



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 (CLLSPE) \$75.00
- ☒ Police Investigation Fee (CLLP/IF) \$7.00

Date Rec'd 08/05/2026
Total \$ 82.00
Receipt #: 10718-2

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:

Appleton Area NOW

Organization's Address:

PO Box 1981 Appleton, WI 54912

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:

Melissa Miothke

Date of Birth:

Address:

5405 N Rosemary Dr Appleton, WI 54913

Phone Number:

Email Address:

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

Name of Event:

Rally for Equality

Event Location:

Houdini Plaza

Event Date (list each date if it's a multi-day event):

8-26-26

Event Set Up Time:

3:30pm

Event Start Time:

4:00pm

Event End Time:

6:00pm

Head of Security's Name:

Melissa Miothke

Head of Security Phone Number:

Anticipated Attendance (Participants/Attendees):

75-150

Admission Requirements:

Free and open to public

Event information (whether the event has occurred before, purpose, activity, who can participate, etc.):

Rally for Equality is a free public event recognizing Women's Equality Day & promoting awareness of the ERA. The program will include brief remarks from community leaders & advocates. Appleton Mayor Jake Woodford has been invited to receive a potential award. The event is to be peaceful, open to the public & will conclude with cleanup of the plaza.

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 _____	☐	☒	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?	☐	☒	Be sure the event map/diagram is detailed, including showing all turns and the number of traffic lanes to be used. <i>no</i>
3. Are you requesting parking meters to be bagged?	☐	☒	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?	☐	☒	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)?	☒	☐	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?	☐	☒	If yes, contact the Fire Department for more information.
2. Will a tent or any other temporary structure be erected? If so, we recommend that structures be weighted to withstand forecasted wind speeds.	☒	☐	If yes, contact the Fire Department for information about submitting a structure plan.
3. Will there be a tent larger than 200 square feet?	☐	☒	If yes, contact the Fire Department for a permit.
4. Will fireworks/pyrotechnic be used during the event?	☐	☒	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?	☐	☒	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?	☒	☐	If yes, contact the Health Department for a variance and more information.
3. Will there be portable restrooms?	☐	☒	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?	☒	☐	If no, contact Parks and Recreation to make a reservation.

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?	☒	☐	If no, contact the Police Department for assistance.
2. Is security needed for the event?	☐	☒	If yes, contact the Police Department for assistance defining your safety/security plan.
3. Are you requesting any special parking restrictions?	☐	☒	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?	☐	☒	If no, contact the City's Risk Manager.
2. Will there be rides and/or inflatables at the event?	☐	☒	If yes, contact the City's Risk Manager.
3. Will drones be used at the event?	☐	☒	If yes, 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?	☐	☒	If yes, contact the City Clerk's Office to obtain a Temporary Class "B" license.
2. Does your event plan include a parade?	☐	☒	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?	☐	☒	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?	☐	☒	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: M M M Date: 8-4-26

Print Name: Melissa Miothe

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: M M M Date: 8-4-26

Print Name: Melissa Miothe

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: M M M Date: 8-4-26

Print Name: Melissa Miothe



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.

[illegible]

Event Timeline	
Include start and finish times, road closure and reopening times, setup, clean up, etc.	
Time	Action
3:30	Setup
4:30	Event begins / Speakers / Program
5:10	Rally / Chants / Photos
5:30-6	Take down / Cleanup

Security / Event Attendance	
- 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?	75-150
Number of people present at busiest time?	" " 75-150
Will alcohol be served?	no
Admission requirements (guest list, public, etc)	public
Primary event security contact	Melissa Miotke
Total number of staff dedicated to security	3 volunteers
How security staff will be identifiable	Name tags / Novw shorts
Location of security staff during event	Throughout event
Will private security be hired?	No
Private security main contact name and #	Na

Medical Emergencies and Resources	
Does your event include strenuous activity?	No
Will EMS services be hired?	No
Company name and primary contact	Na
List resources (ambulance, EMT, etc.)	Na
List any event staff with EMS training	Na
Who is responsible for activating EMS / 911?	Event organizer
Location of first aid stations	Basic 1st Aid kit, organizer's car table
Any UTV / ATV / Golf Carts for transport	No
List mass casualty collection location	Na

Weather Monitoring and Cancellation	
Person responsible for weather monitoring	Event organizer
Shelter location	Nearby buildings/businesses
Evacuation plan / location	"
Emergency announcement method	PA / Social media
Predetermined criteria for weather cancellation	Lightning, tornado warnings, other
Link to the National Weather Service	NWS Forecast Page For Your Event

hazardous
cond, th org

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	Na
Road closure end time	Na
Responsibility	Staff member
Securing barricade contract	Na
Verify accurate and timely barricade delivery	Na
Verify barricade removal from roadway	Na
Verify parking restrictions are posted	Na

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	Public
List event areas open to the public	Entire event area / Houdini Plaza
List event areas restricted to staff only	PA equipment area
Predetermined criteria for cancellation	Lightning, tornado warnings
Staff member with authority to cancel	Event organizer

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.

Primary event contact for missing persons

Gent organizer

Who is responsible for calling 911?

11 11

Communication method for event staff

Cell phones

Public broadcast communication method

PA

Rally point – where will found people or guardians go if not promptly reunited?

Near PA

Describe identity verification procedures

1d when available + parent/question descriptor

Describe documentation procedures

Id- Record incident details & reunification	
Number responsible for searching it	info

List search locations and staff member responsible for searching it

Location

Staff member

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[illegible]

Lost / Found Property Plan

Primary event contact person for lost/found

Event organizer

Location of lost/found repository

Information table

Describe identity verification procedures

Id + descriptor

Describe documentation procedures

1d

Other

List any additional Safety Planning Procedures

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

Crowd Managers	
- 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	Leave area
Describe shelter plan	Nearby buildings
Total # of crowd managers for your event	Na
List crowd managers	Na

Fire Alarm / Fire Safety / Other Hazards	
- 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?	Na
Who is responsible for reporting a fire/alarm?	Na
Will the event be taking place outdoors?	Yes
How will staff respond to an outdoor fire?	Call 911, clear attendees
Fire Extinguishers	
List locations for any additional extinguishers	Na
Have staff been trained on their use?	Na
Are staff expected to use extinguishers?	No
Or, are staff expected to simply evacuate?	Yes
Will a fire watch be provided for the event?	No
Will there be chemicals / hazardous materials?	No
Will there be pyrotechnics or explosives?	No
Will there be tents at the event?	Yes - small trade show style

Other	
List any additional Safety Planning Procedures	