the proper conduct and operation of the event.

Date Received _____ All Fees Paid _____ Reviewed/Approved _____ Date Approved _____

Denied _____ Reason Denied: _____

ADDITIONAL INFORMATION

PARADE, RUN/WALK, OR RACE	Staging Area: _____		Termination Point: _____		
	Route (Provide a detailed route map): _____				
	Length of Parade: _____		Width: _____		Lanes: _____
	Number of Persons: _____		Number of Vehicular Units: _____		Type: _____
	Number of Animals: _____		Type of Animals: _____		
TRAFFIC CONTROL PLAN	Reimbursing the City of Muskego, as required, to deploy and remove the traffic cones, barricades, and signage. If it is determined that the City does have available the resources and personnel necessary to deploy the appropriate traffic control devices for the proposed street function, the applicant agrees to provide to the City of Muskego payment to cover the cost.				
	<ul style="list-style-type: none"> • Effects on neighbors • Off-site parking shuttle • Pedestrian flow • Traffic flow and parking 				
AMPLIFICATION OF SOUND	Permission for amplification does not exempt a group from Muskego Ordinance noise restrictions. Please be considerate of neighboring residents and businesses. Be sure to notify residents and businesses (if necessary) giving them detailed information about any plans you have for amplified sound.				
	Hours of Amplification: Date: _____ Time: _____ to _____		Type of Amplified Sound: <input type="checkbox"/> Band <input type="checkbox"/> Sound System <input type="checkbox"/> DJ <input type="checkbox"/> Speeches/Announcements <input type="checkbox"/> Karaoke <input type="checkbox"/> Other - _____		

BEER/WINE SALES

- **Event Organizer must** complete the Temporary Class "B" / "Class B" Retailers License Application through the Office of the City Clerk **60 Days PRIOR to your event.** (Temporary Class "B" license – allows the sale of fermented malt beverages at picnics or similar gatherings; Temporary "Class B" license – allows the sale of wine at picnics or similar gatherings.
- **Temporary Class "B" / "Class B" Retailers License May be Granted and Issued only to:**
 - Bona fide clubs that have been in existence for at least 6 months prior to the date of application.
 - State, county, or local fair associations or agricultural societies.
 - Church, lodge, or society that has been in existence for not less than 6 month prior to the date of application.
 - Posts of veterans organizations.
 - Chambers of commerce or similar civic or trade organizations organized under Ch. 181, Wis. Stats.
- Security is suggested during the event to prevent entry of minors or intoxicated people into the area and to prevent alcohol from being carried or passed out of the area. The Muskego Police Department is authorized to require additional security or special duty officers based on past experience or special concerns about the event.
- Each organization shall provide a reasonable number of staff and signs indicating that drinking alcoholic beverages is prohibited outside of designated areas on city streets and public ways, and that City Ordinances prohibit carrying out open containers containing alcohol from these designated areas.
- No person under the age of 18 shall participate in serving or delivering alcohol to patrons. At least one licensed bartender shall be present at each outdoor area during all times of operation.

Name of the Licensed Bartender: _____

Have you applied for the Temporary Class "B" Retailers License (from the City Clerk's Office)? Yes No

Indicate Application Date: _____

If you are selling beer or wine in a City Park or public land, you would need to obtain a Beer Permit from the Recreation Department.

Have you submitted the Certificate of Insurance with a liquor liability naming the City of Muskego as Additional Insured?

Yes No Indicate Application Date: _____

Describe area(s) where beer/wine will be dispensed and consumed: _____

Describe what precautions will be taken to prevent service and/or consumption of beer/wine to underage persons: _____

NO GLASS CONTAINERS ALLOWED ON CITY STREETS OR IN CITY PARKS.

EVENT INSURANCE

The Muskego City Attorney will make a determination regarding the requirement of insurance for an event or activity when the Special Event Permit Application is reviewed by City Staff. **Submit applications earlier than 30 days prior to the event date** if you are unsure if your event is likely to require a Certificate of Insurance and the required written endorsements to the policy.

- The determination is based on the risk level of an event, which is determined by such things as the size and nature of the event, activities planned for the event, anticipated attendance, potential for injury, sale of beer/alcohol, and other considerations.
- If a Certificate of Insurance is required, the event organizer will submit a general liability insurance policy Certificate in an amount as determined by the City Attorney. In addition to the Insurance Certificate, the following written endorsements must be provided to the City:
 - Naming the City as an additional insured
 - Designation that insurance is primary and non-contributory insurance
 - Waiver of subrogation
 - 30 day notice of cancellation
- This Certificate and required written endorsements should be submitted to the Muskego City Attorney's office at least 30 days prior to the event date via email or regular mail.

City Attorney
 W182 S8200 Racine Avenue
 Muskego, WI 53150
 Email: jwarchol@cityofmuskego.org

EMERGENCY ACTION PLAN

It is recommended that the event organizer formulate an Emergency Action Plan. Please consider the following and attach additional sheet, if necessary.

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> • Communication plan with staff and volunteers • Crowd control • Designated "Lost Child" area | <ul style="list-style-type: none"> • Emergency response procedures and contact information • Evacuation • First Aid | <ul style="list-style-type: none"> • Protecting event participants and volunteers • Securing valuables • Weather conditions |
|---|--|--|

SPECIAL EVENT FEES

Please indicate # of items/Services Requested <i>Fees are subject to change</i>	# of Days/ Items	Amount Due
Special Event Permit Fee (*Required) – Non-refundable	\$25 per day (or event)	
Parade Fee* - Non-refundable	\$25	
Alcohol – Temporary 1 day Class B License (if applicable)	\$10	
No Parking Signs (per event)	\$25 flat fee	
Traffic Cones (per event)	\$25 flat fee	
Barricades-delivery & pickup (<i>mark drop off sites on your map</i>)	\$25 flat fee	
Police Department Staff Services (<i>Determined by Police Chief</i>)	\$50 per hour per officer	

*Due with the application. All other fees will be billed to the organizer after review of the application.

Account #100.01.02.00.4260; Receipt # _____

VENDING LICENSE

If a vendor is selling food, the County of Waukesha has [Temporary Food Service Guidelines](#) that must be followed. Waukesha County Environmental Health Division (262-896-8300) can provide more information on their requirements for the safe handling of food.

Vendor Name (use additional sheet, if necessary)	WI State Seller's Permit #	Vendor Name (use additional sheet, if necessary)	WI State Seller's Permit #



W182 S8200 Racine Avenue
 Muskego, WI 53150
 262-679-4100
www.Cityofmuskego.org

APPLICATION AND PERMIT FOR NEIGHBORHOOD OR SMALL GROUP ACTIVITY

SUMMARY OF EVENT

EVENT INFORMATION	EVENT NAME:		
	EVENT DATE(S):	Rain Date:	Annual Event? <input type="checkbox"/> Yes <input type="checkbox"/> No
	TYPE OF EVENT: <input type="checkbox"/> BLOCK PARTY <input type="checkbox"/> RUMMAGE SALE <input type="checkbox"/> TRICK OR TREAT <input type="checkbox"/> PRIVATE EVENT <input type="checkbox"/> OTHER (DESCRIBE)		
	Estimated Number of Attendees: _____ (CERTIFICATE OF INSURANCE MAY BE REQUIRED)		
	Location of Event (<i>Residential Street Names and Block #'s</i>):		
	Time Set Up Begins:		Time Event Begins:
	Time Event Ends:		Time Clean-up Ends::
CONTACT DETAILS	Applicant Name:		
	Address:		
	Work Phone:	Cell Phone:	
	Primary Contact (If Different From Applicant):		
	Primary Contact Phone:	Cell Phone:	
PROMOTING EVENT	E-Mail:		
<p>Before posting signage promoting event, contact Planning Division at 262-679-4136 or zoning@cityofmuskego.org. (PLEASE NOTE: You may not promote your event until you have received final approval.)</p>			

AUTHORIZED APPLICANT SIGNATURE

BY SIGNING THIS APPLICATION, THE APPLICANT AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY OF MUSKEGO AND ITS OFFICERS, OFFICIALS, EMPLOYEES, AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSES INCURRED BY THE CITY (INCLUDING ATTORNEY FEES) ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED. THE APPLICANT ALSO CERTIFIES THAT HE/SHE IS A DULY QUALIFIED REPRESENTATIVE OF THE ORGANIZATION/BUSINESS AND AUTHORIZED TO SIGN THIS INDEMNIFICATION CLAUSE.

APPLICANT SIGNATURE: _____ DATE: _____

Submission of this application does not guarantee event approval.

APPROVALS / PERMIT

The above named party is hereby granted permission to conduct their event within the City of Muskego in accordance with the above specified data. This permit must be carried on the person of the Primary Contact, who will be responsible for the proper conduct and operation of the event.

Reviewed/Approved by: Police _____ DPW _____ Approved (Mayor) _____ Date: _____

Denied _____ Reason Denied: _____

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Permit Fee* \$25 | <input type="checkbox"/> Barricades \$25 | <input type="checkbox"/> Traffic Cones \$25 | <input type="checkbox"/> No Parking Signs \$25 |
| <input type="checkbox"/> Police \$50/hour/officer | <input type="checkbox"/> Other _____ | | |

*Permit Fee is to be paid when application is submitted.

Account #100.01.02.00.4260; Receipt # _____