

Special Event Permit Application

Allow 60 days for review

Event Information

Event Name: Mystery Box Mania Date(s): May 16 2020
 Type of Event: Sale & Car giveaway Organization (if any): _____
 Hours: 10-2 Estimated Attendance #: 200-250

Event Organizer Information

Contact Name: Jeff Feistel Secondary Contact: Jen Feistel
 Address: W5206 Army Ave Appleton WI 54915
 Phone: 920-710-3291 Email: bitsandpallots@hotmail.com

Do you intend to have the following: "Yes" answers may require special approval.

- | | | |
|---------------------------|--|--|
| 1. Serving Alcohol | No <input checked="" type="checkbox"/> Yes ___ | If yes, a liquor license may be required |
| 2. Food Sales | No ___ Yes <input checked="" type="checkbox"/> | If yes, contact Calumet Co. Health Dept. <u>by a licensed Food truck</u> |
| 3. Amplified Sound | No <input checked="" type="checkbox"/> Yes ___ | If yes, purpose/type _____ |
| 4. Tents or Stage | No <input checked="" type="checkbox"/> Yes ___ | If yes, a Temporary Use Permit may be required |
| 5. Village Park Rental | No <input checked="" type="checkbox"/> Yes ___ | If yes, a separate application is required |
| 6. Mechanical Rides | No <input checked="" type="checkbox"/> Yes ___ | If yes, Certificate of Insurance is required |
| 7. Bounce House | No <input checked="" type="checkbox"/> Yes ___ | If yes, Certificate of Insurance is required |
| 8. Fireworks | No <input checked="" type="checkbox"/> Yes ___ | If yes, contact the Community Risk Reduction Officer |
| 9. Public Event | No ___ Yes <input checked="" type="checkbox"/> | If yes, Certificate of Insurance may be required |
| 10. Street Closures | No <input checked="" type="checkbox"/> Yes ___ | If yes, Street Names: _____ |
| 11. Rental Barricades | No <input checked="" type="checkbox"/> Yes ___ | If yes, contact Harrison Public Works Department |
| 12. Emergency Action Plan | No ___ Yes <input checked="" type="checkbox"/> | A plan is required for all events |

I have read and understand the **Special Event Guidelines & Requirements** attached to the application. I also understand this application does not ensure the issuance of a permit and that all event organizers and participants must comply with all applicable village ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities and fireworks permits are in addition to the fees submitted for this application. I further understand that an incomplete application may be cause for denial of the event.

[Signature] Date: 4/21/2020

FOR OFFICE USE

Village Board: Approved ___ Denied ___ Date: ___/___/___

Reason(s) for denial: _____

Clerk Signature Date: ___/___/___

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Special Event Guidelines & Requirements

Guidelines:

- Special events include but are not limited to park events, block parties, fun runs, marathons, parades, and festivals.
- Applications must be submitted to the Village Clerk no less than 60 days before the event.
- Any person or group requesting assistance from Harrison Fire Rescue (for traffic control, first-aid tents, etc.) must contact the Community Risk Reduction Officer (CRRO) at least 60 days before the event to ensure adequate staffing.
- All state laws regarding intoxicants must be adhered to. In addition, the permit does not relieve any individual or party from any village ordinance (including noise and alcohol.)
- If applicable, the Event Organizer must reserve the Park Shelter with payment through the Village Hall.
- The Event Organizer is responsible for all staff working at the event, except where the Village determines qualified personnel are required.
- The Event Organizer is responsible for all equipment used to manage the event. When village equipment is requested, such as traffic barricades or cones, the placement of village equipment will be under the direction of the Public Works Operations Manager. The cost to repair or replace lost or damaged equipment will be charged to the Event Organizer.
- Street parties shall start no earlier than 10:00 am and shall terminate no later than 10:00 pm.

Requirements:

Emergency Action Plan (EAP):

- An EAP must be completed by the Event Organizer and approved by the CRRO prior to the event.

Street Closures/Barricade Delivery and Pick up:

- If the event requires street closures or re-routing of traffic, the Event Organizer will be required to notify affected residences and businesses by mail two weeks before the event.
- Street barricades are available from the village to rent for a fee.
- If Harrison Public Works is providing street closing barricades:
 - Delivery will occur the day before your event, or on last working day for weekend events.
 - Barricades will be delivered to the Event Organizer listed on the application.
 - Pickup will take place the day after the block party, or on Monday for weekend events.
- Remove all items from the street, including the barricades, by 10:00 pm.
- No post holes/tent stakes can be put in the pavement or the road right-of-way.
- Access for Emergency Vehicles must be maintained at all times during the event.

NOTE: Street closing permits will not be issued for neighborhood block parties on U.S. Highways, State Highways, County Trunk Highways, or Village Streets that serve as major traffic corridors, detour routes, or other streets that are deemed hazardous.

Amplified Music:

- All state laws and village ordinances must be adhered to.
- No person shall use or operate a P.A. system, amplifier, or device which increases the volume of voice, music, or other sounds so loud as to disturb the public peace or the quiet and peacefulness of the surrounding neighborhood without prior approval from the Village Board.

Fermented Malt Beverage Sales:

- All state laws and village ordinances must be adhered to.
- A liquor license is required for the sale of alcohol. Liquor license can be obtained from the Village Clerk.
- No alcoholic beverages, other than fermented malt beverages and wine, are allowed in any park except by special permit from the person issuing this permit.

Food Concession Sales:

- All state laws and village ordinances must be adhered to.
- Groups authorized to sell concessions must secure all necessary permits for concession operations; provide all supplies, materials, and equipment to operate concessions; keep the area around the concession operation clean. Contact the Calumet County Health Department for information regarding food preparation permits.
- Food trucks/mobile sales require a Direct Sellers & Solicitors Permit Application.

Certificate of Insurance:

- If deemed necessary by the Village Clerk, a certificate of insurance covering the event must be provided.
- A certificate of insurance is required for events open to the public. The certificate of insurance must give evidence of proper liability insurance, naming the Village of Harrison as an additional insured. A copy of an insurance policy is not acceptable.
- A certificate of insurance is required if a bounce house will be on used on Village owned property. The certificate of insurance must give evidence of proper liability insurance, naming the Village of Harrison as an additional insured.

Garbage and Recycling:

- The Event Organizer shall provide adequate garbage and recycling collection and disposal, at the Event Organizer's sole expense, and shall not rely on village waste containers to meet this requirement. The required size and number of garbage and recycling containers shall be according to state standards. <https://dnr.wisconsin.gov/topic/Recycling/awayfromhome.html>

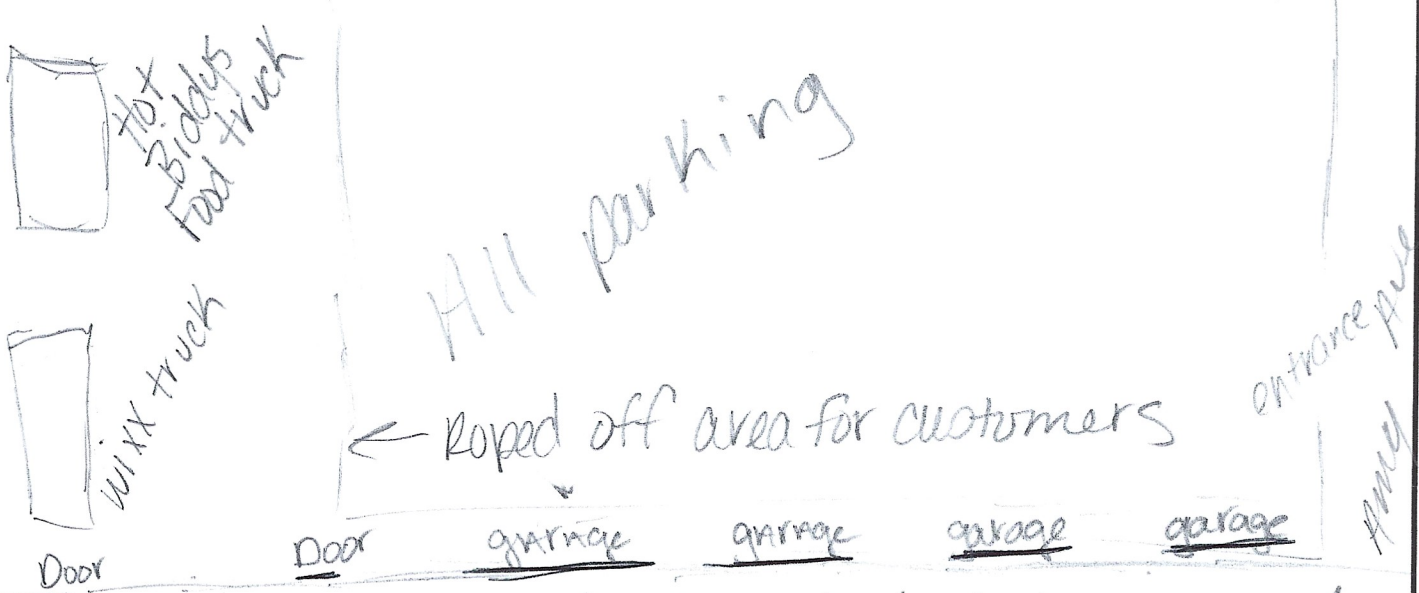
Toilets/ Sanitation Facilities:

- The Event Organizer shall ensure that adequate toilet and sanitation facilities are available to all attendees during the event, at the sole expense of the Event Organizer. Toilet facilities must comply with ADA requirements.

SPECIAL EVENT - EMERGENCY ACTION PLAN FORM

Event Name: Mystery Box Mania
 Dates & Times of Event: May 16 2020 10-2
 Address of Event: W5200 Amy Ave Appleton WI 54915
 Expected Attendance: 200 people revolving
 Primary Event Organizer: Bits & Pallets Depot
 Secondary Organizer: Jeff & Jen Feistel

Sketch a map of the event, including:
Entrance - Parking - Cooking - 1st Aid Station - Relocation Area



Multiple entrances - business conducted as normal inside
 (Fairway's Building)

OFFICE USE:

- Emergency Medical Services needed? Yes ___ No ___
- Law Enforcement needed? Yes ___ No ___
- Fire Rescue Services needed? Yes ___ No ___
- Vehicle Threat Mitigation needed? Yes ___ No ___
- Missing Person Plan needed? Yes ___ No ___

Signature _____ Title _____ Date / /

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EMERGENCY ACTION PLAN GUIDE

PURPOSE

This plan outlines the procedures to follow before and during outdoor events in the Village of Harrison in case of emergencies or hazardous situations. Event organizers, management, staff, and attendees are expected to follow these guidelines to ensure safety and preparedness.

Emergencies may occur at any event and can vary widely. Flexibility is essential when responding.

Potential hazards include but are not limited to:

- Fire
- Medical emergencies
- Severe weather
- Law enforcement incidents

Event Organizer

A specific Event Organizer will be assigned and will serve as the main contact for all event-related communications.

Emergency Notification

In the event of an emergency, call 911 to report the situation.

The caller should be prepared to provide the 911 operator with the following information: *the nature of the emergency, the exact location, and the name of a contact person and a callback number.*

Medical Emergencies

As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat-related as well as traumatic injuries.

Before the event, the Event Organizer shall contact Harrison Fire Rescue's Community Risk Reduction Officer (CRRO) to determine if on-site Emergency Medical Services are needed for this event.

If an incident occurs that requires Emergency Medical Services, the caller should be prepared to provide the 911 operator with the following information: *the nature of the emergency, the exact location, and the name of a contact person and a callback number.*

Missing/Endangered Person

Include a clearly marked Missing Person Relocation Area on the event site map.

If an incident occurs that requires Law Enforcement, the caller should be prepared to provide the 911 operator with the following information: *the nature of the emergency, the exact location, and the name of a contact person and a callback number.*

Severe Weather

Weather forecasts and current conditions can be monitored through the National Weather Service's Weather Forecast website: <https://forecast.weather.gov/MapClick.php?lat=44.2168&lon=-88.4118>

- **Before the event** - If severe weather is predicted before the event, the Event Organizer will evaluate the conditions and determine if the event will remain scheduled. The Event Organizer or his/her designee will be identified and is responsible for monitoring the weather conditions before and during the event.
- **During the event** - If severe weather occurs during the event, the Event Organizer or his/her designee will make notification to those attending the event that hazardous weather conditions exist and direct them to shelter.

This event will follow the **30-30** rule for lightning:

- If you see lightning and hear thunder within **30 seconds**, it means the storm is close. Stop all activities immediately and wait at least **30 minutes** after the last thunder before resuming.

Fire

Depending on the size and nature of the event, a fire inspection may be required. Before the event, the Event Organizer shall contact the Harrison Fire CRRO to determine if any specific fire hazards have been identified. The Event Organizer will coordinate with the CRRO to determine how to address any issues.

Cooking Requirements

If cooking is planned at your event, follow these safety requirements:

- A **portable fire extinguisher** must be available on-site.
- All food service staff must be trained in the safe use of fire extinguishers.
- Each cooking device is allowed to have **one** LP (liquefied petroleum) tank, which must be properly secured (e.g., tied, strapped, or chained) to prevent tipping.
- Cooking is **not allowed** under tents or canopies unless **Flame Spread Certification** is attached to tent or canopy. Cooking areas must be at least:
 - **20 feet away** from tents or canopies
 - **10 feet away** from buildings or other structures
- Cooking must take place on a **non-combustible surface**.

Law Enforcement

Before the event, the Event Organizer shall contact the Harrison Law Enforcement Sergeant to determine if their presence is needed at the event.

If an incident occurs that requires Law Enforcement, the caller should be prepared to provide the 911 operator with the following information: *the nature of the emergency, the exact location, and the name of a contact person and a callback number.*

Emergency Vehicle Access

Access for Emergency Vehicles must be maintained at all times during the event. The following requirements apply:

- **20-foot fire lanes** must remain clear and unobstructed at all times.
- Any structure or object that crosses over a street or fire lane must have a **minimum height clearance of 14 feet.**
- **Participants and spectators** must only park in approved areas and must not block fire lanes, sidewalks, or other public access routes.
- **Crowd control** will be managed by designated staff members of the Event Organizer.

PREPLANNING CONTACT INFORMATION

Harrison Fire Rescue:

Fire Inspector/CRRO	Craig Majewski	crrro@harrison.wi.gov
Fire Chief	Jarred Gerl	jgerl@harrison.wi.gov

Law Enforcement:

Harrison Sergeant	John McGuire	john.mcguire@calumetcounty.org
Calumet County Non-emergency		(920) 849-2335

Village of Harrison Staff

Village Manager	Chad Pelishek	cpelishek@harrison.wi.gov
Public Works	Jeff Funk	jfunk@harrison.wi.gov