

CITY OF MIDDLETON APPLICATION FOR A SPECIAL EVENT PERMIT

Date Received

Permit Fee

Date Paid

Receipt No.

Organization Information

Answer all questions completely

Name of Organization

Address

Street Address

City

State

Zip

Website

Tax Exempt Number (attach proof)

Day Phone

Area Code Phone Number

Email

example@example.com

Alternate Contact

Day Phone

Area Code Phone Number

Evening Phone

Area Code Phone Number

Cell Phone

Area Code Phone Number

Evening Phone

Area Code Phone Number

Cell Phone

Area Code Phone Number

Event Information

Answer all questions completely

Name of Event

Date(s) of Event

Event Hours

Set-up Begins

Clean-up Begins

Location of the Event

You MUST attach a detailed 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.

Generally describe your event and its purpose

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

Was a Special Event Permit ever previously approved or denied for this event?

Will there be outdoor amplified sound?

Ordinance 7.15

\$50 [Outdoor Amplified sound permit](#)

Will alcohol be sold, served or consumed?

Ordinance 7.08

\$10 [Temporary Class B](#) (Picnic) License Fee (for non-profits).

Do you have a Security/Emergency Plan? 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).

\$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). Provide a copy of the County or State Permit

Will there be people working/directing traffic in the streets? Safety Vests must be worn

Will your event require guest or attendee vehicle parking and/or shuttles?

Ordinance 7.17(11)(c)

Will park, conservancy land, or trails be used?

Have you reserved the park, pavilion, or any other city facilities for this purpose?

Ordinance 21.02. Park rental fees vary and require an agreement form

Will items or services be sold or given away at the event?

\$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. 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.

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?

The food vendors will need to be licensed through the state.

Will there be open flame cooking in booths or trailers?

Fire Code. Middleton Fire Department will need to be notified.

Will there be mobile food carts at your event?

\$500 Annual/\$75 per event [Mobile Establishment Permit](#)

Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?

Wis. Stat. 167.10. \$250 Fireworks Permit Fee and a \$1 million insurance bond

Will Liquefied Petroleum Gas (i.e. Propane) be used?

Ordinance 5.13

Will there be any temporary electrical wiring used?

Ordinance 12.09. \$50/base Electrical Permit Fee

Will there be a need for additional refuse or recycling containers?

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

Does this event involve banners/signage?

Ordinance 22.04 & 22.10. \$25 [Temporary Sign Permit](#)

Will there be a clear path of travel (min. 18' wide) for emergency vehicles throughout your event venue?

Will your event involve the use of traffic safety equipment, signs or barricades?

Ordinance 8.08 & 7.17(9)(d) and (f). [See Fee Schedule](#) Traffic control plan needs to be provided listing all equipment being used.

Will hot air balloons be used at your event?

Please contact Middleton Municipal Airport at Morey Field.

Do your event plans include any casino games, bingo games, drawing, or lottery opportunities?

Have you obtained the Special Event Insurance?

Will your event require dedicated coverage by an Emergency Medical Service Provider?

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.

Are Police Services being requested?

No

Yes

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

Thursday, June 27, 2019
