



City of Menasha

Special Event Application

SPECIAL EVENT CHECKLIST

Thank you for choosing to host your event in the City of Menasha! Because your event will require services from more than one City department, it is considered a "Special Event". The following Special Event Application will need to be completed and returned to City Hall (Parks & Recreation Department) at least 60 days prior to the event. Events new to the City of Menasha are required to submit the application at least 120 days prior to the event. If you have any questions, please call or email the appropriate department listed.

Required to process application:

- Application filed at least 60 days prior to the event
- \$25 non-refundable Administration Fee
- \$25 non-refundable Street Use Fee, if applicable
- A Certificate of Liability Insurance and Endorsement, each naming the City of Menasha as additional insured, must be submitted with your completed Special Events Packet in order for your event to be considered for approval by the Board of Public Works and/or the Common Council. If necessary, information on our Insurance Requirements for City of Menasha Special Events will be provided.
- Non-Profit Organizations registered as 501(c)(3) or 501(c)(4) MUST provide IRS proof of designation



Special Event Application

Date Rec'd _____
Fee Rec'd _____
Ins. Rec'd _____

EVENT INFORMATION – SECTION 1

A \$25 Special Event Administrative Fee plus a Street Use Fee of \$25 (if applicable) must be submitted with the application at least 60 days prior to your event. Please make checks payable to City of Menasha.

Event Name _____ Total Anticipated Attendance _____

Sponsoring Organization _____

Organization Address _____

Event Location _____

Date of Event (list each date if a multi-day event) _____

Event Set-up Time _____ Event Start Time _____ Event End Time _____

EVENT COORDINATOR – SECTION 2

Please list the main contact for questions pertaining to your event. Any other individuals authorized to speak with City Staff regarding your event and/or its billing should also be listed. At least one of the contacts listed MUST be on site at the event during all event operating hours.

Event Facilitator/Responsible Person _____

Email _____ Phone _____

Additional Event Coordinator Name _____

Email _____ Phone _____

What type(s) of activities will be part of your event (please check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Amplified Music | <input type="checkbox"/> Amusement Rides and/or Inflatables |
| <input type="checkbox"/> Baseball/Softball Tournament | <input type="checkbox"/> Fireworks |
| <input type="checkbox"/> Food Trucks | <input type="checkbox"/> Open to the Public |
| <input type="checkbox"/> Parade or Run/Walk Event | <input type="checkbox"/> Sell Beer/Fermented Malt Beverages/Wine |
| <input type="checkbox"/> Sell Concessions/Food other than Food Trucks | <input type="checkbox"/> Set Up Temporary Tent/Structure |
| | <input type="checkbox"/> Other _____ |

Describe any Street Use your event will require. (Please attach a detailed map; Map MUST include exact location of event, route/street closure (if applicable), barricade placement, etc.)

INSURANCE – SECTION 3

A Certificate of Liability Insurance and Endorsement, each naming the City of Menasha as additional insured, must be submitted with your completed Special Events Application in order for your event to be considered for approval by the Board of Public Works and the Common Council. This is your primary insurance.

Name of Insurance Company _____ Policy Number _____

Email _____ Phone _____

Applicant Signature _____ Date _____

PERSON, GROUP, CLUB OR ORGANIZATION TO BE INVOICED – SECTION 4

Please complete this section if the information is different from what you entered in Sections 1 and 2.

Person or Organization Name _____

Address _____

City _____ State _____ ZIP Code _____

Email _____ Phone _____

HOLD HARMLESS AGREEMENT – SECTION 5

I agree to hold the City of Menasha harmless from any claim for damage or injury arising out of our activities in connection with the date of this event. I further understand this agreement to indemnify is for any and all liability of the City of Menasha, including costs of defense and attorneys’ fees, including: Damage or injury caused in part by the City’s negligence, unless I demonstrate by clear and convincing evidence, that such damage or injury was caused solely by the City’s negligence. I further agree to exercise due care in the preservation of the premises. I further agree to pay for all damages to park property or grounds beyond what the Department determines to be normal wear and tear. I further agree that I will ensure compliance with all rules, regulations, or ordinances applicable to the use of City of Menasha parks and choose not to negotiate any terms of this agreement.

Applicant Signature _____ Date _____

Completed applications can be mailed to or dropped off at: Menasha City Center, 100 Main Street, Suite 200, Menasha, WI 54952 or e-mailed to lwalbrun@menashawi.gov. For any questions regarding this application or the permitting process, contact Lori in Parks and Recreation at (920) 967-3640.

STAFF USE ONLY

Scheduled Parks & Recreation Board Review Date: _____

Scheduled Board of Public Works Review Date: _____

Scheduled Common Council Review Date: _____

Staff Approval: Police Dept. _____ Fire Dept. _____ Public Works Dept. _____ City Attorney _____



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ADDITIONAL QUESTIONS – SECTION 6

Parks and Recreation Department – (920) 967-3640

100 Main Street, Suite 200 (2nd Floor), Menasha, WI 54952

Email: lwalbrun@menashawi.gov

1. Will you be reserving a park? Yes No
Confirm your requested date with the Parks/Rec Department as soon as possible to ensure facility availability.
2. Will you be selling alcoholic beverages? Yes No
All multi-day events and events which plan to sell beer and/or wine to the public must also appear before the Parks and Recreation Board.

Menasha Police Department – (920) 967-3500

430 First Street, Menasha, WI 54952

Email: ahanchek@menashawi.gov

3. Event Coordinator will need to submit a plan for emergency situations.
If you do not have a plan, one will be provided to you to sign and submit with a map.
4. Does your event require traffic control or services provided by our Police Department? Yes No

Public Works Department – (920) 967-3610

100 Main Street, Suite 200 (2nd Floor), Menasha, WI 54952

Email: kbelow@menashawi.gov

5. Will you be using City streets or other public right of way? Yes No
Please submit the \$25 Street Use Fee with your special event paperwork. Street Use requires Board of Public Works and Common Council approval. You (or a representative for your event) will be required to attend a Common Council meeting to answer any questions regarding this potential street closure. Please be aware the entire approval process may take more than 60 days.
6. Does your event require street closure? Yes No
If your event requires street closure, barricade and signage requests will be discussed at a Special Events Meeting. This information will be noted on a Fee Schedule and Breakdown Worksheet. Special Events requesting street closures require Council approval. It is highly recommended that information regarding your event is not published or advertised until you have received Common Council approval.
- PLEASE NOTE: If you are requesting a street closure, it is also your responsibility to notify residents and businesses (including Gold Cross and Valley Transit) that are directly affected (we can provide a sample "Notification of Request to Close a City Street") This will need to be done at least 7 days prior to your appearance at the required Common Council meeting. Event Holder to submit one copy of the completed notification to the Director of Public Works.

Neenah-Menasha Fire Department – (920) 967-3640

125 E. Columbian Avenue, Neenah, WI 54956

Email: adorn@nmfire.org

7. Will there be fireworks at your event? Yes No
8. Will you be putting up a tent? Yes No

Clerk's Office – (920) 967-3603

100 Main Street, Suite 200 (2nd Floor), Menasha, WI 54952

Email: hkrautkramer@menashawi.gov

9. Will you be serving beer or wine? Yes No
10. Will there be inflatables or carnival rides at your event? Yes No

Health Department – (920) 967-3522

100 Main Street, Suite 100 (1st Floor), Menasha, WI 54952

Email: tdrew@menashawi.gov

11. Will you or vendors at your event be selling or serving food? Yes No