



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

<input checked="" type="checkbox"/> Special Event Application Fee (CLLSPE) \$75.00	Date Recv'd <u>4/16/26</u>
<input checked="" type="checkbox"/> Police Investigation Fee (CLLPIF) \$7.00	Total \$ <u>82.00</u>
	Receipt #: <u>10190-7</u>

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: Edison Elementary PTO	
Organization's Address: 412 N Meade St Appleton WI	
Organization's Phone Number:	Organization's Email/Website: edisonchargerspto@gmail.com

SECTION 2 – APPLICANT INFORMATION - Information for person to contact before, during and after the event, if necessary.	
Name : Hannah Sullivan	Date of Birth:
Address: 918 E Atlantic St Appleton WI	
Phone Number:	Email Address:

SECTION 3 – EVENT INFORMATION -Application must be filed at least 45 days prior to the event.		
Name of Event: Edison Family Fun Run		
Event Location: Edison Elementary, with run route as a map		
Event Date (list each date if it's a multi-day event): 05/16/2026 5/30/26		
Event Set Up Time: 8:00 AM	Event Start Time: 10:00 AM	Event End Time: 2:00 PM
Head of Security's Name: Hannah Sullivan	Head of Security Phone Number:	
Anticipated Attendance (Participants/Attendees): 200		
Admission Requirements: free - donation suggested		
Event information (whether the event has occurred before, purpose, activity, who can participate, etc.): This is an event that occurs annually at Edison Elementary. It is a fundraiser to raise money for Edison students, which includes a 2 mile run & activites at school All students & families can participate.		

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 <u>Use of street, not closure</u>	<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 <i>detailed map/diagram</i> of the event location and route (if applicable) with this application?	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	If no, contact Parks and Recreation to make a reservation.
2. Will there be rides and/or inflatables at the event?	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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"/>	<i>If yes, contact the City Clerk's Office to obtain a Temporary Class "B" license.</i>
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: _____

Date: _____

Print Name: _____

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: _____

Date: _____

Print Name: _____

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: _____

Date: _____

Print Name: _____

Event Timeline	
Include start and finish times, road closure and reopening times, setup, clean up, etc.	
Time	Action
8-9 AM	Set up
9-10 AM	Warm up
10-11:30	Run
11:30-2	Bounce House / Food / etc

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?	~200
Number of people present at busiest time?	9:30-12
Will alcohol be served?	NO
Admission requirements (guest list, public, etc)	N/A - Member of School Community
Primary event security contact	Hannah Sullivan
Total number of staff dedicated to security	7
How security staff will be identifiable	Name tags / Shirts
Location of security staff during event	on route to on school grounds
Will private security be hired?	NO
Private security main contact name and #	N/A

Medical Emergencies and Resources	
Does your event include strenuous activity?	Running
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	N/A
Who is responsible for activating EMS / 911?	Katie - principal
Location of first aid stations	School
Any UTV / ATV / Golf Carts for transport	N/A
List mass casualty collection location	N/A

Weather Monitoring and Cancellation	
Person responsible for weather monitoring	Hannah Sullivan
Shelter location	School
Evacuation plan / location	Into school
Emergency announcement method	School Intercom System
Predetermined criteria for weather cancellation	Thunderstorms / Lightning / tornadoes etc
Link to the National Weather Service	NWS Forecast Page For Your Event

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	Advanced notice if poor weather
Describe shelter plan	Into school if sudden/unpredictable
Total # of crowd managers for your event	7
List crowd managers	Hannah Sullivan, Anna Trigo, Christian Araly, Katie Schmelzer

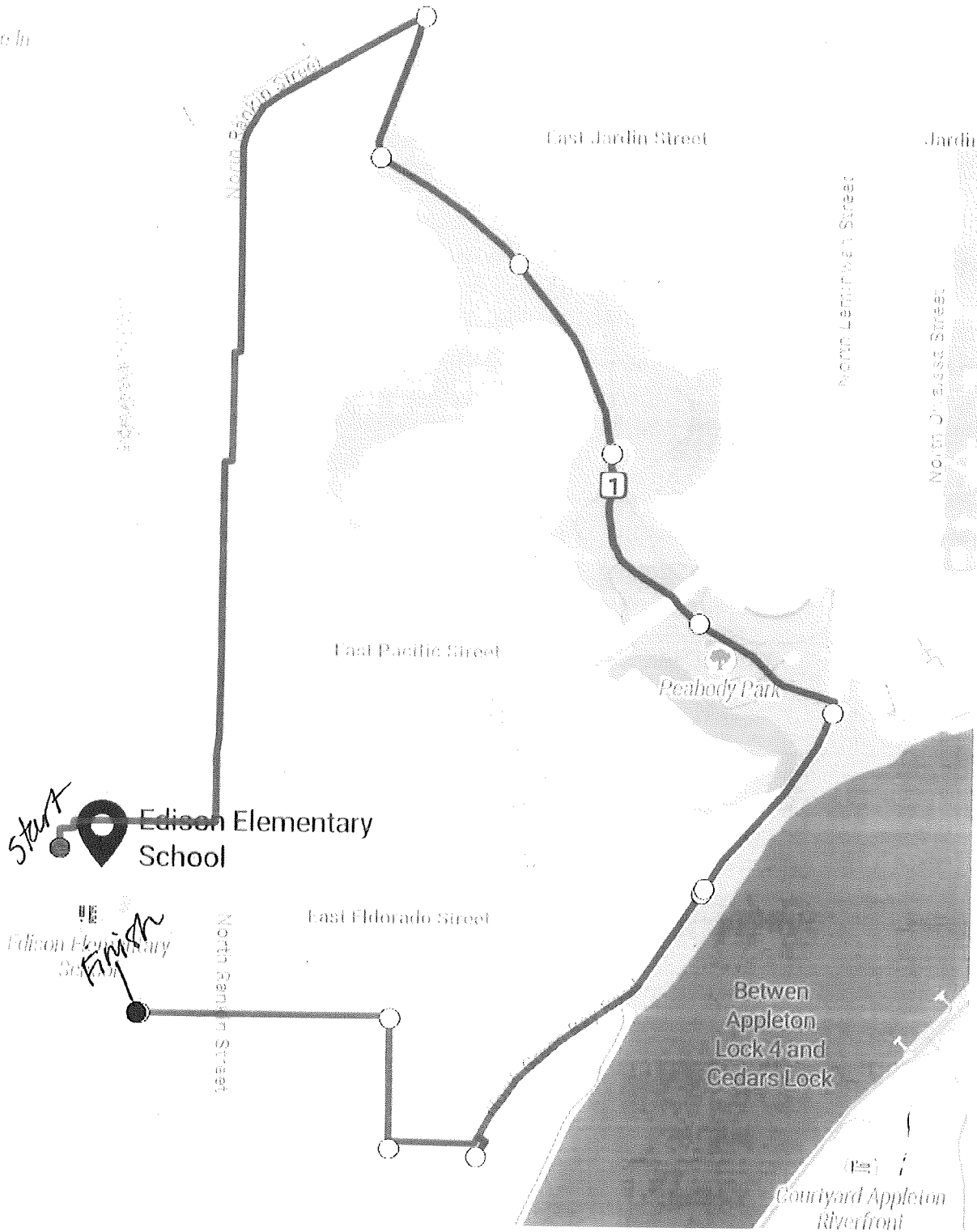
Fire Alarm / Fire Safety / Other Hazards	
<ul style="list-style-type: none"> The Appleton Fire Department is committed to a fire prevention program that places a high priority on the safety and welfare of the public while minimizing potential fire and life safety hazards. Establishing fire prevention 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?	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?	School procedures - call fire department
Fire Extinguishers	
List locations for any additional extinguishers	School grounds
Have staff been trained on their use?	Yes - school staff
Are staff expected to use extinguishers?	No
Or, are staff expected to simply evacuate?	Call emergency service
Will a fire watch be provided for the event?	No
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

evacuate

Other	
List any additional Safety Planning Procedures	

Drive In

The Lou



Start
Edison Elementary School

Finish
Edison Elementary School

Between
Appleton
Lock 4 and
Cedars Lock

Courtyard Appleton
Riverfront

