



## Community Event Planning Packet

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### Community Events Policy (Revised 4/7/2016)

**Purpose:** It is the purpose of this policy to provide a streamlined and standardized procedure for any person or group wishing to plan a community event within the City of Delafield.

**Discussion:** This policy will set forth minimum guidelines for special events. These guidelines will establish an understanding of requirements for community events and will allow City employees to assist in the planning of the event. It is hoped that by delineating expectations for anyone planning an event that all contingencies can be identified and planned for. By creating open communication with City employees, we can identify areas of concern and have all major issues identified and addressed well in advance of the special event.

This will cut down on last minute emergencies which drain the city and organizer's resources and should provide for a more successful event. The City wants any Special Event to be a success for organizers and participants alike. By providing for an organized application process, we hope to provide for the safety and wellbeing of all community members.

### **Definitions:**

**Special Event / Event:** Any event planned in the City of Delafield for which public attendance is expected. This includes, but is not limited to:

- Races / Athletic Activities
- Festivals
- Markets
- Street dances
- Neighborhood block parties
- Fireworks displays
- Any event where there is a broad public appeal

**Organizer:** Any person who is planning a special event. This includes, but is not limited to:

- Civic Organization, i.e.: Chamber of Commerce
- Individual or group of businesses, i.e.: downtown businesses
- Individual or group of residents, i.e.: private resident or neighborhood association
- Non-profit organization, i.e.: United Way
- Church Groups
- Non-resident individual

**Application:** An application packet for any special event must be requested from and submitted to the City Clerk's Office at least **45 days** prior to the event. The application and all forms must be filled out completely, including all relevant organizer contact information, all relevant worksheets and all special considerations that the organizer can identify.

The application must include contact information for all contracted services, including:

- a. Insurance carrier for event
- b. Private contracted businesses for services
- c. Vendor licenses
- d. Licensed Bartenders

All pertinent information and considerations must be identified for proper planning to take place.

If the organizer has questions regarding the application process, they should contact the appropriate department head or their designee as identified on each worksheet for assistance.

It is the responsibility of the organizer to anticipate any considerations or issues not directly identified in the application packet and notify the appropriate department so planning can take place.

**Review of Application:** Once the application has been submitted to the City Clerk's Office, individual worksheets will be disseminated to individual department heads. Department heads or their designees will review the worksheets to determine that all considerations have been identified and contingencies planned for. If shortcomings or issues not previously identified by the organizer are identified, the reviewer will contact the organizer with their question, comment and/or concern and it will be discussed prior to signing off on the worksheet. Once the worksheets have been reviewed, they will be signed off by the Department head or their designee and returned to the City Clerk's Office.

### **Department Responsibilities:**

#### **The City Clerk's Office will work with the organizer to do the following:**

- Reserve public buildings, spaces and/or facilities
- Apply for appropriate licenses, including:
  - Bartender licenses
  - Liquor licenses
  - Anything else as requested by the Clerk's Office

#### **The Department of Public Works will work with the organizer to:**

- Plan for signage
- Provide barricades
- Safety fence
- Any other physical items for the event
- Anything else as requested by the Department of Public Works

#### **The Police Department will work with the organizer to provide:**

- Physical safety of the site, workers, attendees, general public
- Area vehicular traffic
- Plan for temporary road closures
- Other general public safety considerations
- Anything else as requested by the Police Department

## **The Fire Department will work with the organizer to plan for and provide:**

- Fire protection
- EMS services
- Emergency preparedness considerations
- Health and welfare of participants
- Anything else as requested by the Fire Department

**Approval / Denial of Application:** After the event packet is reviewed by the department heads the City Clerk will email the applicant the approval or denial.

If the application is approved a Special Event Permit will be issued to the organizer the permit will designate what provisions the organizer must follow for the event to take place. The permit may be revoked for failure to comply in good faith with the provisions of the permit. If there is a reason why the permit is revoked, the organizer will be notified in writing why by the City Administrator or their designee.

If there is a reason identified by the City Administrator or City Clerk that police, fire or other city service is mandatory due to the type of event, the organizer may be required to pay for these services at a rate defined by the City Administrator or City Clerk.

If the application is approved, all fees for facility rental, contracted signage, etc. must be paid to the City Clerk's Office at least **45 days** prior to the event. If any applicable fees are not paid, the event may be cancelled by the Administrator and/or their designee.

If the event application is denied, it shall be in writing, indicating the reason why the event was denied. If the denial is due to a shortcoming in the application, the organizer may re-submit the application addressing the relevant concerns/issues up to 30 days prior to the actual event. If the issues/concerns are satisfactorily addressed, the City Administrator may then approve the application.

## **Special Requirements**

### **Liability Insurance**

- Event organizer may be required to supply the City with a Certificate of Insurance with coverage in the amount of not less than \$1,000,000 combining single limit per event and naming the City as an additionally insured party.
- The events required to provide this coverage include, but are not limited to
  - Any event that includes serving alcohol to the public
  - Any event that expects to have attendance of greater than 500 people per day
  - An event that includes a full road closure for any amount of time
- The Organizer shall hold the City, any of its employees and agents and facilities harmless against all claims, liability, loss, damage or expense incurred by the City for any damage or injury to person or property caused by or resulting from activities arising from the special event.
- Proof of Insurance shall be provided with the application packet.

## **Business Licenses Required**

- Event Organizer shall apply for, obtain and display any and all appropriate City permits for revenue generating businesses. This includes, but is not limited to:
  - Food
    - It shall be the event organizer's responsibility to contact the Waukesha County Division of Environmental Health (262-896-8300) and obtain licenses and schedule inspections if the event involves vendors selling food or drinks to patrons.
  - Vendor
  - Liquor

## **Event Representative**

- Events will have a representative identified to City officials on site at all times.
- They will be responsible for coordinating with officials during the event.
- The representative may change during the course of the event, but must be easily identifiable to officials during the course of the event.

## **Tents and Electricity**

- Any tents used must comply with IFC Chapter 24 or the NFPA1, Ch 34.
- All wiring shall be done by a licensed person at the cost of the organizer.
- Any special electrical issues must addressed by a licensed person with all appropriate permits fees

## **Termination of Event**

- The City and its representatives reserve the right to shut down a special event that is in progress if it is determined to be a safety hazard by the Police and/or Fire Departments and/or there is a violation of City Ordinances, State Statute, or the terms of the approved application.
- The City administrator and/or their designee may revoke an approved Special Event Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

**All Information MUST be turned in to the City Clerk's Office for dissemination and review by individual departments at least 45 days prior to event. This allows for all city departments to be notified and planning to take place.**

**We want your event to be a success. To help achieve that, we will work closely with you to make sure that we plan for all foreseeable contingencies. Please work with us to accommodate your plans for a safe and successful event.**

## **DEPARTMENTAL CONTACT INFORMATION**

<b>DEPARTMENT</b>	<b>PHONE #</b>	<b>HOURS</b>	<b>LOCATION</b>
Clerk – Sara Bruckman	262-303-4513	M-F; 8am to 4:30pm	500 Genesee Street
DPW – Paul Zellner	262-303-4627	M-F; 7am to 3:30pm	111 Main Street
Police – Chief Erik Kehl	262-303-4555	M-F; 9am to 5:30pm	115 Main Street
Fire – Chief Kevin Keith	262-303-4533	M-F; 8am to 4:30pm	115 Main Street

## BASIC INFORMATION ABOUT EVENT

Event Name	
Date(s)	
Time(s)	
Location	
Type of Event <small>(i.e.: Community Gathering, Race, Parade, Block Party, etc.)</small>	
Contact Name	
Contact Date of Birth	
Contact Address	
Contact Email	
Contact Phone(s)	
Sponsor(s)	

## PARADES

Would the event include Fire Department personnel and/or apparatus in the parade?	Yes	No
If yes, what type of apparatus, how many and which personnel does the event request?		
What time will the parade be staged?		
What time will the parade begin?		
Insurance policy number		

**Please provide a map of the route and attach it to your application.**

## LIABILITY & INSURANCE

*For most special events, extra insurance is required. Please refer to the City Special Events Policy for requirements.*

Have arrangements been made for liability insurance?	Yes	No
If yes, contact/company name and phone number		
Policy Insurance Number		

## FOOD & DRINK

*Liquor Licenses are required if beer or fermented malt beverages are going to be served. Specific criteria must be met in order to qualify for a Picnic License.*

Will there be beer or fermented malt beverages sold and served at the event?	Yes	No
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**If yes, please contact the Clerk's Office to see if you qualify for a Picnic License. If your organization and event qualifies for such license, please continue with the application.**

Have the appropriate licenses been applied for?	Yes	No
Have you made arrangements for licensed bartenders to work at your event?	Yes	No
Have you applied for Temporary Bartender's Licenses?	Yes	No
Will the event include the sale of food from vendors?	Yes	No

**If yes, it is your responsibility to make arrangements for vendors to obtain the appropriate permits and have inspections take place from the Waukesha County Division of Environmental Health. You must contact this agency at 262-896-8300 to obtain permits and make arrangements for inspections.**

**If your organization and event qualifies for such license, please continue with the application.**

## FACILITY & ELECTRICITY USAGE

Do you need to reserve and use a City owned facility for your event?	Yes	No
<b>If yes, please contact Utility Clerk Susan Johnson at 262-303-4511 to check on availability and potential fees. Also see the attached facility reservation form.</b>		
If facility is available to use, which facility will you be renting?		
Does the event require a portable sound system?	Yes	No
<b>If yes, please contact Utility Clerk Susan Johnson at 262-303-4511 to check on availability.</b>		
Will there be a live band or bands?	Yes	No
If yes, contact/company name and phone number providing sound setup		
If yes, please describe the type of bands/entertainment		
<i>If you need to contact We Energies, please do so at: We Energies Customer Service: 1-800-242-9137</i>		
<b>SIGNAGE &amp; BARRICADES</b>		
Does your event require temporary signage?	Yes	No
<b>If yes, please complete the attached Temporary Sign Permit Form. Contact City Administrator/Public Works Director Tom Hafner at 262-303-4626 with questions regarding signage.</b>		
Requested locations for signage		
Will the event require the use of DPW signage?	Yes	No
If yes, which type:	Parade Today	Race Today
	Road Closed	No Parking
	Detour	Other
Requested locations for signage		
Does the event require roads to be closed?	Yes	No

If yes, which roads? Please describe in terms of between intersections. (i.e.: Milwaukee St between Canal St and Genesee St., etc.)		
Will the event require the use of barricades?	Yes	No
If yes, which type:	12' Trestles	2' Folding
Location of barricades		
<b>REFUSE &amp; RECYCLING</b>		
How many garbage cans will the event need?		
How many recycling containers will the event need?		
<b>Please contact Waukesha County Parks &amp; Land Use, Recycling Division at 262-896-8300 for recycling bins and bags</b>		
List the locations of garbage cans and recycling containers or attach map.		
List the arrangements for cleanup / trash removal		
Will cleanup be done by volunteers?	Yes	No
If no, have you contracted with a private business to provide cleanup (i.e. street sweeper, cleaning company, etc.)?	Yes	No
Contact/company name and phone number for cleanup arrangements		
What date will cleanup be completed by?		
Does the event require any dumpsters?	Yes	No
If yes, where will they be located?		
Contact/company name and phone number for dumpsters.		

## SANITATION

*It is suggested that you plan on providing at least 1 portable restroom for every 250 people you plan on attending your event.*

Will the event require the use of portable restrooms?	Yes	No
If yes, what company have those facilities been contracted through?		
Contact/company name and phone number for your portable restroom arrangements		
If yes, does your insurance policy for the event provide for that type of coverage?	Yes	No
If yes, is that company insured?	Yes	No

## FIREWORKS

Will there be any fireworks at the event?	Yes	No
If yes, please contact the City Clerk's Office for a Fireworks Permit Form.		
If yes, what company have you made those arrangements through?		
Contact/company name and phone number for this policy.		

## PUBLIC SAFETY INFORMATION

Will the event need safety fence?	Yes	No
If yes, how many feet of safety fence will the event need?		
Location of safety fence or attach map		
How many people do you anticipate attending the event per day?		
Will there be volunteers at certain locations for traffic control?	Yes	No
If yes, how many and list their location(s) or attach map		
Will you be providing orange vests, flags or other identifying items for your volunteers?	Yes	No
If no, what kinds of items do you plan on providing?		

## OTHER INFORMATION

Does the event involve physical activity?	Yes	No
Have you considered that you may want or need, due to insurance requirements, medical personnel on scene for you event?	Yes	No
If yes, have you contacted a private company to provide those services?	Yes	No
If yes, what company have you made those arrangements through?		
Contact/company name and phone number for this policy.		

***Please list any other information you feel necessary for the City to review which wasn't requested on this form.***

# 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  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:

(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.

\_\_\_\_\_  
(Name of Organization)

Officer \_\_\_\_\_  
(Signature/date)

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 that have been in existence for at least 6 months prior to the date of application.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Church, lodge, or society that has been in existence for at least 6 months prior to the date of application.
- (4) Posts now or hereafter established of ex-servicemen's organizations.

### 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:** Not to 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.

### 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 or veterans' post in any 12 month period.
- (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.



I, the undersigned, do hereby respectfully make application to the local governing body of the City of Delafield, County of Waukesha, Wisconsin, for an "Operator's" license as provided by Section 125.17 of the Wisconsin Statutes, for the licensing year ending June 30, 2016.

I certify that I am eighteen years of age or older. I am familiar with the laws, ordinances and regulations and I hereby agree if granted said license, to obey all provisions of said laws.

I understand that all of my answers on this information sheet will be considered in connection with my license applications. I also understand that all answers herein are made under oath, and that false swearing is a crime as defined in Section 939.12 of the Wisconsin Statutes. Licenses may be revoked by the Common Council if the licensee violates the law or if he or she fails to comply with state statutes or city ordinances, or if any answers contained in the application or in this information sheet are false.

I understand incomplete and incorrect information may lead to the denial of this license.

Signature of Applicant: \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Clerk's Office Signature: \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_



**Applicant's Checklist**

- Completed and signed application – includes signatures of Business Owner/Manager and Applicant.
- Copy of current Driver's License attached.
- Fee – cash or check accepted. Please make check payable to City of Delafield.
- Responsible Beverage Server Training Course Certificate of Completion attached. *(Not required for Temporary License Applicants)*  
*Visit this website to take the class: <http://www.learn2serve.com/wisconsin-beverage-server/>*

## 125.17 Issuance of operators' licenses.

- (1) AUTHORIZATION. Every municipal governing body shall issue an operator's license to any applicant who is qualified under s. [125.04 \(5\)](#). Operators' licenses may not be required other than for the purpose of complying with ss. [125.32 \(2\)](#) and [125.68 \(2\)](#) or s. [125.06 \(3g\)](#). Operators' licenses may be issued only upon written application.
- (2) VALIDITY. Operators' licenses are valid only within the issuing municipality.
- (3) FEE. The municipal governing body shall establish by ordinance a fee for the operator's license. Except as provided under sub. [\(4\)](#), a license shall be valid for one or 2 years, as determined by the municipal governing body, and shall expire on June 30, except in 1st class cities the license shall expire on December 31.
- (4) TEMPORARY LICENSE. Any municipal governing body may issue a temporary operator's license under the terms of subs. [\(1\)](#) to [\(3\)](#), except that:
  - (a) This license may be issued only to operators employed by, or donating their services to, nonprofit corporations.
  - (b) No person may hold more than one license of this kind per year.
  - (c) The license is valid for any period from one day to 14 days, and the period for which it is valid shall be stated on the license.
- (5) PROVISIONAL LICENSE.
  - (a)
    1. A municipal governing body that issues operators' licenses shall issue provisional operators' licenses. Subject to subd. [2.](#), the municipal governing body may by ordinance establish standards under which provisional licenses shall be issued and shall by ordinance designate the municipal official having authority to issue them.
    2. Subject to pars. [\(b\)](#) to [\(e\)](#), a municipal governing body that issues operators' licenses shall issue a provisional operator's license to a person who, at the time of application for an operator's license under sub. [\(1\)](#) and payment of the fee under sub. [\(3\)](#), files a certified copy of a valid operator's license issued by another municipality.
  - (b) A provisional license may be issued only to a person who has applied for an operator's license under sub. [\(1\)](#). A provisional license may not be issued to any person who has been denied a license under sub. [\(1\)](#) by the municipal governing body.
  - (c) The municipal governing body shall establish the fee for a provisional license. The fee may not exceed \$15.
  - (d)
    1. Except as provided in subd. [2.](#), a provisional license expires 60 days after its issuance or when a license under sub. [\(1\)](#) is issued to the holder, whichever is sooner.
    2. A provisional license issued under par. [\(a\) 2.](#) expires as provided under subd. [1.](#) or upon expiration of the operator's license issued by another municipality and filed under par. [\(a\) 2.](#), whichever is sooner.
  - (e) The official who issued the provisional license may revoke the license if he or she discovers that the holder of the license made a false statement on the application or, if the provisional license is issued under par. [\(a\) 2.](#), if the official determines that the operator's license issued by another municipality and filed under par. [\(a\) 2.](#) is not valid or upon denial of the person's application for an operator's license under sub. [\(1\)](#).
- (6) TRAINING COURSE.
  - (a) Except as provided in par. [\(b\)](#), no municipal governing body may issue an operator's license unless the applicant has successfully completed a responsible beverage server training course at any location that is offered by a technical college district and that conforms to curriculum guidelines specified by the technical college system board or a comparable training course, which may include computer-based training and testing, that is approved by the department or the educational approval board, or unless the applicant fulfills one of the following requirements:
    1. The person is renewing an operator's license.
    2. Within the past 2 years, the person held a Class "A", "Class A" or "Class C" license or a Class "B" or "Class B" license or permit or a manager's or operator's license.
    3. Within the past 2 years, the person has completed such a training course.
  - (b) A municipal governing body shall issue a provisional operator's license to a person who is enrolled in a training course under par. [\(a\)](#) and who meets the standards established by the municipality by ordinance, if any. The municipal governing body shall revoke that license if the applicant fails successfully to complete the course in which he or she enrolls.
  - (c) No municipal governing body may require that applicants for operators' licenses undergo training in addition to that under par. [\(a\)](#) but may require applicants to purchase at cost materials that deal with relevant local subjects not covered in the course under par. [\(a\)](#).

**History:** [1981 c. 79, 170](#); [1983 a. 263](#); [1989 a. 253](#); [1991 a. 39, 269](#); [1993 a. 259, 399, 491](#); [1995 a. 27](#) s. [9154 \(1\)](#); [1997 a. 27](#); [2001 a. 16](#); [2003 a. 245](#); [2011 a. 179](#).



## FISH HATCHERY RESERVATION FORM

RENTAL FEES		
0 – 3 Hours	3 – 6 HOURS	MORE THAN 6 HOURS
\$175	\$350	\$575
<p><b>In addition to rental fees listed above, a security deposit of \$150 is required at time of booking*. The rental fee is due at least two weeks prior to event.</b></p> <p><b>In the event you cancel your reservation, your security deposit will be refunded to you, less a \$75 cancellation/processing fee.</b></p>		
<b>ART/CRAFT FAIRS WINTER FARMERS MARKET</b> \$25 per vendor (minimum of \$100/day) \$50 opening fee \$150 Security Deposit	<b>HOMEOWNERS ASSOCIATIONS</b> \$50 per meeting \$50 opening fee \$150 Security Deposit	
<b>EXEMPT FROM PAYING FEES</b> Village of Hartland Park and Recreation Department and Golden Agers. Other exempt groups to be determined by Park and Recreation Commission		

### RENTER / RESPONSIBLE PARTY INFORMATION

**(Please print)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City
State
Zip

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_ to \_\_\_\_\_  
*(Include time needed for preparation/clean-up before and after event)*

Event/Purpose: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The maximum number of people allowed in the building is 125 (including both floors). The fees are based on use of the entire building. \*The security deposit is refundable if the building is cleaned per the guidelines outlined on the back side of this form, and if the sound system cabinet is locked after use and no damage has occurred during use. The microphone must be turned off and placed inside the cabinet. If you encounter any problems with the sound system, please contact City Hall (262-646-6220).

**To reserve building, return the completed reservation form and security deposit to *City Hall, 500 Genesee Street, Delafield WI 53018.* For more information, contact Utility Clerk Susan Johnson at 262-303-4511**

\*The person described as the responsible party signing this agreement shall be held accountable for the facility authorized and shall be held liable for any costs to the CITY OF DELAFIELD for necessary maintenance or repairs due to damage arising from the improper or negligent use of said facility. It is also agreed that the CITY OF DELAFIELD shall not be held responsible for accidents, injuries or the theft of personal property incurred by those parties authorized to use said facility. **Call Delafield Police Department (646-6240) if building is not in good order.**

**IF NO ONE IS AVAILABLE TO OPEN DOOR, CALL KLEAN-LINE LLC (262-613-1441)  
 IF NO RESPONSE, CALL POLICE DEPARTMENT NON-EMERGENCY (646-6240)**

**CITY OF DELAFIELD  
FISH HATCHERY BUILDING USAGE  
RULES & REGULATIONS**

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All Fish Hatchery building renters hereby agree to adhere to the following Rules & Regulations:

1. Smoking is prohibited in the building.
2. Candle burning is prohibited in the building.
3. Food preparation is prohibited. Renters may use refrigerator and oven for warming only.
4. Use of duct tape on the walls is prohibited.
5. Parking on the grass is prohibited.
6. Tents allowed to be installed in the parking lot. Inspections will be completed after event. Damages to parking lot will be charged back to the renter.
7. Security Deposits will be kept based on the inspection of the City's cleaning crew after the event.
8. Recurring events will only be allowed four events on the calendar at any one time. Once the fourth event has passed, four more events may be scheduled.
9. Fish Hatchery is not available for private parties Monday through Thursday due to Village of Hartland Park & Recreation classes.
10. Every January a week of maintenance is schedule. No rentals or classes can be held during this time.

**To receive full refund of security deposit, the building must be cleaned as follows:**

- Kitchen counters cleaned, dishes washed and put away
- Floors swept, spills wiped up
- Clean up oven or microwave if used
- Table and chairs cleaned and stacked
- Leftover food and beverages removed from refrigerator
- Garbage and recyclables removed from building and bathrooms and placed in appropriate recycling and trash containers outside

**Please note: The cleaning supplies in the locked closet are for use by the cleaning company only. You must bring your own cleaning supplies; broom, dust pan, kitchen towels, spray cleaners, trash can liners, etc.**

**PLEASE CHECK ALL ENTRIES TO BE SURE THEY ARE LOCKED BEFORE YOU LEAVE THE BUILDING.**

Adopted by P&R: Monday, April 23, 2012  
Adopted by C.C: Monday, May 7, 2012  
Effective: Tuesday, May 8, 2012  
Updated: Wednesday, April 30, 2014



## TEMPORARY SIGN PERMIT APPLICATION

Complete application and supporting documents (see below) shall be submitted to the Clerk's Office, 500 Genesee Street, Delafield, WI 53018, attention Jackie LaFond, Office Assistant ([jlafond@ci.delafield.wi.us](mailto:jlafond@ci.delafield.wi.us)).

**A completed application includes the following:**

- Complete and signed application.
- Site plan showing the location of the sign(s) on the property and/or building.
- Color rendering showing the dimensions, color and text of each sign.
- \$100 application fee per location to be made payable to the City of Delafield. **\*\*Non-Profit entities 501(c)(3) are exempt from fee\*\***

City Administrator/Director of Public Works Tom Hafner will review the application. If you have any questions regarding the status of the application please call the main office at 646-6220 or send an email to [jlafond@ci.delafield.wi.us](mailto:jlafond@ci.delafield.wi.us). You will be notified of approval or denial via email. **\*\*Please note: prior year submittals are not kept on file\*\***

**~ INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED ~**

Applicant Name: \_\_\_\_\_  
(Please Print)

Business/Group Name: \_\_\_\_\_  
Is this a non-profit entity?  Yes (must attach evidence of exemption)  
 No

Applicant Mailing Address: \_\_\_\_\_  
Suite/Unit City State Zip

Applicant Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Property Owner Name & Signature: \_\_\_\_\_

Purpose of Sign: \_\_\_\_\_  
(i.e. Fundraiser, Business Opening/Closing, Parade, etc...)

Event Name: \_\_\_\_\_

Location(s) of Sign(s): \_\_\_\_\_

**\*\*If applying for a banner to be displayed in St. John's Bay, please submit the application a minimum of two (2) weeks prior to the event in order for DPW to schedule time for posting the sign. Also, please drop off the banner at the Public Works Department, 111 Main Street one week prior to the event\*\***

Time Period Requested (90 days max): \_\_\_\_\_

This permit is effective from \_\_\_\_\_ to \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

# GROUND MOUNTED BANNER STANDARDS FOR ST. JOHN'S BAY

1. The City will install approved temporary ground mounted banners promoting events for not-for-profit community organizations only. The City's Public Works Department will install and take down the banners.
2. Banner content shall primarily promote the not-for-profit community organization event. Banners may include the logo of a corporate sponsor but no further corporate sponsor advertising.
3. For conflicting date requests, the organization that submits their application to City Hall first would get preference.
4. No more than four (4) banner installations per organization per year shall be permitted.
5. Banners may be installed a maximum of two (2) weeks prior to the scheduled event and shall be removed within three (3) days after the event.
6. Banners meeting the required size, materials, construction and mounting standards indicated below shall be provided to the Public Works Department at least one (1) week prior to the date it is to be installed. The City cannot guarantee timely installation for banners that do not meet the required size, materials, construction and/or mounting standards and for banners that are not delivered to the Public Works Department at least one (1) week prior to the date it is to be installed.
7. All banners shall be of uniform size with the standard dimensions being twelve (12) feet in length and three (3) feet high.
8. It is recommended that all banners be two-sided as both sides will be visible to traffic on Genesee Street.
9. Banners shall include reinforced rope pockets along the entire length of the top and bottom of the banner. Ropes shall be provided through each of these pockets. Each of the two (2) ropes shall be twenty two (22) feet in length such that there is five (5) feet of excess rope at each corner of the banner.
10. Banners shall include reinforced corners with grommets in all four (4) corners.
11. Banners shall include reinforced air-flow slits spaced as necessary to allow wind to blow through the banner to avoid damage to the banner on windy days.
12. The City is not responsible for damage to the banners.

## **City of Delafield Municipal Code Section 17.68 Temporary Signs.**

17.68(1) - Temporary signs may be authorized in any district for not more than 90 days at a time by written permit, which shall show the size, shape, content, height, type of construction and location of such signs and period during which authorized upon a finding on the basis of written information furnished by the applicant that the proposed signs are necessary for the direction of the public and not contrary to the spirit and purpose of this chapter and upon payment of a fee for each permit and renewal of each sign. Entities with a 501c3 tax exemption or entities that are eligible to apply for a 501c3 tax exemption are exempt from paying a fee.(Am. #507; Am. #474)

17.68(2) - Any sign which is not fastened, anchored and resting on a permanent foundation shall be considered a portable sign and shall not be permitted in any district, unless approved by the Plan Commission and issued a portable sign permit pursuant to § 17.69(9). (Am. #474)



**APPLICATION & PERMIT TO DISPLAY  
FIREWORKS FOR ENTERTAINMENT PURPOSES\*  
FEE: \$100**

Organization: \_\_\_\_\_

Permit Holder's Name: \_\_\_\_\_

Permit Holder's Address: \_\_\_\_\_  
(City State ZIP)

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Date on and after which fireworks may be purchased: \_\_\_\_\_

Type and quantity of fireworks which may be purchased: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Location of Event \_\_\_\_\_

Time of Event (beginning to end) \_\_\_\_\_

\*The fireworks display will be authorized by the Lake Country Fire & Rescue Department, Delafield Police Department and Mayor, and based on the following criteria:

1. The Lake Country Fire & Rescue Department Fire Chief or his/her designee will inspect the location/display/detonation area and grounds prior to the display of fireworks.
2. Proof of indemnity bond and/or adequate liability insurance shall be provided, \$1,000,000. A true copy of the Certificate of Insurance is attached indicating that the Municipality, Lake Country Fire & Rescue Department and applicable associations, recreations or committees formed by the municipality to organize the "Event" named as additional insured on all liability policies.
3. I, \_\_\_\_\_ agree to release, indemnify, and hold harmless the City of Delafield from and against any loss, damage of liability, including attorney's fees and expenses, incurred by the latter and their respective employees, agents, volunteers, or other representatives arising out of or in any manner relating to the manufacture, installation, firing or disassembly of any pyrotechnic equipment or device and/or the supervision and presentation thereof.

\_\_\_\_\_  
Permit Holder Signature Date

\_\_\_\_\_  
L.C.F.R Fire Chief, Kevin Keith Date

\_\_\_\_\_  
Police Chief, Erik Kehl Date

\_\_\_\_\_  
Mayor, Michele DeYoe Date