

SPECIAL EVENT GUIDELINES



**Identifies process and procedures
for obtaining approval of
applications for special events
on public lands.**

2016

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INTRODUCTION

Individuals, organizations or agencies using Oak Creek parkland or street right-of-ways for public events must receive approval from the City of Oak Creek. The information in this booklet is intended as an overview of special event guidelines. Additional policies, procedures and ordinances may also apply.

SPECIAL EVENT DEFINITIONS

Street Closing: An activity requiring the temporary closing or partial closing of a public right-of-way for the purpose of conducting a parade, march, run, walk, block party or other public assembly which would restrict the flow of vehicular and/or pedestrian traffic.

Park Event: An organized activity held within a park, that includes a parade, march, run, walk or event requiring the exclusive use of a portion of the park.

APPROVAL PROCESS

Applications:

All requests for special events **must be initiated at the City Clerk's Office**, 8040 S. 6th Street, regardless of who has approving authority. Office hours are 7:30 AM to 4:00 PM, Monday through Friday. Forms are available in our office or on the city's web site at www.oakcreekwi.org, Clerk Department, Special Events.

The granting of a Special Event Permit does not guarantee the availability of any park, area, shelter or pavilion. Those requests must be made through a separate application process at the Recreation Department, also located in City Hall.

INSURANCE

Along with the application, the sponsor must provide a map of the park area showing the location of all facilities and services to include, but not limited to, concessions, rides, parking, fencing, portable toilets, etc., or map of the route being proposed for a run/walk or parade event including road closures requested, if applicable.

Applications will not be reviewed for approval until all supporting documentation and fees have been received. Refer to the checklist sheet to determine which forms and fees apply to your event

Application Fees:

Special Event fees are being charged to applicants as an application processing fee.. The following fees will be charged for events in 2013:

Block Parties	Free
Runs/Walks	\$35 Application Fee
Parades	Free

Approval Exclusions:

The Recreation Department reserves the right to deny a Special Event Permit if the event is incompatible with the area or conflicts with other scheduled or unscheduled park activities.

Any group or sponsor conducting a special event will be required to provide a comprehensive general liability insurance policy naming the City of Oak Creek as the co-insured, including contractual liability insurance

In addition to the above coverage, the sponsor must provide any or all of the following coverage, if any of these conditions exist while conducting a special event:

- 1) COMPREHENSIVE AUTOMOBILE LIABILITY COVERAGE - If the sponsor will be using any owned, hired, or non-owned motor vehicles.
- 2) WORKER’S COMPENSATION COVERAGE - If the sponsor will be using any employees during the event.
- 3) GENERAL LIABILITY COVERAGE— all events.

The specific coverage form and insurance certificate must be presented to City Clerk’s office prior to the special event.

Individuals who are registering to participate in a race, walk or athletic event must complete a waiver statement provided by the sponsor acknowledging their acceptance of any risk to participate.

The following levels of insurance coverage will provide a general guideline to the City Clerk’s Of:

- \$1,000,000.00 Policy - Examples of events include athletic events, fireworks displays, boat, auto or bicycle races and concerts.
- \$500,000.00 Policy - Examples of events include runs, walks, and festivals.
- \$300,000.00 Policy - Examples of events include parades, trade shows, art and craft shows.

The City of Oak Creek reserves the right to designate the appropriate level of insurance and may require additional levels of coverage.

Variances from the provisions of these rules may only be granted with the expressed written permission of the approving authority.

Sponsors of events in the parks or public right-of-way must comply with all applicable park and city ordinances.

Damage to City Property

Damage to City property includes, but is not limited to, vandalism, defacement, and breakage to any buildings, fences, equipment, lawns, berms, gardens, trees, tables, barrels, etc. Damage will be billed at a current rate per man-hour for repair and materials at cost (glass, wood, brackets, etc.)

Food and Beverage Concessions

Sponsors of special events that provide food and beverage concessions are responsible for securing all necessary licenses and permits from the City and the Oak Creek Health Department. Churches, religious, fraternal, youths', patriotic organizations, service clubs and/or civic organizations which occasionally prepare, serve or sell meals to transients or the general public are **exempt from health department licensing**. Occasionally means not more than 3 days in a 12 month period

If the sponsor elects to contract a commercial vendor, the names and addresses of such vendors shall be provided to the Oak Creek Health Department.

All beverages must be dispensed in aluminum, paper or plastic containers.

Sponsors will be responsible for the pick up and removal of all litter. If the City has to clean up following an event, the sponsor will be billed at a current rate per man-hour for clean-up; equipment rental and materials billed at cost (garbage bags, special trash service pick-up, etc.)

Animal Exhibits

An application for a temporary exhibit, (no more than 14 days), must be approved by the Zoning Administrator.

At venues where human animal contact occurs, signs regarding proper hand washing with water, soap and single service towels are necessary. Mammals should be up to date with rabies vaccinations. If no vaccine exists for a particular species that is used where public contact occurs consultation with a veterinarian regarding off label use of rabies vaccine is recommended.

Noise Control

If requested by the Oak Creek Police Department, the sponsor of a special event shall reduce the sound volume if complaints are being generated that the sound is creating a public nuisance. If the sponsor fails to reduce the sound volume, they shall be subject to a penalty as provided by the city ordinance and further applications for special events may be denied.

Security and Protection

The sponsor shall be responsible for providing the necessary number of uniformed security personnel.

Police Department Services

The sponsor or organizer of any special event requiring police services for security, traffic control, or any other reason will be responsible for those costs. The Police Department will try to provide service for smaller events with on-duty personnel at no cost. If the services needed for the event exceed the capability of on-duty personnel, the costs will be billed to the event sponsor.

The Police Department will make the final determination on the level of service required for the event.

The sponsor is responsible for assuring all participants who consume alcohol are of legal drinking age.

Portable Toilet Facilities

In addition to toilet facilities available in the park area, portable toilets and hand wash stations may be required for health and sanitation reasons. Toilet facilities shall be provided based on the anticipated peak crowd.

- 1 portable toilet for each 300 females
- 1 portable toilet for each 500 males

Portable toilets shall be properly enclosed, in good repair, emptied when full and a minimum of 100 feet away from any food preparation.

Periodic inspection by a representative of the sponsor must be made to insure the proper functioning of the toilets and adequate supply of toilet paper.

Tents

A permit is required from the Oak Creek Inspection Department for all tents erected on public land.

Parking

The sponsor shall provide an adequate number of individuals to control and regulate the parking of vehicles. The sponsor must notify the Oak Creek Police Department in advance if it is anticipated that traffic control will be needed.

Clean Up and Refuse

The event sponsor will provide adequate contracted trash dumpsters to handle the volume of anticipated refuse. Events which provide food and/or beverage concessions will be required to obtain contracted trash dumpster and pick up service for the refuse generated by the event. Cleaning of the park area after a special event is the responsibility of the sponsor. Clean up must be completed upon conclusion of the event. All portable objects such as tents, fencing, portable toilets, etc. will be removed at the end of the event. If cleaning is not accomplished by the event sponsor within the time allotted and must be accomplished by the City Staff, the sponsor will be billed for the clean up at a current rate per man-hour; equipment rental and materials billed at cost (garbage bags, special trash service, etc.).

SPECIFIC SPECIAL EVENT RULES

Block Parties

Applicants must submit a written statement that the affected residents have been contacted and there are no objections to closing the street. In addition, the applicant must complete the application, and provide a map showing the area requested for a block party including the intersecting streets.

Barricades are necessary at each end of the street to be closed. Applicant is responsible for picking up the barricades at the City Streets Department located at 800 West Puetz Road, by Friday before 3:00 p.m., and subsequently returning them to the same location. Applicant is responsible for lost, stolen or damaged barricades.

Alcoholic beverages cannot be served or consumed in the public right-of-way. This includes the sidewalks, terrace and paved street area.

Any debris must be removed immediately from the street and terrace.

Parades

Sponsor must submit, with the application and application fee, a map which designates the specific route requested. The map must include direction of travel, assembly and dispersal area.

Streets are normally closed for parades. The City will be responsible for delivery and pick up of the barricades and/or traffic cones. City staff will place the barricades/traffic cones at the appropriate times and will remove them from the street when they are no longer needed.

The Street Department will be responsible for posting temporary “no parking” signs along the parade route if they are necessary. Scheduled or unscheduled work completed by City staff may be billed to the sponsor on a time and material basis. Sponsors are responsible for cleaning the parade route. This includes the paved street area, sidewalks and terraces. If the sponsor does not clean the route within the allotted time and clean up must be accomplished by the City, the sponsor will be billed for the clean up at a current rate per man-hour: equipment rental and materials billed at cost (garbage bags, special trash service, etc.).

Fun “Bouncy” House

Fun “Bouncy” houses are not permitted for any use of City owned property.

Runs, Walks, Races

Sponsors must submit a map that designates the specific route requested with the application and application fee. The map must include direction of travel, assembly and dispersal area, rest area(s), checkpoints, if any, and location of road guides if used. Checkpoints must be located so that both the checkpoint and the participant can be accommodated on the public right-of-way. Private property cannot be used without permission of the property owner.

Race sponsors must provide road guides at all uncontrolled intersections. Road guides are encouraged to wear brightly colored or reflective safety clothing.

Sponsors are responsible for cleaning the run, walk, race route. This includes the paved street area, sidewalks and terraces. Cleaning includes the removal of all signs, flags, etc., which were put up by the sponsor to provide participants with race directions. **Use of spray paint on pavement is not permitted. If routes are to be marked, the only acceptable marking material is “Air Chalk”.** Clean up must be completed at conclusion of the event. If the sponsor does not clean the route within the allotted time, and clean up must be accomplished by the City, the sponsor will be billed for the clean up at a current rate per man-hour; equipment rental and materials billed at cost (garbage bags, special trash service, etc.).

Activity participants on bicycles must obey all rules of the road required by city ordinance/state statute.

Questions regarding special events should be directed to:

City Clerks Office, Oak Creek City Hall

8040 S. 6th Street

Oak Creek, WI 53154

(414)766-7000

www.oakcreekwi.org

Regular office hours are:

7:30 AM to 4:00 PM, Monday-Friday