

Special Events Guide



City of Green Bay

Green Bay, WI

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INTRODUCTION

We welcome a variety of Special Events such as races, runs, parades, music festivals, performances, and farmers' markets. Green Bay offers many different options for Event Organizers with our dozens of parks, riverfront amenities, and safety services.

If this is your first time planning a Special Event, or if you have made substantial changes to an existing Special Event, please read this guide carefully before completing the application. Key questions in the application will refer you back to this guide, which contains the policies, procedures, definitions, and conditions that will help you successfully plan and execute your Special Event in the City of Green Bay.

The City of Green Bay has a Special Events Committee which reviews and approves Special Events. The Special Events Committee is comprised of representatives from the departments involved in Special Events, namely: Police, Fire, Public Works, Parks, Mayor's Office, Community and Economic Development, Clerk's Office, and Risk Management. The Special Events Committee may require that the Event Organizer attend a meeting to discuss the details of a Special Event before Committee approval. If that is the case, the Special Events Coordinator will arrange a date and time with the Event Organizer.

After you have read this guide, you may contact the Special Events Coordinator at **920.448.3005** or specialevents@greenbaywi.gov to discuss the details of your Event. The Coordinator may direct your questions to a staff member in the appropriate City department.

What is a Special Event?

A Special Event is “an athletic event, ceremony, demonstration, exhibition, march, pageant, parade, procession, race, show, or other similar display which interferes with the normal flow or regulation of traffic upon the streets, sidewalks, and/or rights-of-way, or the customary use of parks or other public grounds.” Essentially, a Special Event takes place on public property including parks, streets, alleys, sidewalks, terraces, boardwalks, piers, landings, bodies of water, and the like. Special Events are open to the public. A Special Event can be as small as 200 people or as many as 50,000. Special Event Organizers may charge attendees or create an experience that is free. Events held on private property are not Special Events for the purposes of the City of Green Bay’s policies.

Special Events in the City of Green Bay are defined and regulated by Green Bay Municipal Code Chapter 10 Article IX.

Things to Consider When Planning a Special Event

Hosting an Event in the street is a great way to bring the community together. When you are considering a street closure, please think about how closing a street may impact traffic flow in and around the neighborhood. You may also consider how your Event will affect public transportation and access to businesses, schools, and residences. The Special Events Committee will analyze your request, and may suggest routes, hours, etc., which will keep your Event safe while maintaining access to the neighborhood and to various City and private services.

Many Event Organizers include the sale or service of alcohol during the Event. Beer (fermented malt beverages) and wine are the only types of alcohol that may be sold, so please read the section on alcohol very carefully. While many adults drink responsibly, please also consider how the presence of alcohol may change the tone of your Event.

We are an inclusive community, and we encourage all Event Organizers to consider ways to ensure that people with different abilities (e.g., visual, hearing, ambulatory impairments) will attend and enjoy your Event. The Special Events Coordinator can help you determine ways to make your Event accessible.

Finally, you may also want to consider what other Events are occurring in the City during the time you are requesting your Special Event. While these other Events may enhance yours, they may also put a strain on City services and the Special Events Committee may ask you to choose a different date.

FOR ALL EVENT ORGANIZERS

Note that “Applicant” and “Event Organizer” are synonymous in this guide.

Application

Once the Event Organizer submits a complete application, the Special Events Committee will begin its review. The Committee will provide an initial acceptance (“conditional approval”) of the Event, considering the Event’s activities, services needed, insurance required, and the like.

Applications may be accepted without a Certificate of Insurance but cannot be approved until the Certificate has been approved by the Risk Management Department. Most Event Organizers need Event insurance. Your Event will need insurance, if required, to be approved and issued a Special Event permit. Please see the insurance section of this guide for more information.

Specific departments may require more information and cooperation from the Event Organizer before the Event can be approved.

All Event Organizers must complete the **Special Event Application**. For your application to be properly considered, please submit a completed application at least 60 calendar days before your desired Event start date. The Special Events Committee will only consider complete applications. The application contains required fields and will prompt you if not completed. All Event Organizers are required to upload a Map of the Event. Please see the Map of the Event section for more information.

Event Organizers must provide information such as name, permanent address, phone number, and email address. If there is an additional person or entity assisting in coordinating the Event, please also include the aforementioned information for that person or entity. You will also need to provide contact information for the Event Day, which is most likely a name and mobile phone number. The Special Events Coordinator, Special Events Committee, and any assigned City staff will coordinate and communicate with the Event Organizer and the Event Day contact.

Attendees

For the purposes of this guide, Event Attendees include both those people who are watching the Event (spectators) and those who are engaged in the Event (participants).

Event Organizers will need to estimate the number of Attendees. This is the total number of people you expect over the course of the Event. To further explain, if you expect Attendees to come intermittently, such as for a farmers’ market, please provide the total number of people you expect. If you are conducting a race, please include the race participants as well as the spectators. City services and associated fees are based on the number of attendees you provide in your application, along with the types of activities in your Event which may or may not expose your attendees to risk. The Special Events Committee may take additional factors into consideration when determining and assigning the level of City services.

Billing

Event Organizers will be billed for City services, which are typically for Police, Fire, Emergency Medical Services (EMS), street closures, and parking (meter hooding). When Event Organizers submit a timely application (at least 60 calendar days before your desired Event date), the Special Events Committee can determine costs in a timely manner following a conditionally approved, complete application. City services and fees are based on the number of Attendees you provide in your application, along with the types of activities in your Event which may or may not expose your Attendees to risk.

Event Classification

Special Events in the City of Green Bay are defined in Green Bay Municipal Code Chapter 10 Article IX Section 10-424. These definitions are used in classifying your Event for the purposes of your application and billing and appear below from the ordinance for ease of reference.

Simple Events

Special events involving a small non-profit or neighborhood association where the principal applicants reside within the City of Green Bay city limits. Simple events are limited to neighborhood or small non-profit events that take place either in a City park or occur as a block party. Simple events involve crowd sizes of fewer than 250 attendees, limited physical activity by participants, and no severe exposure of spectators to hazards. Simple events may include, but are not limited to, picnics, annual meetings, movies in the park, and block parties.

Small Events

Special events involving crowd sizes of fewer than 1,000 attendees, as well as events specifically designated as small events, such as those involving limited physical activity by participants and/or no exposure of spectators to hazards. Small events may include, but are not limited to, team or individual sporting events, walks for charity, social gatherings, small-budget film making, music festivals, art festivals, farmers markets, performances, and exhibitions.

Medium Events

Special events involving crowd sizes between 1,000 and 5,000 attendees, as well as events specifically designated as medium events, such as those involving physical activity by participants, moderate exposure of spectators to hazards, and/or the inclusion of animals or alcoholic beverages. Medium events may include, but are not limited to, team or individual sporting events, circuses, carnivals with rides, parades with floats, marathons or similar races, walks for charity, social gatherings, music festivals, art festivals, farmers markets, performances, and exhibitions.

Large Events

Special events involving crowd sizes over 5,000 attendees, as well as events specifically designated as large events, such as those involving the use of fireworks or pyrotechnics, the use of the bay or the Fox River, major physical activity by participants, moderate to severe exposure of spectators to

hazards, and/or the inclusion of animals or alcoholic beverages. Large events may include, but are not limited to, team or individual sporting events, circuses, carnivals with rides, parades with floats, marathons or similar races, walks for charity, social gatherings, music festivals, art festivals, farmers markets, performances, and exhibitions. Vehicle barriers may be required for large events.

Special Hazard Event

Special events involving greater potential for exposure of spectators to hazards. Special hazard events may include, but are not limited to, professional or collegiate sporting events, vehicle races, athletic events in the bay or on the Fox River, and fireworks displays. Vehicle barriers may be required.

Customary Use of a Park

The “customary use” of a City park may not be a Special Event and “customary use” depends on the specific park. The customary use of a park will be determined by the Director of Parks, Recreation and Forestry or their designee. Customary uses are, for example, but not limited to, neighborhood association picnics and meetings, or movies in the park. Events that include inflatables, pyrotechnics (e.g., fireworks), large numbers of attendees, and/or alcohol service or usage (which is prohibited in many parks), do not fall into the category of “customary use,” and would be considered Special Events.

Any organized Event held in a park may require the payment of a park rental fee. Event organizers should reach out to the Parks, Recreation and Forestry Department to check availability and rental fees regardless of whether an Event is a Special Event or is customary use of a park. The Parks, Recreation and Forestry Department can be reached at **920.448.3365** or visit greenbaywi.gov/parks.

Events on Private Property

While Events held on private property are not considered Special Events, if you are planning an Event with more than 100 people in a structure that is not approved for public assembly (in accordance with Wisconsin Administrative Code) you should contact the Special Events Coordinator who will put you in touch with the appropriate Public Safety personnel.

Fees

The chart below lists the Special Event application fees, as well as the Special Hazard Event fees. Depending on City or Public Safety services required, there may be fees in addition to the application fee that will be charged to the Event Organizer by those respective City departments.

Special Event Application Fees

	City of Green Bay Resident Application Fee	Non-City of Green Bay Resident Application Fee	Late Application Fee	First Time Event Additional Fee	Event Location Change Fee	Event Cancellation Fee
Simple Neighborhood Association Park Event	\$0	N/A	\$25	\$0	N/A	\$0
Simple Neighborhood Association Block Party	\$0	N/A	\$25	\$0	N/A	\$0
Simple Small Non-Profit Park Event	\$25	N/A	\$25	\$50	\$0	\$10
Simple Small Non-Profit Block Party	\$25	N/A	\$25	\$50	\$0	\$10
Small Athletic Event	\$100	\$150	\$50	\$175	\$25	\$25
Small Event (All Others)	\$50	\$75	\$25	\$88	\$13	\$13
Medium Athletic Event	\$200	\$300	\$100	\$350	\$50	\$50
Medium (All Others)	\$175	\$263	\$88	\$306	\$44	\$44
Large Athletic Event	\$300	\$450	\$150	\$525	\$75	\$75
Large Event (All Others)	\$275	\$413	\$138	\$481	\$69	\$69
Small-Budget Film/Photography	\$25	\$38	\$13	N/A	\$6	\$6
Special Hazard Event	\$500	\$750	\$250	\$875	\$125	\$125

For those events determined to be a special hazard event as defined in the Special Events ordinance, a Special Hazard Event Fee will be charged in addition to the Special Event Application Fee as directed under the ordinance.

Note: Special Event application fees are non-refundable.

Garbage

The City of Green Bay requires that all Event Organizers provide adequate trash receptacles for Event attendees. Event Organizers are also responsible for hauling away any accumulated trash and must clean up the Event area to mitigate attracting vermin. The City will send Event Organizers an invoice for any areas that are not properly cleaned and therefore must be cleaned by City staff. Event Organizers can contract with private entities which can provide receptacles and haul-away service.

Insurance

Insurance is an important component of Special Events. The City of Green Bay requires most Special Events to sign a "Hold Harmless Agreement" and offer proof of insurance coverage. The Hold Harmless Agreement, located at the bottom of the Special Event application, ensures that the City will not be liable for claims arising out of activities occurring at the Special Event. Furthermore, the City of Green Bay's insurance does not cover non-City-sponsored Special Events, Event Organizers, activities, or attendees. Many insurance companies provide Special Event insurance, and while the City of Green Bay does not recommend any particular insurance company, we do require that Organizers find and pay for the appropriate insurance. Event Organizers will need to name the City of Green Bay as additionally insured on the Certificate of Insurance.

Event Organizers must submit a Certificate of Insurance after the Event is conditionally approved. The Special Events Committee will not formally approve and issue a permit for an Event lacking the required insurance. The entity or person listed as the Applicant on the Special Event application should be the same entity or person on the Certificate of Insurance.

Below are the insurance requirements based on the Event category, which can be shared directly with your insurance agent to obtain coverage.

Simple Events and Small-Budget Filmmaking or Photography:

No Insurance Coverage is required, however, the Event sponsor will be required to sign an Indemnification/Hold Harmless Agreement with the City.

Activities taking place during these Events may trigger insurance requirements. The Special Events Coordinator will communicate that to the Event Organizer prior to event approval.

Small, Medium and Large Events (Athletic or Other):

Worker's Compensation Insurance: The Event Sponsor shall procure and maintain during the life of this permit, Workers' Compensation Insurance including Employers Liability Coverage, in accordance with all applicable statutes of the State of Wisconsin.

Commercial General Liability Insurance: The Event Sponsor shall procure and maintain during the life of this permit, Commercial General Liability on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability and

(B) Products and Completed Operations.

Liquor Liability Insurance: If fermented malt beverages or wine will be served or sold. Liquor Liability insurance will be required with limits not less than \$1,000,000.

Aircraft Liability: If aircraft use (including helicopter use) is a part of this Event, the Event Sponsor shall procure and maintain during the life of this permit, Aircraft Liability Insurance with limits of not less than \$5,000,000 combined single limit for bodily injury (including passengers) and property damage.

Motor Vehicle Liability: The Event Sponsor shall procure and maintain during the life of this permit, Motor Vehicle Liability Insurance, including applicable No-Fault coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

Proof of Insurance Coverage: The Event Sponsor shall provide to the City of Green Bay, Certificates of Insurance and/or policies, acceptable to the City of Green Bay offering evidence of the coverage required herein.

Additional Insured: All certificates of insurance required by this section shall name the following Additional Insured: The City of Green Bay and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers.

This coverage is primary to the "Additional Insureds," and not contributing with any other insurance or similar protection available to the "Additional Insureds," whether other available coverage is primary, contributing or excess.

Cancellation Notice: All certificates of insurance required by this section shall include an endorsement stating the following: "Thirty (30) days Advance Written Notice of Cancellation or Non-Renewal shall be sent to: The City of Green Bay, Attn: Risk Management, 100 North Jefferson St., Green Bay, WI 54301.

If any of the required insurance coverages expire during the term of this permit, the Event Sponsor shall deliver renewal certificates and/or policies to the City of Green Bay at least ten (10) days prior to the expiration date.

Special Hazard Events:

Worker's Compensation Insurance: The Event Sponsor shall procure and maintain during the life of this permit, Workers' Compensation Insurance including Employers Liability Coverage, in accordance with all applicable statutes of the State of Wisconsin.

Commercial General Liability Insurance: The Event Sponsor shall procure and maintain during the life of this permit, Commercial General Liability on an "Occurrence Basis" with limits of liability not less than \$2,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage.

Coverage shall include the following extensions: (A) Contractual Liability and (B) Products and Completed Operations. Higher limits may be required depending on the nature of the event.

Liquor Liability Insurance: If fermented malt beverages or wine will be served or sold. Liquor Liability insurance will be required with limits not less than \$1,000,000.

Aircraft Liability: If aircraft use (including helicopter use) is a part of this Event, the Event Sponsor shall procure and maintain during the life of this permit, Aircraft Liability Insurance with limits of not less than \$5,000,000 combined single limit for bodily injury (including passengers) and property damage.

Motor Vehicle Liability: The Event Sponsor shall procure and maintain during the life of this permit, Motor Vehicle Liability Insurance, including applicable No-Fault coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

Proof of Insurance Coverage: The Event Sponsor shall provide to the City of Green Bay, Certificates of Insurance and/or policies, acceptable to the City of Green Bay offering evidence of the coverage required herein.

Additional Insured: All certificates of insurance required by this section shall name the following Additional Insured: The City of Green Bay and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers.

This coverage is primary to the "Additional Insureds," and not contributing with any other insurance or similar protection available to the "Additional Insureds," whether other available coverage is primary, contributing or excess.

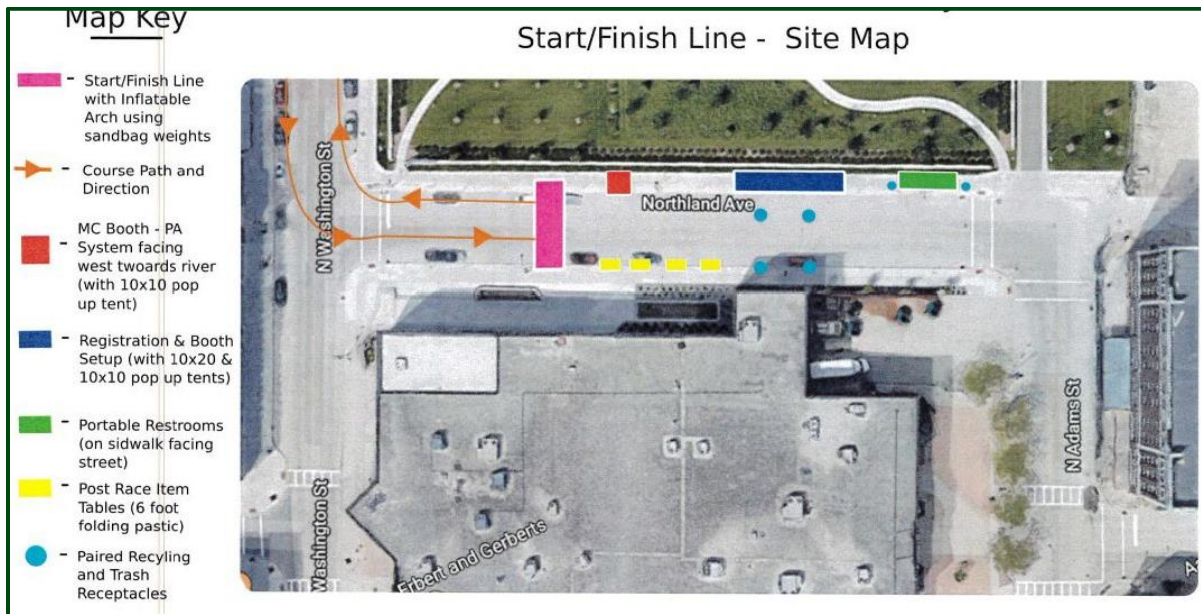
Cancellation Notice: All certificates of insurance required by this section shall include an endorsement stating the following: "Thirty (30) days Advance Written Notice of Cancellation or Non-Renewal shall be sent to: The City of Green Bay, Attn: Risk Management, 100 North Jefferson St., Green Bay, WI 54301.

If any of the required insurance coverages expire during the term of this permit, the Event Sponsor shall deliver renewal certificates and/or policies to the City of Green Bay at least ten (10) days prior to the expiration date.

Map of the Event

A Map of the Event is a great way to help Event Organizers visualize the location of activities and flow of people in their Events. The Map of the Event is also an important communication tool to the Special Events Committee and helps departments such as Public Works, Parks, Community and Economic Development, Fire, and Police coordinate appropriate City services. The Map of the Event should be a "bird's eye" view of your layout. It should include street names, location of activities, tents, special areas, etc.

Example Maps



Neighbor Notification

Special Events that require street closures, or other potentially disruptive activity, may need to notify neighbors of the potential inconvenience(s). The Special Events Coordinator can work with Event Organizers to identify which neighbors should be notified. The Special Events Committee may ask the Event Organizer to submit neighbor notification documents before approving an application.

Example Neighbor Notification


Hello, Neighbor!

We'd like to let you know we're having our festival on:

Saturday, July 10
from 1:30 pm to 9:30 pm

Please join us for family fun! We'll have face painting, a hayride, music from 5-9 p.m., and lots of food tents.

We're going to block off Example St. from Representation Way to Special Ave., and Event Ave. from Representation Way to Special Ave. The streets will be closed from noon to 10:30 p.m. See map below.



Representation Way

Example St.

Event Ave.

Special Ave.

Food tents

Attendee parkers will be directed on these streets

To find out more information, please go to our website or call 920-555-1234.

Public Safety

Special Events that have alcohol, a high number of attendees, street closures, or music may require the protective services of the Police Department or security approved by the Police Chief or their designee. The Police Department designee to the Special Events Committee will contact you upon completion of your application to discuss the assignment of officers. The Police Department will convey the anticipated costs to the Event Organizer after the Event is accepted but before the Event is formally approved.

Special Events, especially those that involve physical exertion, may require the services of Green Bay Metro Fire Department. The Fire Department employs firefighters and paramedics. The Fire Department designee to the Special Events Committee will work with Event Organizers to determine if fire or medical services are needed. If so, Event Organizers will need to submit a Medical Plan, which is a document describing the location and duties of medical professionals present at the Event. The Fire Department will convey the anticipated costs to the Event Organizer after the Event is accepted, but before the Event is formally approved. Event Organizers will be billed separately after the Event for the services of the Fire Department.

The Green Bay Metro Fire Department and Green Bay Police Department have purchased barriers for specific Special Events. These barriers will improve the safety of your Event. The Special Events

Coordinator and Committee will communicate with Organizers regarding placement and deployment of the barriers. There may be a cost associated with the deployment of barriers which would be billed separately if incurred.

FERMENTED MALT BEVERAGES AND WINE

Fermented Malt Beverages and Wine at Special Events

Special Events may serve or sell fermented malt beverages or wine if certain conditions are met. First, Event Organizers must apply for a Picnic License. This is a special type of temporary license. A picnic license may be issued only to *bona fide* clubs, to county or local fair associations, or agricultural societies, to churches, lodges or societies that have been in existence for at least six months, and to veterans' organizations. Current liquor license holders are not eligible to receive a picnic license. Please apply for a picnic license at least 15 days before your Event. The picnic license is a **separate application** that must be submitted to the City Clerk's office. Picnic licenses are \$10 each and will be issued for each Event, such as those taking place over a weekend (that is one picnic license) or Events taking place once a week for the summer (that is 16 picnic licenses).

Fermented malt beverages may be served, and those include beer and wine coolers. *Bona fide* clubs (and the others listed above) may obtain a license to serve wine but are limited to two of those licenses per 12-month period. Picnic licenses do not allow the sale of "intoxicating liquors" including but not limited to gin, vodka, or whiskey.

Picnic license holders will need to designate areas where alcohol will be sold on the Map of the Event. Areas where alcohol will be sold must be clearly separated from other areas in the Event layout. Special Event Organizers will need to employ a licensed bartender(s)/operator(s), and purchase alcohol from a licensed wholesaler. Alcohol may be sold or served in City parks, but only in specific parks. Contact the Parks, Recreation and Forestry Department at **920.448.3365** for a complete list.

If picnic licenses are issued for an outdoor gathering there can be no more than two separate areas used to dispense fermented malt beverages and/or wine. Please indicate this on your Map of the Event. Additionally, at least one uniformed security officer shall always be present at the outdoor Event while fermented malt beverages and/or wine are being sold or dispensed. Please contact the Clerk's Office at clerk@greenbaywi.gov or more information.

In addition to general Special Event insurance, the City may require the Event Organizer to add liquor liability to the policy.

When an Event Organizer is granted a picnic license, we recommend creating a defined space where the fermented malt beverages or wine is sold. The "beer tent" should be clearly marked with an entrance and an exit. Displaying the drinking age (21) is helpful. Your Attendees may or may not be restricted as to where they can walk with an open container, and adjacent licensed premises (e.g., bars, restaurants) may or may not be restricted in allowing patrons to walk out into your Event. Please contact the Clerk's Office at clerk@greenbaywi.gov or **920.448.3010** for more details about what constitutes a licensed premise.

Wine Walks

The City of Green Bay may issue only two Wine Walk permits per 12-month period for the entire City. Please contact the Clerk's Office at clerk@greenbaywi.gov for more information.

Beer Walks

The City of Green Bay may issue permits for Beer Walks, which may take place numerous times throughout the City and numerous times for a Special Event Organizer. Please contact the Clerk's Office at clerk@greenbaywi.gov for more information.

EVENT ACTIVITIES

Buggy or Carriage Rides

Event Organizers wishing to provide buggy or carriage rides will need to obtain a Public Vehicle License and a Public Vehicle Operator License. The Operator may need to have the vehicle inspected by the Green Bay Police Department. Please contact the Clerk's Office at clerk@greenbaywi.gov for more information.

Concessions

Event Organizers may sell concessions (food and/or goods) at Events. If you are planning on selling food, you must also contact the Brown County Health Department **920.448.6400**. Please consult the Parks, Recreation and Forestry Department for a list of parks where concessions may be sold. Their phone number is **920.448.3365** Event Organizers may sell concessions in the public right-of-way, such as a street.

Drones

Unfortunately, due to safety concerns the City of Green Bay does not allow drone footage at Special Events. This is regulated by City of Green Bay Municipal Code Chapter 24 Article II Division 3 Section 24-122. If you have other questions, please contact the Special Events Coordinator at **920.448.3005** or specialevents@greenbaywi.gov.

Filmmaking

The City of Green Bay welcomes small-budget filmmakers and photographers in our public areas. Film producers should reach out to the Special Events Coordinator by emailing specialevents@greenbaywi.gov for more information.

Fireworks

Organizers wishing to employ a fireworks display must coordinate with the Fire Marshall, who also sits on the Special Events Committee. The City of Green Bay considers fireworks a special hazard, and

Event Organizers will need to pay higher fee for this permit.

Food Trucks

Food Trucks are a great way to add variety to your Events. Food Trucks need to be licensed to serve food by the Brown County Health Department. They also need to be licensed to operate in the City of Green Bay. Please call the Clerk's Office at **920.448.3010** to obtain the list of currently licensed Food Trucks. Please request only *licensed* Food Trucks for the health, safety, and enjoyment of your Event Attendees.

Fox River Trail Use

Event Organizers choosing the Fox River Trail as a Special Event location, especially when portions of the Event may be outside the city limits of Green Bay, should contact the Brown County Parks Department at **920.448.6242** for more information. If your Event is a run or walk, the Event route may need to have a turnaround that is located off the trail. Trails within the City of Green Bay, including a portion of the Fox River Trail, are managed by the Green Bay Parks, Recreation and Forestry Department. For information about reserving the portions of the Fox River Trail in the City of Green Bay, please contact the Parks Department at **920.448.3365**.

Music and Amplification of Sound

Special Events often include music or announcements. The regulation of noise in the City is part of Green Bay Municipal Code Chapter 24 Article III Section 24-146, which requires that all noise such as that from music, amplification, etc., cease before 10:00 p.m. daily. The Green Bay Police Department may provide a waiver of the noise ordinance upon request and review by the Chief of Police as noted in the ordinance. You may contact the Police Department at **920.448.3200** to make this request.

Parking

Event Organizers, especially those planning large Events, should consider a Parking Plan. A Parking Plan describes how the Event Organizer plans to communicate the location of available parking to Event Attendees. The City of Green Bay encourages Event Organizers to consider the needs of Attendees with different abilities. The Public Works Department's designee to the Special Events Committee can help you identify ways in which to include handicap-accessible parking.

Event Organizers may request meter hoods. Meter hoods are provided by the Parking Division of the Public Works Department, and are charged per meter, per day.

The Event Organizer may request parking vouchers. Vouchers are a convenient way for the Event Organizer to pay for parking and for your Attendees to quickly exit the parking ramps.

The hours, locations, and rates of parking structures, as well as surface parking, are defined by the Parking Division. All public parking information for the City of Green Bay can be found on the Parking Division's website at greenbaywi.gov/parking.

Portable Toilets

The City of Green Bay strongly suggests that Event Organizers contract with a portable toilet company to provide adequate facilities for Attendees. While the City of Green Bay does not recommend any specific service or company, there are many companies operating in our community. The City also encourages Event Organizers to provide handicap-accessible portable toilets.

Power or Utility Access

Event Organizers may request the use of power, or other utility, for Special Events. Depending on the location of the Event, the Public Works or Parks Departments may need to review the Event Organizer's request to ensure the availability of adequate power, electrical facilities, and distribution. The Special Events Coordinator can help determine the location of these facilities and help direct Event Organizers to the appropriate utility authority if an additional permit is needed. Depending on services required, additional fees for City services may be charged to the Event Organizer.

Street Closures

Event Organizers may request a street closure in order to hold their Event, such as for a race, festival or market. Street closures are managed by the Public Works Department. Please select the street closure option on the application and indicate the streets you would like to be closed on your Map of the Event.

Costs may be associated with street closures and other services from the Public Works Department. The Public Works Department will present Event Organizers with estimated costs for street closures, and other services, upon conditional approval of the application by the Special Events Committee.

Tents

A tent is a structure, enclosure or shelter with partial or complete sidewalls ("drops"). Tents are constructed of fabric or pliable material supported in any manner. An open tent is open on all sides. You will need a permit from the Community and Economic Development Department if you will:

- a) erect a tent over 400 square feet (measure the separation distance from the point where the tent is anchored, not the sidewalls or limits of the tent).
- b) erect smaller tents where the aggregate area, erected within 12 feet of each other, is greater than 400 square feet.
- c) erect an open tent over 700 square feet.
- d) erect smaller open tents where the aggregate area of the smaller open tents, erected within 12 feet of each other, is greater than 700 square feet.
- e) use electricity in the tent or for the Event.

For more information and the application for use of a tent at your Special Event, please contact the Community and Economic Development Department at **920.448.3300** or visit their website at greenbaywi.gov/ced.

Water Access

Access to water depends on the location of the Special Event. Most City of Green Bay parks, such as City Deck and Leicht Memorial Park, have water access. Please consult with the Special Events Coordinator by calling **920.448.3005** or by emailing specialevents@greenbaywi.gov if you have questions about access to water at your desired Event location.

FREQUENTLY ASKED QUESTIONS, TIPS, & SUGGESTIONS

Frequently Asked Questions

- What happens if the Special Event Committee (SEC) denies the Event?
 - The Event Organizer may appeal a denial of a Special Event application to the Protection and Policy Committee and then to the Green Bay City Council. Since these two meetings occur twice a month, please allow adequate time between your appeal application and the Event date.
- Can I move my Event to another location after my application is completed, accepted, and/or approved?
 - Event Applications are approved, and costs are estimated, based on time, place, and activity level. Once the application is accepted, the Special Event Committee may reject an application for a new location or may charge the Event Organizer for a new Event.
- When will I know how much City services will cost?
 - If Event Organizers submitted their complete application within the 60-day timeframe, and the Event Organizer has responded to comments from the Special Event Committee, then the Special Events Committee members requiring such services can notify the Event Organizer of any potential costs.
- Can I have alcohol at my Event?
 - Yes, with some caveats. Please see review Green Bay Municipal Code Chapter 4 Section 4-3(6) on Picnic Licenses and consult with the City of Green Bay Police Department to see if they will require additional police presence due to the presence of alcohol at your Event. You will need to contact the Clerk's Office directly at clerk@greenbaywi.gov or **920.448.3010** regarding a Picnic License.
- Can items be sold (vendors and concessionaires)?
 - Yes. There are only certain parks where vending is permitted, so please contact the Green Bay Parks, Recreation and Forestry Department at **920.448.3365** for more information.
- I want to hold a protest/demonstration/rally. Is that a Special Event?
 - While such gatherings are protected forms of speech under the 1st Amendment of the U.S. Constitution, the City of Green Bay may regulate time, place and manner of such events or gatherings. Accordingly, depending on the elements of the events such as size, location, and time, it may require a Special Event Permit. Event Organizers may complete a Special Event application, especially if the Event Organizers:
 - Have time to plan
 - Expect a large number of attendees
 - Organizers may engage the Police Department directly, especially if the Event is likely to be controversial.

- Like other Special Events, Event Organizers may be billed for City services.
- I would like to make a film or hold a photo shoot in Green Bay. Are these Special Events, and what do I need?
 - We have a special section in our application for filmmaking and photo shoots. We ask for locations and Hold Harmless Agreements from videographers and photographers.
 - There are areas where filming is prohibited. Please check with the Special Events Coordinator for more information.
- Are motorcycle rides allowed in Green Bay?
 - Yes, but they would be considered a Special Event, so Event Organizers should complete an application.
 - The Police Department may proactively investigate complaints of, and cite as necessary, all motorcycles in accordance with all applicable Wisconsin State Statutes and local ordinances.
- I want to reserve a shelter for a private party. Is that a Special Event?
 - No. While Special Events take place on public property (such as in a City park) or in the right-of-way, rentals of shelters in parks for private use are not Special Events.
 - If the Event Organizer rents a shelter for use during an Event which is open to the public, then it would be considered a Special Event, and the Organizer should complete an application.
- Does my Event need a medical or security plan?
 - Yes, all Special Events need medical and security plans.
 - Some Events may be covered by on-duty crews, whereas others may require their own EMS or security staffing. The determination for use of on-duty crews will be made by the Green Bay Metro Fire Department and Green Bay Police Department for medical/EMS and police, respectively.
 - Events that may require their own Event EMS and/or police staff include those:
 - In which Event staff and/or Attendees are performing physical activities.
 - Which are held in severe weather environments.
 - That have a large number of Attendees.
 - That cover a large geographical area.
 - The list above is meant to serve as a sampling of examples and is not an exhaustive list of Events that may require an EMS presence. Contact the Green Bay Fire Department at **920.448.3280** with questions related to EMS presence.
 - The cost of police presence and facilities (such as barriers) are an additional cost to the Event Organizer. Be prepared for this cost. You may consult with the Police Department ahead of time to obtain an anticipated cost.
- Do I need insurance for my Event?
 - It will depend on the type of Event that is being held, but more than likely you will need

Event insurance for your Event. If insurance is required, the Event Organizer must submit a Certificate of Insurance that meets the requirements of the City's Risk Management Department. This is necessary for final approval and to obtain the Special Event permit. You may find it helpful to review the section on insurance in this guide.

- Can I close off a street for an Event?
 - Yes. Street closures are a great way to host a Special Event. The Special Events Committee will approve the street closure plan. Please note there may be additional costs for street closures. You will also be required to notify businesses and homeowners who will be affected by the closures.
- What do I need to do if my Event is occurring in multiple municipalities?
 - If your Event is occurring in multiple municipalities, you should contact every municipality where your Event will occur. You may also need to contact Brown County for County-managed properties. For example, the Fox River Trail is managed by the City of Green Bay in City limits, but outside of City limits the Fox River Trail is managed by Brown County.

Tips and Suggestions for a Successful Event

- When your Event requires numerous volunteers, establish a clear means of communication with those volunteers during the Event.
- Communicate “see something, say something” to vendors and volunteers.
- Wi-Fi access: although the City of Green Bay cannot recommend vendors or create Wi-Fi access for your Event, if you have organized a large, outdoor Event, having dedicated Wi-Fi access for your staff, volunteers, vendors, and Attendees may be useful.
- Consult a weather forecast and create a plan for inclement weather or sudden weather events. Please also fill out the rain date field requested in the application.
- Create “go-bags” for volunteers which would contain items for wound care. Consult with EMS (Green Bay Metro Fire Department) for suggestions.
- Consider how your Event will impact the community around the location, such as:
 - which businesses or residences will have limited access and for how long due to road closures or the placement of the Event.
 - how sound may travel to surrounding businesses or residences.
- Place door hangers on the residences or businesses that will be impacted by your Event, giving the Event hours, expected number of Attendees, Map of the Event, etc.
- Suggested Special Areas in your Event:
 - Reunification area. Publicize and clearly demarcate this area at your Event.
 - Kids' Zone
 - Volunteer Rally Area
 - Picnic License Area (where fermented malt beverages will be sold and served)
 - Attendee sign-in (especially for a race)