

Memo

To: Village Board

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

Re: Special Event Authorization for Wisconsin Wildfire Softball to Hold a Softball Tournament at Riverview Park.

Date: May 16th, 2017

Name of Organization/Person:
 Wisconsin Wildfire Softball / Steve Austin

Purpose of Event:
 Youth softball tournament

Location of Event:
 Riverview Park softball facility – 4 diamonds

Date(s) and Time(s) of Event:
 Saturday and Sunday (Oct. 7 & 8) to be held from 8 am – 7:30 pm.

Recurring Event: Yes No

This is the first time that they have held the event in Allouez however they hope to hold the tournament annually in the future.

Alcohol Sales Request: Yes No

Vending/Concessions/Admission Fees: Yes No

They will be selling concessions in the concession stand.

Other Requests:
 None

Background Information:
 None

Attachments:
 Facility Rental Application
 Special Event Application



VILLAGE OF ALLOUEZ
2017 ATHLETIC FACILITY RESERVATION PERMIT
 Parks and Recreation Department 1900 Libal St. Allouez, WI 54301

Complete the following information

ORGANIZATION/LEAGUE NAME: Wisconsin Wildfire Softball Youth Adult

Main Contact: Steve Austin

Email: coach.austin80@gmail.com

Address: 3449 Peppergraes Ct. City/State/Zip: Green Bay, WI 54311

Primary Phone: (920) 219-0745 Other Phone: _____

Secondary Contact: Travis Piper

Email: travis.piper@kellogg.com

Address: _____ City/State/Zip: De Pere, WI 54315

Primary Phone: (920) 471-7066 Other Phone: _____

RESERVATION INFORMATION

Date (s) of Play: _____

Start Date: 10/7/17 End Date: 10/8/17

Day (s) of Play: _____

Monday ___ Tuesday ___ Wed ___ Thursday ___ Friday ___ Sat Sun

Time of Play _____

Start Time: 8:00 am/pm End Time: 7:30 am/pm

Number of participants/spectators expected: 4200

Will the fields need to be marked by the Villages? YES NO

Do you intend to use the concession stand? YES NO
*Availability must be confirmed with Village

Do you plan to sell alcohol? YES NO
**If yes a temporary liquor license is required through the village clerk

Do you intend to use lights? YES NO
(Lighted facilities only)

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

Please write the field(s) numbers you plan to use: #1, #2 + #3

Softball/Baseball	Game (s)	Practice(s)
Green Isle Softball (Lighted)	# _____	# _____
Green Isle Baseball (Lighted)	# _____	# _____
East Lawn Baseball	# _____	# _____
Langlade Softball	# _____	# _____
Riverview Softball Complex/5	# _____	# _____
Webster Baseball/5	# _____	# _____
Soccer		
Green Isle/2	# _____	# _____
Broadview Complex/5	# _____	# _____
Kiwasis/2	# _____	# _____
Football and Multi-purpose		
Green Isle Football Field	# _____	# _____
Optimist Field	# _____	# _____
Tennis		
Green Isle	# _____	# _____
East Lawn	# _____	# _____
Langlade/2	# _____	# _____

**If games and practices are planned, a formal game schedule must be submitted before the first reserved date

PLEASE READ:

League Reservations will not be secured unless the above information is complete and accurate. By signing below, I hereby acknowledge that I have completed the above information to the best of my knowledge, read the above information, received a copy of the Athletic Facility Rules, and will agree to all said rules and guidelines governing the use of the Village Athletic Facilities.

Signature: [Signature] Date: 5/4/17

FOR OFFICE USE ONLY		Games Fees	_____ dates x \$ _____ rate \$ _____
Date Reservation Made	_____	Practice Fees	_____ dates x \$ _____ rate \$ _____
Amount Paid	_____	Light Fees	_____ dates x \$ _____ rate \$ _____
Staff Initials	_____	Director Approval	_____
Key Issued	_____	Other Fees:	_____ \$ _____
Date Issued	_____	Keys Returned (Date)	_____
		Total Due:	\$ _____



VILLAGE OF ALLOUEZ
RUNS/WALKS AND SPECIAL EVENT APPLICATION/PERMIT
Parks and Recreation Department 1900 Label St Allouez, WI 54801

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:

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 recurring events.

Village Board will be notified of the event

ORGANIZATION/PARTY NAME: Wisconsin Wildfire Softball

Individual Partnership Corporation Association

Main Contact: Steve Austin Email: _____

Address: 7449 Appergress Ct City/State/Zip: Green Bay, WI 54311

Primary Phone: (920) 219-0745 Other Phone: _____

EVENT INFORMATION

Date of Event: October 7-8, 2017 Time of Event: Start Time 8:00 am/pm End Time 7:30 am/pm

Number of participants/spectators expected: 1200

Location or route of event (please include map): Riverview Softball Complex

How will the route be marked? _____

How will route monitors be identified? _____

Other traffic control provisions? _____

Will you need stand-by rescue services? YES NO

** If stand-by Allouez rescue squad services is requested, \$875.00 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

Will you be selling any alcohol? YES NO

**If yes a temporary sellers permit is required and village board approval

Conditions of Permit:

- All street intersections along the event route are to be supervised by person 19 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 in whole or in part by the negligence of the Village, its officers, employees or representatives, which in any way results from or arises out of such activity.
- MUSIC/DISK JOCKEYS/NOISE Ord. 5 07 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 before 9:00 am or after 9:00 pm 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.
- 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.
- 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.

Signature of Responsible Person: [Signature] Date: 5/4/17

Date of Approval by Village: 5/18/17 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: [Signature] Assistant Fire Chief: Robert M. Goplin
Park and Recreation Director: [Signature] DEO Officer: [Signature]

