

# Memo

To: Village Board  
From: Chris Clark, Director of Parks, Recreation, & Forestry  
Re: Safe Haven Humane Society Fundraising Event  
Date: October 17, 2017

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Name of Organization/Person:

Safe Haven Humane Society and Outreach Center Fundraiser Event  
Leigh Ann Wagner-Kroening  
PO Box 207  
Suamico, WI 54173

Purpose of Event:

Fundraiser

Location of Event:

Green Isle Park Pavilion

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

Saturday, December 9<sup>th</sup>, 2017 from 11am – 3 pm

Recurring Event:

Yes

No (Inaugural Event)

Alcohol Sales Request:

Yes

No

Not applicable

Vending/Concessions/Admission Fees:

Yes

No

Vender permit attached

Other Requests:

None

Background Information:

The Safe Haven Humane Society and Outreach Center is requesting approval for a fundraising event and vendor permit in Green Isle Park. The event and vendor permit requires Village Board approval by policy.

Attachments:

Application  
Vendor Permit





VILLAGE OF ALLOUEZ  
RUNS/WALKS AND SPECIAL EVENT APPLICATION/PERMIT  
Parks and Recreation Department • 1900 Liberal 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.

pd. 9/29/17  
2206

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: Safe Haven Humane Society and Outreach Center

Individual  Partnership  Corporation  Association

Main Contact: Leigh Ann Wagner Email: SafeHavenHSOC@gmail.com

Address: PO Box 307

City/State/Zip: Wauwatosa, WI 54173

Primary Phone: (920) 412-8732

Other Phone: (920) 593-0841

EVENT INFORMATION

Date of Event: Dec 9, 2017 Time of Event: Start Time: 11  am  pm End Time: 3  am  pm

Number of participants/spectators expected: 125

Location or route of event (please include map) \_\_\_\_\_

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 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.

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 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.
- MUSIC/DISC 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: 9/26/17

Date of Approval by Village: 10/3/17 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: <u>[Signature]</u> 9/29/17	Assistant Fire Chief: <u>[Signature]</u> 10/3/17
Park and Recreation Director: <u>[Signature]</u> 9/29/17	DEO Officer: <u>[Signature]</u> 9/27/17





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)

Safe Haven Humane Society and Outreach Center  
 Name of sponsoring organization  
PO Box 207, Swamico, 54173 Green Isle Pavilion  
 Address Event Location  
Leigh Ann Wagner-Kroening  
 Name of organization agent  
Fundraiser - vendor shopping, gift wrapping, bake sale  
 Nature or Character of Special Event  
12/9/17 11am to 3pm  
 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)

*\*will send tax exempt.*

For Office Use Only:

FEE: Exempt

DATE RECEIVED: \_\_\_\_\_

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **NOV 05 2014**

SAFE HAVEN HUMANE SOCIETY AND  
OUTREACH CENTER INC  
2280 CREEKVIEW DR  
ABRAMS, WI 54101

Employer Identification Number:  
46-4337673  
DLN:  
17053160327014  
Contact Person:  
EDWINA O MCCURDY ID# 31229  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
August 6, 2013  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

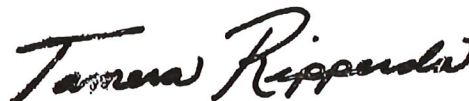
Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations

Letter 947



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## About Safe Haven Humane Society and Outreach Center



Safe Haven Humane Society and Outreach Center is a 501(c)3 nonprofit organization with the goal of opening a full-service animal shelter and community education and outreach center to serve the people and pets of Western Brown County, WI and the surrounding rural areas.

The mission of Safe Haven Humane Society and Outreach Center is to provide a loving environment for surrendered and stray animals as they search for their forever homes, assist current pet owners to permanently provide appropriate care for their animals, and to engage community members in the issue of pet homelessness.

In accordance with its mission statement, the Safe Haven Humane Society and Outreach Center will:

- Offer a safe refuge, nourishment, and opportunity for a better life to unwanted, abused or injured animals
- Promote responsible pet ownership through humane education, spay/neuter, and animal care programs in the area
- Provide behavioral training advice, low-cost veterinarian care or vouchers, pet food and supplies to struggling pet owners
- Work to unite lost animals with owners and place unwanted animals in caring homes
- Build community support so people will value animals and treat them with respect and kindness

Safe Haven Humane Society and Outreach Center is an Amazon Smiles charitable partner! The next time you shop on Amazon.com, simply do it through Safe Haven's Amazon Smiles link. A portion of your purchases will support Safe Haven's work helping homeless animals and struggling pet owners in our community. [Click here to start shopping and giving!](#)



### SAFE HAVEN HUMANE SOCIETY BOARD OF DIRECTORS:

- Jamie Lotto, President
- LaDawn Reuter, Vice President
- Leigh Ann Wagner Kroening, Treasurer
- Jessica Paulsen, Secretary
- Ellen Pfichler, Director

### We have proud partnerships with these local businesses:

- Debora Poynter - Animal Communication and Healing
- Wet Nose Bistro
- Packerland Veterinary Center
- Paws & Co Veterinary Clinic
- Pet Supplies Plus - Howard-Suamico
- Practical Obedience LLC - Custom Dog Training

