



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

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

Complete the following information:

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: ASNew - Autism Society  
 Individual  Partnership  Corporation  Association (Non-Profit)

Main Contact: Sue Mottl Email: Smottl15779@AOL.com

Address: P.O. Box 13454 City/State/Zip: Green Bay, WI 54307

Primary Phone: 288-0100 Other Phone: 264-8067

EVENT INFORMATION

Date of Event: 9-19-15 Time of Event: Start Time: 6:00 am/pm End Time: 12:00 am/pm

Number of participants/spectators expected: 350

Location or route of event (please include map) In Park - 2.9 miles

How will the route be marked? Mile Markers  
How will route monitors be identified? Signs

Other traffic control provisions? \_\_\_\_\_

Will you need stand-by rescue services?  YES  NO  
\*\* If 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.

Will you be selling any goods?  YES  NO  
\*\*If yes a vendor permit is required and village board approval.

Conditions of Permit:

- All street intersections along the event route are to be supervised by person 18 years of age or older.
- Events will allowed only during daylight hours.
- No events will be allowed during regular week day rush hours.
- 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.
- 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 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.

Signature of Responsible Person: Sue Mottl (ASNew) Date: 1-21-15

Date of Approval by Village: 2-3-15 Signature of Administrator: [Signature]

STAFF APPROVAL: Review for other events that may conflict with this request, street repairs/construction that may interfere or if rescue services are requested. Please approve with signature and date below.

|  |                                 |
|--|---------------------------------|
| Public Works Director: <u>[Signature]</u>        | Fire Chief: <u>[Signature]</u>  |
| Park and Recreation Director: <u>[Signature]</u> | DEO Officer: <u>[Signature]</u> |

**Green Isle Park Pavillon/Gazebo Rental Contract**

The heated Pavillon fee covers kitchen facilities with stove, oven, and refrigerator, electricity, gas fireplace, tables and chairs to seat approximately 150 people, and the use of the gazebo and grill. **The maximum capacity is 199.**

1. Name of group or Individual: ASNew- Autism Society of Northeast Wisconsin

2. Reservation Day/Date: Sat. Sept 19<sup>th</sup> 6 AM 12 pm  
(Day) (Date) (From) (To)

3. Will you be renting:  Pavillon only  Pavillon & Gazebo  Gazebo only

4. Will you allow another party to rent the Gazebo (1 hr) during your Pavillon rental? Yes/No  
 \*\* If yes to question #4, please give times the Gazebo is available: \_\_\_\_\_  
(From) (To)

Note: Please understand that if the Pavillon is rented, that party has first choice in using the Gazebo. If they do not choose to use the Gazebo, this facility can be rented out separately by another party.

6. Type of Reservation (Wedding, reunion, picnic, etc): walk Approx # people (Maximum 199): 300

**SPECIAL EVENTS OPEN TO THE PUBLIC:** For events open to the general public, such as a charity run, craft show, fund raiser, or a service organization function for 150+, special arrangements must be made including your possibility of having to arrange for private trash removal and getting Village Board approval for the rental. Please call 448-2804 well before your rental to discuss details.

**SALES, ADMISSION FEES:** NO PERSON shall vend, sell, or offer for sale any food, beverage, or other commodity or article within any park 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.

NO admission fee, donation, contribution, or other charge shall be made or permitted to be made or collected by the person/organization hereunder for admission to the rental facility without authorization of the Village Board. If either of the provisions are violated, the premises shall be vacated immediately and all rights hereunder forfeited. Contact Brad Lange, Village Administrator, for more information on obtaining Village Board Approval.

Music played outside the pavillon may require a noise-variance permit per ordinance #5.07. Please contact the village clerk-treasure 4-6 weeks before your rental on obtaining Village Board Approval.

**FERMENTED MALT BEVERAGES CANNOT BE SOLD AT THE EVENT NOR SERVED TO MINORS.**  
 Exception: A temporary Class "B" (picnic) beer license and a temporary Class "B" (picnic) wine license may be issued only to "bona fide" clubs, fair associations or agricultural societies, churches, lodges or societies that have been in Existence for at least six months, and to veterans organizations. An individual, partnership or business corporation is not eligible for a picnic license. State Statutes 125.26 (6) and 125.51 (10). For more information contact Brad Lange, Village Administrator, at 448-2800.

I understand the stated policies as listed above and on the reverse side, and agree to the terms.  
 Signature: [Signature] Address: 2659 Hillside Heights Drive  
 Daytime Phone: 288-0100 City, State, Zip: Green Bay, WI 54311  
 Email Address: smott15779@aol.com

Cleaning Deposit check made payable to: \_\_\_\_\_  
 (If different than above).

| FOR OFFICE USE ONLY            |             |           |
|--------------------------------|-------------|-----------|
| Pavillon Deposit: \$40.00      | (Amount)    | (Date Pd) |
| Gazebo Rental/\$10.55 per hour | (Amt Pd)    | (Date Pd) |
| Balance Due:                   | (Amount)    | (Date Pd) |
| Cleaning Deposit: \$250.00     | (Date Paid) | (Rec #)   |
| Cleaning Deposit Returned:     | (Date)      | (Check #) |

6-10am: 123.22  
 10-12pm: 43.60  
\$ 166.82

[Signature]  
 (Authorized Department Signature)