



LEGAL SERVICES DEPARTMENT

Office of the City Clerk

Kami Lynch, Clerk

100 North Appleton Street

Appleton, WI 54911

Phone: 920/832-6443

Fax: 920/832-5823

May 18, 2023

Notice Provided:
Via Mail & Email

William S. Dorman
620 W Prospect Ave
Appleton, WI 54914
N.E.S.T. Productions LLC
nestproductions2021@gmail.com

This letter is to notify you that we are in receipt of your application for a Special Event License for Smosh Fest on June 15th, 16th, 17th, and 18th, 2023. Upon review of your application, the following departments have recommended the denial of your event for the reasons cited:
Police Department:

- The application indicates the need for parking restrictions, but no information was provided to indicate when, where, or for how long these restrictions are needed for.
- The event organization's name, N.E.S.T. Productions LLC shows a delinquent LLC status when queried through the Wisconsin Department of Financial Institutions.
- The event organization's name, Nolan's Safehouse, listed as a non-profit, can only be verified by an IRS EIN (Employer Identification Number) application form letter dated 03/10/23. No further information was provided to validate the legitimacy of the non-profit organization.
- The event organizer has not provided the critical information needed to assess police staffing needs. This information includes the performer line-up and expected attendance numbers for each performance. Combined with alcohol sales, the number of people present is critical information needed to assess police staffing needs.
- Information on the event application related to event hours conflicts with event hours posted on the event website. The website event hours are in violation of park rules related to park closing times.

Human Resources:

- The applicant has failed to provide a certificate of insurance showing adequate commercial general liability coverage for event.

Parks and Recreation:

- The applicant has failed to pay the required park reservation fees.

- Private, ticketed events require Council approval by way of Parks and Recreation Committee. Attempts by staff for clarification were not returned as this event is advertising ticket sales.
- Attempts by staff for further details related to applicant's responsibilities for set up in park (e.g., number and locations of vendors, rental of chemical toilets, stages, electricity/generator requirements, rental of garbage dumpsters, etc.) were not returned.

Clerk's Office:

- The applicant indicated that Alcoholic beverages would be sold at the event but has failed to apply for a Temporary Class B Alcohol License.

Fire Department:

- The applicant has indicated that pyrotechnics will be used at the event but has failed to submit the correct information to receive a pyrotechnics permit.

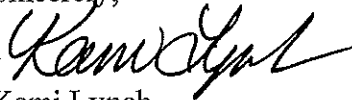
You have the right to appear before the Safety and Licensing Committee to appeal against this recommendation. To do so, please contact the City Clerk's Office to be placed on the Agenda of the Safety and Licensing Committee. **The next Safety and Licensing Committee meeting will take place on Wednesday May 24th, 2023.** Failure to contact the City Clerk's Office within a reasonable time frame to appeal the denial may result in the Safety & Licensing Committee meeting date occurring after your scheduled event date.

Regular meetings of the Safety and Licensing Committee take place on the second and fourth Wednesday of each month at 5:30 p.m. in the Council Chambers at City Hall, 100 North Appleton Street, Appleton, Wisconsin.

Again, should you choose not to appeal this recommendation, your application will be considered denied and your Special Event will not be permitted to occur.

If you have specific questions relating to this matter, please contact the City Clerk's office for further assistance.

Sincerely,



Kami Lynch,
City Clerk