



City of Middleton

Application for a Special Event Permit

Ordinance 7.17

Application materials, additional City permit applications, and all base permit and license fees **MUST** be submitted at least forty-five (45) days prior to the event (120 days is recommended for a major event).

Date Rec'd	
Permit Fee	\$100.00
Date Paid	
Receipt No.	
FEES ARE NON-REFUNDABLE	

ORGANIZATION INFORMATION-Answer all questions completely.

Name of Organization			
Street Address	City	State	Zip
Website	Tax Exempt Number (attach proof)		
Event Contact Person		Email	
Day Phone	Evening Phone	Cell Phone	
Alternate Contact		Email	
Day Phone	Evening Phone	Cell Phone	

EVENT INFORMATION-Answer all questions completely.

Name of Event	Date(s) of Event	Event Hours	Set-up Begins	Clean-up Begins
<p>Location of the Event: You MUST attach a <i>detailed</i> map or diagram of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used.</p> <p>Generally describe your event and its purpose:</p>				
Number of Years in Existence	Estimated Parking Needs		Estimated Attendance at Your Event	

ADDITIONAL INFORMATION		Find out more information about Middleton Forms and Permits	
	NO	YES	Action to be taken:
Was a Special Event Permit ever previously approved or denied for this event?	<input type="checkbox"/>	<input type="checkbox"/>	
Will there be outdoor amplified sound? Ordinance 7.15	<input type="checkbox"/>	<input type="checkbox"/>	\$50 Outdoor Amplified Sound Permit Application Fee
Will alcohol be sold, served or consumed? Ordinance 7.08	<input type="checkbox"/>	<input type="checkbox"/>	\$10 Temporary Class B (Picnic) License Fee (for non-profits only)
Do you have a Security/Emergency Plan?	<input type="checkbox"/>	<input type="checkbox"/>	For alcohol related permits only.
Are you requesting any City street(s) to be closed to traffic? Ordinance 7.17(7), 7.17(8)(k) & 7.17(9)	<input type="checkbox"/>	<input type="checkbox"/>	\$100 fee. Prepare traffic control plan in conformance with MUTCD.
Will your event use portions of County or State roads? Ordinance 7.17(8)(c)	<input type="checkbox"/>	<input type="checkbox"/>	Provide a copy of the County or State Permit
Will there be people working/directing traffic in the streets?	<input type="checkbox"/>	<input type="checkbox"/>	Safety Vests must be worn
Will your event require guest or attendee vehicle parking and/or shuttles? Ordinance 7.17(11)(c)	<input type="checkbox"/>	<input type="checkbox"/>	
Will park, conservancy land, or trails be used?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you reserved the park, pavilion, or any other city facilities for this purpose? Ordinance 21.02	<input type="checkbox"/>	<input type="checkbox"/>	Park rental fees vary and require an agreement form
Will items or services be sold or given away at the event?	<input type="checkbox"/>	<input type="checkbox"/>	\$10 Outdoor Temporary Sale Permit Fee Ordinance 10.48(2)(x)(iii) and/or \$50 Solicitor/Direct Seller Permit Fee Ordinance 7.05
Will items or services sold at your event present unique liability issues (e.g. body piercing, massage, tattoo, etc.) Ordinance 7.11	<input type="checkbox"/>	<input type="checkbox"/>	Provide a copy of the State License
Does this event involve a plan for tents, stages, or temporary structures? NO INFLATABLE BOUNCE HOUSES ALLOWED ON PUBLIC PROPERTY	<input type="checkbox"/>	<input type="checkbox"/>	Must contact Diggers Hotline to have the area marked. Other lines may be required to be located by City Utility Department for a fee. Site plan may be required.
Does your event include food concession, preparation areas, and/or do you intend to cook food in the event area?	<input type="checkbox"/>	<input type="checkbox"/>	The food vendors will need to be licensed through the state.
Will there be open flame cooking in booths or trailers? Fire Code	<input type="checkbox"/>	<input type="checkbox"/>	Middleton Fire Department will need to be notified.
Will there be mobile food carts at your event?	<input type="checkbox"/>	<input type="checkbox"/>	\$500/\$250 Food Cart Establishment Permit
Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics? Wis. Stat. 167.10	<input type="checkbox"/>	<input type="checkbox"/>	\$250 Fireworks Permit Fee and a \$1 million insurance bond
Will Liquefied Petroleum Gas (i.e. Propane) be used? Ordinance 5.13	<input type="checkbox"/>	<input type="checkbox"/>	
Will there be any temporary electrical wiring used? Ordinance 12.09	<input type="checkbox"/>	<input type="checkbox"/>	\$50/base Electrical Permit Fee
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 Pellitteri or any other hauler, at your own cost.

Do you plan to provide portable toilets at your event? Ordinance 6.04	<input type="checkbox"/>	<input type="checkbox"/>	Ratio 1 to 100 or 1 to 50 for Alcohol Focused Events.
Does this event involve banners/signage? Ordinance 22.04 & 22.10	<input type="checkbox"/>	<input type="checkbox"/>	\$25 Temporary Sign Permit
Will there be a clear path of travel (min. 18' wide) for emergency vehicles throughout your event venue?	<input type="checkbox"/>	<input type="checkbox"/>	
Will your event involve the use of traffic safety equipment, signs or barricades? Ordinance 8.08 & 7.17(9)(d) and (f)	<input type="checkbox"/>	<input type="checkbox"/>	See fee schedule . Traffic control plan needs to be provided listing all equipment being used.
Will hot air balloons be used at your event?	<input type="checkbox"/>	<input type="checkbox"/>	Please contact Middleton Municipal Airport at Morey Field
Do your event plans include any casino games, bingo games, drawing, or lottery opportunities?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you met with community groups, residents, businesses, places of worship, schools, Madison Metro bus, postal service and other entities that may be directly affected by your event?	Please List:		
How are you marketing, promoting, or advertising the event?	Please List:		
Have you obtained the Special Event Insurance?	<input type="checkbox"/>	<input type="checkbox"/>	See required insurance (Exhibit 1)
Will your event require dedicated coverage by an Emergency Medical Service Provider?	<input type="checkbox"/>	<input type="checkbox"/>	
Are Police Services being requested?	<input type="checkbox"/>	<input type="checkbox"/>	Briefly Describe Services Requested:

Additional Fees/Costs

In addition to the aforementioned fees, Special Event sponsors will be charged for damage to grounds, buildings, and/or failure to pick up litter generated from the event.

- Damage to grounds includes but is not limited to car and truck rut repairs, skid steer rut repairs, or damage to berms/turf as a result of low riding vehicles. Repair of damage will be charged at the rate of \$40 per staff hour of repair, equipment and materials at cost (soil, seed, hay, etc.)
- Damage to buildings will include but is not limited to vandalism, defacement, and breakage to any buildings, fences, equipment, gardens, tables, trees, barrels, etc. Repair of damage will be billed at a rate of \$40 per staff hour of clean-up. Equipment, materials and contractor services will be billed at cost (glass, wood, brackets, etc.)
- Event sponsors will be responsible for the pick-up and removal of all refuse and recyclables. If the Public Lands Department staff has to clean up following an event, the sponsor will be charged at a rate of \$40 per staff hour of clean-up. Equipment, materials and contractor services will be billed at cost (garbage bags, special trash and recyclable service pick-up, etc.).
- Events requiring police services will be charged a service fee of \$30-\$60 per hour, per officer.

LEGAL NOTICE

I understand the filing of this application does not ensure the issuance of this license. The Fire Chief or Police Chief may revoke a special event permit or terminate an event in the interest of the immediate public health or safety because of fire, casualty, a natural disaster or a public emergency; or for violation of conditions or restrictions that result in a threat to the health or safety of any participant or the general public. I also understand that all Special Event organizers and participants must comply with all applicable city 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 and other permits as needed are in addition to the fees submitted for the Special Events Applications.

FOR GOOD AND VALUABLE CONSIDERATION THE APPLICANT AND/OR THE ORGANIZATION AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF MIDDLETON 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 MY BE LIABLE, EXCEPT WHERE CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY. THE SPECIAL EVENT SPONSOR SHALL SUBMIT A GENERAL LIABILITY INSURANCE POLICY CERTIFICATE (SEE EXHIBIT 1).

Signature of Applicant _____ Date _____