

Special Event Permit Application

Allow 60 days for review

Event Information

Event Name: Block Party Date(s): 6/6/26
 Type of Event: Block Party Organization (if any): —
 Hours: 1pm - 10pm Estimated Attendance #: 35

Event Organizer Information

Contact Name: Ken Gast Secondary Contact: _____
 Address: W5549 Brandon Way Appleton, WI
 Phone: 715-250-2800 Email: Ken.gast@gmail.com

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

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

Ken Gast _____ 3/27/26 _____
 Event Organizer Signature Date

FOR OFFICE USE

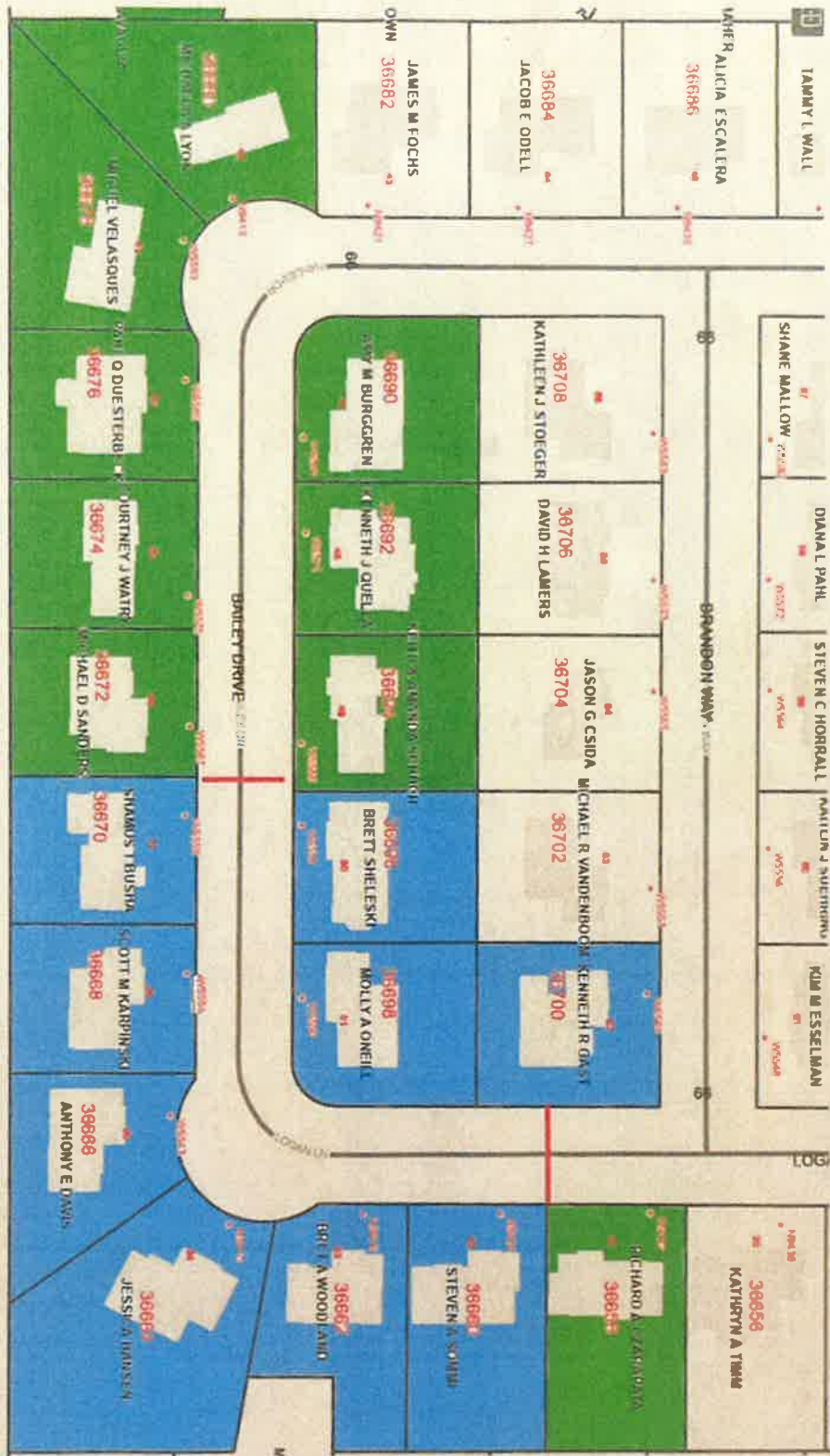
Village Board: Approved Denied Date: / /

Reason(s) for denial: _____

 Clerk Signature

 / /
 Date

Village of Harrison Road Closure permit for neighborhood block party 6/6/2026



Proposed Road Closure diagrams

Parcels adjacent to closed section | Parcels unaffected by closed section

Proposed placement of barricade

SPECIAL EVENT – EMERGENCY ACTION PLAN FORM

Event Name: Logan Ln Bailey Dr Block Party

Dates & Times of Event: 6/6/26 1p-10

Address of Event: Logan Ln and Bailey Dr

Expected Attendance: 35

Primary Event Organizer: Ken Gast

Secondary Organizer: _____

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

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	crro@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