



## LEGAL SERVICES DEPARTMENT

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### **City of Appleton's special events committee's considerations for special event applications received during the COVID-19 pandemic**

The City of Appleton recognizes the importance of special events and how they directly enhance our community and quality of life. However, the safety and welfare of our community is top priority during these uncertain times. Since the COVID-19 pandemic began, there have been numerous changes to operations and happenings throughout our City. Special events have been greatly impacted and many of them have been cancelled for safety reasons. If someone is considering organizing a special event during the current health pandemic, there are a variety of safety and welfare factors for City Staff to consider when determining whether or not to approve an event. This document should be used as guidance and the issuance of a license should be considered on a case-by-case basis. Accordingly, staff should consider some of the following factors when determining whether to approve a special event application:

- The number of attendees should not exceed 50 individuals at any given time in a particular location.
- The location/environment where the event will be held should be one where social distancing can be adequately maintained, and outdoor/open-air venues are preferred.
- Inflatables such as bounce houses, rides or other amusement structures that would inhibit social distancing should not be permitted.
- Any food that is served should adhere to the CDC and WI Dept. of Agriculture, Trade, and Consumer Protection recommendations for food service. Buffet style service or other self-service of food items should not be permitted.

Special event applications will be evaluated on a case-by-case basis and subject to the above-mentioned criteria as well as other considerations relating to the specific nature of the event, the availability of City staff/resources to ensure the safe operations of the special event, and in accordance with the Special Event Policy. Please note that these considerations may be modified at any time and this should continue to serve as a flexible document through the duration of the pandemic.

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