



# CITY OF APPLETON

## MEMORANDUM

**To:** Chris Croatt, Chair  
Members of the Safety and Licensing Committee  
Members of the Common Council

**From:** Amy Molitor, City Clerk

**Date:** December 2, 2025

**Re:** Updates to the Special Events Policy

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The Special Events Policy is a comprehensive document that outlines the process for special event application and approval including defining what constitutes a special event, event requirements including additional permits, facility reservations, and the fee schedule. Revisions to this policy seek to amend processes, update fees in accordance with guidelines, and adjust wording and grammar inconsistencies throughout the document. The two areas with substantial changes include the facility reservations process and the fee schedule.

The Facilities Reservations section reflects a change in the Facility Reservation Policy. The current policy allows event organizers forty-five (45) days following the date of their event to reserve a City park or facility for the following year, after which time it will be available to the public. The proposed Facility Reservation Policy allows event organizers the opportunity to reserve the facility for the following year starting one (1) calendar month prior to the first day of their event. If unreserved, the park or facility will then be made available to the public beginning on the first day of the current year's facility rental. This revision was made to ease administrative difficulties with the current processes, but still allow event organizers an opportunity maintain consistency in event planning.

The special event fee schedule was updated to reflect increases in staffing rates for 2026. Additionally, and in accordance with our current policy, equipment rates were adjusted to reflect the updates to the FEMA Equipment Rates that were made on July 1, 2025.