



Greenville Parks, Recreation and Forestry Department

W6895-B Parkview Drive • PO Box 60 • Greenville WI 54942

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www.townofgreenville.com

SPECIAL EVENT POLICY

I. PURPOSE

It is recognized that special events often bring many benefits to the community. However, when these events are held in a park or on Town owned property, they have the potential to impact the department's resources, facilities and property. Each event has unique characteristics and will have a different impact. Therefore, events need to be considered on a case by case basis in order to promote the responsible use of publicly owned facilities and properties.

II. POLICY

Events or planned occurrences on Greenville Parks, Recreation and Forestry Department property that exceed the normal and ordinary use of such property, may be considered a special event and are subject to review and approval by the Greenville Parks Commission and Town Board.

III. DEFINITION

A "special event" is defined as any planned occurrence that takes place on Town owned property including, but not limited to, concerts, festivals, fairs, parades, runs/walks, large company picnics and athletic events which is not within the normal and ordinary use of that property or which, by the nature of the event, may have a greater impact on Town services or resources than would have occurred had the event not taken place. Whether the event is considered within the normal, ordinary or intended use of public property shall be determined by the Town department that maintains jurisdiction over the proposed venue.

IV. PERMIT PROCEDURE

1. An application for a Special Event Permit along with ALL the required support materials and fees shall be filed with the Greenville Parks, Recreation and Forestry Department a minimum of 60 days prior to the event. Applications for events that have been held in the Town of Greenville for at least the immediate past two (2) years which are filed less than 60 days prior to the event may be issued, provided all conditions for such approval are met.
2. Along with the application, the sponsor must provide a map of the park area showing the proposed location of all facilities and services to include, but not limited to, concessions, rides, parking, lighting, fencing, portable toilets, dumpsters, etc. If a walk/run or parade is part of an event, a map must be provided showing the proposed route including road closures requested.
3. Every Town department that may be affected by the event, either directly or indirectly, will receive a copy of the permit application and shall recommend approving or denying the application and listing any reasons for denial. Each department shall review the application based upon the following criteria:
 - a. Use of department resources
 - b. Costs to the department
 - c. Benefit to the community

- d. Any perceived public health or safety problems
 - e. Use of Town property
4. If the application is denied by one or more departments, the applicant will have the opportunity to change the event's plans to address the concerns of the denying department(s).
 5. Upon approval of all reviewing departments, the application will be sent to the Parks Commission for review and recommendation of approval/denial. The Town Board will make the final determination based on their review of the application and the recommendation of the Park Commission. The Director of Parks and Forestry will issue the Special Event Permit upon approval.
 6. The granting of a Special Event Permit does not guarantee the availability of any park pavilion. Those requests must be made through a separate application process and should be done before the special event application process.
 7. The Town of Greenville reserves the right to deny a Special Event Permit if the event is incompatible with the park area or conflicts with other scheduled or unscheduled park activities or events.
 8. The Park Commission, Town Board or any Town department may request a special meeting with the event sponsor at any time during the application process or leading up to the event to discuss any questions or details of the event.

V. FEES

A \$25 application fee must be submitted with the application materials. A Special Event Fee will be charged based on the size of the event and is as follows:

Minor Event	<500 attendees	No additional fees
Small Event	500 – 1,000 attendees	\$150 + \$150 deposit
Large Event	1,000 – 3,000 attendees	\$600 + \$600 deposit
Significant Event	>3,000 attendees	\$1,200 + \$1,200 deposit

The Special Event fee and deposit will be due upon issuance of a Special Event permit. Cancellations must be made at least twenty-eight (28) days prior to the rental date in order to receive a full refund. All refunds are subject to a 20% processing fee. 100% of the security deposit will be refunded. Charges for park facilities, food sales permits, etc. are not included in the Special Event Fee and are to be paid in addition to the submittal of the Special Event application and fees.

VI. EVENT REQUIREMENTS

A. Rules and Regulations

Sponsors of Special Events must comply with all applicable town ordinances, traffic rules, park rules and regulations, state health laws, fire codes and liquor licensing regulations.

B. Capacities

All park facilities and properties have maximum capacities set by the Parks, Recreation and Forestry Department based on safety code regulations, seating capacities, parking provisions and intended park use. The Parks, Recreation and Forestry Department reserves the right to deny any application if the expected attendance will exceed the safe capacity of the facility or property.

C. Parking

Sponsors of Special events must submit a parking plan with the application. The plan must address the expected number of vehicles, locations of parking areas, traffic control, safety and security. Parking in certain turf areas may be allowed only for special events and with department approval. Contact the Parks, Recreation and Forestry Department during the planning stages to arrange parking areas on turf. Any costs associated with repairing damage from parking and driving in turf areas will be the sole responsibility of the event sponsor.

D. Public Street or Right of Way Closures

All road closures or use of town roads or right of ways as part of an event must be approved through the Public Works Department and may require a separate permit. Please allow sufficient time for this process.

E. Security and Safety

For the safety of an event's participants, security personnel are a necessity. Events including alcohol or minors may involve higher risk and may require more security. Events must have security personnel at the rate of one security guard for every 300 people present if alcohol is available, or one security guard present for every 600 people if alcohol is not available. One member of the security personnel must be designated as the "Head of Security" who can be contacted at any time by the Sheriffs or Fire Department personnel. Items that must be addressed in a security plan are entry points, boundaries, bordering streets, parking lots, admission areas, spectator areas, restrooms and concession areas. The Sheriffs and Fire Department, depending on facts and circumstances specific to each event, shall have the discretion to modify this ratio, as they deem necessary.

F. Emergency Management Plan

For events with an expected attendance of more than 1,000 an Emergency Management Plan may be required by the Outagamie County Emergency Management Department. Contact the Outagamie County Emergency Management Department at 832-5148 for plan requirements. If a plan is required, a copy must be submitted along with the special event application.

G. Alcohol

If an event will be selling beer or wine (distilled alcoholic beverages cannot be sold or served at Special Events) the appropriate license must be obtained from the Town Clerk. The sponsor of the event is the responsible, legally liable party if problems arise because of improper conduct of the beverage servers. The legal drinking age is 21 and anyone who appears to be under the age of 30 should be required to present proper identification.

H. Food/Concessions/Admission Fees

Use of park property for private profit making activities is not permitted. Sale/vending activities may be permitted for approved Special Events and are subject to Park Commission approval. If food is to be sold as part of an event, all necessary permits/licenses must be obtained from the Outagamie County Health Department. Admission fees to an event may only be charged as part of an approved Special Event.

I. Fireworks, Open Flames & Pyrotechnics

If fireworks, open fires or pyrotechnics are part of an event, the Greenville Fire Department must be contacted to obtain the necessary permits and regulations. The use of any pyrotechnic device shall be handled by a competent adult operator and shall be of such composition, character and be located, discharged or fired, as in the opinion of the Fire Chief, not to be hazardous to property or endanger any persons.

J. Medical Services

The level of medical services required for a special event will vary depending on many factors including expected attendance, time of day, time of year, weather, demographics of attendees, alcohol, nature of the event and many others. At the minimum all special events should have a first aid kit easily accessible on the event site. The sponsor of a special event must have a plan to address medical services.

K. Toilet Facilities

The toilet facilities at a park may not be sufficient for a special event. In this case portable toilets must be secured by the sponsor of the event. Toilet facilities shall be provided by the sponsor based on the anticipated peak crowd size and the duration of the event. The sponsor of the event is responsible for ensuring that the toilets are kept in a clean and useable condition. Guideline for the number of portable restrooms required is as follows.

Special Event Chart for Portable Restrooms

Number of Units required when no pumping service is provided
50/50 Mix of Men and Women
One unit provides approximately 200 uses.

Average hours at the event

Ave. Crowd size	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
10,000	15	25	38	50	63	75	88	100	113	125
15,000	20	38	56	75	94	113	131	150	169	188
20,000	25	50	75	100	125	150	175	200	225	250
25,000	38	69	99	130	160	191	221	252	282	313

L. Refuse Collection and Site Clean-up

The sponsor of a special event must have a waste management plan in place that addresses litter control, trash removal and recycling. Litter shall be picked up before, during and after an event that is open to the public. It is the responsibility of the event sponsor to ensure that there are a sufficient number of trash cans located throughout the event grounds and that they are emptied during the event in order to prevent overflow. If the waste generated by the event exceeds the capacity of the onsite dumpsters, it is the sponsor’s responsibility to remove the excess waste from the site. This may require additional dumpsters to be secured by the event sponsor. Location of additional dumpsters must be indicated on the map and approved by the Department. Additional dumpsters shall be removed from the premises on the first business day following the event.

M. Bands/Amplified Music

If an event will be having a band or amplified music, the sponsor shall ensure compliance with all noise ordinances established by the Town of Greenville. Failure to abide may result in penalties as provided in the ordinance, termination of the event and denial of future use of the park. There may be times or events where strict adherence to the noise ordinance may be difficult or unreasonable due to special circumstances. When it is anticipated that this is to occur, special approval may be requested from the Town Board.

N. Electricity

The existing electrical service at a park may be inadequate for certain special events. It is the responsibility of the sponsor to insure that there is adequate electrical capacity to hold the event and to

obtain additional electrical supply if needed. Any damage to existing electrical services due to overload will be the responsibility of the event sponsor.

O. Mechanical Rides, Inflatables & Dunk Tanks

Use of mechanical rides, inflatables, dunk tanks or other amusements must be approved by the Park Commission and may only be used in approved locations. Proposed locations must be indicated on the map. A certificate of insurance must be provided. If stakes are to be driven into the ground, the sponsor must call Diggers Hotline to have public utilities located. The sponsor shall also contact the Park Department in advance of the event to have private utilities located. Any damage to turf or pavement as a result of the amusements must be repaired immediately upon removal of said amusement.

P. Tents

Use and location of tent, canopies or other overhead coverings are subject to department approval. Placement must be indicated on the map. If stakes are to be driven into the ground, the sponsor must call Diggers Hotline to have public utilities located. The sponsor shall also contact the Park Department in advance of the event to have private utilities located. Any damage to turf or pavement as a result of tent placement must be repaired immediately upon removal of the tent.

Q. Insurance Requirements

Insurance coverage is required for all special events held on Town property. A certificate of insurance, with all the coverages listed and naming the Town of Greenville as an additional insured, must be provided to the Parks, Recreation and Forestry Department no later than fourteen (14) days prior to the event.

Individuals who are registering to participate in a race, walk or athletic event must complete a waiver statement provided by the sponsor acknowledging their acceptance of any risk to participate.

The level of insurance required is as follows:

INSURANCE REQUIREMENTS FOR TOWN OF GREENVILLE SPECIAL EVENTS

It is hereby agreed and understood that the insurance required by the Town of Greenville is primary coverage and that any insurance or self insurance maintained by the Town of Greenville, its officers, board members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the clean up period after the event.

1. GENERAL LIABILITY COVERAGE

A. Commercial General Liability

- a. \$1,000,000 general aggregate
- b. \$1,000,000 products - completed operations aggregate
- c. \$1,000,000 personal injury and advertising injury
- d. \$1,000,000 each occurrence limit

B. Claims made form of coverage is not acceptable.

C. Insurance must include:

- a. Premises and Operations Liability
- b. Blanket Contractual Liability
- c. Personal Injury
- d. Explosion, collapse and underground coverage
- e. Products/Completed Operations
- f. The general aggregate must apply separately to this project/location

2. BUSINESS AUTOMOBILE COVERAGE

- A. Limits - \$250,000 each person/\$500,000 each accident for Bodily Injury and \$100,000 for Property Damage
...OR...
\$500,000 Combined Single Limit for Bodily Injury and Property Damage each accident
- B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

3. WORKERS COMPENSATION AND EMPLOYERS LIABILITY - If required by Wisconsin State Statute or any Workers Compensation Statutes of a different state.
 - A. Must carry coverage for Statutory Workers Compensation and Employers Liability limit of:
 - \$100,000 Each Accident
 - \$500,000 Disease Policy Limit
 - \$100,000 Disease - Each Employee
4. AIRCRAFT LIABILITY (including helicopter) - Owned, Non-Owned or hired.
 - A. If this exposure shall exist, the limits must be at least \$5,000,000 combined single limit for bodily injury (injury passenger liability) and property damage.
 - B. Any liability exclusions relating to slung cargo must be deleted.
5. LIQUOR LIABILITY - If the event holder is selling alcoholic beverages then Liquor Liability with the following limit and coverage must be carried:
 - A. Limits - \$500,000 each occurrence, \$500,000 aggregate
6. ADDITIONAL PROVISIONS
 - Additional Insured - On the General Liability Coverage, Comprehensive Automobile Coverage and Umbrella Coverage. Town of Greenville, and its officers, board members, agents, employees, and authorized volunteers shall be Additional Insured.
 - Endorsement - The Additional Insured Policy endorsement must accompany the Certificate of Insurance.
 - Certificates of Insurance - A copy of the Certificate of Insurance must be on file with the Town Clerk.
 - NOTE: Town of Greenville requires 30 day written notice of cancellation, non-renewal or material change in the insurance coverage.
 - *The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "B VII" or better. All Carriers shall be admitted carriers in the State of Wisconsin.

VII. PARK LABOR

Park Department employees are not normally available to work as part of a special event. Special arrangements may be made in advance and the cost of any labor will be charged to the sponsor. Park Department staff visit each park daily in the morning to ensure the facilities are in a safe and sanitary condition. If staff is called in outside of normal working hours to address a problem related to a special event, the sponsor will be charged at a rate of \$100.00 per man hour.

VIII. DAMAGE TO PUBLIC PROPERTY

The sponsor of a special event shall take all precautions necessary to prevent any damage to public property including, but not limited to, vandalism, defacement, and breakage/damage to any buildings, fences, equipment, gardens, trees, tables, benches, lawn, trails, etc. In the event that any damage should occur as a result of a special event, the sponsor shall be responsible for all costs associated with repairing the damage. Damage will be billed at a rate of \$100.00 per man hour for repair and materials at cost. Any contracted work will be billed as is.

IX. EVENT CANCELLATION

The Town Chairman, or designee, may cancel an event without prior notice for any condition affecting the public health or safety of the Town, or any condition that would place facilities, grounds or other natural resources at risk of damage or destruction if the event were permitted to take place.



Greenville Parks, Recreation and Forestry Department
W6895-B Parkview Drive, Greenville WI 54942
Phone: (920) 757-7276

APPLICATION FOR A SPECIAL EVENT

IMPORTANT: This application must be completed in full. Incomplete applications will be returned to the event organizer.

SECTION 1 – ORGANIZATION INFORMATION

Name of Organization: _____

Street Address: _____ City, State, Zip: _____

Telephone Number: _____ 501 (c)3 Organization? Yes ___ No ___

Event Contact Person: _____ Date of Birth: _____

Address: _____ City, State, Zip: _____

Email: _____ Phone: _____ **Event Day** Phone: _____

SECTION 2 – EVENT INFORMATION

Name of Event: _____

Date(s) of Event: _____ Location of Event: _____

Set-up Start Time: _____ Actual Start Time: _____ Finish Time: _____

What is the expected attendance? Participants: _____ Vehicles: _____ Vendors: _____

Generally describe your event and its purpose: _____

You **MUST** attach a detailed map or diagram of your event indicating the specific location and layout of your event. Park maps may be obtained at www.townofgreenville.com or by contacting the GIS Department at 757-7276.

SECTION 3 – ADDITIONAL INFORMATION

1. Will special parking provisions be needed? Yes___ No___ If yes, explain: _____

(Indicate proposed parking areas on the map)

2. Will any street/road closures be needed? Yes___ No___ If yes, contact Public Works at 757-7276

(Indicate proposed road closures on the map)

3. How many security personnel will be present? _____

Head of Security: _____ Phone: _____

4. Does your event require an Emergency Management Plan(attendance greater than 1,000)? Yes___ No___ If yes, contact Outagamie County Emergency Management at 832-5148 and attach a copy of the plan.

5. Will alcoholic beverages be served/sold? Yes___ No___ If yes, contact the Town Clerk at 757-5151 x3 to obtain the appropriate license.

6. Will food be prepared and/or served at the event? Yes___ No___ If yes, explain in detail what food service will be provided:

(Contact the Outagamie County Health Department 832-5100 to obtain the appropriate permit)

7. Will admission/entry fees be charged for the event? Yes___ No___ If yes, how much? _____

(Indicate entry/collection points on the map)

8. Will any fireworks, open fires or pyrotechnics be used during the event? Yes___ No___

(If yes, contact the Fire Department at 757-7262.)

9. Do you have a plan in place for any medical emergencies that may occur during the event? Yes___ No___ Explain in detail:

(Indicate first aid stations, emergency access routes, etc. on the map)

10. Will portable toilets be used? Yes___ No___ If yes, how many? _____ *(Indicate location on map)*

11. Do you have a waste management plan in place? Yes___ No___ Please explain in detail: _____

(Indicate location of garbage and recycling dumpsters on the map and provide contact info for contracted services.)

12. Will you be having a band or amplified music? Yes___ No___ If yes, explain in detail: _____

13. Does the location have adequate electrical service for the event? Yes___ No___ If no, what is your plan to provide additional service? _____

14. Will inflatables, mechanical rides, dunk tanks or other amusements be used? Yes___ No___ If yes, explain: _____

(Indicate proposed location on map)

15. Will tents or any other temporary structures be erected? Yes___ No___ If yes, how many _____ and what size _____?

(Indicate proposed location on map)

16. What other events have you or your organization sponsored? (List Events) _____

17. Any other details? _____

SECTION 4 – LEGAL NOTICE

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all Special Event organizers and participants must comply with all applicable Town ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Fees for park facilities, food sales permits, tent and fireworks permits are in addition to the fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for denial of the event.

Hold harmless indemnification and defense.

For good and valuable consideration the applicant and/or the organization agrees to indemnify, defend and hold harmless the Town of Greenville and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, 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 Town.

Signature of Applicant

Date

OFFICE USE ONLY

	Received	Date		Received	Date
Completed Application			Application Fee	\$25.00	
Map			Event Fee		
Copy of Insurance			Deposit		
Copy of EM Plan			Total		

Department	Approve	Deny	By	Reason
Park & Rec.				
Public Works				
Fire/EMS				
Sheriff				

Board	Approve	Deny	Date	Reason
Park Commission				
Town Board				

Date Permit Issued: _____