



**City of Port Washington
Event Application Manual
(Permits & Park Reservations)**

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PLANNING AN EVENT

The information provided below will help guide you through your event planning process for the City of Port Washington. Links to the appropriate application forms are provided below in blue.

Please note: To ensure that your event application is successfully processed in time to hold your event, please ensure that all forms are thoroughly and accurately completed and submitted to the appropriate departments **not less than 60 days and not more than one year** before the date of your planned event. Any delays may result in your event not being approved in time, per City ordinances or state statutes, therefore not allowing your event to occur. No dates are guaranteed until the authorized City officials issue permits. You should refrain from advertising your event until all permits are issued.

1. Is your event public or private?

A public event is held on City property such as in a City park and/or on City streets, and includes attendance and participation of the public, and often the selling, serving or consumption of products. A private event may be a wedding, graduation party, family reunion, etc., where the general public is not invited to attend.

2. Will your event be a public event?

If yes, an [Event Permit Application](#) and a current Certificate of Liability Insurance, with the limits spelled out below, is needed for all events that are open to the public. This application must be fully and accurately completed and submitted **no later than 60 days before your event**. If your event plans to use a city park facility, you will need to complete Step 3.

3. Do you want to hold your event in one of Port Washington's City parks?

- Whether a private event or public event, a [Park Rental Application](#) must be completed and approved.
- To determine which park facility is available, review the Park Facility Rental Calendar
- Once you've selected your preferred event date and location, please contact Port Washington Parks & Recreation Department – 262-284-5881

4. Will Beer or Wine be sold at your event?

If yes, state laws require that a [Temporary Class B \(beer\) and/or \(wine\) License](#) be granted. All beer and wine products to be sold at the event must be purchased from a WI licensed Wholesale Distributor (no retail purchases from local/area stores).

5. Will there be entertainment (live or recorded) at your event?

If held in a City park, entertainment will be addressed in that application. If being held on a City street or public way, an Event Cabaret License will be required.

6. Will there be a cooking tent used at your event?

If yes, review the regulations below and complete the [Cook Tent Requirements](#) form. The form must be approved by the Port Washington Fire Chief.

7. Will there be fireworks at your event?

If yes, a [User's Permit to Possess, Use and Display Fireworks](#) and a current Certificate of Liability Insurance, with the limits spelled out below, is needed.

Questions about the Event Permit Application or Temporary Class B Beer/Wine License Application process may be addressed to:

Susan Westerbeke, City Clerk Telephone: 262-284-5585 swesterbeke@cpwwi.org

EVENT PLANNING CONTACTS and GENERAL INFORMATION

While planning for an event, and after the event application is submitted to the City Clerk, communications between the applicant(s) and persons at various City departments may be helpful or necessary. These communications may allow the development of both an understanding of the rules that may apply to the event, as well as a strategy to help the applicant meet applicable requirements of various laws and ordinances. A clear understanding of the applicable laws and ordinances can minimize disruptions in the application process or the actual event, and ensure the health, safety, and welfare of all citizens of Port Washington and guests to our City. Therefore, the City encourages applicants to contact the persons and/or departments identified below regarding your event and to be aware that upon submission of an event application, they may contact you regarding your event.

Departments	Telephone	Address
City Clerk/City Administrator <i>Responsibility: primary contact for Event Permits; alcohol beverage licenses, a recommendation to License Committee and Common Council regarding permit approval; general operation of City and its Departments</i>	262-284-5585	100 W Grand Ave
Police Department (Capt. Of Operations) <i>Responsibility: street closure; public safety & security; traffic; parking, parade/race routes</i>	262-284-2611	365 N Wisconsin St
Parks Department <i>Responsibility: management of parks, shelters, and related public property</i>	262-284-5881	201 N Webster St
Fire/Ambulance Department <i>Responsibility: all aspects of fire prevention and fire safety</i>	262-284-2891	104 W Washington St

Diggers Hotline – (800-242-8511 or 811) must be contacted whenever a tent or other temporary structure will be erected, and stakes, tools, or equipment will penetrate the ground.

Port Washington Marina – City Harbormaster must be contacted whenever a proposed event may involve the use of the City’s North Slip, West Slip, public boat launch, harbor, and/or related facilities.

Ozaukee County Sheriff’s Department – (262-284-7172) should be contacted whenever any water patrol activities may be necessary for coordination with the event.

Wisconsin Dept. of Natural Resources (WDNR) – (888-936-7463 daily from 7 am to 10 pm) should be contacted regarding any water resource implication of the event, including the use of fireworks over the waterways.

State Trunk Highway Traffic – If your event would require closing or temporarily detouring traffic on any State Trunk Highway within the City, permission must be obtained through the Wisconsin Dept. of Transportation. The city police department will apply for this permission once your application is submitted.

EVENT CONTINGENCY PLAN

For Review

Event sponsors must review and consider the following issues when they are planning or preparing for an event. Many of these issues arise under one or more regulations or are components of broader regulations. Considering other problems that may occur should contribute to the planning and safe operation of the event. Developing responses to the questions set forth below should result in more productive discussions with the various City departments during their review of the event applications.

Weather-related issues (rain, snow, severe storms, tornadoes, etc.):

If the weather forecast includes bad weather, will the event be canceled? If so, how, when, and by whom will attendees be notified?

Develop a plan for the sudden onset of severe weather. Where will the attendees go, and who is designated to assist in their safe arrival at the place of refuge?

Is there an area of safe refuge in case of tornado? Where is it?

Medical issues:

Where will ambulance access to the event be in case one is needed? Who will conduct crowd control in the event of a medical emergency?

Will a first aid station, with trained first aid providers, be provided at the event? Where?

If applicable, is there adequate shade to prevent heatstroke? Will water be provided? Where?

Crowd control issues:

Who will monitor the barricades?

Who will staff the entry gates? How will ingress and egress be maintained?

Who will patrol the event area to prevent incidents from getting out of control?

Develop a plan for those patrolling the crowd, making clear what they should do if they encounter unruly behavior. Have communication equipment available and in good working order.

Security issues:

Will there be police officers providing event security? If so, contact the Police Dept. for applicable requirements or guidelines relating to the number of officers necessary.

If volunteers or private agencies provide security, will they have appropriate phone numbers for Fire, Ambulance, and Police personnel?

If applicable, what will security officials do if non-paying attendees breach the gate/perimeter? For example, if a complaint is received for loud music, how, when, and by whom will the claim be handled? Provide communication equipment, e.g., portable radios, cell phones, and access to landlines.

If applicable, secure all monies in an area not accessible to event attendees or unauthorized staff.

Logistical issues:

Will there be a staging area provided for the event support staff? Where will that staging area be located? What time will the crowd be disbursed, and by whom?

Who will conduct site clean-up?

Remember to maintain unobstructed fire lanes and access roads at all times.

Appoint one person to oversee and carry out responsibilities for the event. Who will that person be? Will restroom facilities be provided? How many? Where?

Is adequate parking provided? Where? Will signs be posted directing attendees to the parking area(s)?

EVENT INSURANCE REQUIREMENTS – IN GENERAL

The City of Port Washington must be adequately protected from liability for damages caused by the negligence of others (including, but not limited to, event sponsors, organizers, contractors, subcontractors, suppliers, and vendors) who are working for, with or on behalf of the City of Port Washington. To achieve this goal, the City of Port Washington requires that event sponsors, organizers, and others obtain and maintain certain minimum levels of liability insurance that will protect the City from damages and losses arising out of the event, or the event sponsors', organizers' or third-parties' activities or products.

The following standards have been established to help provide consistency for the City of Port Washington Departments in evaluating the requirements for and the provision of liability insurance for events. Until a current Certificate of Liability Insurance verifying the required insurance coverage is provided and approved, the City of Port Washington will NOT issue a license or permit, or enter into a contract for an event.

The City Attorney is responsible for the review of all certificates of liability insurance to determine if they meet the City's minimum insurance requirements.

There may be cases where an event sponsor, organizer, or contractor cannot meet the City's liability insurance requirements. The City Attorney must authorize any deviation from the insurance standards set forth hereinbelow before the event.

EVENT INSURANCE REQUIREMENTS – MINIMUM STANDARDS

All event sponsors, organizers, or any other person or group scheduling an event shall obtain and maintain in force, at their sole expense, a policy of liability insurance which meets the following minimum requirements. The decision as to what amount of liability insurance shall be required for an event will be made by the City Administrator upon consultation with the City Attorney. It will be based on the nature of the activity or event, and the risk(s) presented.

I. Low-Risk Events

Liability insurance will not be required for Low-Risk events. Low-Risk events include those events at which there is no sale of food or other merchandise, which do not require an alcohol beverage license or permit, which have no planned competitive physical events, and which reasonably anticipate the attendance of 250 or fewer persons. Examples of Low-Risk events include, but are not limited to, block parties, runs/walks of 5 kilometers or less in length, small theatrical performances, and private gatherings such as weddings.

II. Medium Risk Events

Medium Risk events include events at which food or other merchandise will be sold, which do not require an alcohol beverage license or permit, and which reasonably anticipate the attendance of between 250 and 5000 persons. Examples of Medium Risk events include, but are not limited to, farmers markets, parades with no animals, art fairs, flea markets, runs/walks of 5 kilometers or less in length, car or motorcycle shows, and fishing tournaments.

Medium Risk Events - Minimum Insurance Requirements

The liability insurance required by the City of Port Washington shall be primary coverage for any acts or omissions which occur on City property and which cause injury to or death of persons, or property damage, during an event, and any insurance or self-insurance maintained by the City, its officers, officials, members, agents, employees or authorized volunteers will not contribute to any such loss or liability. All insurance shall be in full force before the beginning of the event and shall remain in force throughout the event, including any pre-event set-up and post-event takedown or clean-up operations relating to the event, and shall include:

A. GENERAL LIABILITY COVERAGE

1. Commercial General Liability limits:
 - (a) \$1,000,000 each occurrence limit for Bodily Injury and Property Damage.
 - (b) \$500,000 personal injury and advertising injury.
 - (c) \$1,000,000 general aggregate.
 - (d) \$500,000 products-completed operations aggregate.
2. Claims-made form of general liability coverage is not acceptable.
3. Insurance must include the following coverage:
 - (a) Premises and Operations Liability.
 - (b) Contractual Liability.

- (c) Personal Injury.
- (d) Products-Completed Operations.
- (e) The general aggregate limit must apply separately to this event.

B. AUTOMOBILE LIABILITY COVERAGE (if this exposure shall exist)

- 1. \$250,000 per person/\$500,000 per accident for bodily injury and \$100,000 for property damage **OR** \$500,000 combined single limit for bodily injury and property damage per accident.
- 2. Shall cover liability for “any auto” – including owned, non-owned, and hired automobiles.

C. WORKERS COMPENSATION AND EMPLOYERS’ LIABILITY (if required by Wisconsin Statutes):

- 1. Shall provide coverage in the amount of statutory Workers Compensation and Employers’ Liability limits as follows:
 - (a) \$100,000 Each Accident.
 - (b) \$500,000 Disease - Policy Limit.
 - (c) \$100,000 Disease - Each Employee.

D. AIRCRAFT LIABILITY (including helicopters) – owned, non-owned or hired:

- 1. If this exposure exists, the limits shall be at least \$5,000,000 combined single limit for bodily injury, including passengers and property damages.
- 2. Any liability exclusions relating to under-slung cargo loads must be deleted.

III. High-Risk Events

High-Risk events are events which include any of the following: 1) the requirement of an alcohol beverage license or permit; 2) anticipated attendance of 5,000 or more persons; 3) the use or display of fireworks or any other form of explosive devices; 4) bonfires or other open fires; 5) amusement rides; 6) use or demonstration of any aircraft or helicopter; 7) use, exhibit, display or handling of live animals; or 8) use of inflatables (e.g., trampolines, slides, bounce houses), boats or other watercraft, rock walls, waterslides, or dunk tanks. Some examples of High-Risk events include, but are not limited to, carnivals, parades with live animals, marathons/runs/walks of more than 5 kilometers in length, bike/motorcycle, ATV or snowmobile rides or races, cardboard boat races, concerts, dances, and animal shows.

High-Risk Events – Minimum Insurance Requirements

The liability insurance required by the City of Port Washington shall be primary coverage for any acts or omissions which occur on City property and which cause injury to or death of persons, or property damage, during an event, and any insurance or self-insurance maintained by the City, its officers, officials, members, agents, employees or authorized volunteers shall not contribute to any such loss or liability. All insurance shall be in full force before the beginning of the event and shall remain in force throughout the entire event, including any pre-event set-up and post-event takedown or clean-up operations relating to the event, and shall include:

A. GENERAL LIABILITY COVERAGE

1. Commercial General Liability limits:
 - (a) \$2,000,000 each occurrence limit for Bodily Injury and Property Damage.
 - (b) \$1,000,000 personal injury and advertising injury.
 - (c) \$2,000,000 general aggregate.
 - (d) \$1,000,000 products-completed operations aggregate.
2. Claims-made form of general liability coverage is not acceptable.
3. Insurance must include the following coverage:
 - (a) Premises and Operations Liability.
 - (b) Contractual Liability.
 - (c) Personal Injury.
 - (d) Products-Completed Operations.
 - (e) The general aggregate limit must apply separately to this event.

B. AUTOMOBILE LIABILITY COVERAGE (if this exposure shall exist)

1. \$250,000 per person/\$500,000 per accident for bodily injury and \$100,000 for property damage **OR** \$500,000 combined single limit for bodily injury and property damage per accident.
2. Shall cover liability for “any auto” – including owned, non-owned, and hired automobiles.

C. WORKERS COMPENSATION AND EMPLOYERS’ LIABILITY (if required by Wisconsin Statutes):

1. Shall provide coverage in the amount of statutory Workers Compensation and Employers’ Liability limits as follows:
 - (a) \$100,000 Each Accident.
 - (b) \$500,000 Disease - Policy Limit.
 - (c) \$100,000 Disease - Each Employee.

D. AIRCRAFT LIABILITY (including helicopters) – owned, non-owned or hired:

1. If this exposure exists, the limits shall be at least \$5,000,000 combined single limit for bodily injury, including passengers and property damages.
2. Any liability exclusions relating to under-slung cargo loads must be deleted.

ADDITIONAL PROVISIONS WHEN INSURANCE IS REQUIRED

Additional Insured Requirement – For general liability coverage, automobile liability coverage, and aircraft liability coverage, the following must be listed as additional insureds by endorsement(s) on said policies: **“The City of Port Washington, Wisconsin, and its officers, elected and appointed officials, agents, employees, boards, commissions, committees, departments, and their members and volunteers.”**

The liability insurance coverage required for an event shall be primary coverage for acts or omissions which occur on City property and which cause injury to or death of persons, or property damage, during the event, and any insurance or self-insurance maintained by the City, its officials, officers, members, agents, employees or authorized volunteers will not contribute to any such loss or liability.

The City of Port Washington requires that a thirty (30) day advance written notice of cancellation, non-renewal or material change in the insurance coverage be given to the City Clerk for the City of Port Washington.

The insurance coverage required must be provided by an insurance carrier with the *A.M. Best* rating of no less than A- and a Financial Size Category of no less than Class VI, which carrier shall be authorized to conduct business as an admitted insurance company in the state of Wisconsin.

A current Certificate of Liability Insurance which includes the required types of coverage and limits of liability shall be satisfactory proof of said insurance policies, shall be filed in the office of the City Clerk of the City of Port Washington at least thirty (30) days before the beginning of the scheduled event, and shall be subject to review and approval by the City Attorney. If the above insurance requirements are not met, the event cannot commence or proceed on City property.



CITY OF PORT WASHINGTON FIRE DEPARTMENT COOKING WITHIN TENTS & CANOPIES



All tents and canopies in which cooking operations are being performed shall comply with the following guidelines:

1. All cooking operations shall be inspected and approved by the Fire Prevention Bureau before the initiation of cooking operations.
2. Cooking appliances covered by this guideline include, but are not limited to, grills, ranges, ovens, fryers, broilers, griddles, etc., which use solid, liquid, or gas fuels. (*exception: the use of Sterno for the warming of food*).
3. All electrical cooking devices shall be in good working order. All installations shall comply with the National Electrical Code (NEC).
4. All cooking appliances shall be adequately maintained and installed. They shall be vented to the outside of the tent and/or canopy. Approved spark arresters shall be installed when required.
5. All vents and flues shall have at least a twelve (12) inch separation from all portions of the tent or canopy.
6. All tents and canopies in which cooking operations are performed shall be separated from all other tents, canopies, or buildings by at least twenty (20) feet. This measurement shall be from tent's/canopy's stakes to tent's/canopy's stakes.
7. A Class "K" fire extinguisher shall be within thirty (30) feet of all cooking appliances that produce grease-laden vapors.
8. Any tent or canopy in which cooking operations are performed shall be for **cooking ONLY**.

Exception: A tent or canopy may be used for dining purposes in addition to cooking if the following requirements are satisfied:

- A. A UL300 compliant fire suppression system shall be provided within the hood system.
 - B. The fire suppression system shall have a current inspection certification.
 - C. A Class "K" fire extinguisher shall be within thirty (30) feet of all cooking appliances.
9. All LP-gas containers shall be located outside of the tents or canopies.
- A. Tanks with a capacity of 500 gallons or less shall be at least 10 feet from any tent, canopy, or building.
 - B. Tanks with a capacity higher than 500 gallons shall be at least 25 feet from any tent, canopy, or building.
 - C. All LP-gas tanks, piping, hoses, valves, and fittings shall be adequately protected from tampering, vehicle collisions, or other hazards. The tank(s) shall be in a location approved by the Fire Prevention Bureau.
 - D. "NO SMOKING" signs shall be posted at all LP tank locations
10. Generators and other internal combustion power sources shall be separated from any tent, canopy, or building by at least twenty (20) feet.
11. All flammable/combustible liquids shall be safely and properly stored. This storage shall be at least fifty (50) feet from any tent, canopy, or building.
12. Outdoor cooking (not within a tent or canopy) that produces sparks, flame, or grease-laden vapors shall be done at least twenty (20) feet from any tent, canopy, or building.