ORDINANCE 2015-270 --VILLAGE OF STETSONVILLE
AN ORDINANCE REQUIRING A PERMIT FOR SPECIAL EVENTS WITHIN THE VILLAGE OF STETSONVILLE, TAYLOR COUNTY, WISCONSIN

The Village Board of the Village of Stetsonville, Taylor County, do ordain as follows:

SECTION 1:

2015-270.0-Definitions.

Special Event means any planned extraordinary occurrence on the public right-of-way or public premises including, but not limited to, parades, processions, bicycle or foot races, festivals or celebrations. Also included in this definition is any event occurring on public property at which alcoholic beverages are to be served which require the issuance of a temporary Class "B"/"Class B" retailer's license.

2015-270.2-Permit Required.

No special event may be held without a special event permit from the village, issued in accordance with this section.

2015-270.3 -Approval Procedure.

Completed applications shall be filed with the village clerk. The village clerk shall provide the Public Works Department (PWD) with a copy of the application. The clerk will also present the application to the Village Board. The Village Board will review the application with input from the PWD, determine if any additional services or equipment is necessary and if police personnel will be required upon expected number of participants, sale of alcoholic beverages, traffic and parking issues. The Village Board, will approve, deny or request a modification to the special event application.

2015-270.4 Permit Applications.

(a) **Application**. Applications for permits and copies of this ordinance are available from the village clerk. All applications must be submitted at least 30 calendar days prior to the event. Annual events must obtain a permit each year the event is planned.

(b) **Route/location.** All special event permit applications shall include a detailed map of the proposed route for parades, races or processions and location for festivals or celebrations. Routes/locations for annual events must be submitted each year the event is planned. Recommendations for alteration of the planned route or location may be made by the Village Board or the Public Works Department.

(c) **Permit fee and fee agreement.** Each application for a special event shall be accompanied by a fee of $25.00. Additionally, the village may require an applicant to enter into special event fee agreement on a case-by-case basis to cover the costs the village incurs relating to the applicant's special event.

(d) **Insurance.** An applicant of a special event may be required to furnish the village clerk with a certificate of insurance written by a company licensed by the State of Wisconsin, approved by the village clerk, and covering any and all liability or obligations which may result from the operations by the applicant, the applicant's employees, agents, contractors and including worker's compensation coverage in accordance with Wisconsin Statutes Chapter 102. This certificate shall be written in comprehensive form and shall protect the applicant and village against all claims arising out of any act or omission of the applicant, its employees, agents, or contractors.

(1) The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of $1,000,000.00 or such other insurance limits as deemed adequate by the village clerk.

(2) The certificate of insurance, naming the Village of Stetsonville as an additional insured must be submitted to the village clerk at least five working days prior to the event's occurrence.

(e) **Indemnification.** The applicant shall indemnify and hold the village harmless from and against all liabilities, claims, demands, judgments, losses, and all suits law or in equity, costs, and expenses, including reasonable attorney fees, for injury or death of any person or damage to

any property arising from the holding of such special event. The village may require an indemnification agreement as a condition of issuing a permit.

(f) **Clean up.** It shall be the responsibility of the applicant to clear the route or location of the special event of any signs, litter, materials or equipment left as a result of the event within 24 hours of the event's completion. Applicant will be responsible for any damage to any public premises other than normal wear and tear.

2015-270.5 Penalty

Failure to comply with any provisions of this ordinance may results in the denial of a permit application or the revocation of a permit that has been issued.

SECTION 2.

This ordinance shall take effect and be in force from and after its passage and publication, as provided by law.

Passed and adopted this 7th day of July 2015.

/s/ Greg Brunner, Village President
/s/ Ron Zuleger, Village Trustee
/s/ Al Riemer, Village Trustee
/s/ Randy Haynes, Village Trustee
/s/ Kris Boxrucker, Village Trustee

Attest:
/s/ Shawn Sullivan, Village Clerk/Treasurer