



City of La Crosse, Wisconsin

APPLICATION FOR SPECIAL EVENT PERMIT

New Event Repeat Event Repeat Event with Changes (explain in the description)

Date Received: _____ Fee: _____ Invoice No. _____

EVENT ORGANIZER – Information about the person, entity or organization holding the special event.*			
Legal/Real Name: The Charmant Hotel			
Address: Street 101 State Street		City La Crosse	State Zip Code WI 54601
Phone: 608-519-8821	Email: serickson@thecharmanthotel.com	Website: www.thecharmanthotel.com	
Nonprofit Tax Exempt Number 501(c)3, if applicable (include photocopy)			
Wisconsin Seller Permit Number Sales Tax, if applicable (include photocopy) 456-1028553903-02 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 <input type="checkbox"/>			

***Personal Data Sheet MUST be completed for each Officer/Member of the Organization AND Event Coordinator.**

EVENT INFORMATION			
Event Name: Riverroast 2022			
Event Location: (Address or General Location/Route) 100 Block of State Street		Is the location: Park/Public Property ___ Street/Alley/Right-of-Way <input checked="" type="checkbox"/> Private Property ___	
Event Date(s): List each date of multi-day event Friday, August 19th 2022			
Event Time:		Start Time 4:00pm	End Time 11:00pm
Set Up/Take Down:		Set Up Begins 9:00am	Take Down Ends 11:55pm
Total Anticipated Attendance: Base off previous events if recurring 1,500			
Daily Anticipated Attendance: If a multi-day event (circle one) 0-250 250-500 500-1000 1000 – 5000 <input checked="" type="checkbox"/> 5000			
Admission Requirements: If applicable			
Event Description (purpose, activity, who can participate, etc. Attach additional sheet if necessary.) As in year's past - this is a block party style concert event (Outdoor entertainment). 2020 Approved Layout attached.			

If you have multiple activities in your event that include closure or use of right-of-way i.e. two parades or a combination of parade and run/walk, etc., a separate activity summary describing each event is required and must be submitted with this application.

If you are using a City park or facility, you must make the reservation through the Parks, Recreation & Forestry Department prior to filing the Special Event Application. The Park Office phone number is 608-789-7533.

If said location is private property, and is not owned by organizer, a signed statement from property owner that applicant has permission to use said property for the special event is required.

EVENT COORDINATOR – Information for person to contact before, during and after event, if necessary.			
Contact Name: First Stacy		Middle Jean	Last Erickson
Address: Street W7627 County Road ZB		City Onalaska	State Zip Code WI 54650
Phone: 320-333-4055		Email: serickson@thecharmanthotel.com	

Applicant is responsible for assuring they have all necessary reservations, permits and licenses prior to hosting the special event. Relevant information and contacts are provided in the Policies & Procedures Manual as well as below.

Answer all questions regardless the size of the event; incomplete applications will be returned.

City Clerk – Call 608-789-7510 for the following additional licenses, permits and necessary information.		
<p>Will there be food served at the event? If yes, explain (i.e. food truck, food stand, catered, etc.):</p> <p><small>Food will be located indoors for purchase in our regular restaurant, but can be carried outside if the guests choose.</small></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Food vendors are exempt from City permitting when part of a special event; however, a list of vendors must be submitted prior to the event. When serving food, you should also contact the La Crosse County Health Dept 608-785-9771.</p>
<p>Will there be vendors selling merchandise? We don't plan to have any vendor merchandise sold at this year's event</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>Merchandise vendors are exempt from City permitting when participating in a special event; however, a list of vendors must be submitted.</p>
<p>Will alcohol beverages be sold/served/consumed? If yes, explain (how, who, where):</p> <p><small>We will have fencing around the entire perimeter and will have beverage stations set up. Beverages will also be sold inside in our normal bar.</small></p> <p>*Fencing required. *Licensed <u>beverage operators</u> must be present. *Beer/wine must be purchased from a wholesaler. *Liquor Liability Insurance Required. See <u>FAQs and Excerpts</u> for additional information.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>A <u>Temporary Class B Retail License</u> is required to sell, serve or consume beer or wine (no liquor). Eligibility requirements apply. If you have an establishment licensed for alcohol and wish to expand the licensed premise into adjacent property, an <u>Expansion license</u> is required:</p> <ul style="list-style-type: none"> • <u>Expansion to Private Property</u> • <u>Expansion to Public Property</u>
<p>Will there be a live amplified outdoor music? If yes, explain: Yes</p> <p>Band <u>X</u> DJ <u> </u> Other <u> </u></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Noise is regulated in the City of La Crosse; see <u>Sec. 32-134</u> of the Municipal Code. Event organizers shall contact nearby properties so they are aware of the event.</p>
<p>Will your event include any of the following: run <u> </u> walk <u> </u> bike tour <u> </u> bike race <u> </u> parade <u> </u> other procession <u> </u></p> <p><small>*if multiple activities, please complete an Activity Summary for each. *if closing a highway, a highway closure form must be submitted. This information is provided to the Wisconsin Department of Transportation.</small></p> <p>If a recurring event, are you using the same route?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<p>A legible route map and turn-by-turn list must be submitted; include assembly area, starting point and termination point.</p> <p>Complete <u>Activity Summary</u> if necessary.</p> <p>Visit the <u>Engineering/Construction Projects</u> website to view upcoming projects to ensure your proposed route will not be affected.</p>
<p>Will your event include a carnival or amusement of any kind? i.e. bounce house, inflatables, amusement rides, etc.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>A <u>Carnival, Circus or Menagerie License</u> is required. <i>*additional insurance required.</i></p>
<p>Will your event include animals, petting zoo or other animal exhibition? If yes, describe (type of animals):</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>Certain domesticated animals are allowed with a special event permit; see Sec. 6-8 of the Municipal Code. Events with wild or vicious animals, a <u>Carnival, Circus or Menagerie License</u> is required.</p>
<p>Will your event include horse drawn carriage rides? If yes, who is the operator?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>Operator must be licensed for <u>Horse Drawn vehicles</u>.</p>
Fire Department – Community Risk Management (CRM) – Call 608-789-7530 for the following additional permits, requirements and necessary information.		
<p>Will a tent or canopy in excess of 400 feet be erected?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>An <u>Application for Tent/Structure Permit</u> is required and an inspection prior to occupancy.</p>
<p>Will fireworks or pyrotechnic special effects be used during event?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>An <u>Application for Display of Firework/Pyrotechnic Special Effects</u> is required to be filed with the Fire Department.</p>
<p>Do you know how many portable toilets are required for the anticipated attendance?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Based on capacity as required by Ch.29 of IBC. <i>Note: Portable toilets are not provided by the City; you are responsible to contract those services.</i></p>
<p>Will you be running temporary water/plumbing or electrical services to the event site?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>If yes, contact CRM for details. An inspection will be required.</p>
<p>Will you be using temporary fencing for the site area?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>If yes, provide fencing details in the site map. An inspection and plan approval are required.</p>
<p>Do you intend to have Fire/EMS vehicle access lanes?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Emergency vehicle access lanes are required (minimum 20').</p>
<p>Do you have an emergency plan for accidents, injuries, fires, severe weather, etc.?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Parking Utility – Call 608-789-4908 for parking requirements and necessary information.		
Do you have a parking plan?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have handicap parking?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Parks, Recreation & Forestry Department – Call 608-789-7533 for the requirements and necessary information.		
Will the event be held in a City park or utilize any park facility?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Reservation needs to be confirmed before Special Event Application can be filed. <i>Note: Some City property may require approval by the Board of Public Works i.e. Field for Kids.</i>
Park Board approval was granted: _____		
Police Department – Call 608-789-7238 (non-emergency) for necessary information.		
Do you have a security plan?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Street Department – Call 608-789-7340 for the necessary information.		
Do you intend to use a street, alley or right-of-way?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Describe area in description and site plan.
Closure of a highway (state or county)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Yes, complete a Request for Highway Closure.
Do you need barricades or signage for your event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Barricades and signage may be provided by the City. A cost estimate based on needs will be provided with your permit and actual costs will be invoiced at the conclusion of the event.
If yes, include barricade placement in the site plan. If no, provide a traffic control plan*. If yes, do you want to pick up ___ or have delivered x delivery by City required for larger events that need a lot of equipment.		*If you are using equipment from a third party, you must provide a map showing where traffic control equipment will be placed.
Do you have an established traffic control plan? If not using City traffic control equipment, submit your proposed traffic control plan with application.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Police & Traffic Engineer will assist with developing a plan i.e. where barricades, signage or when Police assistance is needed.
Do you have a waste management plan? Contact Recycling Supervisor with questions: 608-789-7507.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	A solid waste and recycling plan must be provided detailing receptacle quantities and layout.
Applicant understands that extraordinary service fees may be billed as a result of the event. Applicant will pay the actual costs for the use of equipment, resources or services if the event requires more than the reasonable and necessary services provided by the City. If any traffic control materials are missing or returned damaged, fee for replacement/repair will be invoiced. <i>Note: Extraordinary service fees are an addendum to the Policies & Procedures Manual.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The City will invoice the event organizer after the conclusion of the event. Payment shall be made within thirty (30) days of the invoice. Organizers must notify the City if event is cancelled or altered for any reason. If notice isn't given until after traffic control materials have been delivered, organizers will still be billed the cost of materials and labor.

Special Event Checklist. All forms are to be turned into the City Clerk's Office unless otherwise noted. Incomplete applications will be returned. Please call if you have questions.

- Special Event Application (complete and signed). Include additional Activity Summaries or Highway Closure, if necessary.
- Special Event Fee (cash, check payable to City Treasurer or credit with a convenience fee).
- Certificate of Liability Insurance AND Additional Insured Endorsement.
- ____ Photocopy of Tax-Exempt Number, if applicable. *Required to avoid sales tax if being billed for materials i.e. barricades.
- Photocopy of Wisconsin Seller Permit, if applicable. *Required unless exempt pursuant to s. 77.54 (7m).
- ____ Statement from property owner, if applicable.
- Map of Special Event area (site plan); include any street, alley or right-of-way closed for the special event and placement of barricades. Site plan must include, as applicable, alcohol sales location(s), stages, temporary structures, vendors, carnival, portable toilets, garbage/recycling receptacles and dumpsters, fencing, exit locations for fenced events, accessible paths, handicap parking, access for emergency vehicles and personnel.
- ____ Map of Parade/Procession (and turn-by-turn list); also include assembly area, starting point and termination point.
- ____ Traffic Control Plan showing where barricades and signage will be placed, if necessary.
- Waste Management Plan including quantity of receptacles for solid waste and recycling and their locations.
- ____ Merchandise/Food Vendor List. *Due no less than fourteen (14) days before the event.

The following additional applications (and associated fee) if applicable:

- ____ Application for Temporary Class B Retail Alcohol License (liquor liability insurance required).
- ____ Application to Expand Alcohol Beverage License – public or private property (liquor liability insurance required)
- ____ Application for Carnival, Circus or Menagerie (additional liability insurance required).
- ____ Application for Tent/Structure Permit.

Indemnification and Hold Harmless

(Read carefully before signing!)

Indemnification: By signing below, I acknowledge that for good and valuable consideration, I (applicant), on behalf of myself and the organization, if applicable, agree to indemnify, defend and hold harmless the City of La Crosse and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses and costs, including attorney fees, arising out of the activities performed as described herein, caused in whole or in part by any negligent act of omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts may be liable, except where caused by the sole negligence or willful misconduct of the City.

Certification: By signing below, I certify that I am at least 18 years of age, that I have read and understand the Special Event Policy and that I agree to the terms and conditions contained in the Special Event Policy. My signature further confirms: (i) I understand the filing of this application does not ensure the issuance of a Special Event License. (ii) The special event permit fee is non-refundable pursuant to the terms of the Special Event Policy. (iii) I will be responsible for ensuring the event and event participants comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes and alcohol licensing regulations and any other applicable laws, rules and regulations including the Special Event Policy. (iv) Fees for park facilities, food vendor permits, tent and fireworks permits, other municipal services and equipment, etc., are in addition to the Special Event Permit fee. (v) I am authorized to apply for this Special Event Permit on behalf of the organization holding the event (if applicable). (vi) The information contained in this application is true and correct to the best of my knowledge. I understand that intentionally providing false or misleading information in this application will be basis for denial/revocation of the permit and may lead to civil or criminal penalties.

Signature of Applicant: Stacy Erickson Date: 5/27/2022

Printed Name of Applicant: Stacy Erickson

Submit Special Event Application and fee (including any other applicable license/permit applications and fees) to:

City Clerk
400 La Crosse Street (2nd Floor)
La Crosse WI 54601

Questions: 608-789-7510 or email licenses@cityoflacrosse.org

Date Routed:	For Office Use Only			
DEPARTMENT	APPROVE	DENY	BY	REASON (if denied)
<i>Special Event Staff</i>				
La Crosse County Health				
Parks, Recreation & Forestry				
Police				
Fire Department - CRM				
Engineering & Public Works				
Streets				
Recycling				
Parking Utility				
Transit				
City Clerk				
<i>Investigation – Personal Data Sheet</i>				
Police – Records				
<i>Delinquencies – Organization and Personal Data Sheet</i>				
Legal				
Treasurer				
Utilities (water, storm, sewer)				
Municipal Court				
Parking Utility				

License Issue Date:	License No:
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