

# VILLAGE OF MUKWONAGO

  

# SPECIAL EVENT MANUAL

*This manual was created to give event organizers a tool to assist them with creating a successful event and follow the proper protocol for requesting Village services.*

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## INTRODUCTION

The Village of Mukwonago enjoys many fine and entertaining special events throughout the year. The Village is committed to supporting quality events and this manual is a tool to help ensure your event's success. If this is your first time planning an event or if you have been hosting an event through the Village for years, this manual will give you guidance on what is expected of you from the Village.

After reading through this manual, we highly suggest you call the Village Clerk at (262) 363-6421, to arrange for an initial planning meeting to discuss your event prior to turning in any applications. The Village requires staff to review your permit and make recommendations to the Village Board, if required, for approval, approval with conditions or denial of the permit. This is why the application is due 90 days prior to your event.

***Although this guide should help you determine everything you will need to hold a successful event, ultimately, the Village reserves the right to require additional permits and/or services they see fit to ensure the event is safe. Any additional permits and/or services required by the Village will be at the cost of the event organizer.***

### ***What is a Special Event?***

The Village of Mukwonago's Special Event Ordinance defines a special event as...

...any activity that uses public streets, rights-of-way, sidewalks, or private property or may require increased levels of Village services. This includes, but is not limited to, fairs, festivals, sports events, foot runs, walk-a-thons, bike-a-thons, bike races, markets, outdoor merchandise sale, parades, parade of homes, exhibitions, auctions, dances, motion picture filming and other similar events.

Further, the Village defines special events into different class levels which help determine what level of impact they will have on the community.

***Class I:*** A special event in which any of the following occurs: has more than one-hundred fifty (150) people; where alcohol is sold or served; outdoor entertainment/amplified music; tents larger than four hundred (400) square feet; or lasting more than two days.

***Class II:*** A special event with more than one-hundred fifty (150) people, and no alcohol is sold or served or no outdoor entertainment/amplified music is provided.

If you are planning an event at your home or other residential area and plan to have 50-150 people, you will need to contact Village Police Department at (262) 363-6435 to make them aware of the event. However, no special event application is necessary.

### ***Consider how your event plans work with the Community:***

As you begin the preliminary plans for your event, think carefully about the impact you will have on the community as a whole. The following are some common impacts that thoughtful planning can help reduce:

- When you close a street, even for two or three blocks, traffic issues will arise as it will need to be rerouted or turned away.
- Does your street closure block or impede access to police stations, fire stations, churches, schools, businesses or residences?

- Are you planning to serve/sell alcohol at your event? If so, how will that use affect participant safety and enjoyment of the event as well as security and insurance costs?
- Will you have music? If so, what type of music will you have and how will the noise impact the surrounding neighborhood? What kind of audience behavior does this kind of music typically bring about?
- Ensure your event is accessible to the people with disabilities. (Disabilities include, but are not limited to, vision, hearing, and physical limitations.)
- Are there other events planned in the Village on the same day as yours or immediately before or after yours? If so, multiple events in a small timeframe may be denied due to limited resources available to assist with the events.

## STEPS TO TAKE

### ***Who Should I Contact First?***

The Special Event permit application process is coordinated through the Clerk's office. This office is located in Village Hall, 440 River Crest Court, Mukwonago, WI. The application may be obtained from the Village Clerk's office or from the Village's website at [www.villageofmukwonago.com](http://www.villageofmukwonago.com). **Special Event applications are due to the Clerk's office 90 days prior to your event.**

Based on the nature of your event, a variety of permits may be required and this manual will help you identify those and who to contact if you have questions.

### ***Determine when and where to hold your event:***

*Do you plan to use one of the parks for your event?*

If yes, you will need to contact the Village Clerk's office to reserve the park, and request to get on the next agenda of the Health and Recreation Committee who will need to give you permission to utilize the park. This Committee will also determine what will be charged for use of the facility – it may or may not follow the regular rental rates. All park rules, regulations and policies must be adhered to.

*Will your event take place in a residential neighborhood?*

If yes, then you will be required to notify all adjacent property owners when your event will occur as well as what your event will entail. The Village can assist you in determining which property owners should be notified based on the location of your event.

*Do you plan to close and/or use a public street or right-of-way for your event?*

If yes, then you will need to have your request reviewed by the Department of Public Works and Police Services. They will ensure that all safety measures are met and the street closure(s) will not adversely affect traffic flow. Also, there may be some limitations on use of certain streets if they are under construction during your event.

Barricades are available through the Village. However, you will need to submit a specific plan of where the barricades shall be located as well as what time they need to be in place and what time they will be taken down. You will be charged for use of these barricades. The Village Police Department may require you to have barricades for your event even if you do not feel they are necessary. If barricades are required, it is at the expense of the event organizer (See FEE SHEET for detailed costs).

Even if your event does not require street closures, it may generate unusual pedestrian and/or

vehicular traffic. This not only affects the event's participants but also those who live and work in the area surrounding the event's location. Changes in traffic flow must be considered in the planning process.

*Where will all of the participants park?*

In case of large events, consider establishing parking in other sites and shuttling participants to the event. If you are requesting special parking restrictions, you must contact the Police Department to discuss this request.

Another consideration for parking is the availability of **disabled** parking stalls. If you do not plan for **disabled** parking stalls within a reasonable distance from your event site, you may discuss with the Police Department and the Department of Public Works ways to accommodate those with special needs.

**A detailed map of the event location, proposed street closures, intended route, if applicable, MUST BE PRESENTED AT THE TIME OF PERMIT APPLICATION.**

## **OTHER ITEMS TO CONSIDER**

***Will you be serving/selling alcohol?***

This temporary license is only good for sales of wine and beer and is only available to organizations that are considered to be bona fide clubs or charitable organization. You must also provide at least one Village of Mukwonago licensed bartender who must be on site where these sales will occur for the duration of your event.

**If your event is in a park, you may not serve beer or wine after 10:00 pm.** If you wish to sell beer or wine in a park, you again would need to adhere to Village policy by getting a temporary license and providing a Village of Mukwonago licensed bartender. Although having alcohol at your event may be advantageous, you may also incur greater costs and risks; please read the insurance requirement section of this manual thoroughly.

Helpful tips to organize a safe and successful event when serving/selling beer or wine:

- Sales of beer or wine must be under the control of your organization at all times. You are the responsible, legally liable party if problems arise because of the improper conduct of your beverage servers.
- The legal drinking age is 21. You should require bona fide identification from anyone who appears under the age of 30. Proper identification must be issued by a governmental agency with the name, date of birth, a physical description and a photograph of the person presenting the identification.
- Do not sell, furnish or give beer or wine to anyone who is obviously intoxicated.
- Identify non-drinking designated drivers and offer them free non-alcoholic beverages. This can be done by providing colored wristbands or other means of easy identification.
- Limit sales or service of alcoholic beverages to two (2) drinks per person at any one time.
- Provide food at your event.
- Prohibit anyone from bringing their own alcoholic beverages to your event.
- Provide adequate security at your event, especially if it is open to the public.

***Will you be serving/selling food?***

When selling/serving food, the event organizer must contact the Waukesha County Health Department. You will be required to provide to the Village proof of approved permits by Waukesha County prior to the start of your event.

***Will you be selling merchandise?***

If you plan to sell merchandise, you will also need to obtain a Peddler's Permit from Police Department. The permit application is available at Village Police Station. There is a \$10 application fee for this license plus an additional \$20 per day charge or \$100 per week depending upon the duration of your event.

***What security will be needed?***

For the safety of your event's participants, security personnel are a necessity. Events including alcohol or minors may involve a higher risk and may require more security.

Events should have security personnel at the rate of one security guard for every 300 people present if alcohol is available, or one security guard for every 600 people if alcohol is not available. One member of the security personnel must be designated as the "Head of Security" who can be contacted at any time by the Police, Fire or the Waukesha County Health Departments.

Points to consider when planning security for your event:

- Entry points
- Boundaries
- Bordering streets between your event's location and parking areas
- Parking lots
- Site where admission is charged, if applicable. You may want to consult with the Police Department for transferring money.
- Doors of spectator areas to watch for suspicious behavior, if applicable.
- Restrooms or concession areas
- Restricted access areas such as reserved areas, medical/first aid centers, or other key locations where the general public is not allowed.
- VIPs and Public Officials

The Fire and/or Police Departments, depending on facts and circumstances specific to each event, shall have the discretion to modify this ratio as they deem necessary.

***Will you be having a band or amplified music?***

If yes, there are a number of items that need to be considered.

- Is there a stage available at your proposed location or will you need to obtain one?
- Is there sufficient electricity to supply the band/amplified music's equipment?
- Will a tent be required?
- What hours will the band/amplified music be playing – will this comply with the Village's noise ordinance?

Noise is regulated within the Village limits of the Village of Mukwonago. In general, the ordinance states that no person shall make or cause to be made any loud, disturbing, or unnecessary sounds or noises that might annoy or disturb another. If the Village were to receive a complaint regarding your event, the Police Department has the right to shut down that aspect of your event. Therefore, you are

highly encouraged to notify surrounding residents/businesses of your event so they know ahead of time what your event is and what can be expected in regard to noise. If you are planning your event in a park, your amplified music would need to end by 10 pm as parks close at that time.

## **PLANNING FOR FIRE PREVENTION AND LIFE SAFETY**

### ***Will your event be held outdoors?***

The Mukwonago 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.

If you are holding an outdoor event, your event must be reviewed by the Fire Department. Items of concern include general fire and life safety, crowd capacity, access for emergency vehicles, configuration and identification of all vendors cooking with flammable and combustible liquids and/or gases, or potentially hazardous cooking appliances. A copy of your Special Event application will be forwarded to the Fire Department for review. This review process is required for ALL special events.

### ***Will any fireworks, open flame or pyrotechnic devices be used?***

If yes, you will need to contact the Mukwonago Fire Department for the necessary permits and regulations. Permits must be applied for a minimum of 7 days prior to the event.

The use of any pyrotechnic device shall be handled by a competent adult operator and shall be of such composition, character and be located, discharged or fired, as in the opinion of the Fire Chief, shall not be hazardous to property or endanger any people. Village ordinances and State Statutes shall regulate the outdoor use of pyrotechnic devices.

### ***Will you be erecting a tent, canopy, or other temporary structure?***

If yes, again you will need to work with the Mukwonago Fire Department as well as the Building Inspection Department. Any temporary structures are regulated through the Village of Mukwonago. Each vendor is responsible for obtaining a tent permit and inspection as well as for paying the inspection fee. If you plan to erect a temporary structure in a park, you will need to obtain permission from the Health and Recreation Committee.

### ***Will you need electricity and/or setting up lights?***

If yes, again you will need to work with the Mukwonago Fire Department as well as the Building Inspection Department. Also, any cords/service lines should be protected to avoid a trip hazard or grounding hazard. Electric service will need to meet all code requirements.

### ***Will you be putting up a temporary fence?***

Some events attempt to control the area in which participants are allowed to roam. Therefore if you plan to erect a temporary fence, you will need to work with the Mukwonago Fire Department as well as the Building Inspection Department. Items of concern here are how structurally sound the fence is as well as entry/exit points not only for participants but also for emergency personnel and vehicles.

### ***Do you have the ability to provide potable water access if there isn't one on site?***

Potable water access means you are able to provide water that humans can drink on site. Some

special event sites may not already have access to water through the Village or another means. Therefore it is the responsibility of the event organizer to ensure drinking water is available for all participants attending the event. This is especially important if you are offering an athletic event.

## **RISK MANAGEMENT AND INSURANCE REQUIREMENTS**

### ***Risk Management***

Risk management in special events is defined as “recognizing the possibility of meeting danger or suffering harm or loss and organizing or planning to minimize or eliminate said danger, harm or loss.” Ensuring that appropriate risk management practices are in place is a priority for the Village of Mukwonago.

Some areas of risk management that should be observed by special event organizers:

- Develop volunteer management practices – identify who is in charge and communicate that to all volunteers. Monitor the event volunteers to ensure that the necessary work is being completed.
- Be clear about the role of the Police Department at your event and enhance communication throughout the event. Consult with the Police Department and emergency personnel for input and advice while developing the safety/risk management plan.
- Be aware of safety standards and/or inspections related to buildings, vehicles, carnival rides and tents, ensuring safe egress from tents and fenced in areas.
- Have emergency plans specific to the event activities, including communication and responsibilities, coordination with authorities, weather conditions, lightning, and personal and property damage.
- Coordinate fire safety/protection for all tents and commercial cooking functions, and the safe handling of propane gas.
- Inform all participants of safety requirements specific to events that take place on waterways.
- Have a bleacher inspection and certificate of inspection from the installer for any bleachers that are brought in for spectators.
- Do a “walk through” of the event looking out for tent stakes and ropes, electrical connections, compressed gas cylinders like helium, cables and hoses across walkways, absence of barriers to restricted areas; try to see the grounds through the eyes of a participant.

### ***Inform and Train Volunteers***

Volunteers can be the most valuable people at your event. They should be briefed prior to the event on what they may and may not do. They should be thoroughly informed and it is often a good idea to provide them with job descriptions. Tell them who is in charge and who to contact if a problem develops. Be sure they are familiar with the building or area so they can direct people to restrooms, fire exits, or other key locations. Remember, the volunteer’s task may seem clear to you, but they are not as familiar with all of the plans you have made.

Make your volunteers easily identifiable to those attending your event; provide them with vests, pins, armbands, hats, etc. so guests can easily recognize someone affiliated with the event.

### ***Liability Insurance***

The Special Event Sponsor will provide evidence of liability insurance in a form acceptable to the Village Attorney, with limits of not less than \$1 Million per occurrence and \$2 Million in the aggregate, which



coverage names the Village of Mukwonago, its officers, agents, employees and contractors as Additional Insured on a primary and non-contributory basis. Evidence of this coverage must be provided by a Policy Endorsement received by the Village not less than 20 days prior to the event. A Certificate of Insurance must evidence this coverage throughout the duration of the event. Applicant further agrees to indemnify and hold harmless the Village of Mukwonago, its officers, agents, employees, contractors and assigns, as and against any and all claims, demands, actions and causes of action, including actual attorney fees, arising from the Applicant's use of Village property and the issuance of this Permit.

(The Village Board may require a higher limit depending upon the details of your event.) Those events that may be required to provide the aforementioned insurance indemnification include, but are not limited to,

- 1) An event that includes alcohol, or
- 2) An event that is anticipated to have attendance greater than 150 people per day, or
- 3) A multi-day event.

If any modifications occur to your insurance terms, you must also notify the Village immediately. Any change to coverage requires Village approval. Also, if your coverage is canceled or no longer meets the Village's requirements, the permit will be rescinded.

## **TOILET FACILITIES AND CLEANUP**

### ***Refuse Collection/Site Clean Up***

The event sponsor should have a litter control plan in place and pick up trash/litter before, during and after the event. A recycling plan is also highly recommended and many park facilities have recycling containers onsite.

The event organizer is responsible for requesting additional trash cans if you are using a park area and then emptying them and putting trash into a dumpster throughout the event (if determined necessary by the Health and Recreation Committee and/or the Village Board). The Public Works Department may have extra 55-gallon garbage cans you can rent for your event – see FEE SHEET for detailed costs. These garbage cans are on a first-come, first-served basis and Public Works Department needs are met first. The event organizer will be responsible for providing 55-gallon trash bags and for ensuring they are empty and clean when being returned. Other times, park maintenance staff will empty the trash receptacles after your event; however this typically only happens when the event is expected to be less than 200 people.

The Village of Mukwonago does NOT provide dumpster service for event organizers. It is suggested that you contact a local waste management company and determine where and when a dumpster can be made available to you. This information will need to be included during your application process so it is best to have those details sorted out early. If at the end of your event, clean up is not up to Village standards, your security deposit will be used to pay to have it cleaned. If cleaning charges are more than your security deposit, the event organizer will be billed for those services and must repay the Village within 30 days of receiving the bill. (If you do not pay the bill, you will not be able to request another special event within the Village of Mukwonago).

### ***Do you need portable restrooms and hand washing stations?***

Event planning should include requirements for sanitation and waste management plans. An event that does not provide for the personal comfort of patrons, or leaves an unsightly mess with litter and trash, will damage its own future as well as negatively affect the image of the Village.

Portable restrooms: Although some spaces, such as parks, have toilet facilities, depending upon your expected attendance, additional portable restrooms and hand washing stations should be available on site. Typically one portable restroom will allow for 200 uses if it is not pumped and cleaned in between. Therefore you may wish to use the following guidelines when attempting to have enough portable restroom facilities available:

Average hours of event

	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	5	8	8	9	9	11	12	13	13
2,000	5	5	9	12	14	16	18	20	23	25
3,000	6	8	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
10,000	15	25	38	50	63	75	88	100	113	125

These numbers do not take into consideration if there are surrounding facilities available perhaps at a local business that is participating in the event or again if the event is being held at a park.

### MEDICAL SERVICES

When planning a special event, there are questions you should ask yourself to determine any medical/first aid needs:

- How many people will be expected to attend? Medical demands vary – an event expecting 200 people will have different medical/first aid needs than an event with 5,000 people.
- Is your event being held during daylight hours or at night? Nighttime hours will require a lighting plan to ensure all participants are safe and can see where they are going.
- What are the demographics of your anticipated crowd? Does your particular group have any potential health issues that should be considered?
- What time of the year is your event being held? Do you anticipate any issues because of potential extreme heat, extreme cold, precipitation or excessive insects?
- What is the length of your event? Does your event run for a few hours, a full day or is it a multi-day event?
- Will there be alcohol available?
- Is there a single location for your event or multiple locations?
- Have you encountered any medical/first aid problems with an event in the past?
- If this is an athletic event, how strenuous is the activity and how well trained are the athletes that are participating?

It is highly recommended that every special event have a first aid kit easily accessible. Your first aid kit should contain at a minimum: compresses, ice packs, bandages and antiseptic. The Fire Department may also determine that you need to have an ambulance on site in case of any medical issues that arise. If you are hosting an athletic event, it is required that you provide sufficient hydration for the participants.

Based on the nature of your event and number of people expected to attend/watch, the Village may require Police and EMS Services. These required services will be at the expense of the event organizer.

The next few pages are the actual special event ordinance for the Village of Mukwonago. It is highly recommended you review the ordinance as well in case there are requirements not covered in this manual.

Once you have finalized the details of your event and are ready to submit your application, please contact the Clerk's office at (262) 363-6421.