



CITY OF NEW LONDON, WISCONSIN Special Event Permit Application

215 N. Shawano Street • New London, WI 54961 • 920.982.8521 • www.newlondonwi.org

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Event Title:

Event Date(S):

Backup/Rain Date(S):

Event Start Time:

Event End Time:

Est. Attendance:

Name of Organization (N/A If Private Group):

501 © 3 EIN:

Applicants Name:

Address:

Daytime Phone:

Evening Phone:

Cell:

Email:

Organization Webpage:

Contact **Onsite** the Day of Event:

Cell:

SPECIAL EVENT INFORMATION

Check all that apply

Run/Walk

Rally

Parade

Wedding

Fair

Music/ Concert

Picnic

Block Party

Other:

Event Description (Optional):

Is There Any Special Assistance from The City Needed?

SPECIAL EVENT PERMITS INFORMATION

- Fill out each of the corresponding section based on the details of your event. Individual Permits will need to be obtained for certain aspects of your event.
- This application does not address all aspects you may need to comply with for your event, this application is only applying for City required permits. For example, the City of New London does not require special permits for food sales, however both Waupaca and Outagamie counties have regulations and permits that may need to be obtained. Waste, recycling and toilet facilities also need to be available. Special considerations should also be addressed to include those with disabilities per federal ADA laws. For more information please reference the “New London Special Events Guide”.
- All applications will need to sign the “Indemnification Agreement” and “Fees” section found on the last two pages of this application.
- If applicant/event sponsor does not follow all rules and regulation from previous application, this application may be rejected.
- For more information on each permit, please reference the appropriate department to contact at the end of each section. If you have questions about the overall application, please contact the Director of Parks & Recreation.
- Once the application is complete please return it to the New London Parks & Recreation Department for processing.
- Please communicate individual department needs with the Departments listed on the back page of the Special Events Guide.

Permits and Paperwork must be done in a timely matter or the following late fees will incur based on type of event.

Application or Paperwork Required	Deadline Due	Late Fee for overdue deadline
<ul style="list-style-type: none"> • New Special Event with significant street closing requests 	90 days before the Special Event	\$100.00
<ul style="list-style-type: none"> • All new financial gain Special Events <ul style="list-style-type: none"> • All new Special Event’s with consumption of alcohol • Recurring Special Event’s with significant street closing requests 	60 days before the Special Event	\$100.00
<ul style="list-style-type: none"> • Reoccurring Special Events • All non-financial gain events 	45 days before the Special Event	\$25.00
<ul style="list-style-type: none"> • Proof of Compliance (individual permits secured/fees paid) for event 	20 days before the Special Event	\$50.00

EVENT LOCATION- Where Will Your Event Be Held? (Check all that apply then fill out those sections- you only need to fill out the appropriate sections that apply to your event)

___ City Park: Reference **Section A- Park Rental Permits**

___ City Street(S): Reference **Section B – Street Closure Permit**

___ Other City Property: _____

PERMITS /SPECIAL REQUESTS REQUIRED- Does Your Event Include Any Of The Following? (Check all that apply then fill out those sections- you only need to fill out the appropriate sections that apply to your event)

___ Parades: Reference **Section C – Parade Permit**

___ Music (Amplified only between the hours of 9pm - midnights): Reference **Section D – Outdoor Music Event**

___ Fireworks/Pyrotechnics: Reference **Section E – Fireworks/Pyrotechnics**

___ Animals permitted at your event: Reference **Section F – Animals at Public Events**

___ Tents: Reference **Section G– Tents & Temporary Structures**

___ Beverage Sales: Reference **Section H – Beverage Sales**

___ Bounce House or other air inflated structures: Reference **Section I –Air Inflated Structures**

Please include a map of your proposed event indicating the following:

- Street Closures
- Where barricades will be placed
- Where you are proposing to reroute traffic
- Where you are proposing to place event staff workers to regulate traffic
- Emergency service egress
- First Aid Station
- Concessions/Mobile Food Vendors/Alcohol Sales
- Porta potties or restrooms (must have accessible options)
- Tent location/fencing
- Electricity needs
- Loud Speakers

INSURANCE REQUIREMENTS – *ONLY REQUIRED FOR EVENTS ON CITY OWNED PROPETY*

Insurance Classification, Level 1- Check Yes Or No	No	Yes
Will Your Event Have A Crowd Size Over 500 Persons But Fewer Than 10,000?		
Will Alcohol Be Sold During Your Event?		
Is Your Event An Animal Show Or Circus?		
Does Your Event Include Physical Activity Including Sporting Events Or Public Dances?		

Does Your Event Include A Flea Market Or Have Merchandise Sales?		
Does Your Event Have Carnival Rides Or Kids Activities?		
Does Your Event Include A Parade?		
Insurance Classification, Level 2- Check Yes Or No	No	Yes
Will you provide a bounce house or other air inflated equipment at your event?		
Will your event use any type of aircraft (manned/unmanned)		
Insurance Classification, Level 3- Check Yes Or No	No	Yes
Will Your Event Have A Crowd Size Over 25,000 Persons?		
Does Your Event Include Fireworks Or Pyrotechnics?		

- If You Check “No” To All Questions In Both Classifications, In Most Cases You Are Not Required To Provide Insurance, However The Sponsoring Organization Is Responsible For Any Financial Losses Which May Occur As A Result Of Your Activity And You Are Strongly Encouraged To Carry Adequate Insurance To Protect Yourself And Your Organization.
- If You Checked “Yes” For Any Questions In Insurance Classification Level 1, Then You Must Provide Insurance At Minimum Based On The Levels Of “Exhibit A – Level 1” (**Section J**)
- If You Checked “Yes” For Any Questions In Insurance Classification Level 2, Then You Must Provide Insurance At Minimum Based On The Levels Of “Exhibit B – Level 2” (**Section J**)
- If You Checked “Yes” For Any Questions In Insurance Classification Level 3 Then You Must Provide Insurance At Minimum Based On The Levels Of “Exhibit C – Level 3” (**Section J**).
- All Certificates Of Insurance Are Required To Be Presented To The City Of New London 7 Days Before The Start Of Your Event, Otherwise Your Permit Will Be Cancelled.
- Understand That These Questions Are Not Inclusive Of All Special Event Scenarios, After Reviewing Your Event Details The City May Require You To Have Additional Coverage Before Your Permit Is Approved.

INDEMNIFICATION AGREEMENT

To the fullest extent allowable by law, Organization of the event hereby indemnifies and shall defend and hold harmless the City of New London its elected and appointed officials, officers, employees or authorized representatives or volunteers and each of them from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys’ fees, costs, and expenses of whatsoever kind or nature whether arising before, during, or after completion of the event hereunder and in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of Organization or of anyone acting under its direction or control or on its behalf in connection with or incident to the performance of this Agreement. Organization’s aforesaid indemnity and hold harmless agreement shall not be applicable to any liability caused by the sole fault, sole negligence, or willful misconduct of the City of New London, or its elected and appointed officials, officers, employees or authorized representatives or volunteers. This indemnity provision shall survive the termination or expiration of this Agreement.

In any and all claims against the City of New London, its elected and appointed officials, officers, employees or authorized representatives or volunteers by an individual associated with the Organization , contractor hired by the Organization or individual attending the Organization’s event, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the organization or any contractor under Worker's Compensation Acts, Disability Benefit Acts, or other employee benefit acts.

No provision of this Indemnification clause shall give rise to any duties not otherwise provided for by this Agreement or by operation of law. No provision of this Indemnity clause shall be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity that would otherwise exist as to the City of New London, its elected and appointed officials, officers, employees or authorized representatives or volunteers under this or any other contract. This clause is to be read in conjunction with all other indemnity provisions contained in this Agreement. Any conflict or ambiguity arising between any indemnity provisions in this Agreement shall be construed in favor of indemnified parties except when such interpretation would violate the laws of the state in which the job site is located.

Organization shall reimburse the City of New London, its elected and appointed officials, officers, employees or authorized representatives or volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Organization’s obligation to indemnify shall not be restricted to insurance proceeds, if any received by the City of New London, its elected and appointed officials, officers, employees or authorized representatives or volunteers.

Laws, Regulations and Permits: The Organization shall give all notices required by law and comply with all laws, ordinances, rules and regulations pertaining to the event. The Organization shall also be liable for all violations of the law in connection with the event furnished by the organization.

Safety & Security The Organization shall offer an event so as to avoid injury or damage to any person or property.

In carrying out its event, the Organization shall at all times exercise all necessary precautions for the safety of employees/volunteers/attendees appropriate to the nature of the event and the conditions under which the event is to be held, and be in compliance with all applicable federal, state and local statutory and regulatory requirements including Wisconsin Labor Code; and the U.S. Department of Transportation Omnibus Transportation Employee Testing Act. Safety precautions, as applicable, shall include but not be limited to: adequate life protection and lifesaving equipment; adequate illumination; instructions in accident prevention for all employees/volunteers/attendees, such as the use of machinery guards, safe walkways, scaffolds, ladders, bridges, gang planks, confined space procedures, trenching and shoring, fall protection, and other safety devices; equipment and wearing apparel as are necessary or lawfully required to prevent accidents, injuries, or illnesses; and adequate facilities for the proper inspection and maintenance of safety measures.

I have read and understand the requirements of this agreement with the City of New London. I certify that, to the best of my knowledge and belief, that the statements provided within this application are to be true and correct. Furthermore, I have full authority to sign on behalf of the organization and commit on its behalf.

Name (Print): _____

Signature: _____

Date: _____

SECTION A – PARK RENTAL PERMITS

GENERAL. Per city policy, the New London Parks and Recreation Department may require that a fee be paid and permit obtained to reserve any facility for a Special Event. To book your park/facility or for more information please contact the New London Parks & Recreation office.

If permit is obtained, please document permit number here: _____

SECTION B – STREET CLOSURE PERMIT REQUEST

GENERAL. Permits are required for any special events which require any portion of a city street to be closed off from vehicle traffic. Please note that for any county highway to be blocked off within the city limits (for example Division Street is also designated as CTY HWY D, or Pearl Street is also designated as Business HWY 45), permits must also be obtained from either the Waupaca or Outagamie County Highway Departments. Please fill out the information below so that we may better understand your request.

Please describe which street(s) you wish to close, indicating the start and end intersection locations (for example: Cook Street from Wyman Street to Shawano Street) attach additional sheets if necessary:

Please describe exactly when you will need to close off each street and what time each street will be reopened:

The event sponsor may be responsible for picking up, setting up and returning barricades. Barricades can be checked out from the city garage. Please indicate how many barricades you will require _____

The event sponsor will be responsible for notifying both the district alderman and all property owners who will be affected by the street closure.

Check here to indicate that you have notified all property owners who will be affected by the street closure and event.

For more information on Street Closure Permits please call the New London Department of Public Works.

SECTION C – PARADE PERMIT (*Municipal Code #12.18*)

GENERAL. The New London Police Department wants your event to be safe and enjoyable for everyone. Additionally, the City of New London wants to support your parade as a community event, and make sure that it presents a favorable image of our city. To achieve that goal, the following parade regulations have been developed:

1. No intoxicated person shall operate, or assist in operating any parade unit.
2. No alcoholic beverages will be allowed on or in any parade unit.
3. No parade participant may consume, or pretend to consume any alcoholic beverage.
4. No candy, gum or other items may be thrown from any unit during the parade. Anyone who wishes to distribute items to spectators must walk alongside the unit.
5. Disorderly acts of any kind may result in citations being issued to those responsible.

6. Discourteous or reckless operation of any unit may result in issuance of citations.
7. Units that present a safety concern because of their size or construction will not be allowed in the parade. Maximum width is 12 feet.

Parade sponsors are responsible to monitor compliance with these rules.

A copy of the City ordinance governing parades is attached can be found on the city's website (Municipal Code #12.18).

Parade contact person (if different than main event organizer): _____

Parade contact cell phone number (if different than main event organizer): _____

Parade start time: _____ : _____ am/pm Estimated end time: _____ : _____ am/pm

Parade description: _____

Total estimated number of units in parade: _____

Check box to ensure that the street closure permit section has been filled out if parade is on city streets.
Make sure to include the parade route and the beginning/ending staging areas.

For more information on Parade Permits please call the New London Police Department.

SECTION D – OUTDOOR MUSIC EVENT (Municipal Code #17.04-6)

GENERAL. No person shall make or cause to be made any loud, disturbing or unnecessary sounds or noises such as may tend to annoy or disturb a person of ordinary sensibilities in or about any public street, alley, park, waterway or any private residence.

SYSTEMS AND AMPLIFIERS. No person shall use or operate any public address system, amplifier or device which increases the volume of voice, music or other sounds so loud as to disturb the public peace or quiet anywhere within the City limits between the hours of 9:00 pm and 6:00 am unless a special permit is obtained from the City Clerk. This permit may be applied for up to twice per month to extend the time until 12:00 pm, Midnight, but no later. Maximum sound level is 70 decibels at the property line. ***(Only apply for this permit if your music event will need to be held between the hours of 9:00pm – 12:00 midnight).***

SECURITY REQUIRED. Upon review of the application, the Police Chief may require the owner to provide one or more County Sheriff's Special Deputies on site during the entire event.

FEES. The required fee, per event, will be \$25.00 payable upon initial application

Music start time: _____ : _____ am/pm Music End Time: _____ : _____ am/pm (Outside music must stop at midnight)

For more information on Outdoor Music Event Permits please call the City Clerk's Office.

SECTION E – FIREWORKS/PYROTECHNICS PERMIT (Municipal Code #9.05)

GENERAL: Per local and state laws, the lighting of fireworks or pyrotechnics is prohibited without a special permit approved by the City of New London.

REQUIRED DOCUMENTATION: Permit application must include:

1. An aerial map of launch location, blast zones and designated seating areas.
2. Copy of the company's "Federal Explosives License/Permit"
3. Copy of the company's "Notice of Clearance"
4. Copy of the MSDS sheets of the fireworks
5. Listing of all the fireworks used and their mortar sizes

PERMIT FEE: \$100.00

Name of company discharging fireworks: _____

Contact name for company (responsible and present when fireworks are discharged): _____

Company Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Cell: _____

Fireworks discharge location: _____

Date of Fireworks _____ Time: _____ : _____ am/pm

Alternate Date: _____ Time: _____ : _____ am/pm

Check here if the \$100.00 fee made out to the City of New London is included

Check here if all required documentation is enclosed with application

For more information on Fireworks Permits please call the New London Clerks Office.

SECTION F – ANIMALS AT PUBLIC EVENTS (Municipal Code #9.41)

GENERAL: Per local ordinance, animals and pets are prohibited at special events on public property in which the event is open to the public. This is unless the owner of the animal has written permission from the event sponsor to have animals at the event for special activities in accordance with the event (for example a petting zoo). Exemption to this ordinance is for specially trained animals to assist individual with mobility impaired disabilities.

Check here if you are allowing an animals to this event

REQUIRED DOCUMENTATION:

If you are allowing animals at your event, please attach a copy of the letter(s) to this application that you are supplying to the animal owner(s) approving their participation in your event. Please include the owners name, address and type of animals that are permitted to your event in the letter.

SECTION G– TENTS & TEMPORARY STRUCTURES

GENERAL: Tents are considered “Temporary Structures” and are regulated by fire codes to ensure public safety. Below are some of the items that need to be addressed (**this is not an all-inclusive list, please contact the Fire Department or see the department’s webpage at www.newlondonwi.org/fire.htm for a complete list of the guidelines**)

- A permit is required to operate or erect temporary structures, in excess of 200 square feet **unless** it is used exclusively for camping or on the premises of a one or two family dwelling
- A permit must be obtained at least 30 days prior to the operation and construction of a temporary structure. The permit shall be posted or readily accessible at each place of operation. The permit fee is \$25.00.
- A diagram or floor plan showing the dimensions of the structure, location of exits, the layout of and dimensions of equipment, tables, seating etc. shall be submitted to the New London Fire Dept. for establishing the capacity rating of the structure must accompany the permit application.
- Before a permit is issued, the owner or agent shall file with the city of New London a certificate executed by an approved testing laboratory, certifying that the temporary structure and their appurtenances, sidewalls, drops, and tops of temporary structures, canopies, tarpaulins, floor coverings, bunting, combustible decorative materials and effects, including sawdust when used on floors or passageways, shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner and meet the requirements for flame resistance as determined in accordance with NFPA 701, and that the flame resistance is effective for the period specified by the permit.
- Tent fabric and structures– must be flame resistant.
- Temporary structures shall not be located within 20 feet of lot lines, buildings, other temporary structures, parked vehicles, or internal combustion engines. Temporary structures may not be erected on any flammable surface.
- Fire extinguishers need to be present.
- Sufficient exits need to be provided and marked.
- Capacity signs will be supplies and are must be clearly displayed.
- Generators and other internal combustion power sources shall be separated from temporary structures and shall be protected from contact by fencing, enclosure, or other approved means. Fuel tanks shall be of adequate capacity to permit uninterrupted operation during normal operating hours. Refueling shall be conducted when not in use. Minimum of one 4-A80-BC U/L classification portable fire extinguisher shall be provided, for the protection of the generator.
- Extension cords shall serve only one portable appliance and shall be properly rated for that device.
- All compressed gas cylinders must be secured in an upright position to prevent them from falling or being knocked over. Compressed gas cylinders caps must be on at all times, except when connected for use. LP tanks shall not be less than 5 ft from any tent or temporary wall material
- No Smoking shall be allowed inside the structure.
- Heating devices shall be approved and UL listed.

Please provide us with information to help understand your anticipated temporary structure plans. A fire inspector may contact you to set up a time to inspect the tent once erected. If you have questions please contact the New London Fire Department at 920.982.8507.

Tent Location (be specific): _____

Anticipated Tent Size: _____

Who will erect the tent (if company provide name and phone number)?

Please check the box if you will have any of these items included in or near the tent structure:

Heating/cooling Generator or other internal combustion power sources

Electrical outlets/extension cords

Check here if the \$25.00 permit fee made out to the City of New London is included

Check here if the diagram or floor plan of the tent is included

For more information on Tents & Temporary Structures please call the New London Fire Department

SECTION H – BEVERAGE SALES

GENERAL: A Special Temporary Class "B"/"Class B" Retailer's License is required for the sale of alcoholic beverages (fermented malt beverages (beer) and/or wine) within the city limits of New London (no city permit necessary for soda or water sales). This license can only be applied for by bon a fide non-profit organizations who have been in existence for 6 months prior to the application submittal. A \$1.00 fee **per day of sales** is required for each license (fee subject to change without notice). Please fill out the information and application on the following pages (PLEASE NOTE: if you already obtained a Temporary Class B license already for your event, you do not need to fill out the application again, however you will still need to fill out the information below explaining the location and facility where you are selling alcoholic beverages.

For more information on Beverage Licenses please call the New London Clerks Office.

Please give an accurate description of the property address (or location)/facility/tent description (size/does it have sides)/where will the alcohol be served, feel free to attach more information and diagrams to help describe the location:

**if the property/tent/facility described on this form is different on the day of serving alcohol; the organization's liquor license will be revoked.*

Does your organization plan on cooking or serving food inside the property/tent facility? YES NO

Which alcohol distributor is your organization using to supply the alcohol (reminder: your organization must maintain the bill of sale from the distributor for inspection): _____

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$1.00 PER DAY _____

Application Date: _____

Town Village City of _____ County of _____

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning _____ and ending _____ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box) Bona fide Club Church Lodge/Society Veteran's Organization Fair Association

(a) Name _____

(b) Address _____
(Street) Town Village City

(c) Date organized _____

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

(g) Name and address of manager or person in charge of affair: _____

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number _____

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor _____ or floors, _____ or room or rooms, license is to cover:

3. NAME OF EVENT

(a) List name of the event _____

(b) Dates of event _____

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Granted by Council _____

(Name of Organization)
Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Reported to Council or Board _____

License No. _____

TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE - ADDITIONAL INFORMATION

May be Granted and Issued only to:

- (1) Bona fide clubs that have been in existence for at least 6 months prior to the date of application.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Church, lodge, or society that has been in existence for at least 6 months prior to the date of application.
- (4) Posts now or hereafter established of ex-servicemen's organizations.

Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (ss. 125.26(1) and 125.51(1)(a), Wis. Stats.)

- (3) The written application shall be filed with the clerk of the municipality in which premises are located: Class "B" (Beer):

- a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (s. 125.04(3)(f), Wis. Stats.)
- b. At least 15 days prior to the granting of the license for events lasting 4 or more days.

"Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.

- (4) Seller's Permit: Sec. 77.54 (7m), Wis. Stats., provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required.

Fee: Not to exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.)

Duration: The day, or consecutive days, that the specified event is in progress.

Restrictions:

- (1) License may not be issued to individuals.
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. They may not be issued for business or social meetings of the organization.
- (3) Licenses for club or organization meetings may be issued only to ex-servicemen's posts.
- (4) License may cover either a specified area or the entire picnic grounds.
- (5) License issued to a county or district fair must cover the entire fairground (ss. 125.26(6) and 125.51(10), Wis. Stats.)
- (6) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (s. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (7) Licensed operator(s) must be present at all times (ss. 125.26(6), 125.32(2) - Beer; 125.51(10), 125.68(2) - Wine; 125.17)
- (8) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (s. 125.32(6), Wis. Stats.)
- (9) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society or veterans' post in any 12 month period.
- (10) Licensed organizations must purchase their product from a licensed wholesaler.

NOTE: Most coolers presently on the market have a fermented malt beverage base allowing sale under a beer license, e.g. Bartles and James, Seagrams, etc.

SECTION I –AIR INFLATED STRUCTURES

GENERAL: Per city policy, bounce houses and other air inflated structures placed on city property designed to be bounced in, slide down, climbed up or run through need to following the following guidelines:

1. The user/sponsor of the Air Inflated Structures shall inform the City of New London of their intentions to use a bounce house or other similar Air Inflated Structure on city owned property.
2. The user/sponsor of the Air Inflated Structure shall sign a waiver, indemnifying the City of New London from any liability from the moving, setup, operational use or take down of the Air Inflated Structure.
3. The user/sponsor of the Air Inflated Structure shall provide a certificate of liability insurance with a minimum general aggregate limit of \$2,000,000 naming the City of New London, its officers, council members, agents, employees, and authorized volunteers as “Additional Insured” on the policy.
4. The user/sponsor of the Air Inflated Structure will follow all recommended rules and regulations associated with the moving, setup, operational use, or take down of the Air Inflated Structure.
5. The user/sponsor of the Air Inflated Structure will be financially responsible for any damage caused to any city owned property, including turf, associated with the moving, setup, operational use, or take down of the Air Inflated Structure.

Check here if you plan on having an air inflated structure placed on city property

SECTION J – INSURANCE REQUIREMENTS

**“Exhibit A”
LEVEL 1 EXPOSURE EVENTS
INSURANCE/INDEMNIFICATION REQUIREMENTS
FOR CITY OF NEW LONDON**

It is hereby agreed and understood that the insurance required by the City of New London is primary coverage and that any insurance or self-insurance maintained by the City of New London, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. This insurance shall be written for not less than any limit of liability specified herein, or required by law, whichever is greater, notwithstanding that the policy may have lower limits applying elsewhere in the policy. All applicable insurance and endorsements shall be in full force and evidenced prior to commencing the event and remain in force throughout the entire event, including the clean up period after the event.

GENERAL LIABILITY COVERAGE

- A. Commercial General Liability coverage at least as broad as Insurance Services Office Commercial General Liability Form, including coverage for Products Liability, completed Operations, Contractual Liability (including joint negligence coverage), and Explosion, Collapse, Underground coverage with the following minimum limits and coverage:
 - i. Each Occurrence limit \$1,000,000
 - ii. Personal and Advertising Injury limit \$1,000,000
 - iii. General aggregate limit (other than Products–Completed Operations) **per event/location** \$1,000,000
 - iv. Products–Completed Operations aggregate \$1,000,000
 - v. Fire Damage limit — any one fire \$50,000
 - vi. Medical Expense limit — any one person \$5,000

BUSINESS AUTOMOBILE COVERAGE- If used before, during or after the event (Clean-up, etc.)

- A. Automobile Liability coverage at least as broad as Insurance Services Office Business Automobile Form, with minimum limits of \$1,000,000 combined single limit per accident for Bodily Injury and property Damage, provided on a Symbol #1– “Any Auto” basis.

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 minimum limit of:
 - \$100,000 Each Accident
 - \$500,000 Disease Policy Limit
 - \$100,000 Disease - Each Employee

LIQUOR LIABILITY - If the event holder is selling alcoholic beverages then Liquor Liability with the following limit and coverage must be carried:

- A. Minimum limits - \$500,000 each occurrence/ \$500,000 aggregate

ADDITIONAL PROVISIONS

- A. **Primary and Non-contributory requirement** – all insurance must be primary and non-contributory to any insurance or self-insurance carried by the City of New London
- B. **Acceptability of Insurance** – The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.
- C. **Additional Insured** - On the Commercial General Liability Coverage, Business Automobile Coverage and Liquor Liability the City of New London, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds. On the Commercial General Liability the additional insured coverage must be provided on ISO Form CG 20 26 07 04 or its equivalent.
- D. **Waivers of Subrogation** in favor of the City of New London must be endorsed onto the Worker's Compensation, Commercial General Liability and Automobile Liability.
- E. **Evidence of Insurance** – A copy of the Certificate of Insurance must be on file with the City of New London prior to the event. The City of New London requires 30 day written notice of cancellation or nonrenewal of the insurance coverage.

“Exhibit B”
LEVEL 2 EXPOSURE EVENTS
INSURANCE/INDEMNIFICATION REQUIREMENTS
FOR CITY OF NEW LONDON

It is hereby agreed and understood that the insurance required by the City of New London is primary coverage and that any insurance or self-insurance maintained by the City of New London, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. This insurance shall be written for not less than any limit of liability specified herein, or required by law, whichever is greater, notwithstanding that the policy may have lower limits applying elsewhere in the policy. All applicable insurance and endorsements shall be in full force and evidenced prior to commencing the event and remain in force throughout the entire event, including the clean up period after the event.

GENERAL LIABILITY COVERAGE

B. Commercial General Liability coverage at least as broad as Insurance Services Office Commercial General Liability Form, including coverage for Products Liability, completed Operations, Contractual Liability (including joint negligence coverage), and Explosion, Collapse, Underground coverage with the following minimum limits and coverage:

- i. Each Occurrence limit \$1,000,000
- ii. Personal and Advertising Injury limit \$1,000,000
- iii. General aggregate limit (other than Products–
Completed Operations) **per event/location** \$1,000,000
- iv. Products–Completed Operations aggregate \$1,000,000
- v. Fire Damage limit — any one fire \$50,000
- vi. Medical Expense limit — any one person \$5,000

BUSINESS AUTOMOBILE COVERAGE- If used before, during or after the event (Clean-up, etc.)

B. Automobile Liability coverage at least as broad as Insurance Services Office Business Automobile Form, with minimum limits of \$1,000,000 combined single limit per accident for Bodily Injury and property Damage, provided on a Symbol #1– “Any Auto” basis.

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 minimum limit of:
 - \$100,000 Each Accident
 - \$500,000 Disease Policy Limit
 - \$100,000 Disease - Each Employee

BOUNCE HOUSE AND OTHER AIR INFLATED EQUIPMENT

A. If this exposure shall exist, the liability limits must be at least \$2,000,000 combined single limit for bodily injury.

AIRCRAFT LIABILITY (including helicopter and unmanned aircraft) – Owned, Non-Owned or hired.

A. If this exposure shall exist, the liability limits must be at least \$5,000,000 combined single limit for bodily injury (injury passenger liability) and property damage. Liability limits for unmanned aircraft must be at least \$1,000,000 combined single limit for bodily injury, property damage and invasion of privacy.

B. Any liability exclusions relating to slung cargo must be deleted.

LIQUOR LIABILITY - If the event holder is selling alcoholic beverages then Liquor Liability with the following limit and coverage must be carried:

A. Minimum limits - \$500,000 each occurrence/ \$500,000 aggregate

ADDITIONAL PROVISIONS

- F. **Primary and Non-contributory requirement** – all insurance must be primary and non-contributory to any insurance or self-insurance carried by the City of New London
- G. **Acceptability of Insurance** – The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.
- H. **Additional Insured** - On the Commercial General Liability Coverage, Business Automobile Coverage and Liquor Liability the City of New London, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds. On the Commercial General Liability the additional insured coverage must be provided on ISO Form CG 20 26 07 04 or its equivalent.
- I. **Waivers of Subrogation** in favor of the City of New London must be endorsed onto the Worker's Compensation, Commercial General Liability and Automobile Liability.
- J. **Evidence of Insurance** – A copy of the Certificate of Insurance must be on file with the City of New London prior to the event. The City of New London requires 30 day written notice of cancellation or nonrenewal of the insurance coverage.

"EXHIBIT C"
LEVEL 3 EXPOSURE EVENTS
INSURANCE/INDEMNIFICATION REQUIREMENTS
FOR CITY OF NEW LONDON

It is hereby agreed and understood that the insurance required by the City of New London is primary coverage and that any insurance or self-insurance maintained by the City of New London, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. This insurance shall be written for not less than any limit of liability specified herein, or required by law, whichever is greater, notwithstanding that the policy may have lower limits applying elsewhere in the policy. All applicable insurance and endorsements shall be in full force and evidenced prior to commencing the event and remain in force throughout the entire event, including the clean up period after the event.

GENERAL LIABILITY COVERAGE

C. Commercial General Liability coverage at least as broad as Insurance Services Office Commercial General Liability Form, including coverage for Products Liability, completed Operations, Contractual Liability (including joint negligence coverage), and Explosion, Collapse, Underground coverage with the following minimum limits and coverage:

i. Each Occurrence limit	\$1,000,000
ii. Personal and Advertising Injury limit	\$1,000,000
iii. General aggregate limit (other than Products– Completed Operations) per event/location	\$1,000,000
iv. Products–Completed Operations aggregate	\$1,000,000
v. Fire Damage limit — any one fire	\$50,000
vi. Medical Expense limit — any one person	\$5,000

BUSINESS AUTOMOBILE COVERAGE- If used before, during or after the event (Clean-up, etc.)

C. Automobile Liability coverage at least as broad as Insurance Services Office Business Automobile Form, with minimum limits of \$1,000,000 combined single limit per accident for Bodily Injury and property Damage, provided on a Symbol #1– “Any Auto” basis.

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 minimum limit of:
 - \$100,000 Each Accident
 - \$500,000 Disease Policy Limit
 - \$100,000 Disease - Each Employee

UMBRELLA COVERAGE

- A. Limits - \$2,000,000 each occurrence/\$2,000,000 aggregate
- B. Claims made coverage is not acceptable
- C. \$10,000 self-insured retention
- D. Must be no less broad than underlying coverage

BOUNCE HOUSE AND OTHER AIR INFLATED EQUIPMENT

- B. If this exposure shall exist, the liability limits must be at least \$2,000,000 combined single limit for bodily injury.

AIRCRAFT LIABILITY (including helicopter and unmanned aircraft) – Owned, Non-Owned or hired.

- B. If this exposure shall exist, the liability limits must be at least \$5,000,000 combined single limit for bodily injury (injury passenger liability) and property damage. Liability limits for unmanned aircraft must be at least \$1,000,000 combined single limit for bodily injury, property damage and invasion of privacy.

- B. Any liability exclusions relating to slung cargo must be deleted.

LIQUOR LIABILITY - If the event holder is selling alcoholic beverages then Liquor Liability with the following limit and coverage must be carried:

- A. Minimum limits - \$500,000 each occurrence/ \$500,000 aggregate

ADDITIONAL PROVISIONS

- A. **Primary and Non-contributory requirement** – all insurance must be primary and non-contributory to any insurance or self-insurance carried by the City of New London

- B. **Acceptability of Insurance** – The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.

- C. **Additional Insured** - On the Commercial General Liability Coverage, Business Automobile Coverage and Liquor Liability the City of New London, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds. On the Commercial General Liability the additional insured coverage must be provided on ISO Form CG 20 26 07 04 or its equivalent.

- D. **Waivers of Subrogation** in favor of the City of New London must be endorsed onto the Worker's Compensation, Commercial General Liability and Automobile Liability.

- E. **Evidence of Insurance** – A copy of the Certificate of Insurance must be on file with the City of New London prior to the event. The City of New London requires 30 day written notice of cancellation or nonrenewal of the insurance coverage.

FOR CITY USE ONLY

Initial Department Approvals

(Provide Department Head's Initials- if request is denied, provide attachment with reason)

Police Department _____ **Date:** _____

Fire Department _____ **Date:** _____

Public Works/Facilities _____ **Date:** _____

Parks & Recreation _____ **Date:** _____

Clerk's Office _____ **Date:** _____

Once all Departments have initially approved the event, you will receive a verification checklist that will assist you further in your planning. You will need to connect with any department heads in the process that requires their assistance in any way. This checklist is due back with the necessary permits and items 20 days prior to the event date. If you have any questions contact the Director of Parks & Recreation for further assistance.

FEES

Please enclose payment with this application for all required permit and licensing fees. Fee prices subject to change without notice. Checks can be made payable to the City of New London.

- OUTDOOR MUSIC EVENT FEE (\$25.00/event) \$____. ____
 - FIREWORKS/PYROTECHNICS (\$100/event) \$____. ____
 - TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE (\$1.00/day) \$____. ____
 - TENTS & TEMPORARY STRUCTURES (\$25.00/structure) \$____. ____
- TOTAL: \$____. ____**

- Fees Paid Receipt Number(s): _____
- Indemnification Signed
- Copies of letters allowing animals at event

Permits Requested (Include the permit with the application if approved):

	Requested	Enclosed/Approved
Street Closure Permit	_____	_____
Parade Permit	_____	_____
Outdoor Music Event Permit	_____	_____
Fireworks/Pyrotechnics Permit	_____	_____
Temporary Class "B"/"Class B" Retailer's License	_____	_____
Bounce house/air inflated equipment	_____	_____
Facility Inspection by Building Inspector	_____	_____
Temporary Structure Inspection by Fire Inspector	_____	_____