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# A GUIDE TO SPECIAL EVENTS IN THE CITY OF BARABOO

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The City of Baraboo is home to many unique and engaging special events. We are committed to supporting quality special events and welcome events that help make the City such a vibrant community. If this is your first time planning an event, or if you are thinking about making changes to an already existing event, give us a call before you complete your event plans – a conversation with City staff may help you save valuable time and can provide you with guidance in the development of your plans.

## **PLANNING A SPECIAL EVENT**

As you begin to plan a special event, think carefully about the impacts and benefits the event will bring to the community. The following are suggestions of some of the things you should think about when planning your event:

- Will the event use City resources, like police officers for event security or the Department of Public Works to close roads? If yes, you will need to reimburse the City for these costs. If the estimated costs will be more than \$500, you will need to post a bond for the anticipated amount prior to the event. Waivers of these costs are granted solely by the City's Finance Committee.
- If you want to close a street for the event, will the street closure block or impede access to the police station, fire station, hospital emergency access routes or schools? If yes, have you thought about alternatives?
- If you want to serve alcohol at the event, have you thought about how alcohol will affect the tenor, participant safety and enjoyment of the event, as well as security and insurance costs?
- If your event will have music, how will the noise impact the surrounding neighborhood?
- Have you made plans to ensure that your event is accessible to the disabled? Do your booths block ramp access? Is parking readily available? Will portable toilets accommodate wheelchairs?
- What other events are planned throughout the City on the chosen date of your event? Will they reduce attendance at your event or inhibit the ability of the City to provide necessary staffing?
- Who will be responsible for security at the event?

## **WHAT IS A SPECIAL EVENT?**

Municipalities define a special event differently. Here in the City of Baraboo, the City's Municipal Code defines a "special event" as:

A temporary gathering of people for a planned occurrence on City property such as, but not limited to, festivals, concerts, demonstrations, rallies, performances, parades and athletic events, which are not within the normal and ordinary use of that place or which, by the nature of the event, may have a greater impact on City services or resources than would have occurred had the event not taken place. A special event may also occur on private property if it will affect, impact or interfere with the normal and ordinary use of City property by the general public within the vicinity of the event and/or will require the use of extraordinary services. Whether the event is considered within the normal and ordinary use of the public facility or property shall be determined by the City department that maintains jurisdiction over the property. A special event may be a single day event or a multiple day event. The City Administrator or

designee shall have the exclusive authority to determine whether or not a license is required for any particular event. An event may be multiple day event. The City Administrator or designee shall have the exclusive authority to determine whether or not a license is required for any particular event. The following events are excluded from requiring a license:

1. Funeral processions;
2. Events organized solely by the City and where the City is the applicant;
3. Events which enter into a separate and specific agreement, which is approved by the Common Council, to hold the event pursuant to the terms of the individual agreement. The Council is authorized to modify the terms or requirements of this Ordinance within such an agreement, provided the modifications meet the spirit if not the letter of this Ordinance.

If your event does not meet the definition of being a special event, you will not need a Special Event License. To help you determine if your event needs a Special Event License, answer these questions:

1. **Does the event involve a planned temporary gathering of people (such as a fair, festival, concert, demonstration, show, performance, walk/run, etc.)?** If you answered yes to this question, continue on to question two. If you answered no, the event does not need a Special Event License.
2. **Is the event taking place on City property?** If you answered yes to this question, go on to question 3. If you answered no, the event does not need a Special Event License UNLESS the event will use City services (e.g., police officers to direct traffic after a very large house party).
3. **Is the event something that would normally and ordinarily take place at the event location (e.g., a family picnic in a park, a 5k-run on a sidewalk?)** If you answered yes to this question, the event does not need a Special Event License UNLESS the event will use City services (e.g., police officers to stop traffic to allow the 5k-runners to safely cross the street). If you answered no to this question, go on to question 4.
4. **Is the event a funeral procession or an event organized solely by the City of Baraboo?** If you answered yes to this question, the event does not need a Special Event License. If you answered no to this question, go on to question 5.
5. **Does the event have a separate agreement with the City for the event?** If you answered yes to this question, the event may not need a Special Event License - please speak to the City Administrator for additional details. If you answered no to this question, the event will need a Special Event License.

## **SPECIAL EVENT LICENSE**

Special events require a Special Event License. The application for a Special Event License is available on the City of Baraboo's website. The application must be submitted at least **30 calendar days before the event**. Late applications will not be accepted. When you submit the application you will need to provide:

1. **Applicant Information**. This includes the applicant's name, address, phone number and email address. All applicants must be at least 18 years old. If the event is being sponsored by a business or other legal entity, the applicant must be authorized to apply for the license on behalf of the business or entity.
2. **Proof of Insurance**. The minimum amount of insurance required for all special events is \$300,000 for the injury or death of one person, \$50,000 for property damage, and an aggregate of \$1,000,000 coverage for the event. Additional insurance may be required. The insurance company providing the insurance must be licensed here in Wisconsin.

3. **Application Fee.** The license application fee is \$150.00, but is waived automatically for tax exempt organization and government entities. This fee is non-refundable.
4. **Security information.** All events require at least one person who is designated as head of security. This person must be at least 18, and must be at the event for the duration of the event. They must also be able to be reached at all times during the event by the City, and be able to call 911 during the event in case of an emergency. Large events are encouraged designate additional security personnel.

Remember – once you get a license you are responsible for the event! Make sure you are familiar with all of applicable rules and regulations for your event, including:

- If the City's costs related to the event are anticipated to exceed \$500, you will be asked to provide a bond. After the event is concluded, you will be invoiced for the actual costs of the event. If you do not pay the amount within 30 days of the date of the invoice, the City will apply the bond to the invoice and may take other efforts to collect any outstanding balance.
- Set-up for an event, including, dropping off supplies and erecting tents, cannot occur more than four hours in advance of an event unless approval has been granted in writing by the Department head or designee with jurisdiction over the location of the event.
- Any instructions or information about or pertaining to an event applied directly to City property must be no more than twelve inches in height and two feet in length. Only white, temporary, water-based marking paint or landscape chalk is permitted.
- It is the responsibility of the applicant to ensure an adequate number of toilets and waste receptacles are present at the event, and to ensure the location of the event is left in the same condition it was in prior to the event. All clean-up efforts must be completed within four hours after the conclusion of the event unless approval for additional clean-up time has been granted in writing by the Department with jurisdiction over the location of the event.
- It is the responsibility of the applicant to ensure the event is ADA compliant to the extent legally required, and that all rules, ordinances, statutes and codes are followed.

## **FAQ'S**

**Q: I didn't know I needed a Special Event License and my event is less than 30 days away – can I still get a license?**

A: Because of the amount of preparation the City must take prior to special events, late applications are not accepted. However, depending on the nature of the event and how much time there is until the event, the City may be willing to enter into a separate agreement with you regarding the event. Contact the City Administrator for more information.

**Q: Why do I need a Special Event License to hold a political demonstration to protest something? Isn't that a violation of my rights?**

A: The City is dedicated to protecting people's right to assemble as well as people's freedom of speech. At the same time, the City has a duty to prepare for events in order to protect its citizens and ensure that the City's public spaces are available for everyone to use. If a planned demonstration or protest is going to be on City property and be beyond the normal and ordinary use of the property (and/or if the event will use City services), the event will need a Special Event License. NOTE: For safety reasons, you should alert the Baraboo Police Department of any protest or demonstration even if it does not need a Special Event License.

Example 1: Demonstrators plan on walking along a City sidewalk but will disrupt the ability of others to use the sidewalk and will not use any City services. This event would not need a Special Event License.

Example 2: Demonstrators plan to conduct a protest by obstructing a sidewalk or street by standing together in a large group. This event will need a Special Event License.

Example 3: Demonstrators plan to walk from the Police Department to the Courthouse along the sidewalk in a group large enough that traffic may be held up at intersections. This event will need a Special Event License.

**Q: My organization can't afford to pay the license application fee or the cost for the City's services. Can I get the application fee and costs waived?**

A: The license application fee is automatically waived for all non-profit organizations and government entities – there are no other ways to waive the license application fee. The costs for City services MAY be waived by the City's Finance Committee. If you are concerned about the City's costs, you may request to be heard at the next regularly scheduled Finance Committee meeting. The Finance Committee will waive the Costs based on evaluating:

1. Whether the applicant is a tax exempt organization.
2. The total costs for the event.
3. Whether the event was sponsored by a unit of government.
4. Whether the event is protected speech under the First Amendment to the US Constitution.

**Q: My event is going to close down at least one street. Will this be a problem?**

A: Events that will close a street or other public right-of-way needs prior approval of the City's Public Safety Committee. Once the City receives your completed application, the application will be forwarded to the Committee for review and action. You are welcome and encouraged to attend the meeting.

**Q: I have my license but now we want to change the event by closing a road (or changing the event location, the time of the event, etc.). Can we do this?**

A: Maybe. If the change to the event is not something that will effect City services, the City may be able to make a change to the event information on the license. Contact the City Clerk for more information.

**Q: I have my license but now the weather is looking bad for the day of my event. Can I cancel the event or switch the day the event is supposed to take place?**

A: You can cancel your event at any time, just be sure to let people who were going to attend your event know the event is cancelled! All license fees and costs are nonrefundable, but the City will try to work with you to reschedule your event for a different day or time.

**Q: How do I get permission to serve alcohol at my event (or play loud music, or have food vendors, or have a fire performer perform, or a set off fireworks, etc.)?**

A: Some activities will require a separate license or permit, which must be applied for separately from the Special Event License. See below for a list of activities and the department or agency to call for more information.

## CONTACT INFORMATION

QUESTION	DEPARTMENT/AGENCY	PHONE NUMBER
<ul style="list-style-type: none"> <li>• Special Event License                             <ul style="list-style-type: none"> <li>• Alcohol License</li> </ul> </li> <li>• Operator (Alcohol) License                             <ul style="list-style-type: none"> <li>• Vendor Permit</li> <li>• Insurance</li> </ul> </li> </ul>	City Clerk	608-355-2700
<ul style="list-style-type: none"> <li>• Fireworks Permit</li> <li>• Fire Performer Permit</li> <li>• Building Safety</li> </ul>	Fire Department	608-355-2710
<ul style="list-style-type: none"> <li>• Road Closures and other Right-of-Way Use</li> <li>• City Maps (for Route Planning, etc.)</li> <li>• Light/Noise Variances</li> </ul>	Department of Public Works	608-355-2735
<ul style="list-style-type: none"> <li>• Event Safety/Security</li> <li>• Road Closures and other Right-of-Way Use</li> <li>• Statute and Code Compliance</li> </ul>	Police Department	608-355-2720
<ul style="list-style-type: none"> <li>• Park and Trail Use/Reservations                             <ul style="list-style-type: none"> <li>• Park Hours</li> </ul> </li> </ul>	Park, Recreation and Forestry Department	608-355-2760
<ul style="list-style-type: none"> <li>• Food Vendors</li> </ul>	Sauk County Environmental Health Department	608-355-3290
<ul style="list-style-type: none"> <li>• Amusement Rides</li> </ul>	Wisconsin Department of Safety and Professional Services	608-266-2112
<ul style="list-style-type: none"> <li>• Events at the Baraboo-Wisconsin Dells Regional Airport</li> </ul>	Airport Manager	608-355-2715