



City of Oconomowoc
Parks, Recreation & Forestry Department
220 W. Wisconsin Ave., Oconomowoc, WI 53066

Special Events Application

Summary of Event – Step 1

Event Title: _____ New Returning

Event Date(s): _____

Setup & Arrival Date / Time: _____

Event Start Date / Time: _____

Event Ending Date / Time: _____

Clean Up & Departure Date / Time: _____

Potential Event Location – Please check all that apply.

Park (please list) _____

Downtown

Parade or Run/Walk, list desired route: _____

Estimated Attendance: Total attendance: _____ Daily Attendance: _____

Please briefly describe your event:

KEY CONTACTS

Host Organization/Applicant: _____

Address: _____

Website: _____

Telephone: _____

Main Contact Name: _____

Cell phone:

Email:

Please list all other contacts that will be part of planning and carrying out the event.

Name	Cell phone	Job duty

VOLUNTEERS

Beyond your main contacts listed above. How many volunteers do you plan to provide for your event and what responsibilities will they have?

Event Location Information – Step 2

Will your event be held in a City of Oconomowoc Park? Yes No

If yes, which park? _____

Park rental fees will be due after your application is approved and before your event. Fees are listed in the special events planning guide.

Will your event be held in the city's downtown? Yes No

Is your event a walk/run or parade that will follow a specific route? Yes No

A detailed map of your event site and layout is required. The Parks, Recreation and Forestry Department can provide you with a site map.

You must complete a diagram of your event and submit it with this application.

Traffic and Safety – Step 3

If your event is a parade or a walk/run, please check the box of the pre-approved route you are requesting (diagrams are included in the Special Event Planning Guide):

Fowler Park route

Roosevelt Park route

Other *If selecting another route, you will have to meet with the Police Department for Consideration. There is no guarantee it will be approved.

Please complete the following information:

Lineup Location:

Start Time:

End Time:

Duration (how long will it last?):

Do you have an emergency medical plan? Please explain:

Have you considered what you will do if there is inclement weather during your event?
What is your communication plan in the event of bad weather or an emergency?

Please explain how your plan will work and who will be responsible for initiating communication:

List parade or run/walk participants (bands, floats, vehicles, walking groups, etc.)

List any special requirements (blocking/stopping traffic, street closure, large floats, participant needs)

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Number of volunteers available for traffic control at minor intersections: _____

The City of Oconomowoc Police Department will review your route. Depending on the route, there are certain intersections that mandate the presence of Community Service Officers (CSO). The Police Department can give you the current rate for a CSO per hour.

After you complete this form, it will be shared with the Police Department. A meeting will be coordinated with the Police Department to determine if CSOs are needed.

Please provide the following information for the police department's use:

Bill to person

Phone number

Address

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Cones, Barricades & Signs

Do you require delivery of traffic cones, No Parking Signs and/or barricades for your event? Yes No

Please list how many of each:

Barricades

Cones

No Parking Signs

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Date to deliver:

Time to deliver:

Location where to deliver items (use site map if necessary):

Security

Have you contacted the City Police and Fire Departments to conduct a safety overview of your event?

Yes No

Will you hire a licensed, professional security company to manage your event's security? Yes No

If yes, please list this organization's name and contact information:

Company

Event Contact

Phone

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If you would like to request Community Service Officers from the City of Oconomowoc to provide security for your event, contact the Police Department at (262) 567-4401.

Parking

What areas are you planning to use to provide parking for your event? Please describe and list locations.

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Shuttle

Will you provide a shuttle service for your event? Yes No

If yes, where is the pickup location for the shuttle?

What is the shuttle route (s)?

What are the shuttle service times?

Food & Drink – Step 4

****Make sure to review the planning guide for city and county requirements regarding this section.****

Does your event include food concession and/or preparation areas? Yes No

If yes, please describe or attach a complete list of food and drink vendors to this application.

Make sure to include what type of setup they will have, for example is it a food truck, or are they using a tent or other structure?

If applicable, have you included where these vendors will be located on your site map? Yes No

Do you plan to serve beer and/or wine at your event? Yes No

If yes, have you applied for a Temporary Class “B” Retailers or Picnic License from the City Clerk?
Yes No

Restrooms and Trash – Step 5

Trash and Recycle Bins

Please consider how many trash and recycling barrels will be needed to accommodate trash generated at your event. Please list how many you would like provided by the city. **If your event will attract a very large crowd, or will be held more than one day, then you may need to rent a Dumpster for your event. See information and pricing in the Special Events Planning Guide.**

# of trash barrels	# of recycling barrels	Date of delivery	Where to deliver
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Restrooms

- It is recommended that you provide 1 portable toilet per 100 people at your event for 8 hours. Please take this into consideration when planning restrooms at your event.

Do you require portable restrooms for your event? Yes No

If yes, how many will you be providing?

Did you plan for universally accessible portable toilets? Yes No

Did you mark where portable toilets will be on your site map? Yes No

Company delivering portable toilets:

Name:

Event contact:

Phone:

If you are not providing portable toilets, please explain your plan for universal restroom access:

Entertainment and Setup – Step 6

Tents

Do you plan to erect tents at your event?

Yes No

If yes, please list the size of each tent:

Where will these tents be located? Please use site map to mark locations of tents

Bounce Houses and other activities

Do you plan to have bouncy houses at your event?

Yes No

If yes, have you contacted the vendor to discuss electrical needs for the bounce house and if it will need to be staked into the ground?

Yes No

You are responsible for contacting Digger's Hotline if you plan to stake anything into the ground. Detailed information on how to contact Digger's Hotline is included in the special events planning guide.

Have you contacted Digger's Hotline?

Yes No

Are you aware of, or have you discussed with your vendor, the safety standards and/or inspections related to providing the above listed activities?

Yes No

Stage

Will your event require a stage?

Yes No

Will you rent the stage from the Parks, Recreation and Forestry Department?

Yes No

If no, who will provide the stage?

Name:

Phone:

Have you indicated on the site map where your stage will be located?

Yes No

When will it be delivered and when will it be taken down?

Time/day of delivery:

Time/day of removal:

Entertainment and Setup – Continued

Other items

The Parks, Recreation & Forestry Department also has additional items for rent including picnic tables, benches and bleachers. Are you interested in renting any of these items? Please list:

Amplified Sound

Will you have amplified sound at your event?

Yes

No

If yes, during what times of the event are you using amplified sound?

Have you marked on the site map where the amplified sound will be located?

Yes

No

Have you contacted Oconomowoc Utilities if you require extra power?

Yes

No

Electric – Step 7

If your event requires electricity, you will need to determine whether that electricity is an amenity available at your event site. You may also need to purchase additional power through Oconomowoc Utilities.

Common items include: Bounce house, crock pot, NESCO, blender, DJ/sound equipment, amplifiers/band equipment, electric/space heater, lights, air conditioner, electric fryer and miscellaneous cooking equipment.

To start, what type of powered items do you plan to have at your special event? Please list:

Event Promotion – Step 8

Please list how you plan to promote your event. For example, newspapers, social media, live news coverage, temporary signs:

If you plan to use temporary signs, please review the city's ordinances regarding signs and decorations in the planning guide.

The Parks, Recreation & Forestry Department has six banner locations that can be used to advertise your event if it is eligible. Contact the department for more information.

Special events held in parks are surrounded by city residences. A run/walk can also impact residential neighborhoods. Have you contacted residents in the area of your special event? Yes No

Legal Notice – Step 9

I understand that the filing of this application does not ensure approval of this special event. I also understand that all special event organizers and participants must comply with all applicable city ordinances, traffic rules, park rules, county and state health laws, fire codes and liquor licensing regulations. Fees for use of park facilities, city services, liquor sale permits and other fees associated with this special events application are required. I further understand that an incomplete application may be cause for denial of this event.

I have received the City of Oconomowoc Special Events Planning Guide and agree to comply with the rules and regulations. As the responsible party I agree to be present through the entire event and instruct my group of these rules and regulations and see that they also abide by the same. I further agree to indemnify and save harmless the City of Oconomowoc by virtue of granting this application.

Liability for Damage/Indemnification – Step 10

The permittee assumes all liability for damage to the premises caused by the permittee or by attendees at the event. If repair is made necessary because of the damage, the cost thereof will be billed to the permittee, with the expectation and requirement that the bill be paid within 30 days of billing. In addition, to the fullest extent permitted by law and regulations, the permittee shall indemnify and hold harmless the City of Oconomowoc, its officers, employees and any of them from and against all claims, costs, losses and damages arising out of or relating to the conduct of the event or to the destruction of tangible property, or bodily injury, sickness, disease or death.

Signed:
(Must be 21 years of age)

Date: