



CITY OF BURLINGTON

SPECIAL EVENT PERMIT APPLICATION

For Office Use Only

Date of Application: _____

Permit Number: _____

Staff Review: _____ Park Board Review: _____

Council Meeting: _____

SUMMARY OF EVENT

Event Title: _____ Date of Event: _____

Event Location: _____

Nature of Event: Festival Parade Bike Race/Ride Foot Race/Run March/Processional
 Rally Circus Demonstration Other: _____

EVENT ORGANIZER INFORMATION

Applicant Name: _____

Group Represented: _____

Address: _____

Phone: _____ Email: _____

Person In Charge of Event: _____

On-Site Contact: _____ On-Site Phone: _____

Billing Address: _____

Anticipated Attendance (participants, staff, vendors, crowd, etc.): _____

Is this a multi-day event? Yes No

If so, how many days? _____

Start Date: _____ End Date: _____

DESCRIPTION OF EVENT: Describe what you are planning so that reviewing officials can determine whether city services will be needed.

DETAILED EVENT INFORMATION

Event Set Up Date: _____ Set Up Time: _____

Start Time for Event: _____ a.m./p.m. End Time for Event: _____ a.m./p.m.

Alcohol Being Served*? Yes No Licensed Agent: _____

**An application for a Temporary Class "B"/"Class B" Retailer's License must be submitted and approved to serve alcohol.*

Person(s) Responsible for Clean Up After the Event: _____

PARK RESERVATIONS: (Please check all that apply & complete the attached Pavilion Reservation Form / Park Usage Permit if necessary)

No Park Reservations are Necessary:

My event requires usage of: Park Only Pavilion Only: Both Park & Pavilion:

- *Pavilion reservations must be made via the Department of Public Works. Please call 262-342-1181 for more information*
- *Park Usage Permit - requires Park Board Approval (Park Board meets on the 3rd Thursday of each month)*
- *Fees May Apply (see attached Pavilion Reservation Form and/or Park Usage Permit)*

Police Services Requested*? Yes No

Hours & Dates Police Services Needed: _____

**This may result in a fee*

EMS/Fire Services Requested*? Yes No

Hours & Dates EMS/Fire Services Needed: _____

**This may result in a fee*

Additional Amenities Needed (Non-Park Related)

Barricades: Yes No

Amount & Locations: _____

Trash Receptacles: Yes No

Amount & Locations: _____

Picnic Tables (\$15/each): Yes No

Amount & Locations: _____

Benches (available at Echo Park Only - \$5/each): Yes No

Amount & Locations: _____

Other: _____

REQUIRED TO BE SUBMITTED WITH APPLICATION (application will not be considered without this information)

COVID-19 SAFETY PLAN: All applicants are required to submit a detailed plan outlining the safety plans and precautions that will be used in order to mitigate the spread of the COVID 19 according to the CDC, County Health Department and/or State Health Department (see page 3),

SITE PLAN REQUIREMENT: All applicants are required to submit a detailed Site Plan/Map. Site plans/maps must include location, any street closures, barricades, race/parade routes, stages, alcohol sale location, tents, etc.

CERTIFICATE OF INSURANCE: The City of Burlington must be listed as the Certificate Holder and as additionally insured. If alcohol is being served, Liquor Liability coverage must also be included.

(Minimum Liability Limits, unless otherwise specified: General Liability: \$1,000,000 per Occurrence, \$2,000,000 Aggregate; Automobile: \$1,000,000 Combined Single limits; Umbrella Liability: \$1,000,000; Workers Compensation: State Minimum)

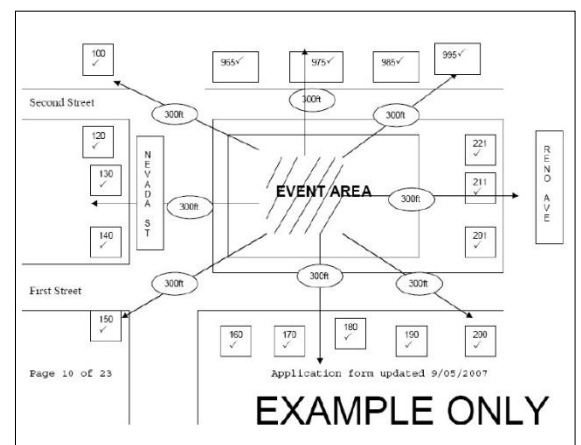
DETAILED COVID-19 SAFETY PLAN

For additional resources, go to <https://www.racinecounty.com/Home/Components/News/News/726/16>

IMPACTED NEIGHBOR NOTIFICATION

The Event Organizer shall notify all residences and businesses within any street closure or lane restriction area of the upcoming event. Notification shall include the following information:

- Event name
- Dates and times of event
- A brief description of the event
- Any closure areas
- Where attendees will be parking





PARK RESERVATION FORM

Public Works Department

2200 S Pine St, Burlington, WI 53105 ~ Phone (262) 342-1181 ~ Fax (262) 539-3773 ~ www.burlington-wi.gov

PLEASE CHECK ALL THAT APPLY:

My event requires usage of: Park Only Pavilion Only: Both Park & Pavilion:

FEES: Fees are subjective by approval of the Park Board, which meets on the 3rd Thursday of each month. Applicant will be notified of final costs upon Park Board decision and billed accordingly.

Park OR Pavilion Only: Resident - \$100 plus \$200 Security Deposit
 Non-Resident - \$200 plus \$200 Security Deposit

BOTH Park & Pavilion: Resident - \$200 plus \$400 Security Deposit
 Non-Resident - \$400 plus \$400 Security Deposit

Person(s) Responsible for Clean Up After the Event: _____

ADDITIONAL ITEMS NEEDED (fees may apply)

Barricades: Yes No Amount & Locations: _____

Trash Receptacles: Yes No Amount & Locations: _____

Picnic Tables (\$15/each): Yes No Amount & Locations: _____

Benches (available at Echo Park Only - \$5/each): Yes No

Amount & Locations: _____

Concession Use at Echo Park Only - \$25: Yes No

Will A Temporary Structure (i.e. bounce house) or Tent Be On-Site? Yes No

Does the Tent have Sidewalls? Yes No

Will Your Event Involve Live Performances, Loud Speakers or a DJ? Yes No

(Per Section 219-2A(7) of the Municipal Code, loudspeaker or sound-amplifying devices shall not be used between the hours of 10 PM to 8 AM and privileges may be revoked if the volume becomes a nuisance.)

Other Amenities: _____

SPECIAL PROVISIONS FOR USE OF THE PARK (all items below must be checked indicating acceptance & understanding of the provisions of this form):

- No vehicles are to be parked or driven on the grass of any park as it is a violation of Park Board Policy.
- Any persons wanting to place a bouncy house or tent in any City park must first obtain permission from the Director of Public Works (262-342-1181). A Certificate of Insurance listing the City of Burlington as "an additional insured" must be provided prior to placement.
- All clean up after the event is the responsibility of the applicant / group. Security Deposit will be forfeited if the area is not left in a clean and orderly condition.
- Security Deposits will be returned the week following your event as long as all rules and regulations have been followed.

Acceptance of this park usage permit implies that the applicant and / or event coordinators, jointly and severally, agree to any special conditions listed here on, and agree to keep and save the City free and harmless from any damages or claims against it by reason of any failure, fault or neglect of the applicant, the applicant's agent, servants or employees for which such permit is granted.

RECEIPT OF THE ABOVE CONDITIONS FOR PARK USAGE IS HEREBY ACCEPTED BY:

APPLICANT SIGNATURE: _____

DATE: _____

AFFIDAVIT OF APPLICANT

I, the undersigned applicant, or authorized agent thereof, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the City of Burlington to approve the Special Event and other permits herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the City of Burlington in the conduct of the Special Event described herein.

I/We, the undersigned, agree to abide by all City Ordinances and the rules and regulations which are made part of this permit application and hereby release, discharge, hold harmless and agree to defend the City of Burlington, its officers, agents, and employees from and against any and all loss that may arise out of or result from, in any way, in whole or in part, the scheduled event, the conduct or actions of any individual participating in or attending the scheduled event, the issuance of the Road Closing Permit or the closing of any road (whether or not a Permit has been issued) for the scheduled event.

Signature of Applicant

Date of Signature

PARK BOARD REVIEW

PARK BOARD REVIEW

Park Board Meeting Date: _____

Approval Recommended: YES NO

Estimated Reservation Fee: _____

Other Events/Activities Scheduled on Site:

Comments and/or Stipulations for Event:

CITY OF BURLINGTON STAFF USE ONLY

POLICE DEPARTMENT REVIEW

Approval Recommended: YES NO

Police Hours Required: _____

Estimated Fee for Police Service: _____

Reviewed By: _____

Date: _____

Comments and/or Stipulations for Event:

PUBLIC WORKS DEPARTMENT REVIEW

Approval Recommended: YES NO

Hours Required: _____

Estimated Fee for DPW Service: _____

Reviewed By: _____

Date: _____

Comments and/or Stipulations for Event:

FIRE DEPARTMENT REVIEW

Approval Recommended: YES NO

Hours Required: _____

Estimated Fee for BFD Service: _____

Reviewed By: _____

Date: _____

Comments and/or Stipulations for Event:

BUILDING INSPECTION REVIEW

Approval Recommended: YES NO

Hours Required: _____

Estimated Fee for Bldg. Insp. Service: _____

Reviewed By: _____

Date: _____

Comments and/or Stipulations for Event:

HEALTH OFFICER REVIEW

Approval Recommended: YES NO

Hours Required: _____

Estimated Fee for Health Service: _____

Reviewed By: _____

Date: _____

Comments and/or Stipulations for Event: