

BOYCEVILLE POLICE DEPARTMENT

903 MAIN STREET STE. C, BOYCEVILLE, WI 54725



LARGE ASSEMBLY PERMIT APPLICATION

INSTRUCTIONS

Application for a request for a permit to be issued for a large assembly (Ord. 5-1-8) of 500 or more people for four or more hours on public or private property. Applications may be submitted to the Village Hall or via email. Applications shall be submitted at least 60 days prior to the planned event. All applications for other permits (Street Use, Class B Temporary license, etc.) shall be submitted at the same time. Reservations for the use of Village owned property shall also be submitted at the same time. **Late applications will not be accepted.**

Fees: The applicant shall submit the fee with application. Applications that require the use of extraordinary Village services may require pre-payment for those services or a signed agreement. The applicant will be responsible for any costs for those services.

APPLICANT INFORMATION

Event Name:		Event Type:	
Organizer/Sponsor:		Organization Type: <input type="checkbox"/> Business <input type="checkbox"/> Non-Profit <input type="checkbox"/> Government	
Address: Street	City	State	Zip Code
Event Coordinator:		Phone:	
Email:			
Secondary Contact:		Phone:	

EVENT INFORMATION

Location:			Location Type: <input type="checkbox"/> Park/Public Property <input type="checkbox"/> Street/Alley <input type="checkbox"/> Private Property		
Property Owner:		Property Owner Address:			
Property Owner Phone:		Property Owner Email:			
Property Owner Signature (By signing below, I consent to this event occurring on my property):			Date:		
Event Dates (Including set-up and clean-up time):		Start Date	End Date	Start Time	End Time
<input type="checkbox"/> Single Day Event					
<input type="checkbox"/> Multi-Day Event (consecutive days)					
Daily Projected Attendance (Including event staff, volunteers, participants, and spectators):			Admission Tickets: <input type="checkbox"/> Yes <input type="checkbox"/> No	Maximum # of Tickets:	
Event Details (Check all that apply):					
<input type="checkbox"/> Sound Amplification Must comply with the provisions of ordinance 11-2-4.			<input type="checkbox"/> Fireworks A Fireworks Permit must be submitted with this application. (Ord. 7-6-1)		
<input type="checkbox"/> Vending Food vendors must have valid Dunn County Health Department permits.			<input type="checkbox"/> Parade A Street Use Permit must be submitted with this application. (Ord. 7-7-1)		
<input type="checkbox"/> Alcohol Sales Temporary class B license required from Village Hall and licensed operators on duty. (Ord. 7-2-15)			<input type="checkbox"/> Park Reservation Park reservations must be submitted with this application. (Ord. 12-1-5)		
<input type="checkbox"/> Amusement Rides All rides shall be licensed Wisconsin DSPS. (Wisc. SSP 334)			<input type="checkbox"/> Animals Animals present must comply with ordinances. (7-1-4 Restrictions/7-1-7 Animal Feces/7-1-8 Prohibited Animals/7-1-9 Animal Abuse and Neglect)		

LARGE ASSEMBLY PERMIT APPLICATION CONTINUED

EVENT PLANS

Provide information about each category below. Please attach a site plan with details as noted. Attach additional documents as needed.

<p>1. Describe your plans for providing access to drinking water, toilets, and hand washing stations for attendees. Include how many toilets and hand washing stations and approximate locations on your site plan.</p> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div>	<input type="checkbox"/> Staff Approval Notes:
<p>2. Describe your plans for disposing of solid waste and recovering recyclable materials. Include who is responsible for removing waste and indicate on your site plan how many trash and recycling receptacles and their approximate locations.</p> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div>	<input type="checkbox"/> Staff Approval Notes:
<p>3. Describe your first aid and fire protection plans. Include the approximate location of aid stations, how many ambulances and what service(s) they belong to, and where they will be pre-deployed on the site plan. State where fire exits/lanes are planned and where fire protection equipment will be placed on the site plan. First Aid/EMS Staffing Requirements (Based on attendance) <input type="checkbox"/> Waiver - Downtown <input type="checkbox"/> Medical Aid Station (>2500) <input type="checkbox"/> 1 Ambulance (>5000) <input type="checkbox"/> 2 Ambulance (>10000) <input type="checkbox"/> 3 Ambulances (>30000)</p> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div>	<input type="checkbox"/> Staff Approval Notes:
<p>4. Describe your traffic control and parking plans. Include if the use of Village signs, cones, or barricades are needed. Indicate on the site plan the traffic flow, parking areas, and locations of signs or barricades.</p> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div>	<input type="checkbox"/> Staff Approval Notes:

LARGE ASSEMBLY PERMIT APPLICATION CONTINUED

EVENT PLANS – CONTINUED

5. Describe your crowd control and security plan. Include what officers are working, their agency, and scheduled shifts. If controlling access, advise where fencing will be placed and where entry/exit locations will be. Police Officer Staffing Requirements (Based on attendance) <input type="checkbox"/> 1 officer (>500 & No alcohol) <input type="checkbox"/> 2 officers (>500 w/ Alcohol) <input type="checkbox"/> 3 officers (>2500) <input type="checkbox"/> Police Department Plan (>5000)	<input type="checkbox"/> Staff Approval Notes:
6. If the event is during hours of darkness, describe your lighting/illumination plan.	<input type="checkbox"/> Staff Approval Notes:
7. Describe your communications plans. Include your plans for providing weather warnings and emergency notifications/cancellations. If you are using amplified sound, state the times speakers will be used.	<input type="checkbox"/> Staff Approval Notes:
8. If concessions are sold, list the vendors, type of concessions (food/craft/amusement/alcohol), and any applicable permit numbers on the attached vendor list. Print and complete as many list pages are needed. Vendors List Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Staff Approval Notes:

ACKNOWLEDGMENT OF APPLICANT

By signing below, I certify that I am at least 18 years of age, that I have read and understood the Large Assemblies ordinance (5-1-8) and that I agree to the terms and conditions contained in the ordinance. Further, I agree that I shall indemnify and hold the Village, its appointed, hired and/or elected officers, agents, employees and designees free and harmless from and against all costs, claims, damages, losses and expenses, including but not limited to, legal fees and expenses that may be incurred on account of damages, deaths or injuries arising out of or resulting from the holding of the event and/or assembly, and/or the conduct of the applicant, promoters, performers, performance participants, product vendors, audience members and any and all other persons or entities in any way participating in, or involved in the event.

My signature further confirms that I understand the filing of this application does not ensure the issuance of a Large Assembly Permit. I will be responsible for ensuring the event and event participants comply with all applicable Village ordinances, state health laws, fire codes and alcohol licensing regulations and any other applicable laws, rules and regulations including the Large Assemblies ordinance. Fees for facility rentals, vendor permits, fireworks permit, other municipal services and equipment, etc., are in addition to the Large Assembly Permit fee. I am authorized to apply for this Large Assembly Permit on behalf of the organization holding the event (if applicable). The information contained in this application is true and correct to the best of my knowledge. I understand that intentionally providing false or misleading information in this application will be basis for denial/revocation of the permit and may lead to civil or criminal penalties. I understand that the event and permit may be terminated by a law enforcement officer if the health, safety and welfare of the public appears to be endangered by the activities generated because of this event or if the event is in violation of any of the conditions of the permit or Village ordinances.

Signature of Applicant

Date

STAFF USE ONLY

Permit Approved: ☐ Yes ☐ No ☐ Police - _____ ☐ Public Works - _____ ☐ Village Hall - _____
Fees or Services Required:

Chief of Police

Date

Permit #

**LARGE ASSEMBLY PERMIT APPLICATION
CONTINUED**

Vendor List

VENDOR / TYPE	PERMIT #	OWNER OR REPRESENTATIVE			
ADDRESS	CITY	STATE	ZIP CODE	PHONE NUMBER	

VENDOR / TYPE	PERMIT #	OWNER OR REPRESENTATIVE			
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