

City of Gillett

Special Event Permit Application

City of Gillett | 150 N McKenzie Ave | Gillett, Wisconsin 54124
 Phone (920) 855-2255 | Fax (920) 855-6283 |



*Special Event Information

Application Fee: \$100.00

Name of Event:				
Event Date(s):		Application Date:		
Applications must be filed 45 days in advance of the event				
Actual Event Hours:				
Date(s) for Prep/Setup:		Hours for Prep/Setup:		
Date for Cleanup:		Hours for Cleanup:		
Projected Attendance:	75-100	100-125	125-150	150+
Location of Event (street address):				
Is the Event Location: (circle) Private Property Public Property Streets or Right-of-Way				
Event Includes (circle all that apply): Temporary Signs Tents/Temporary Structures Fireworks				
Use of Streets or Right-of-Way Consumption of Alcohol Food Preparation None of the Above				
*Event Contact Information				
Company/Organization:				
Event Producer Name:				
Address:				
Cell:		Email:		
Event Sponsor (if different):				
Cell:		Email:		
*Terms & Conditions				
<p>I hereby agree that as a condition to the issuance of a Special Event Permit, the Producer of the Event shall indemnify and hold the City of Gillett harmless from claims, demand or cause of action which may arise from activities associated with the event.</p> <p>I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Special Event Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such permit.</p> <p>I hereby certify that the site plan and description provided will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the City of Gillett, Wisconsin.</p> <p>I hereby state and understand that should a complaint be filed against the Producer of the Event for violation of any regulation associated with the application for the City of Gillett Special Event Permit, the permit issued for the event will immediately become void and will not reissue for the same location. The City of Gillett reserves the right to photograph and videotape all events, camps, classes, programs, and facilities for promotional purposes. The participant hereby releases the City from any liability resulting there from.</p>				
Producer's Name:				

Producer's Signature:

Date:

***SPECIAL EVENT REQUIRED DETAILS**

First Aid/Medical Support Plan (include or attach information on company/individual's contact information):
Restroom Facilities Plan (include or attach information on number of portable facilities and describe location):
Parking and Traffic Control Plan (include or attach information on both on-site and any off-site locations as well as details regarding anticipated traffic flow to and from event):
Security and Crowd Control Plan (include or attach information on security and crowd control for both the event and any time between assembly/set-up and the start of the event):
*Please feel free to submit additional pages with clarifying information.
Site Plan: Include layout:
Proof of Permission of Property Owner: attach letter or rental agreement.
Proof of Notification to Neighboring Residences or Businesses
If Applicable: Alcohol permits/Firework permits

General Information

Name/Company/Organization Name _____

Mailing Address _____ City _____ Zip Code _____

Primary Phone _____

City of Gillett Resident? ☐ Yes ☐ No

Facility Rental Information

Facility:

☐ Zippel Park

☐ Honey Park

Rental Details: Please Circle One

Will alcoholic beverages be sold? No Yes

If yes, a picnic license is required

Will there be amplified sound of any kind? No Yes

(Live Band, DJ, stereo system, etc.)

If Yes, what type? _____

Will there be inflatables, tents or canopies? No Yes

Will you be using a grill, fryer, or No ☐ Yes

Other cooking utility?

If yes, what type? _____

Date of Rental _____

Private Event ☐ Open to Public ☐

Event Time: From _____ am/pm to _____ am/pm

Time You Wish Buildings to Be Unlocked: From _____ am/pm to _____ am/pm

Use Type: ☐ Family Party ☐ Wedding Reception ☐ Meeting ☐ Event ☐ Other: _____

Maximum # of Participants Expected : _____

Park Rental Fees

Category 1: Government agencies, non-profit organizations (proof of non-profit status required)

City of Gillett Residents, Charitable groups within Gillett, Schools

Category 2: Non-residents of City of Gillett, For-profit businesses

Park:	Category 1	Category 2
Zippel Park	\$100 Fee + \$50 Deposit (\$50 Refundable)	\$150 Rental Fee
Honey Park	\$75 Fee + \$50 Deposit (\$50 Refundable)	\$125 Rental Fee

Fee must be received to hold reservation. Questions or changes, call City Hall at 920-855-2255.

Please Note - There will be a \$50.00 per hour cleaning charge for any park rental to any group IF the area has not been cleaned or left in quality condition.

Please return confirmation and fee to Gillett City Hall, 150 N McKenzie Ave, Gillett WI 54124

Cancellations must be done one week prior to the event or the fee will be nonrefundable.

I have received a copy of the Park Reservation Policy and agree to the terms:

Responsible Party Signature: _____

☐ Garbage in Dumpster/Barrels

☐ All food removed

☐ Tables back in order

☐ Water Meter Read

☐ Supplies Used: _____

☐ Litter cleaned up in and around buildings

☐ Lights off

☐ Doors locked

Security Deposit Returned: YES / NO* Approved By: _____ Date: _____

Park Rental Policy
City of Gillett

Park Rental Fees

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Rentals will include bathrooms being opened, electricity to the shelter and water turned on. The Orby Jones Family Complex Usage Policy must be followed when renting the OJF Complex.

All rental fees and security deposits must be paid in advance to the City Clerk. All checks will be deposited and a separate refund check for the returned security deposit will be issued upon inspection of the rental by city employees. All public events will be billed for supplies used. (i.e. toilet paper, soap, water, etc.)

At the close of the rental period, the shelter must be cleaned up by the renter so as to be left in the same condition as it was at the beginning of the day. *Please Note - There will be a \$50.00 per hour cleaning charge for any park rental to any group IF the area has not been cleaned or left in quality condition.*

Below are rules to be observed by users of all City of Gillett Parks. We want you and your guests to have a pleasant visit. Attention to the following items will help ensure that others who reserve the facilities will also enjoy their time at the park.

1. Dispose of trash and garbage responsibly, and clean up litter around the buildings
2. When you are finished using the buildings, place trash and garbage in dumpster
3. Clean-up must be done immediately following the event
4. The person or group renting facilities is responsible for anything damaged. If this is a large event you will be given 48 hours to complete any repairs to damages or the city will perform repairs at the cost of the person or group renting facilities.
5. The park and all buildings close promptly at 10:00pm
6. In each building before you leave:
 - a. Turn off all lights
 - b. Lock doors
 - c. Remove all food from refrigerator but leave refrigerator turned on
 - d. Put all tables back in order
7. If your event goes past 10:00pm you will be required to reserve the park for the next day

Copy of Drivers License is required for rental.

Should there be any questions relating to your reservation, please call the City Clerk at (920) 855-2255. Thank you for reserving our city park facilities, and we welcome the opportunity to serve you again next year. We hope your visit at the park is a memorable one and feel free to share suggestions you may have for improvements or correcting some difficulty. Cancellations must be done one week prior to the event or the fee will be nonrefundable.

Park Committee/City Council/City of Gillett

This Park Policy is effective March 4, 2021

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: _____

☐ Town ☐ Village ☐ City of _____

County of _____

The named organization applies for: (check appropriate box(es).)

☐ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning _____ and ending _____ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Chamber of Commerce or similar Civic or Trade Organization

☐ Veteran's Organization

☐ Fair Association

(a) Name _____

(b) Address _____
(Street) ☐ Town ☐ Village ☐ City

(c) Date organized _____

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President _____

Vice President _____

Secretary _____

Treasurer _____

(g) Name and address of manager or person in charge of affair: _____

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number _____

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event _____

(b) Dates of event _____

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer _____
(Signature/date)

(Name of Organization)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Additional Information

May be Granted and Issued only to:

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (ss. 125.26(1) and 125.51(1)(a), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:
 - Class "B" (Beer):
 - a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (s. 125.04(3)(f), Wis. Stats.)
 - b. At least 15 days prior to the granting of the license for events lasting 4 or more days.
 - "Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.
- (4) Seller's Permit: Sec. 77.54 (7m), Wis. Stats., provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required.

Fee: Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.)

Duration: The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time.

Restrictions:

- (1) License may not be issued to individuals.
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. They may not be issued for business or social meetings of the organization.
- (3) Licenses for club or organization meetings may be issued only to ex-servicemen's posts.
- (4) License may cover either a specified area or the entire picnic grounds.
- (5) License issued to a county or district fair must cover the entire fairground (ss. 125.26(6) and 125.51(10), Wis. Stats.)
- (6) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (s. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (7) Licensed operator(s) must be present at all times (ss. 125.26(6), 125.32(2) - Beer; 125.51(10), 125.68(2) - Wine; 125.17)
- (8) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (s. 125.32(6), Wis. Stats.)
- (9) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit.
- (10) Licensed organizations must purchase their product from a licensed wholesaler.

NOTE: Most coolers presently on the market have a fermented malt beverage base allowing sale under a beer license, e.g. Bartles and James, Seagrams, etc.

CITY OF GILLETT

CHARTERED IN 1944

150 N. McKenzie Avenue • Gillett, WI 54124 • www.ci.gillett.wi.us
Phone: 920-855-2255 • Fax: 920-855-6283

APPLICATION FOR LICENSE TO SERVE FERMENTED MALT BEVERAGES AND INTOXICATING LIQUORS

TO THE COMMON COUNCIL OF THE CITY OF GILLETT, WISCONSIN

I hereby apply for a license to serve Fermented Malt Beverages and Intoxicating Liquors, subject to the limitation imposed by Section 125.32(2) and 125.68(2) of the WI Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances, regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me.

I certify that my date of birth is ____/____/____, and I do not have an arrest or conviction record subject to SS. 111.321, 111.322, and 111.335.

I have ____ have not ____ successfully completed the Responsible Beverage Server class. If so, proof of completion is attached.

I have ____ have not ____ held a valid operator's license within the last two years. If so, proof of license is attached.

Signature of Applicant

First name: _____ Middle Initial: _____ Last Name: _____

Other names: please include other names you have used, including maiden names.

First name: _____ Middle Initial: _____ Last Name: _____

Address: _____

Phone Number: _____

Have you ever been convicted of a felony or of violating any law of the State of Wisconsin or the United States, including motor vehicle violations? If yes, give details:

*** False information will result in rejection or revocation of this application. ***

Background Check Done and Approved

Approved By City Council

Date: _____

Date: _____

APPLICATION FOR PERMIT TO DISCHARGE FIREWORKS

This permit application must be completed and submitted to the City Clerk for approval by the Health, Protection and License Committee 30 days prior to the discharge of fireworks by any organization or individual in the City of Gillett.

Name of Organization/Individual: _____

Address and phone number: _____

Name of person who will be lighting off the fireworks: _____

Attach a copy of the certification card for person lighting fireworks.

Date and time of fireworks display: _____

Names of clean up crew: _____

All debris must be cleaned up within 24 hours after the launching of fireworks.

Attach a diagram showing location of launching area(s) for fireworks including distances from
Buildings and/or shelters.

Attach a letter of approval from property owner on which fireworks display will be launched.

Attach proof of insurance.

Attach an inventory of fireworks to be presented.

POLICY FOR LAUNCHING FIREWORKS DISPLAY

1. Copy of city permit must be given to property owner.
2. All grass within a 100-foot minimum from launching area, unless property owner specifies greater distance, must be cut within 24 hours of launching time.
3. Access to launching area, as designated on application form by Health, Protection & Licensing committee, only permitted to those people that are required to be on site (i.e. Fire Department personnel, pyro technician.)
4. All property must be restored to original condition.
5. No persons under the influence of alcoholic beverages and no alcoholic beverages will be permitted in launching area.
6. City Clerk shall forward copy of permit to Fire Chief.
7. City permit must be displayed in launching area.

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Phone: 920-855-2255 • Fax: 920-855-6283

Fee: \$25

Date Paid: _____

STREET CLOSING APPLICATION

General Information:

Applicant Name _____

Applicant Address _____

Applicant Phone Number _____

Organization Name (if
applicable) _____

Event Information:

Contact Person for Event _____

Contact Person for Event
Phone Number _____

Street to be used _____

Date of Event _____

Event Time From: _____ am/pm to _____ am/pm

Description of Event (describe in detail - use back of form if need more space)

Proof of Insurance listing the City of Gillett as an additional insured for the event is required.

Signature _____

Date _____