



City of La Crosse, Wisconsin

APPLICATION FOR SPECIAL EVENT PERMIT

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

Date Received: 3/31 Fee: \$200 Invoice No. _____

***Deadline 60 days prior to event.**

EVENT ORGANIZER – Information about the person, entity or organization holding the special event.*			
Legal/Real Name: <u>Chances R LLC</u> <u>Chances R</u>			
Address: Street <u>417 Jay St</u>		City <u>LaCrosse</u>	State <u>WI</u>
		Zip Code <u>54601</u>	
Phone: <u>608-782-5150</u>	Email: [REDACTED]	Website: [REDACTED]	
Nonprofit Tax Exempt Number 501(c)3, if applicable (include photocopy) _____			
Wisconsin Seller Permit Number Sales Tax, if applicable (include photocopy) <u>456-1029747062-02</u>			
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"/>			
EVENT COORDINATOR – Information for person to contact before, during and after event, if necessary.			
Contact Name: First <u>Grekoff</u>		Middle <u>A</u>	Last <u>Kaurthney</u>
Address: Street <u>417 Jay St</u>		City <u>LaCrosse</u>	State <u>WI</u>
		Zip Code <u>54601</u>	
Phone: [REDACTED]	Email: [REDACTED]		
*Personal Data Sheet MUST be completed for each Officer/Member of the Organization AND Event Coordinator.			
EVENT INFORMATION			
Event Name: <u>PRIDE FEST</u>			
Event Location: (Address or General Location/Route) <u>417 Jay St</u>		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 <u>June 6, 2024</u>			
Event Time: <u>11am</u>	Start Time <u>11am</u>	End Time <u>10pm</u>	
Set Up/Take Down:	Set Up Begins <u>7am</u>	Take Down Ends <u>12am</u>	
Total Anticipated Attendance: Base off previous events if recurring <u>200</u>			
Daily Anticipated Attendance: If a multi-day event (circle one) 0-250 250-500 500-1000 1000 – 5000 5000			
Admission Requirements: <u>21+</u> If applicable			
Event Description (purpose, activity, who can participate, etc. Attach additional sheet if necessary.) <u>Pride event with live music and performers all day to bring the community together. Any person 21+ is welcome.</u>			
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.			

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.		
Will there be food prepared/served at the event? If yes, EXPLAIN (i.e. food truck, food stand, catered, etc.): <i>We will be getting a permit through the Health Department to grill and serve food.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	While food vendors are exempt from City permitting, event organizers MUST ensure vendors are properly permitted with County Health or the State of Wisconsin. Not doing so may delay the permit or require a vendor to be removed. A list of vendors MUST be submitted prior to the event with applicable information. <i>When serving food, contact the La Crosse County Health Department at 608-785-9771.</i>
Will there be vendors selling merchandise?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Merchandise vendors are exempt from City permitting when participating in a special event; however, a list of vendors must be submitted. DOR reporting required.
Will alcohol beverages be sold/served/consumed? If yes, EXPLAIN (how, who, where): <i>Beer will be sold outside in the fenced in area along with in chances R.</i> *Fencing required. *Licensed beverage operators must be present. *Beer/wine must be purchased from a wholesaler. *Liquor Liability Insurance Required. See <i>FAQs and Excerpts</i> for additional information.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	A Temporary Class B Retail License is required to sell, serve or consume beer or wine (no liquor). Eligibility requirements apply. If you are expanding an establishment license, an Expansion license is required: <ul style="list-style-type: none"> • Expansion to Private Property • Expansion to Public Property If a brewery is using a secondary location, please explain and a temporary license is not necessary.
Will there be a live amplified outdoor music? If yes, EXPLAIN: Band <input checked="" type="checkbox"/> DJ <input checked="" type="checkbox"/> Other _____	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Noise is regulated in the City of La Crosse; see Sec. 32-134 of the Municipal Code. <i>Event organizers shall contact nearby properties, so they are aware of the event.</i>
Will your event include any of the following: run ___ walk ___ bike tour ___ bike race ___ parade ___ other procession _____ <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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	A legible route map and turn-by-turn list must be submitted; include assembly area, starting point and termination point. Complete Activity Summary if necessary. Visit the Engineering/Construction Projects to view upcoming projects to ensure your route is not affected.
If a recurring event, are you using the same route?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will your event include a carnival or amusement of any kind? i.e. bounce house, amusement rides, etc. EXPLAIN (what, how many):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	A Carnival, Circus or Menagerie License is required. <i>*Additional insurance required.</i>
Will your event include animals, petting zoo or other animal exhibition? If yes, describe (type of animals):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Certain domesticated animals are allowed; see. Sec. 6-8 of the Municipal Code. Events with wild or vicious animals, a Carnival, Circus or Menagerie License is required.
Will your event include horse drawn carriage rides? If yes, who is the operator?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Operator must be licensed for Horse Drawn vehicles .
Fire Department – Community Risk Management (CRM) – Call 608-789-7530 for the following additional permits, requirements and necessary information.		
Will there be a tent or canopy more than 400 sq feet?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	An Application for Tent/Structure Permit is required and an inspection prior to occupancy. <i>Event organizer is responsible for calling Digger's Hotline and coordinating, as necessary.</i>
Will fireworks or pyrotechnic special effects be used during event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	An Application for Display of Firework/ Pyrotechnic Special Effects File directly with the Fire Department.
Will you be providing portable toilets? If so, how many? <i>2 portable toilets inside accessible portable toilets</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Based on capacity as required by Ch.29 of IBC. <i>Portable toilets are not provided by the City; you are responsible to contract those services.</i>
Will you be running temporary water/plumbing or electrical services to the event site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, contact CRM. An Inspection will be required.
Will you be using temporary fencing for the site area? If yes, size of exits? <i>10 feet wide and there will be 2 exits</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide fencing details in the site map. An inspection and plan approval are required. <i>Event organizer is responsible for calling Digger's Hotline and coordinating, as necessary.</i>

Do you intend to have Fire/EMS vehicle access lanes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Required: emergency vehicle access lanes (min. 20').
Do you have an emergency plan?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	For accidents, injuries, fires, severe weather, etc.
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? Park Board approval was granted: _____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Reservation needs to be confirmed before Special Event Application can be filed. <i>City property may require approval by Bd of Public Works</i>
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? If yes, include barricade placement in the site plan. If no, provide a traffic control plan*. If yes, do you want to pick up <input checked="" type="checkbox"/> or have delivered _____ <i>Delivery by City required for larger events with a lot of equipment.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Barricades/signage can be provided by the city. A cost estimate based on needs will be provided with your permit; actual costs invoiced after the event. *If you are using equipment from a third party, you must provide a map showing placement
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 – note location on site map.
Applicant understands that extraordinary service fees may be billed because 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 money is owed from a previous event, the permit may not be approved until paid. 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. <i>Organizers must notify the city if the 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.</i>

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, with all applicable information. **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:  Date: _____

Printed Name of Applicant: Karla Snyder

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

City Clerk
400 La Crosse Street
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)
Special Event Staff				
La Crosse County Health				
Parks, Recreation & Forestry				
Police				
Fire Department - CRM				
Engineering & Public Works				
Streets				
Recycling				
Parking Utility				
Transit				
City Clerk				
Investigation – Personal Data Sheet				
Police – Records				
Delinquencies – Organization and Personal Data Sheet				
Legal				
Treasurer				
Utilities (water, storm, sewer)				
Municipal Court				
Parking Utility				

License Issue Date:	License No:
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PARKING LOT USE AGREEMENT

Date: 3-30-26

Property Address:

421 Jay St.
La Crosse, WI 54601

This agreement is between **421 Jay St. LLC**, owned by **Brent Wilkerson**, and **Chances R**, owned by **Karla Snyder and Kourtney Grekoff**, located at **417 Jay St., La Crosse, WI 54601**.

1. Use of Property

421 Jay St. LLC grants Chances R permission to use the parking lot located at **421 Jay St., La Crosse, WI** for the purpose of hosting a **Pride Celebration event**.

Permitted use dates are:

June 5, 2026, through June 8, 2026

Use of the property is limited to activities related to this event.

2. Rental Fee

Chances R agrees to pay **\$100** to **421 Jay St. LLC** for the use of the parking lot during the dates listed above. Payment shall be made no later than June 1st, 2026.

3. Setup and Cleanup Responsibilities

Chances R and its owners, staff, vendors, and guests are fully responsible for:

- All event setup and equipment
- Removal of all equipment, trash, and debris
- Returning the parking lot to the same clean condition it was in prior to the event

All cleanup must be completed **no later than June 8, 2026**.

4. Event Responsibility

Chances R shall be solely responsible for the supervision, conduct, and safety of all guests attending the event, including any activities involving alcohol service or consumption.

Chances R agrees to comply with all applicable laws, permits, and licensing requirements related to alcohol service, public gatherings, and event operations.

5. Liability and Indemnification

421 Jay St. LLC and its owner **Brent Wilkerson** shall not be held liable for any injuries, property damage, accidents, disturbances, or legal issues that occur in connection with the event.

Chances R, including **Karla Snyder and Kourtney Grekoff**, assume full responsibility for the event and agree to **indemnify and hold harmless 421 Jay St. LLC and Brent Wilkerson** from any claims, damages, or liabilities arising from the use of the property, including claims arising from alcohol service, crowd attendance, or the conduct of event participants.

Signatures

421 Jay St. LLC

Owner: **Brent Wilkerson**

Date: 3/31/2026



Chances R

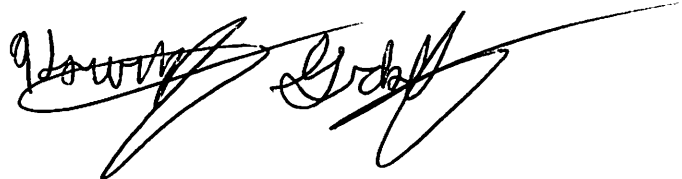
Owner: **Karla Snyder**

Date: _____

Chances R

Owner: **Kourtney Grekoff**

Date: 3-30-24



EVENT TIMELINE	
<i>Include start and finish times, road closure and reopening times, setup, clean up, etc.</i>	
Time	Action
7 am	Setup / close Alley and put barricades up
11 am	event start
11 pm	start taking everything down
12 am	reopen section of Alley

SECURITY / EVENT ATTENDANCE	
<ul style="list-style-type: none"> • Designated security is recommended at the rate of 1/600 people for alcohol-free events. • Designated security is recommended at the rate of 1/300 people for events serving alcohol 	
Total number of people attending event?	200
Number of people present at busiest time?	150
Will alcohol be served?	yes
Admission requirements (guest list, public, etc.)	21+
Primary event security contact	Khourtney [REDACTED]
Total number of staff dedicated to security	3
How security staff will be identifiable	Have security shirts
Location of security staff during event	in fenced in area + at door
Will private security be hired?	No
Private security main contact name and #	

MEDICAL EMERGENCIES AND RESOURCES	
<ul style="list-style-type: none"> • Contact Tri State Ambulance for requests to have medical staff assigned to your event https://www.tristateambulance.org/special-event-request/ • Contact La Crosse Fire Department for requests to have First Responders / Paramedics assigned to your event (608-789-7260) • (On site medical personnel is recommended for attendance projected above 2500) 	
Does your event include strenuous activity? (running, cycling, obstacle course)	NO
Will EMS services be hired?	NO
<ul style="list-style-type: none"> • Company name and primary contact • List resources (Ambulance, Paramedic, Bike Medic) 	
List any event staff with EMS training	
Who is responsible for activating EMS / 911?	Any staff
Location of first aid station(s)?	
Any UTV / ATV / Golf Carts for medical transport	
List mass casualty collection location	

PROTESTORS / DEMONSTRATORS RESPONSE	
<ul style="list-style-type: none"> • Special Events may attract Protestors / Demonstrators • All Event staff should have a clear understanding of protestor rights and protocols. 	
Is the event on public or private property	private
List event areas open to the public	None
List event areas restricted to staff only (Method of access control)	Behind Bar + Backroom which stays locked
Predetermined criteria for cancellation	
Staff member with authority to cancel	Kourtney Grehoff

MISSING CHILDREN / VULNERABLE ADULT PLAN	
<ul style="list-style-type: none"> • All event staff must be trained on the Missing Children / Vulnerable Adult plan • Staff should have pre-determined search locations to avoid redundancy. 	
Describe information collection process	
Primary event contact for missing persons	
Who is responsible for calling 911?	
How will information be broadcast to event staff?	yes
Public / Attendee broadcast method	
Reunification point – where will found people or guardians go if not promptly reunited?	
Describe identity verification procedures	
List search locations and staff member responsible for searching it	
Location	Staff member

LOST / FOUND PROPERTY PLAN	
Primary event contact person for lost/found	Kourtney
Location of lost/found repository	
Describe identity verification procedures	
Describe documentation procedures	

Other
List any additional Safety Planning Procedures

Items on this page fall under the direction of the La Crosse Fire Department

CROWD MANAGERS	
<ul style="list-style-type: none"> For inside events with over 500 people, one certified crowd manager is recommended per 250 people. For outside events with over 1,000 people, one certified crowd manager is recommended per 250 people. Contact the La Crosse Fire Department for information on Crowd Manager Training. 	
Describe evacuation plan	Open emergency exits wider to
Describe shelter plan	
Total # of crowd managers for your event	1
List crowd managers	hourman

get everyone out quicker

FIRE ALARM / FIRE SAFETY / OTHER HAZARDS	
<ul style="list-style-type: none"> The La Crosse Fire Department is committed to a fire prevention program that places a high priority on the safety and welfare of the public while minimizing potential fire and life safety hazards. Establishing fire prevention and life safety procedures at your special event is an essential component of the event planning process. Contact the La Crosse Fire Department for additional information: (608) 789-7260. 	
Will the event be taking place in a building?	Only part
How will staff respond to an indoor fire?	evacuate and/or use fire extinguisher
Who is responsible for reporting a fire/alarm?	Any Staff
Will the event be taking place outdoors?	yes
How will staff respond to an outdoor fire?	evacuate and/or use fire extinguisher
Will you have designated fire lanes for emergency access?	If needed we can move the fence within 20 seconds
Is smoking permitted at venue? If so where?	NO
Fire Extinguishers	
List locations for any additional extinguishers	2 outside 1 behind bar
Have staff been trained on their use?	yes
Are staff expected to use extinguishers?	yes
Or, are staff expected to simply evacuate?	Depends on situation
Will a fire watch be provided for the event?	No
If you answer YES to any of the following, contact the La Crosse Fire Department	
Will there be chemicals / hazardous materials?	
Will there be pyrotechnics or explosives?	
Will there be tents at the event?	
Will there be food served / cooking apparatus?	

Other
List any additional Safety Planning Procedures

Waste management Plan:

We have 2 dumpsters that will be used for garbage only, as well as garbage bins throughout the event. We are renting 5 recycling bins. that will be picked up after the event.

Emergency Plan:

We will have 2 emergency exits in the fenced in area that each open to 10 feet wide. We have another exit through chances R. There are 2 fire extinguishers in the fenced in Area and 1 fire extinguisher inside the bar.