

CHECKLIST FOR STREET USE PERMIT WITH TENT APPLICATION

Completed street use permit application must be submitted to Village Clerk's Office, along with certificate of insurance, fee and other requirements outlined by checklist. ***Application will be placed on agenda only after completed form and, insurance certificate and fee have been filed with the Village Clerk's Office.***

Please note all applications must be reviewed by Public Works/Public Safety Committee and forward to Village Board for approval. Public Works/Public Safety Committee meets the 2nd Wednesday of each month and Village Board meets the 1st and 3rd Tuesday. Applications must be received one week prior to the Public Works/Public Safety meeting in order to be placed on agenda.

Required Items:

- ___ 1. Completed street use permit application.
- ___ 2. Applicant must obtain review/signature by Fire, EMS and Police Departments as required on street use permit application.
- ___ 3. Furnish certificate of insurance for proof of comprehensive general liability insurance naming the Village of New Glarus as an additional insured.
- ___ 4. Fee

Complete as applies to specific request:

- ___ 5. Contact Diggers Hotline (1-800-242-8511) for any digging or posting at least one week prior to event.
- ___ 6. Garbage pickup of village trash receptacles during event may be provided as a service by the Village for a fee. Pickup would only be once daily in the morning.

NOTE: *Applicant will need to coordinate this with the Public Works Director (527-2097) one week prior to the event.*

- ___ 7. Barricades are available from the Village.

NOTE: *Applicant will need to coordinate this with the Public Works Director (527-2097) one week prior to the event.*

- ___ 8. Obtain Portable Restrooms for event (*only for permit with a tent*).

Any additional services provided by the Village may be charged back to the sponsoring organization at the Village's discretion.

PERMIT FEE: _____

PERMIT NO. _____

INSURANCE ON FILE: _____

VILLAGE OF NEW GLARUS
APPLICATION FOR STREET USE PERMIT WITH TENT

Special events are governed by village ordinances and organizers are responsible for all necessary permits, trash and litter pickup, and for damage to any property, as well as possible billing for village services. The organization/organizer agrees to be responsible for the supervision of the event and conduct of persons present.

APPLICANT / RESPONSIBLE PERSON: _____
ADDRESS: _____
TELEPHONE: _____

SPONSORING ORGANIZATION: _____
NAME OF HEAD OF ORGANIZATION: _____
ADDRESS: _____
TELEPHONE: _____

DATE OF REQUESTED USE: _____
TIME OF REQUESTED USE: _____

SIZE/LOCATION OF TENT: _____

HOW WILL TENT BE ANCHORED? (i.e. stakes, cement barriers) _____

APPROXIMATE ATTENDANCE (Number of People attending event) _____

PROPOSED USE (type of event): _____

DUMPSTER LOCATION (APPLICANTS WILL BE REQUIRED TO ORGANIZE AND OBTAIN DUMPSTER FACILITIES AT THEIR CHOICE OF LOCATION): _____

WILL YOU BE REQUESTING THAT OPEN INTOXICANTS BE ALLOWED ON THE STREETS?

IF YES, WHICH STREETS: _____

NOTE: It is the responsibility of the Applicant in coordination with the Police Department to post the limits of the area in which open intoxicants will be allowed.

<p>WILL THERE BE THE USE OF LOUDSPEAKERS OR AMPLIFYING DEVICES? YES NO</p> <p>IF YES, PROPOSED USE OF AMPLIFYING DEVICES [i.e. live band, disc jockey]: _____</p> <p>DATE AND TIME AMPLIFYING DEVICES WILL BE USED: _____</p> <p>ACCURATE DESCRIPTION OF AREA AMPLIFYING DEVICE(S) WILL BE USED: _____</p> <p>NOTICE TO APPLICANT: The Chief of Police shall have the authority to revoke such permit when he believes such loudspeaker or amplifying device is becoming a nuisance because of the volume, the method in, which it is being used, or the location in, which it is being operated. [§ 224-9(C)(2)] Any revocation shall be limited to the specific band and will not jeopardize other bands covered by the permit.</p>
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Date

Applicant Signature

Head of Sponsoring Organization Signature

Prior to submitting application to the Village of New Glarus, applicant MUST obtain review/signature by the Fire, EMS and Police Departments.

FIRE DEPT. REVIEW BY: _____ DATE: _____

COMMENTS: _____

E.M.S. REVIEW BY: _____ DATE: _____

COMMENTS: _____

POLICE DEPT. REVIEW BY: _____ DATE: _____

COMMENTS: _____

I/We _____ do hereby indemnify, defend and hold the Village and its employees and agents harmless against all claims, liability, loss, damage or expense incurred by the village on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the permit is granted.

Applicant Signature

Head of Sponsoring Organization Signature

NOTICE TO APPLICANT:

The Village Board requires that the applicant attend the meeting of the Village Board at which this application will be considered and that the application shall have been reviewed by the Public Works/Safety Committee for their recommendation prior to its consideration by the Village Board.

The Village Board may prior to granting the permit, require the applicant to furnish **proof of comprehensive general liability insurance naming the Village of New Glarus as an additional insured.**

APPROVED: _____ DATE: _____

Village President

Municipal Ordinance
Chapter 262 Art. III

Rev. 5/2011

FEMA "Special Events Contingency Planning" Toilets

The following considerations will determine the number of toilets to be provided for particular events:

- Duration of the event,
- Type of crowd,
- Weather conditions,
- Whether the event is pre-ticketed and numbers known or unticketed,
- Whether finishing times are staggered if the event has multi-functions, and
- Whether alcohol will be consumed.

Calculating the number of toilets required for an event is a matter for conjecture. Where local laws or regulations do not exist, the following guidelines can be applied. Better management of events can be achieved by providing additional facilities. Assume a 50/50 male/female split unless otherwise advised. The following tables should only be used as a guide.

Toilet facilities for events where alcohol is not available

Patrons	Male			Female	
	Toilets	Urinals	Sinks	Toilets	Sinks
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Toilet facilities for events where alcohol is available

Patrons	Male			Female	
	Toilets	Urinals	Sinks	Toilets	Sinks
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

These figures may be reduced for shorter duration events as follows:

Duration of event	Quantity required
More than 8 hours	100%
6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%