Village of Harrison
W5298 State Road 114
Harrison, WI 54952

**Application for Street Closing
and Special Events Permit**

Fee: None

Intent.

This permit is intended to clarify the working relationship between the Sponsor of the special event and the Village of Harrison. Types of special events include but are not limited to Block Parties, Fun Runs, Triathlons, Parades, and ChickenFest. The Sponsor agrees to abide by the terms of this permit, and all existing policies governing use of Village Facilities unless specifically noted in the permit. The application will be reviewed by Village staff and must be signed by the Village Clerk if approved.

General Information.

Applications are available from the Village Clerk or the Public Works Director. Applications must be submitted to the Village Clerk no less than 21 days* prior to the event.

*Any person or group requesting assistance of Harrison Fire Rescue (for traffic control, first-aid tents, etc.) must contact the Fire Chief at least 6 weeks prior to the event to ensure adequate staffing from the volunteer department.

All laws regarding intoxicants must be adhered to. In addition, this permit does not relieve any individual or party from any village ordinance (including noise and alcohol.)

The Darboy Community Park Shelter must be reserved via payment by the Sponsor through the front desk at the Harrison Municipal Building.

Persons needed to run the events are the responsibility of the Sponsor, except where the Village determines that qualified personnel are required.

Equipment needed to run the event will be the responsibility of the Sponsor except when village equipment, such as traffic barricades or cones are used, under the direction of the Public Works Director or Operations Manager. The cost to repair or replace lost or damaged equipment will be charged to the Sponsor.

Street parties shall start no earlier than 10:00am and shall terminate no later than 10:00pm.

Requirements.

Emergency Vehicle Access. A 10-ft wide lane must be kept open at all times during an event for emergency vehicles to pass.

Street Closures. If the event requires street closures or re-routing of traffic, the Sponsor may be required to mail a notice to affected residences and businesses two weeks prior to the event. Street barricades are available upon request. A $100.00 refundable deposit is required.

Certificate of Insurance. A certificate of insurance covering the event must be provided by the Sponsor, naming the Village of Harrison, its officers, board members, employees, and authorized volunteers as additional insured(s) with no exclusions.

Waste and Recyclables. The Sponsor shall provide adequate solid-waste and recyclables collection and disposal, at the Sponsor's sole expense, and shall not rely on village waste containers to meet this requirement. The required size and number of solid-waste and recyclables receptacles shall be according to standards determined by the Department of Public Works.

Toilets and Sanitation Facilities. The Sponsor shall ensure that adequate toilet and sanitation facilities are available to all attendees during the Special Event, at the Sponsor's sole expense.

Refer to the following table for the required number of toilets available for attendees. The number of attendees is at any given time, not aggregate.

Duration of event in hours	≤ 1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10
Attendee Count										
400-999	0	4	4	6	6	6	8	8	8	8
1000-1999	4	6	6	6	6	8	8	8	8	12
2000-2999	4	8	8	8	8	12	12	12	12	16
3000-3999	8	8	10	10	10	12	16	16	20	20
4000-4999	8	8	12	12	16	16	20	24	24	28
5000-5999	12	12	12	16	20	30	30	30	30	34
6000-6999	12	12	16	16	20	30	30	36	36	40
7000-7999	12	12	16	20	30	32	40	40	52	52
8000-8999	12	12	20	24	32	32	40	44	52	54
9000-9999	16	16	24	28	40	40	52	52	60	64
10000 and up	16	16	28	40	40	52	52	60	60	72

The required number of toilets may be met with toilets in private or public restrooms, with portable toilets, or any combination. Toilet facilities must comply with ADA requirements for accessibility.

Conditions of Permit.

The person requesting the permit agrees to the following:

1. To set-up and remove street closing barricades provided by the Public Works Department. Barricades will be delivered on the day before the block party (or Thursday if on a weekend) to the block representative whose name and contact information appears on this application. Barricades will be picked the day after the block party (or Monday if on a weekend).

2. Position all picnic tables, chairs, grills, and other leisure items, games and toys on one side of the street so that emergency vehicles could proceed through the area unobstructed if necessary.

3. Remove all items from the street including the barricades not later than 10:00pm.

4. No post holes/tent stakes of any kind can be put in pavement in road right-of-way.

5. Adequate provisions must be made to contain litter and to cleaning of the area at the conclusion of the event.

NOTE: Street closing permits will not be issued for neighborhood block parties on U.S. Highways, State Highways, County Trunk Highways, or Village Streets that serve as major traffic collectors, detour routes, or other streets which by their very nature are deemed hazardous.

Section 1- Event Information
Name of Event:
Event Date and Time:
Event Description:
Estimated Attendance:
Will there be amplified music?
Will there be street closures?
Section 2- Contact Information
Contact Name:
Address:
Phone:
Organization Name:

Is the organization a 501 (c)(3)?

Section 3- Legal Notice

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all Event organizers and participants must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Fees for park facilities and fireworks permits are in addition to the fees submitted for this application. I further understand that an incomplete application may be cause for denial of the event.

Signature_____   Date_____

OFFICE USE ONLY

Recommendation from Village of Harrison: ❏   Recommend **approval** of the permit

❏   Recommend **refusal** of the permit

Reasons if refusal:

Clerk Signature: *Approved on this date:*

Valid Dates