



City of River
SPECIAL EVENT APPLICATION

222 Lewis St
River Falls, WI 54022
715-425-0900
specialevents@rfcity.org

Applicant Information

Name: _____ E-mail: _____
 Organization: _____ Phone: _____
 Address: _____
(Street / PO Box, City, State, Zip Code)

Event Information

Event Title: _____ Event Location: _____
 Date of Event: _____ Proposed Start Time: _____
 Estimated Number of Attendees: _____ Proposed End Time: _____
 Date of Event Setup: _____ Date of Event Take Down: _____
 Is the event: Public? Private? Number of Staff Working: _____
 Will admission fees be required? If yes, provide amounts: _____
 Brief Description of Event:

Event Marketing (Please describe how the event will be marketed):

Will alcohol be served/sold?	Yes	No	If yes, see Appendix A
Will food be served/sold?	Yes	No	If yes, see Appendix B
Will items or services be sold?	Yes	No	If yes, see Appendix B
Will there be fireworks?	Yes	No	If yes, see Appendix C
Is this a run/walk/bike event?	Yes	No	If yes, fill out first page and Appendix D
Is this a block party?	Yes	No	If yes, fill out first page and Appendix E
Is this a parade?	Yes	No	If yes, fill out first page and Appendix F
Proof of insurance and affidavit of applicant attached?	Yes	No	Needed if filling out A, B, or C. See Appendix G.

Site Plan

Please attach a supplemental document or draw the following information below:

An outline of the entire event area

The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access

The provision of minimum twenty-foot (20') emergency access lanes to and/or through the event venue

The location of first aid facilities

The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures

A detail or close-up of the food booth/truck configurations and identification of all vendors cooking with flammable gases or barbecue grills

Generator locations and/or sources of electricity

Placement of vehicles and/or trailers

Exit locations of outdoor events that are fences and/or locations within tents and tent structures

Identification of all event components that meet accessibility standards

Other related event components not listed above (e.g. parking).

Drawing (or attach supplement):

Security Plan

Have you hired a licensed professional security company for the event? Yes No

Name: _____ E-mail: _____

Organization: _____ Phone: _____

Address: _____
(Street / PO Box, City, State, Zip Code)

Describe your security plan including crowd control, internal security or venue safety.

Will street closing be required? Yes No If yes, please describe below.

Sanitation/Recycling

Are there onsite restrooms? Yes No

Details on number of stools/urinals for both men and women, as well as number of sinks.

Will portable toilets be required? Yes No

Name of provider: _____ Phone: _____

Number of regular and ADA accessible: _____

Number of trash cans: _____ Dumpsters: _____ Recycling Containers: _____

Entertainment and Related Activities

Yes	No	Are there any musical entertainment features related to your event? If yes, describe below. Include number of stages, number of bands/performers (including band name and music type), scheduled playing times, etc.
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Details:

Yes	No	Will sound amplification be used?
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Yes	No	Will your event include the use of any signs, banners, decoration, or special lighting? If yes, please describe.
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Details:

Other City Services Requested

All requests for City assistance in the form of equipment, facilities, personnel, and other assistance shall be on a case-by-case basis.

Do you need additional electricity?	Yes	No
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Do you need barricades, traffic cones, or fencing?	Yes	No
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Do you need picnic tables?	Yes	No
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Will you be using a City owned shelter or building?	Yes	No
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Would you like to request anything else from the City?	Yes	No
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If yes to any of the above questions, please describe what you are requesting from the City.

Appendix A

Temporary Class “B”/”Class B” License (aka Picnic License)

License Fee: \$10.00

Background Check Fee: \$7.00/per person

Each member of the organization, manager, and person in charge of the event must complete an *Authorization for Release of Information* for the background check. Background checks are required for first-time applicants and after one year thereafter.

Return to City Clerk:

Application for Temporary Class B License

Supplemental form for Temporary Class B License

Fees (made out to City of River Falls)

Authorization for Release of Information Forms

Driver License Copies

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____ Application Date: _____
Town Village City of _____ County of _____

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning _____ and ending _____ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

- 1. Organization** (check appropriate box) →
- Bona fide Club
 - Church
 - Lodge/Society
 - Chamber of Commerce or similar Civic or Trade Organization
 - Veteran's Organization
 - Fair Association

(a) Name _____

(b) Address _____
(Street) _____ Town Village City

(c) Date organized _____

(d) If corporation, give date of incorporation _____

(e) 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:

- (f) Names and addresses of all officers:
- President _____
 - Vice President _____
 - Secretary _____
 - Treasurer _____

(g) Name and address of manager or person in charge of affair: _____

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number _____

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event _____

(b) Dates of event _____

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

(Name of Organization)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Additional Information

May be Granted and Issued only to:

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (ss. 125.26(1) and 125.51(1)(a), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:
 - Class "B" (Beer):
 - a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (s. 125.04(3)(f), Wis. Stats.)
 - b. At least 15 days prior to the granting of the license for events lasting 4 or more days.
 - "Class B" (Wine):
The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.
- (4) Seller's Permit: Sec. 77.54 (7m), Wis. Stats., provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required.

Fee: Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.)

Duration: The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time.

Restrictions:

- (1) License may not be issued to individuals.
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. They may not be issued for business or social meetings of the organization.
- (3) Licenses for club or organization meetings may be issued only to ex-servicemen's posts.
- (4) License may cover either a specified area or the entire picnic grounds.
- (5) License issued to a county or district fair must cover the entire fairground (ss. 125.26(6) and 125.51(10), Wis. Stats.)
- (6) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (s. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (7) Licensed operator(s) must be present at all times (ss. 125.26(6), 125.32(2) - Beer; 125.51(10), 125.68(2) - Wine; 125.17)
- (8) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (s. 125.32(6), Wis. Stats.)
- (9) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit.
- (10) Licensed organizations must purchase their product from a licensed wholesaler.

NOTE: Most coolers presently on the market have a fermented malt beverage base allowing sale under a beer license, e.g. Bartles and James, Seagrams, etc.

City of River Falls
Supplemental Form for Temporary Class "B" Retailers License
 (To sell fermented malt beverage and wine at picnics or gatherings.)

The City of River Falls retains the right to revoke this permit any time prior to or during the scheduled event for any misrepresentation of information or changes in circumstances pertaining to this event.

This application must be completed in FULL. Incomplete applications will be held until information is available.

ORGANIZATION NAME AND ADDRESS		
CONTACT NAME(S)	CONTACT PHONE NUMBER(S)	CONTACT EMAIL ADDRESS(ES)
HAS APPLICANT ORGANIZATION BEEN CONVICTED OF ANY VIOLATION OF CHAPTER 125 STATE STATUTES OR SECTION 5.08 OF THE MUNICIPAL CODE RELATED TO ALCOHOLIC BEVERAGES?		
NAME AND DATE OF EVENT:		
LOCATION REQUESTED:		
ESTIMATED ATTENDANCE:		
ARE YOU SERVING FOOD?	ARE YOU USING THE STREET?	ARE YOU USING A TENT?
DESCRIBE YOUR PLANNED METHOD OF CROWD CONTROL:		
HOW MANY SECURITY PERSON(S) WILL YOU HAVE ON THE LICENSED PREMISE?	WILL THERE BE LIVE, AMPLIFIED OR RECORDED MUSIC?	
INSURANCE COMPANY PROVIDING LIABILITY INSURANCE FOR EVENT (ATTACH COPY OF INSURANCE):		
NAME OF VENDOR WHO WILL SUPPLY FERMENTED MALT BEVERAGE:	QUANTITIES ORDERED:	
LICENSED OPERATOR(S) IN CHARGE (MUST BE ON PREMISE AT ALL TIMES DURING EVENT)		PHONE NUMBER
WE REQUEST THE FOLLOWING CONDITION NUMBER(S) BE WAIVED:		
<p>The preceding information is correct to the best of my knowledge and I have read and understand the conditions stated on the reverse side of this application and will comply with them unless waived by the River Falls Police Department. It is the responsibility of the applicant to meet with a representative of the River Falls Police Department, 125 East Elm St, phone (715)425-0909, if you are requesting any of the conditions be waived.</p>		
SIGNATURE OF ORGANIZATION OFFICER_____		DATED_____
APPROVED BY_____		DATED_____
RIVER FALLS POLICE DEPARTMENT		
The River Falls Police Department recommends that:		
Condition Number(s)_____be waived.		
Approved By_____		Dated_____
RIVER FALLS POLICE DEPARTMENT		

CITY OF RIVER FALLS**CONDITIONS FOR OBTAINING TEMPORARY CLASS “B” RETAILERS
LICENSE TO SELL FERMENTED MALT BEVERAGE AND WINE AT PICNICS OR
GATHERINGS.**

1. Each sponsoring organization shall have its beer/wine area specifically delineated by a fence for the selling, serving and consumption of beer or wine. The fence shall completely enclose the area except for space for ingress and egress; and shall provide an adult member of the sponsoring organization or security guard for checking identification cards.
2. Security person(s) shall be on duty at all times during the operation of the area and shall prevent entry of minors or intoxicated people into the area and shall prevent beer/wine from being carried or passed out of the area. The Police Department is authorized to require additional security based on patron experience or concerns about the event.
3. If event is going to be on a public street or highway, then signs shall be posted by sponsoring organization informing patrons of City Ordinance 9.24.040 making it unlawful to possess an open container which contains alcohol or consume alcohol beverage outside of licensed tavern or off the premises of an established picnic area.
4. The organization shall prevent patrons from obstructing sidewalks and roadways adjacent to its area.
5. Toilet Facilities: Adequate restrooms/portable restroom facilities (as may be required by state or local ordinance) provided for each gender and must be accessible to persons using wheelchairs and others with disabilities.
6. Litter control: Each organization has the responsibility to leave the area free from litter so that the area is in acceptable condition. Any group which leaves the area in a condition that requires special cleanup by the City of River Falls, shall be assessed the cost of such cleanup.
7. No person under the age of eighteen (18) shall participate in the serving or delivery of beer to patrons.
8. Any live, amplified, or recorded music shall comply with City Ordinance 8.28.010 prohibiting loud and unnecessary noise, or receive an exception from the City council (8.28.030).
9. Must comply with all city park ordinances.
10. At least one City of River Falls licensed bartender shall be present at each out-door area during entire time of operation.
11. Additional conditions as imposed by the Police Department due to the specifics of the event.

City of River Falls River Falls Police Department

Authorization for Release of Information (For official use only)

I hereby empower an employee of the River Falls Police Department or other authorized representative bearing this release to, within one year of its date, obtain information and records pertaining to me from any or all of the following sources:

- (1) Village, Township, Municipal, County, State or Federal law enforcement or government agencies, Wisconsin Department of Justice and Department of Transportation
- (2) Selective Service System
- (3) Any banking institution
- (4) Any place of business (for purposes of obtaining credit or employment data)
- (5) Credit rating bureaus or institutions maintaining individual credit rating files
- (6) Any previous employer or present employer, including employment history, discipline, personnel action, evaluations, training, etc.
- (7) Any school, college, university or other education institution
- (8) Any person, organization or agency the department chooses to contact or interview that may provide relevant background information
- (9) Other: _____

This information is to be used to assist the River Falls Police Department, Police and Fire Commission, and the City of River Falls in determining my qualifications and fitness for the position and/or license I am seeking with the City of River Falls, River Falls Police Department and/or for investigation purposes. Please provide to the River Falls Police Department any information falling within the classes listed above, including any information which may be considered confidential or privileged and permit the River Falls Police Department to examine and copy that information if it so desires.

I hereby release any law enforcement agency, individual or institution, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information or any attempt to comply with it.

Exceptions to this blanket authorization: _____

Full Name (print) _____ Maiden Name _____

Address, City, State, Zip _____

Date of Birth _____ Race _____

Driver's License Number and State of Issuance _____

Expiration date of Driver's License _____

Full Name (signature) _____ Date _____

Please include a copy of your driver's license and your Responsible Beverage Server class certificate with this application

Appendix B

Merchandise and Food Vendor Information:

Event coordinator will need to follow all rules regarding reporting their event to the WI Department of Revenue. Information on what is needed by both the event operators and sellers can be found at:

<https://www.revenue.wi.gov/Pages/HTML/temevent.aspx>

Event coordinator will need to contact Amy White (715-426-3408) to discuss if vendor permits are required from the City of River Falls.

Health Code Requirements: All food sold by vendors must be produced in a licensed kitchen, inspected kitchen, or prepared on-site in compliance with local regulations. Event coordinator must contact the County Health Department (see below) at least 14 days prior to the event to verify current vendor permits qualify or if additional permits are necessary. Vendors must provide their own equipment and must wear latex or vinyl gloves when preparing food and serving the public. All equipment for serving the public and hot-food holding must be provided by the vendor and meet standard guidelines for proper operation and sanitation.

St. Croix County: Event coordinator must contact Laurie Diaby-Gassama (715-246-8361) to discuss their event with the health inspector. All event food service operators must then complete a *Special Event Food Service Application* at:

<http://www.sccwi.gov/formcenter/public-health-6/special-event-food-service-application-46>

Pierce County: Event coordinator must contact Michele Williams (715-273-6755 ext. 6557) to discuss their event with the health inspector. Any food vendor that is for-profit will need a license. Nonprofit/exempt groups can do up to 3 events per year that are open to the public without needing a permit, but will still need to follow safe food requirements as set forth in the WI Food Code. If a license is needed, it can be found at:

http://www.co.pierce.wi.us/Public%20Health/PDF/Environmental%20Health/Temporary_Food_Service_PermitApplication.pdf

Fire Code Requirements: Tents must be fire-resistive treated with a label attached indicating the name of the company and the date treating was done. Open flame is not permitted under tents. LP tanks larger than 20# must be securely fastened to prevent from tipping over. A standard ABC fire extinguisher must be located within 50' and be readily visible and accessible. A K-Class extinguisher is required if using a deep fryer. All fire extinguishers to be inspected and tagged within the last 12 months. Fire extinguishers are the full responsibility of vendor and are NOT supplied by the Chamber. Adequate space must be allowed for fryers and other appliances. A non-combustible cover must be provided for deep fryers in the case of rain or fire. All vendors will be inspected and not allowed to operate until fully compliant. The Chamber is not responsible for lost time or income if booths are not allowed to open until codes are met. For additional information on local fire regulations, contact River Falls Fire Department, Mike Moody, at 715-307-9526.

Appendix C



Possession and Use of Fireworks/Pyrotechnic Special Effects Permit Application

Completed applications must be submitted to the City Clerks Office 30 days prior to the event date.

Name of Applicant (printed): _____

Address: _____

City, State, Zip Code: _____ Telephone: _____

Is the applicant 18 years of age or older? Yes No

(Permits cannot be issued to persons under the age of 18, Wisconsin Statute 167.10(3)(h).

All displays must be compliant with all regulations set forth by NFPA 1123, NFPA 1126, and Wisconsin Stat. 167.10

Permits granted by the City of River Falls may be issued only to one of the following listed below. Please check the appropriate subsection for the permit sponsor. In the line provided next to each subsection, please identify, for example, which civic organization, individual or group of individuals, etc.

Public Authority _____

Fair Association _____

Amusement Park _____

Park Board _____

Civic Organization _____

Individual or Group of Individuals _____

Agricultural Producer for the Protection of Crops from Predatory Birds or Animals _____

Date and time of Display: _____

Type and number of fireworks/pyrotechnic special effects to be discharged: _____

Manner and place of storage for fireworks/pyrotechnic special effects prior to display: _____

Location of fireworks/pyrotechnic special effects display: _____

In consideration of the granting of the fireworks permit, the undersigned hereby releases, discharges, and waives any claim or liability for any damages or claims made to or to be made against the City of River Falls, Wisconsin, arising in connection with the discharge, handling, or any activity taken concerning fireworks or the permit herein, and the undersigned does hereby hold harmless and indemnifies the City of River Falls, Wisconsin from any and all damages, claims, injuries, suits, or demands by any person, corporation, firm, or entity arising out of or related to the exercise of the fireworks permit herein.

Applicant _____

Date _____

Fire Chief Approval or Denial of Firework Permit

- Recommendation to approve Fireworks Permit Application.
- Recommendation to deny Fireworks Permit Application (see reasons below).

Signature of Fire Chief

Date

Further information regarding recommendation:

Police Chief Approval or Denial of Firework Permit

- Recommendation to approve Fireworks Permit Application.
- Recommendation to deny Fireworks Permit Application (see reasons below).

Signature of Chief of Police

Date

Further information regarding recommendation:

Mayor Approval or Denial of Firework Permit

- Approval of Fireworks Permit Application.
- Denial of Fireworks Permit Application.

Signature of Mayor

Date

REQUIRED ATTACHMENTS:

The following documents must be included with this application.

- 1) A proof of a bond or certificate of insurance with an expiration date in the amount of at least \$1,000,000 naming the City of River Falls as insured must be received prior to the purchase or use of the fireworks.
- 2) A diagram of the ground, or facilities (for indoor displays), at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the point at which the fireworks/special effects are to be discharged; the location of ground pieces; the location of suspended pieces; the location of the audience and the printed distance of the audience to the discharge site. For proximate audience (e.g. indoors) displays, the diagram must show the fallout radius for each pyrotechnic device used during the display.
- 3) Names and ages of all assistants that will be participating in the display.
- 4) Provide documentation that the applicant has actively participated in at least five (5) indoor/outdoor displays.
- 5) Provide a letter of permission to display fireworks by the property owner. If the use of the fireworks is to be on University of Wisconsin-River Falls property, a letter from the Chancellor's office authorizing such use must be attached to the application. If the use of the fireworks is to be on private property, a letter authorizing such use from the property owner must be attached to the application.

Please note:

- The applicant is responsible for the clean-up of all debris because of the use of fireworks.
- Before issuance of any permit, the application will be routed to the Fire Department and Police Department for comment.

Appendix D

City of River Falls Run/Walk/Bike Application

Applicant Information:

Name: _____ Email: _____

Organization: _____ Phone: _____

Is the organization non-profit? Yes No

Address (Street, City, State, Zip Code): _____

Event Information:

Event Title: _____

Location: _____

Date of Event: _____ Start Time: _____

Estimated Number of Attendees: _____ End Time: _____

Route Information:

The River Falls Police Department can assist you with planning a race route that has minimal impact on major streets and thoroughfares. We can also provide officers to assist runners in crossing major roadways, but we usually only have 4 reserve officers volunteer on any given weekend and full-time officers may be called away to emergent calls. If you would like to plan your own route, please keep in mind that major roadways (Main Street, Second Street, Cascade Avenue, Division Street, and Cemetery Road) may require 2 officers to allow runners to safely cross and depending on how spread out runners are from each other, the officers may only be able to assist at one location.

Race volunteers can be used on most other roadways to assist runner's cross streets and to assist runners with directions. Please either mark on your proposed route or specify the location of volunteers along your race route on the following page.

When we plan routes, we use google maps, by right clicking on the starting point, then choosing "measure distance" and then left clicking through the course. This allows you to achieve the distance you want for the race and you can click and drag to change the route as needed.

Police Designed Route: Yes No Custom Route: Yes No

Lead Bike: Yes No Trailing Unit: Yes No

Number of volunteers to assist with race route: _____

Barricades Requested: Yes No

Number of Barricades and Location:

Custom Route Details (or attach):

Other Comments, Details, or Requested City Services/Equipment:

Affidavit of Applicant:

The applicant agrees to hold harmless, indemnify, and defend, at no cost to the City, the City of River Falls, its employees, agents, representatives and elected officials, for any and all claims, demands, suits, losses, costs, expenses (including attorney fees), or any other type of damages, that result from this event.

The applicant agrees that they are responsible for any and all losses or claims that are in any way connected to this event.

Electronic Signature Agreement:

By typing your name in the box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

Signature of Applicant: _____ Date: _____

Appendix E

City of River Falls

Neighborhood Block Party and Street Closure Request Form

All requests for block parties must be submitted to the City Clerk's Office preferably 30 days in advance of the party date. Upon receipt of the completed Block Party Request Form and Neighborhood Petition Form, the chairperson of event will be notified if their street closure was approved or not approved. Questions can be addressed to Sargent Denton Anderson at 715-425-0909.

STREET TO BE CLOSED		IF ONLY A SECTION OF THE STREET IS TO BE CLOSED, GIVE HOUSE NUMBERS OR CROSS STREETS			
DATE OF EVENT	START TIME	END TIME	RAIN DATE IF APPL.	START TIME	END TIME

EVENT CHAIRPERSON NAME 1	ADDRESS	CONTACT NUMBER
EVENT CHAIRPERSON NAME 2	ADDRESS	CONTACT NUMBER

REQUIREMENTS FOR BLOCK PARTY APPROVAL

1. Block Party Request Form and Neighborhood Petition Form must be filled out completely and submitted to the City Clerks Office.
2. Residents on the affected street should be contacted and agree to closing the street. Neighborhood contact will be verified by the completion of the Neighborhood Petition Form.
3. Movable barricades needed at which locations? _____

4. Objects such as tents, tables and inflatable games that would hinder free access to emergency vehicles should not be placed in such a manner as to create that type of obstruction.
5. City ordinances prohibit open containers of alcoholic beverages on city streets and sidewalks and violations for excessive noise such as loud music without an exception granted by the City Council. Please check this box if you would like to pursue an exception to the open container restriction as explained in Municipal Ordinance 9.24.040. Please check this box if you would like to pursue an exception to the excessive noise restriction as explained in Municipal Ordinance 8.28.020

I, the above named event chairperson, hereby requests permission for a street closure at the above specified location, date and times, for the purposes of a block party. I have read and understand the above requirements.

Signature of Event Chairperson

Date

OTHER INFORMATION:

Appendix F

CITY OF RIVER FALLS

Parade Permit Application (Section 5.24.030 of Municipal Code)

Date of Application _____

Name of Applicant _____ Organization _____

Address _____ Address _____

Telephone _____ Telephone _____

Parade Event

Date of Event _____ Time of Event _____

Parade Location Start: _____ Parade Location End: _____

Parade Assembly Area _____ Parade Disassembly Area _____

Parade Coordinator/Contact Person _____

Address _____ Telephone _____

Special requests regarding parking, street closing, other

Parade rules received _____ (please initial)

It is recommended parade rules be provided to participants.

Applicant Signature _____

Approved _____ Date _____

Chief of Police

CITY OF RIVER FALLS

Parade Rules (Section 5.24.030 of Municipal Code)

No person, firm, association, group of persons, organization or corporation taking part in a parade will be allowed to do any of the following:

- Throw any object, including candy, toys, leaflets, etc., from moving vehicles.
- Canvas parade route as a street vendor while parade is in progress.
- Motor vehicle operators in parade must hold a valid operator's license. This includes all golf carts, lawn mowers, etc.
- Parade participant shall not have any portion of parade unit higher than 13'6".
- Parade participant shall not operate unit at a speed or in such a manner that unreasonably endangers the safety of occupants, spectators, or other participants.
- Parade units utilizing live animals shall be prepared and are responsible for removing and disposing of animal waste. Animals shall be closely supervised and under the control of the owner/designee.
- Parade applications shall include the following information:
 - Date - Time
 - Assembly/Disassembly Area
 - Special Parking/Street Closing Requests
 - Contact Person to Coordinate the Event
- Parade participant or spectator will not engage in behavior that unreasonably endangers the safety of any person at the event. This includes riding on or clinging to a parade unit in a manner likely to cause injury.
- The River Falls Police Department has express authority to regulate behavior/operation of any parade unit, operator or spectator in the interest of safety for the event. Police personnel have authority to remove and/or issue citations to any person/unit or spectator not conforming to these rules.

Appendix G



Proof of Insurance Required and Affidavit of Applicant

Proof of Insurance Required:

The City of River Falls requires that all applicants furnish a certificate of comprehensive general liability insurance in an amount not less than \$1 million, or such larger amount as the Common Council may deem appropriate and necessary. Applicants are also required to name the City of River Falls, 222 Lewis Street, River Falls, WI 54022 as an additional insured. Proof of insurance must be received by the City prior to event approval.

Affidavit of Applicant:

The applicant agrees to hold harmless, indemnify, and defend, at no cost to the City, the City of River Falls, its employees, agents, representatives and elected officials, for any and all claims, demands, suits, losses, costs, expenses (including attorney fees), or any other type of damages, that result from this event.

The applicant agrees that they are responsible for any and all losses or claims that are in any way connected to this event.

Electronic Signature Agreement:

By typing your name in the box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

Signature of Applicant:

Date: