



CITY OF APPLETON

MEMORANDUM

Special Event Denial – World Peace Festival

Date: August 22, 2025

To: Safety & Licensing Committee, Christopher Croatt – Chair;
Common Council

From: Amy Molitor, City Clerk

Encl: Special Event Denial Letter

The Special Event Policy requires applications to be submitted a minimum of forty-five (45) days prior to the event date. This is to allow adequate time for planning and resource availability to support special events. Bedford Hines applied for the World Peace Festival event on August 19th which is twenty-five (25) days out from the event date of September 13, 2025. As a result of the late submittal, the application was automatically denied pursuant to the policy. The policy allows for applications that are denied for any reason to be submitted to the Common Council by way of the Safety & Licensing Committee for final determination.

The special event application has been routed for departmental recommendations. As of August 22nd, approval recommendations have been received from the Fire Department and Risk Management. Recommendations have not yet been received from the Police, Health, Public Works, and Parks & Recreation departments or Valley Transit.



DEPARTMENT OF
**LEGAL AND
ADMINISTRATIVE
SERVICES**

OFFICE OF THE CITY CLERK

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August 19, 2025

Bedford Hines
1911 N. Morrison Street
Appleton, WI 54911
bbhines68@yahoo.com

This letter is in reference to your application for a special event permit filed on August 19, 2025 for a World Peace Festival event to occur September 13, 2025. Per the City of Appleton Special Event Policy V.A.1. completed applications for a special event permit must be received a minimum of forty-five (45) days prior to the commencement of the event. Late applications result in an automatic denial of the special event permit.

Due to the late submission of your application, it is automatically denied. You have the right to appeal this denial recommendation to the Safety & Licensing Committee. You provided our staff with notice of your intent to appeal at the time of submitting your application. The special event permit application is scheduled to go before the Safety & Licensing Committee on Wednesday, August 27, 2025. Their recommendation will proceed to Common Council for a final decision.

Should you have any questions related to this matter, please contact my office at the phone number provided above.

Respectfully,

Amy Molitor
City Clerk