



SPECIAL EVENT APPLICATION FORM

EVENT APPLICATION MUST BE SUBMITTED AT LEAST 30 DAYS IN ADVANCE OF AN EVENT

SECTION 1 – APPLICANT INFORMATION

Information about the person applying to have a special event or applying on behalf of an organization.

Name: Kristy Stumpf

Date of Birth: *Event organizers must be at least 18 years old. 07-04-1969

Address: N8340 Firelane 12 Menasha, WI 54952

Phone Number: 920-423-3247

Email Address: uptowngirlbandb@gmail.com

SECTION 2 – ORGANIZATION INFORMATION

Information about the organization having the special event, if applicable.

Organization's Name: Uptown Girl Beauty & Boutique

Organization's Address: 116 W. Wisconsin Avenue Kaukauna

Organization's Phone Number: 920-423-3247

Organization's Email Address or Website: www.uptowngirlbeautyandboutique.com

Applicant's Relationship to Organization: Owner

SECTION 3 – EVENT INFORMATION

Name of Event: Boutique Fall Festival 2023 -

Local Boutiques, Gifts, & Craft Vendor Sale in Lot

Event Location: City Lot behind Uptown Girl

* we would need this lot to be closed & barricaded during the event.

Event Date: *If a multi-day event, please list all days. 9/21/24

Event Start Time - End Time: 6am-6pm (including set up and take down)
Event 9-3

Security Contact Name and Phone Number: *The name and contact information of the individual who emergency responders may contact in case of an emergency during the event.

Kristy Stumpf 920-423-3247

Total Anticipated Attendance for Event:
Additional Event Information (Purpose, Activity, Who Can Participate, whether this is a First-Time event, etc.):

300-500

SECTION 4 – APPLICANT CHECKLIST

Applicant is responsible for contacting all necessary City departments and for obtaining all required reservations, permits, licenses, and variances. *Please note that some permits require Common Council or committee approval and may take up to two weeks to be considered and approved.

General Information:

1. Will food be prepared and/or served at the event?
We will have 13 food trucks YES NO
2. Will there be a band or amplified music/noise? YES NO
3. Will there be portable restrooms?
Restrooms inside Uptown Girl YES NO
4. Do you have proper insurance for your event and have you provided it to the City?
*Insurance coverage is required for all events held in the City and a certificate of insurance must be provided to the City if your event involves more than 250 attendees. YES NO

Fire Department Information: (920) 766-6320

1. Will the event be held indoors? YES NO
2. Will a tent or temporary structure be erected?
Canopy tents for vendors YES NO
3. Will there be a tent larger than 200 SF? YES NO
4. Will fireworks/pyrotechnics be used during the event? YES NO

Street and Parks Department: (920) 766-6337

- | | | |
|---|---|--|
| 1. Are you requiring street closure for the event? | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| 2. Are you providing your own barricades? | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| 3. Did you include a map of the event location/route? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| 4. For park events, have you reserved the park? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 5. Will there be rides at the event? | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |

Police Department: (920) 766-6333

- | | | |
|--|---|--|
| 1. Do you have a plan for medical emergencies? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| 2. Is security needed for the event? | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| 3. Will the event need any parking restrictions? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |

*→ The City lot behind Uptown Girl
will need to be closed + barricaded. Just the one
behind the shop (not Electric City Lane)*

City Clerk's Office: (920) 766-6300

- | | | |
|---|------------------------------|--|
| 1. Will alcoholic beverages be served/sold? | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
|---|------------------------------|--|

Section 5 – Insurance Requirements

Insurance coverage will be required for every special event held in the City. Event organizers must provide the City with a Certificate of Insurance if the event involves more than 250 people, you request a street closure, or you are bringing additional items/structures into the public premises. Proof of coverage MUST include naming the City of Kaukauna as an additional insured party. The amount and type of insurance coverage varies, although \$1 million - \$2 million is a typical level.

**Our insurance agent said this is covered in our policy w/ special event premium*

General Liability Coverage:

1. Commercial General Liability
 - a. \$1,000,000 general aggregate – per project
 - b. \$1,000,000 products – completed operations aggregate
 - c. \$1,000,000 personal injury and advertising injury
 - d. \$1,000,000 each occurrence limit
2. Claims made form of coverage is not acceptable.

3. Insurance must include:
 - a. Premises and Operations Liability
 - b. Contractual Liability including coverage for the joint negligence of the City of Kaukauna, its officers, Council members, agents, employees, authorized volunteers and the named insured
 - c. Personal injury
 - d. Explosion, collapse, and underground coverage
 - e. Products/Completed Operations
 - f. The general aggregate must apply separately to this project/location
4. Additional Provisions
 - a. Additional Insured – On the General Liability coverage, Business Automobile coverage, Aircraft Liability and Liquor Liability.
 - b. Endorsement – The Additional Insured Policy endorsement must accompany the Certificate of Insurance.
 - c. Certificates of Insurance – A copy of the Certificate of Insurance must be on file with the City of Kaukauna.
 - d. Notice – City of Kaukauna requires 30-day written notice of cancellation, non-renewal, or material changes in the insurance coverage.
 - e. Carriers – The insurance coverage required must be provided by an insurance carrier with the "best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.

Section 5 – Indemnification and Disclaimer

By signing below, I certify that I am at least 18 years of age. My signature further confirms that I understand the filing of this application does not ensure the issuance of a Special Event license. I will be responsible for ensuring the event and event participants comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulation and any other applicable laws, rules, and regulations. I confirm that I am authorized to apply for this Special Event License on behalf of the organization hold the event (if applicable) and that the information contained in this application is true to the best of my knowledge. I understand that intentionally providing false or misleading information in this Application may lead to civil or criminal penalties.

Indemnification: By signing below, I acknowledge that for good and valuable consideration, I, the applicant, on behalf of myself and the organization, if applicable, agree to indemnify, defend, and hold harmless the City of Kaukauna and its officers, officials, employees, and agents from and against any and all liability, loss, damage, expenses and costs, including attorney fees, arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.

By signing below, I agree to follow any state and/or local guidelines in place to prevent the spread of COVID-19.


Signature of Applicant:

Printed name of Applicant: Kristy Stumpf



Last Years Mock-Up Vendor Map

Last Year's Flyer

BOO-TIQUE 

FALL FESTIVAL

SATURDAY, OCTOBER 14TH

9AM-5PM

LOCAL BOUTIQUES & ARTISANS

- UPTOWN GIRL BEAUTY & BOUTIQUE
- UPTOWN LINKS PERMANENT JEWELRY
- SILVER SQUIRREL ENGRAVING & GIFTS
- KENDALL & BLUE BOUTIQUE
- PERIWINKLE POPPY BOUTIQUE
- SMALLTOWN INSPIRED HANDMADE JEWELRY
- TENDER ESSENTIALS JEWELRY
- TT'S NOTHING BUT NATURE'S GOODNESS SOAPS & SKIN CARE
- THE MAIN CELEBRATION GOURMET DESSERTS
- MENAS PLACE
- DIRTY GIRL POTTERY

DOWNTOWN KAUKAUNA
116 W. WISCONSIN AVENUE
KAUKAUNA, WI

FREE
KIDS FACE
PAINTING!

