

Memo

To: Village Board

From: Chris Clark, Director of Parks, Recreation, & Forestry

Re: Special Event Authorization for Pooches and Pints Summer Kickoff Community Event at Green Isle Park

Date: May 7, 2019

Name of Organization/Person:

Village of Allouez – Parks, Recreation, and Forestry Department

Title Sponsor: Green Bay and Allouez Animal Hospital

Partners:

Mossakowski Family Dog Park

Lucky 7 Dog Rescue

Purpose of Event:

Pooches and Pints Summer Kickoff is an annual community event to bring pets and their owners to Green Isle Park for socialization, live music, food, beer vending, and fun. Last year was the inaugural event and was a great success. The Village will be using the event as an opportunity to educate attendees on proper pet etiquette in village parks as well as village dog licensing. This event will be the first of two held during 2019.

Location of Event:

Green Isle Park – on the north side of the park around the pavilion and gazebo

Date(s) and Time(s) of Event:

Thursday June 13th, 2019 4 pm – 8 pm

Recurring Event: Yes No

This is the second year of this event.

Alcohol Sales Request: Yes No

Lucky 7 Dog Rescue is a non-profit organization that will hold the picnic license and temporary operator license. We will obtain these licenses upon approval of the event.

Vending/Concessions/Admission Fees:

Yes

No

There will be some pet friendly vendors selling goods. These will be listed on the application prior to the event.

Other Requests:

- We will need a noise variance for the band to play at the event.
- Waive all fees for licenses and permits as this is a Village sponsored event

Background Information:

This unique dog friendly community event will include live music, food trucks, and beer. The idea for this event was envisioned as a gathering of people and their pets to enjoy live music in the park while drinking a beverage of their choice. There will be a temporary fenced off lease area for dogs to run and socialize. The community event will be scheduled on a Thursday evening from 4 pm to 8 pm with music from approximately 4:30-7:30 pm. It will conclude by 8 pm so that cleanup is done before dark.

Volunteers from the Mossakowski Family Dog Park and Lucky 7 Dog Rescue will be assisting with event operations throughout the evening as well as selling tickets for raffle prizes. Kay Distributing will be providing the beer as well as marketing posters.

Lucky 7 Dog Rescue will be working with the beer and beverage sales and will check identification and giving out wristbands for alcohol sales. The Brown County Sheriff Department will be available for security as well as selling fundraising items to support their Police K9 program. Green Bay and Allouez Animal Hospital will host a Q&A session for pet owners during the event.

All proceeds after all expenses are paid will be split amongst the partnering organizations.

Attachments:

Applications

Map

ALLOUEZ DOG EVENT



OFFLEASH
DOG AREA



MUSIC/BAND



BEER/BEVERAGE
SALES



RESTROOMS



FOODTRUCKS

GREEN ISLE PARK





VILLAGE OF ALLOUEZ
RUNS/WALKS AND SPECIAL EVENT APPLICATION/PERMIT
Parks and Recreation Department · 1900 Libal St. · Allouez, WI 54301

Application Submittal fee: \$25 for Allouez Residents/ \$50 for Non-Allouez Residents

This application must be submitted with payment for approval no less than four (4) weeks prior to date of the event.

Complete the following information:

Is this a re-occurring event YES NO (New applications must be approved by the Village Board)

*As of August 7, 2010 the Village Administrator, with department head recommendation, is authorized to approve reoccurring events. Village Board will be notified of the event.

ORGANIZATION/LEAGUE NAME: Village of Allouez

Individual Partnership Corporation Association

EVENT NAME: Pooches & Pints Summer Kickoff

Main Contact: Chris Clark Email: chrisc@villageofallouez.com

Address: 1900 Libal St. City/State/Zip: Green Bay, WI 54301

Primary Phone: 920-448-2800 Other Phone: _____

EVENT INFORMATION

Date of Event: June 13th, 2019 Time of Event: Start Time: 4:00 am pm
End Time: 8:00 am pm

Number of participants/spectators expected: _____

Please provide the Village with brief information on your event (i.e. what is your event, what groups/charities does it support, etc.)

This is a dog friendly community event with live music, food trucks, beer sales, and pet friendly vendors.

Please answer the following questions:

1.) Is this event a run/walk? YES NO

** If YES, please continue with questions below. If NO please skip to question 2.

1a.) Location or route of event (please include map) _____

1b.) How will the route be marked? _____

1c.) How will route monitors be identified? _____

1d.) Other traffic control provisions? _____

2.) Will you need stand-by rescue services? YES NO

** If YES stand-by Allouez rescue squad service is requested, \$375.00 per hour is charged. If you request police coverage, you must contact Brown County Sheriff's Department and arrange for coverage with them. Allouez does not provide police coverage.

3.) Will you be selling any goods? YES NO

**If YES a vendor permit is required and village board approval. Extra fees will apply for this.

4.) Will you be selling any alcohol? YES NO

**If YES a temporary sellers permit is required and village board approval. Extra fees will apply for this.

5.) Will you be requiring any Village Facilities? YES NO

**If YES please complete a Facility Reservation Form. Extra fees will apply for this.

6.) Will you be requiring any Village Athletic Fields or Courts? YES NO

**If YES please complete an Athletic Facility Reservation Form. Extra fees will apply for this.

Conditions of Permit:

- 1.) All street intersections along the event route are to be supervised by person 19 years of age or older.
- 2.) Events will allowed only during daylight hours.
- 3.) No events will be allowed during regular week day rush hours.
- 4.) The Village of Allouez will not provide barricades for any events; however the Village will provide traffic cones on an availability basis. The cones must be picked up and returned by the event sponsors. The Village will charge for any missing traffic cones. The village may require a cash deposit from which the cost of missing cones will be deducted.
- 5.) For all walk/run events, any permanent markings of course is prohibited. Event organizers shall use only temporary signs, paint, chalk, etc.
- 6.) The permittee at its sole cost shall obtain and maintain general liability insurance for the activity in the minimum amount of \$1,000,000.00 for damages arising out of personal injuries to any one person and \$250,000.00 for damages to property, in any one accident, and shall furnish the Village with a certificate of insurance naming the Village as an additional insured not less than five (5) business days prior to the start of the event. The permittee (and in case of individuals, partnership and associations, the names responsible person and the person signing this agreement) shall indemnify and save harmless the Village and its officers, employees, and representatives, against any and all injuries and damages to persons and property, and shall defend, indemnify and save harmless the Village and its officers, employees and representatives from any and all claims, demands, suits, actions, costs, expenses and proceedings of every kind and nature, including any claims for injuries and/or damages caused either I while or in part by the negligence of the Village, its officers, employees or representatives, which in any way results from or arise out of such activity.
- 7.) **MUSIC/DISC JOCKEYS/NOISE:** Ord. 302-5 The use of sound amplifiers outside buildings within the Village of Allouez is prohibited without a permit to do so from the Village. A sound amplifier shall not be operated between 10pm-7am or in the vicinity of churches while services are being conducted or near schools that are in session. The village may order a reduction in the volume of an amplifier on complaint being made by a citizen, or when such loud speaker is a nuisance because of the volume, the method in which it is being used, or the location in which it is being operated. Disc Jockeys and Bands are welcome inside Green Isle Park pavilion.
- 8.) **PORTABLE TOILETS:** When crowd size exceeds the capacity of the permanent toilet facilities, additional toilet facilities must be provided by the renter. There shall be 1 toilet unit for every 100 people. Toilets must be removed following the end of the event. Portable toilets that are on site must also be pumped out by the renter during the event, if necessary, and after the event.
- 9.) **SALES:** No person shall vend, sell or offer for sale any food, beverage or other commodity or article to the public without authorization from the Village Board. Individuals or groups obtaining such authorization are responsible for obtaining all necessary permits/licenses for their function.

Christopher Hillclark 5/2/19
 Signature of Responsible Person Date

Date of Approval by Village: _____ Signature of Administrator: _____

STAFF APPROVAL: Review for other events that may conflict with this request, street repairs/construction that may interfere or if rescue services are requested. <i>Please approve with signature and date below.</i>	
Public Works Director _____	Assistant Fire Chief _____
Park and Recreation Director _____	DEO Officer _____



VILLAGE OF ALLOUEZ
FACILITY RENTAL APPLICATION

Parks, Recreation, & Forestry Department · 1900 Libal St. · Allouez, WI 54301

Complete the following information:

Name of Group or Individual: Village of Allouez

Please Check the Category you or your group is associated with (Category Descriptions Below):

[X] Category 1 [] Category 2 [] Category 3

Email: chrisc@villageofallouez.com

Address: 1900 Libal St.

City/State/Zip: Green Bay, WI 54301

Primary Phone: 920-448-2800

Other Phone:

FACILITY RENTAL INFORMATION

Open Air Shelters: [] Kiwanis [] Langlade
Gazebos: [] Wiese Gazebo East [] Wiese Gazebo West
Enclosed facilities: [] Community Center [] Village Hall (No Online Rental) [X] Green Isle Park

Date of Event: June 13, 2019 Private Event [] Open to the Public* [X]
*If open to the public, a Certificate of Insurance is required. See rental policies and procedures.

Reserve Time: Start Time: 3:00 am/pm End Time: 9:00 am/pm
Reserve time includes setup and cleanup
Type of Rental (i.e. wedding, party, reunion, etc.): Special Event

Number of persons attending: 300

RENTAL DETAILS:

Will alcoholic beverages be served? [X] YES [] NO
Do you plan to sell alcohol? [X] YES [] NO
**If yes a temporary liquor license is required through the village clerk.
Will there be amplified sound/music (i.e. live band, DJ, stereo system, etc.) [X] YES [] NO
*Noise policy guidelines attached.
If yes, what type Band
What time? From 4:30 am/pm to 7:30 am/pm
Will you use a grill, fryer, booyah kettle or other cooking utility? [] YES [X] NO
Will you be selling any goods? [X] YES [] NO
**If yes a vendor permit is required and village board approval.

Category Descriptions

Category 1: Government Agencies, Non-Profit Organizations, Recreational Groups within the Village of Allouez.
*Category 1 groups must make reservation at Village Hall and must show proof of exempt status at time of reservation.

Category 2: Village of Allouez Residents, Charitable Groups within the Village of Allouez, Schools.

Category 3: Non-Residents of Allouez, For-Profit Businesses.

Examples:

Government Agencies: Department of Transportation, Department of Natural Resources, Brown County Library.

Non-Profit Organizations: (any group with 501 (c) (3) status): Boy/Girl Scouts, Youth Association Groups, YMCA.

Charitable Groups within the Village of Allouez: (any group without 501 (c) (3) status): Special Interest Groups, Church Organizations, Sports Teams/Clubs.

Non-Residents of Allouez: Any individual who lives outside of the Allouez Village limits.

For-Profit Businesses: Any group or individual who operates for a profit.



VILLAGE OF ALLOUEZ
BROWN COUNTY, WISCONSIN

VENDOR PERMIT – SPECIAL EVENTS IN VILLAGE PARKS AND FACILITIES
TRANSIENT MERCHANT

(Vendors under sponsorship of non-profit or profit organizations)

Village of Allouez
Name of sponsoring organization

1900 Libal St. Green Bay, WI 54301
Address

Green Isle Park
Event Location

Chris Clark
Name of organization agent

Pet friendly community special event
Nature or Character of Special Event

June 13, 2019 4 - 8 pm
Date and Length of Time of Event

Vendor Permits Subject to Village Board Approval

Village Board Approval Granted _____

Fee Schedule per Event

\$25.00	0-25 Vendors
\$50.00	25-50 Vendors
\$75.00	Over 50 Vendors

Sponsoring organization shall pay the appropriate fee listed above to the village. Non-profit vendors shall be exempt from the fee. (Tax Exempt number is required)

For Office Use Only:

FEE: Exempt

DATE RECEIVED: _____



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Allouez Village Hall • 1900 Libal Street • Green Bay, WI 54301-2453 • (920) 448-2800 • Fax (920) 448-2850

NOISE VARIANCE PERMIT APPLICATION

Completed application must be filed with the Village Administrator 30 days prior to the event or activity. The Village Administrator may waive the time limit when compliance therewith is impractical.

Type of Event/Activity: Pooches & Pints Summer Kickoff Special Event

Date(s) of Event/Activity: June 13, 2019 **Time(s) of Operation:** 4-8 pm

Location of Event: Green Isle Park **# of people attending (approx.):** 300

Reasonable measures that will be taken to minimize noise & reduce impact to neighbors:

Band will keep amplified music at a reasonable level and will be projected to the east away from homes.

Noise generating equipment that will be used:

Amplified music

Person in charge of & responsible for the event/activity: Chris Clark

Address: 1900 Libal St., Green Bay, WI 54301 **Contact phone #:** 920448-2800

Christopher H. Clark
Applicant's Signature

5/2/19
Date

**** All additional police service expenditures will be billed to applicant ****

§ 302-5 : The use of sound amplifiers outside buildings within the Village of Allouez is prohibited without a permit to do so from the Village. The Village shall not grant a permit to use a sound amplifier during nighttime hours (10:00 p.m. to 7:00 a.m.) or to operate such sound amplifier in the vicinity of health facilities, churches while services are being conducted, or schools which are in session. The Village may order a reduction in the volume of such sound amplification on complaint being made by a citizen or when such sound amplification is a nuisance because of the volume, the method in which it is being used, or the location in which it is being operated.

<p align="center"><u>OFFICE USE ONLY</u></p> <p><input type="checkbox"/> DEO approval after consultation</p> <p><input type="checkbox"/> Village Board approval</p>
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FEE: \$10.00
Copy of Driver's License

Receipt No. _____

TEMPORARY OPERATOR'S LICENSE APPLICATION

(application should be on file 3 weeks prior to event)

TO THE VILLAGE BOARD OF THE VILLAGE OF ALLOUEZ, COUNTY OF BROWN, STATE OF WISCONSIN:

I hereby apply for a temporary operator's license to serve, on (date) June 13th 2019 (time), 3:00 - 8:00pm Inclusive, Fermented Malt Beverages, subject to the limitations imposed by Section 66.054(11) and 176.05(1) Wis. Stats. and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages if a license be granted to me. I will be serving fermented malt beverages at the Green aisle park sponsored by the Kay Distributing.

I certify that I am 18 years of age, a citizen of the United States and a resident of the State of Wisconsin for at least one year.

NAME (PLEASE PRINT) Madelin Szymanski
ADDRESS 1326 Parlier St.
DATE OF BIRTH 06/06/93
PHONE 920-217-0890

Have you ever been convicted of any felony or of violating any law of the State of Wisconsin or of the United States? NO If yes, state the date of such conviction, the name and location of the Court in which the conviction took place and the nature of the offense:

Have you been convicted of violating any license law or ordinance regulating the sale of fermented malt beverages or intoxicating liquors? NO

Signature of Applicant Madelin Szymanski Date 4/10/19

_____, being first duly sworn on oath says that she/he is the person who made and signed the foregoing application for a temporary operator's license;

Subscribed and sworn to before me
this _____ day of _____, 20 _____.

Person authorized to administer oaths

If a Notary Public, Brown County, Wisconsin,
state date that your commission expires: _____

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: 4/10/19

Town Village City of Albion

County of Brown

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 lucky 7 dog rescue corp
 (b) Address 1602 Zita (Street) De Pere, WI 54115
 Town Village City

(c) Date organized 06/06/2016

(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 Madelaine Szymanski
 Vice President Jamie Szymanski
 Secretary Audrey Thomas
 Treasurer Marcy McGrath

(g) Name and address of manager or person in charge of affair: Madelaine Szymanski
1326 Portier St. Green Bay WI 54301

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 Green aisle park
 (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 pooches and pints
 (b) Dates of event June 13th 2019

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.

Officer Madelaine Szymanski (Signature/date) 4/10/19
 Officer Jamie Szymanski (Signature/date) 4-10-19
 Officer Marcy McGrath (Signature/date) _____
 Officer Audrey Thomas (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.