



Special Event Permit Application Form

CASH OR CHECK ONLY!

- Additional Documentation**
- ☒ Safety and Emergency Plan
 - ☐ Certificate of Insurance
 - ☐ Route/Map
 - ☐ Supplemental Parade Questionnaire

FEES ARE NON-REFUNDABLE

- ☒ Special Event Application Fee (CLLCMS) \$75.00
- ☒ Police Investigation Fee (CLLPID) \$7.00

Date Rec'd 8.19.25
Total \$ 82.00
Receipt #: 9055-2

Applicants will be assessed the cost of 25% of City services rendered for the event. Invoices will be sent within 45 days after the event concludes.

Please Note: Incomplete applications will not be accepted and will be returned to applicant. Applications are forwarded for review once payment is received. Applying does not guarantee the application will be approved. For additional information, please refer to the Special Event Policy or Manual.

PLEASE PRINT CLEARLY!

SECTION 1 - EVENT ORGANIZER - Information about the person, entity or organization holding the special event.

Organization's Name: World Peace Festival
Organization's Address: 1911 N. Morrison St. Appleton 54911
Organization's Phone Number: _____ Organization's Email/Website: _____

SECTION 2 - APPLICANT INFORMATION - Information for person to contact before, during and after the event, if necessary.

Name: Bedford Hines
Address: 1911 N. Morrison St. Appleton 54911
Phone Number: _____ Email Address: _____

SECTION 3 - EVENT INFORMATION - Application must be filed at least 45 days prior to the event.

Name of Event: World Peace Festival
Event Location: Pierce Park
Event Date (list each date if it's a multi-day event): 9/13/25
Event Set Up Time: 10 am Event Start Time: 1:00 pm Event End Time: 4:00 pm
Head of Security's Name: John Polakowski Head of Security Phone Number: 920 427-7776
Anticipated Attendance (Participants/Attendees): 250
Admission Requirements: Free
Event information (whether the event has occurred before, purpose, activity, who can participate, etc.):
Celebrating Peace throughout world

Return completed application and fee to the Office of the City Clerk, 100 N. Appleton St, Appleton, WI 54911.

SECTION 4 – APPLICANT CHECKLIST - *The applicant is responsible for contacting all necessary City departments and for obtaining all necessary reservations, permits, licenses and variances. Answer all questions regardless of size of event. Incomplete applications will not be processed.*

DEPARTMENT OF PUBLIC WORKS – (920) 832-5580

	Yes	No	Action to be taken by applicant:
1. Are you requesting street closure? Name of barricade company _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, your barricading contract provider will be required to submit a Traffic Control Plan to the Department of Public Works.
2. Did you include a <u>detailed map/diagram</u> of the event location and route (if applicable) with this application?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Be sure the event map/diagram is detailed, including showing all turns and the number of traffic lanes to be used.
3. Are you requesting parking meters to be bagged?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, a list of meters must be provided to the Department of Public Works.
4. Are you requesting use of the sidewalk or right of way?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the Department of Public Works for a Street Occupancy Permit.
5. Are you requesting use of City Electricity (on City street poles/planters)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, please provide diagram specifying requested locations of outlets.

FIRE DEPARTMENT – (920) 832-5810

	Yes	No	Action to be taken by applicant:
1. Will the event be held indoors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the Fire Department for more information.
2. Will a tent or any other temporary structure be erected?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the Fire Department for information about submitting a structure plan.
3. Will there be a tent larger than 200 square feet?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the Fire Department for a permit.
4. Will fireworks/pyrotechnic be used during the event?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the Fire Department for a permit.

HEALTH DEPARTMENT – (920) 832- 6429

	Yes	No	Action to be taken by applicant:
1. Will food be prepared and/or served at the event?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, contact the Health Department for permitting requirements and for safe food handling tips.
2. Will there be a band or amplified music/noise?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, contact the Health Department for a variance and more information.
3. Will there be portable restrooms?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, review guidelines on portable restrooms available in the Special Event Policy and Manual.

PARKS & RECREATION DEPARTMENT – (920) 832-5905

	Yes	No	Action to be taken by applicant:
1. If the event will be in a park have you reserved the park?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If no, contact Parks and Recreation to make a reservation.
2. Will there be rides and/or inflatables at the event?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact Parks and Recreation for more information.

POLICE DEPARTMENT – (920) 832-5500

	Yes	No	Action to be taken by applicant:
1. Do you have a plan for medical emergencies that may occur during your event?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If no, contact the Police Department for assistance.
2. Is security needed for the event?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the Police Department for assistance defining your safety/security plan.
3. Are you requesting any special parking restrictions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the Appleton Police Department for more information.

RISK MANAGEMENT – (920) 832-6300

	Yes	No	Action to be taken by applicant:
1. Do you have the proper insurance for your event, and have you provided your certificate of insurance to the City?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If no, contact the City's Risk Manager.

CITY CLERK'S OFFICE – (920) 832-6443

	Yes	No	Action to be taken by applicant:
1. Will alcoholic beverages be served/sold at the event?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the City Clerk's Office to obtain a Temporary Class "B" license.
2. Does your event plan include a parade?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the City Clerk's office to fill out the required Supplemental Parade Questionnaire.
3. Does your event plan include shuttle services/rides?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the City Clerk's office for information on the licensing of taxicab/limousine/shuttle companies.
4. Do you owe money for past events?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the City Clerk – your application may not be accepted.

SECTION 5 – ADDITIONAL INSURED REQUIREMENT

For events that involve more than 250 people, if a street closure is requested or if structures are brought onto public premises; the event holder agrees to list the City of Appleton, and its officers, council members, agents, employees, and authorized volunteers as an additional insured on the event holder's general liability insurance policy. Certificates of Insurance displaying this additional insured status must list the following as the certificate holder: City of Appleton, Attention: Risk Manager, 100 North Appleton Street, Appleton, WI 54911.

Signature of Applicant: Bedford Hines Date: 8/17/25
Print Name: Bedford Hines

SECTION 6 – CERTIFICATION

By signing below, I certify that I am at least 18 years of age, that I have read and understand the Special Event Policy, and that I agree to the terms and conditions contained in the Special Event Policy. My signature further confirms (i) that I understand the filing of this application does not ensure the issuance of a Special Event Permit, (ii) that the Special Event Permit Fee is non-refundable pursuant to the terms of the Special Event Policy, (iii) I will be responsible for ensuring the event and event participants comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations and any other applicable laws, rules and regulations including the Special Event Policy, (iv) that fees for park facilities, food sales permits, tent and fireworks permits, etc., are in addition to the Special Event Permit Fee, (v) that I am authorized to apply for this Special Event Permit on behalf of the organization holding the event (if applicable), and (vi) that the information contained in this Application is true to the best of my knowledge. I understand that intentionally providing false or misleading information in this Application may lead to civil or criminal penalties.

Signature of Applicant: Bedford Hines Date: 8/17/25
Print Name: Bedford Hines

SECTION 7 – INDEMNIFICATION

Please read carefully before signing! This section affects your legal rights.

IF THERE IS ANYTHING IN THIS SECTION THAT YOU DO NOT UNDERSTAND OR IF YOU OBJECT TO ANY PROVISION CONTAINED IN THIS SECTION, YOU SHOULD NOT SIGN THIS SECTION AS IT IS DRAFTED, BUT RATHER SEEK ADVICE FROM YOUR LEGAL COUNSEL. REQUESTS FOR MODIFICATIONS MAY BE DIRECTED TO THE CITY ATTORNEY'S OFFICE AT 920-832-6423 WEEKDAYS BETWEEN 8:00 AM AND 4:00 PM.

INDEMNIFICATION: BY SIGNING BELOW I ACKNOWLEDGE THAT FOR GOOD AND VALUABLE CONSIDERATION, I, THE APPLICANT, ON BEHALF OF MYSELF AND THE ORGANIZATION, IF APPLICABLE, AGREE TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF APPLETON AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, DAMAGE, EXPENSES AND COSTS, INCLUDING ATTORNEY FEES, ARISING OUT OF THE ACTIVITIES PERFORMED AS DESCRIBED HEREIN, CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT OR OMISSION OF THE APPLICANT/ORGANIZATION, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY ANY OF THEM OR ANYONE WHOSE ACTS ANY OF THEM MAY BE LIABLE, EXCEPT WHERE CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY.

Signature of Applicant: Bedford Hines Date: 8/17/25
Print Name: Bedford Hines



City of Appleton Special Event Safety and Emergency Response Plan

A special event safety plan is crucial for ensuring the well-being and security of all staff and attendees. By proactively identifying risks and implementing measures to mitigate them, event organizers can create a safe and secure environment that fosters enjoyment and minimizes the likelihood of accidents, injuries, or emergencies. The safety plan serves as a comprehensive framework of procedures, protocols, and resources for managing various scenarios, from medical emergencies and crowd control to weather-related incidents and security threats. Through careful planning, the safety plan helps to instill confidence among stakeholders, enhance emergency preparedness, and ultimately, ensures that everyone can participate in the event without compromising their safety.

Please describe in detail the following aspects of your proposed event. Use additional sheets if necessary. Add additional lines, pages, maps, or attachments as needed.

Event Information	
Event Name:	World Peace Festival
Primary Event Contact:	John Polakowski
Contact Phone Number:	
Contact Email Address:	
Event Location:	Pierce Park - Appleton

[illegible]

Event Timeline	
Include start and finish times, road closure and reopening times, setup, clean up, etc.	
Time	Action
1:00	Speakers, Signing, Games for kids
4:00	Closure + pack up + clean up

Security / Event Attendance	
<ul style="list-style-type: none"> Designated security is required at the rate of 1/600 people for alcohol free events. Designated security is required at the rate of 1/300 people for events serving alcohol 	
Total number of people attending event?	150-250
Number of people present at busiest time?	200 - maybe 250
Will alcohol be served?	No
Admission requirements (guest list, public, etc)	None
Primary event security contact	John Polakowski
Total number of staff dedicated to security	Four
How security staff will be identifiable	
Location of security staff during event	Throughout event near Pavilion
Will private security be hired?	None
Private security main contact name and #	None

Medical Emergencies and Resources	
Does your event include strenuous activity?	No
Will EMS services be hired?	No
<ul style="list-style-type: none"> Company name and primary contact List resources (ambulance, EMT, etc.) 	
List any event staff with EMS training	None
Who is responsible for activating EMS / 911?	John Polakowski
Location of first aid stations	None
Any UTV / ATV / Golf Carts for transport	No
List mass casualty collection location	None

Weather Monitoring and Cancellation	
Person responsible for weather monitoring	John Polakowski
Shelter location	Pierre Park Pavilion
Evacuation plan / location	Go to Pavilion or go to cars
Emergency announcement method	Hand speaker
Predetermined criteria for weather cancellation	Checking weather reports
Link to the National Weather Service	NWS Forecast Page For Your Event

Road Closure and Parking Restrictions

Private events are responsible for securing a barricade contract and ensuring proper and timely delivery of signs and barricades. Failure to do so may result in event cancellation.

Barricade company	Warning Lites of Appleton (change if different)
Road closure start time	N/A
Road closure end time	
Responsibility	Staff member
Securing barricade contract	N/A
Verify accurate and timely barricade delivery	
Verify barricade removal from roadway	
Verify parking restrictions are posted	

Vehicle Threat Mitigation

- Private events are responsible for securing their events.
- All barricade vehicles must be quickly moveable for emergency vehicle access.
- See Vehicle Threat Mitigation Recommendations document for further information.

[illegible]

Protestors / Demonstrators Response

- Demonstrators often take advantage of the crowds at special events to voice their cause.
- It is important for all event staff to have a clear understanding of protestor rights and protocols.
- See APD Protestor Guidelines document for further details.

Is the event on public or private property	Pierce Park Appleton
List event areas open to the public	Pierce Park
List event areas restricted to staff only	None
Predetermined criteria for cancellation	Weather - Rain
Staff member with authority to cancel	John Palakowski

Missing Children / Vulnerable Adult Plan

- All event staff must be trained on the Missing Children / Vulnerable Adult plan
- Staff should have pre-determined search locations to avoid redundancy.

[illegible]

Lost / Found Property Plan

Primary event contact person for lost/found	John Polakowski
Location of lost/found repository	Pavilion
Describe identity verification procedures	Request/Require ID
Describe documentation procedures	Native Literature

Other

List any additional Safety Planning Procedures

1. The first step in the process of identifying a problem is to recognize that a problem exists. This involves gathering information about the situation and identifying the specific issue that needs to be addressed.

2. Once a problem has been identified, the next step is to define the problem clearly. This involves stating the problem in a concise and specific manner, identifying the scope of the problem, and determining the goals that need to be achieved.

3. The third step in the process is to generate potential solutions. This involves brainstorming ideas and considering different approaches to solving the problem. It is important to consider a wide range of options and to evaluate the potential benefits and drawbacks of each solution.

4. The fourth step is to select the best solution. This involves comparing the potential solutions and choosing the one that is most likely to be effective and feasible. It is important to consider the resources available and the time constraints when making this decision.

5. The final step in the process is to implement the chosen solution. This involves putting the solution into action and monitoring the progress. It is important to communicate the plan to all relevant parties and to ensure that everyone is working towards the same goal.

Items on this page fall under the direction of the Appleton Fire Department

Crowd Managers	
<ul style="list-style-type: none"> For inside events with over 500 people, one certified crowd manager is required per 250 people. For outside events with over 1,000 people, one certified crowd manager is required per 250 people Contact the Appleton Fire Department for crowd manager training 	
Describe evacuation plan	Pavilion + Cars
Describe shelter plan	Pavilion
Total # of crowd managers for your event	One
List crowd managers	John Polakowski

Fire Alarm / Fire Safety / Other Hazards	
<ul style="list-style-type: none"> The Appleton Fire Department is committed to a fire prevention program that places a high priority on the safety and welfare of the public while minimizing potential fire and life safety hazards. Establishing fire prevention and life safety procedures at your special event is an essential component of the event planning process. Contact the Appleton Fire Department at (920) 832-3934 for additional information. 	
Will the event be taking place in a building?	No
How will staff respond to an indoor fire?	N/A
Who is responsible for reporting a fire/alarm?	N/A
Will the event be taking place outdoors?	Yes
How will staff respond to an outdoor fire?	Evacuation + extinguisher
Fire Extinguishers	
List locations for any additional extinguishers	On site
Have staff been trained on their use?	Yes
Are staff expected to use extinguishers?	John Polakowski
Or, are staff expected to simply evacuate?	
Will a fire watch be provided for the event?	Not exclusively
If you answer YES to any of the following, complete Form SE-07	
Will there be chemicals / hazardous materials?	No
Will there be pyrotechnics or explosives?	No
Will there be tents at the event?	No

Other
List any additional Safety Planning Procedures