

# Memo

To: Village Board

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

Re: Special Event Authorization for the Down Syndrome Awareness Walk on August 17, 2019

Date: March 19, 2019

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Name of Organization/Person:

Down Syndrome of Wisconsin – Green Bay Chapter  
Rebecca Berndt

Purpose of Event:

This annual event brings families with Down Syndrome together to celebrate participants as well as raise funds for programming and events for the organization. They are anticipating 700 people at this event.

Location of Event:

Green Isle Park

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

Saturday, August 17<sup>th</sup>, 2019 7:30 am – 5:00 pm

Recurring Event:  Yes  No

This event is held annually at Green Isle Park with no previous issues.

Alcohol Sales Request:  Yes  No

Vending/Concessions/Admission Fees:  Yes  No

The organization is requesting a vendor permit to sell concessions at the event.

Noise Variance:  Yes  No

The organization is requesting a noise variance permit to play amplified music during the event.

Other Requests:

None

Background Information:

Per Village Policy, the Village Board needs to authorize special events in excess of 500 individuals, approve vending permits, and approve a noise variance permit for amplified music outside of a building.

Attachments:

- Event Application
- Noise Variance Application
- Vendor Permit Application



pd. 3308

VILLAGE OF ALLOUEZ  
RUNS/WALKS AND SPECIAL EVENT APPLICATION/PERMIT  
Parks and Recreation Department · 1900 Libal 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:**

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: Down Syndrome of Wisconsin- Green Bay

Individual  Partnership  Corporation  Association

EVENT NAME: Green Bay 11th Annual Awareness Walk

Main Contact: Rebecca Berndt Email: Tiffenyzechert@att.net

Address: 310 Arbor Lane City/State/Zip: Allouez WI, 54301

Primary Phone: 1-612-202-7493 Other Phone: 920-639-5255

**EVENT INFORMATION**

Date of Event: 8/17/2019 Time of Event: Start Time: 7:30 AM am/pm  
End Time: 6:00 PM am/pm

Number of participants/spectators expected: 700+

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

*This walk is to bring all the families together to celebrate the Down Syndrome participants and also is a fundraiser opportunity to raise money to have events and programming throughout the year.*

**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) On the paved trail through the park

1b.) How will the route be marked? We will have signs marking the route

1c.) How will route monitors be identified? They have a different color shirt on

1d.) Other traffic control provisions? No needed

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:**

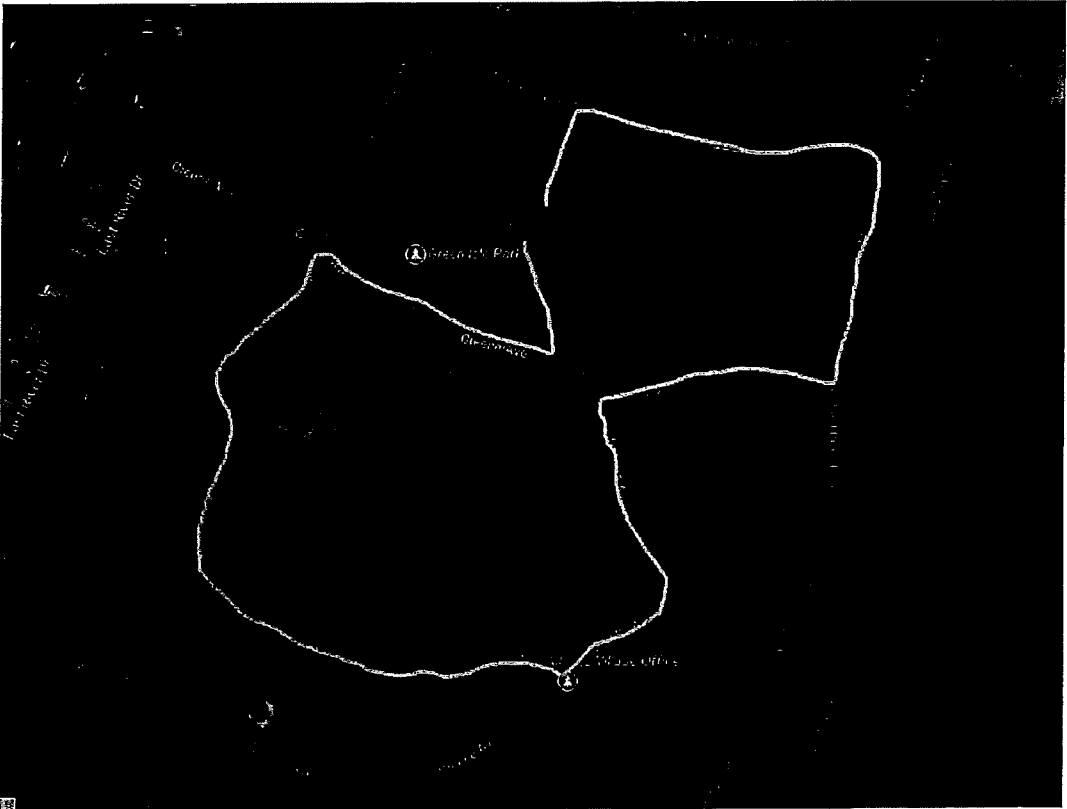
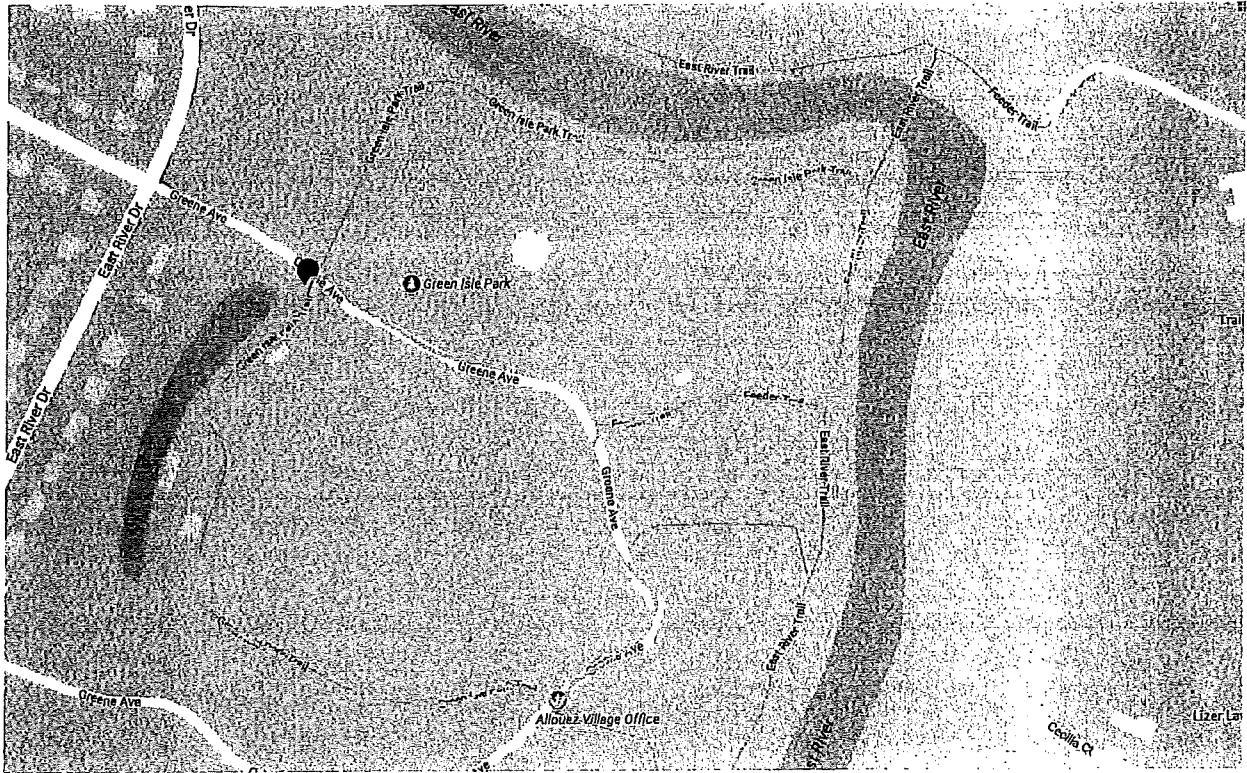
- 1.) All street intersections along the event route are to be supervised by person 19 years of age or older.
- 2.) Events will allowed only during daylight hours.
- 3.) No events will be allowed during regular week day rush hours.
- 4.) The Village of Allouez will not provide barricades for any events; 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.

Rebecca Berndt \_\_\_\_\_ 2/18/19 \_\_\_\_\_  
 Signature of Responsible Person Date

Date of Approval by Village: 2/26/19 Signature of Administrator: [Signature]

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

Public Works Director _____	Assistant Fire Chief _____
Park and Recreation Director _____	DEO Officer _____



**NOISE VARIANCE PERMIT APPLICATION  
VILLAGE OF ALLOUEZ**

**Please return completed application at least four weeks before the event to the Allouez Administrator, 1900 Libal Street, Green Bay, WI 54301. Applications received after that time may not be processed.**

*Please Type or Print --*

Type of Event: Green Bay 11th Annual Awareness Walk

Date(s) of Event: Aug 17, 2019

Time(s) of Operation: 7:30 AM 5:00 PM

Location of Event: Green Isle Park

Approx. # of people attending 700 +

Security Provisions (DEO Officer will need to sign off after consultation)

\_\_\_\_\_

\_\_\_\_\_

Name of Applicant: Rebecca Berndt Phone #: 1-612-202-7493

Address of Applicant: 310 Arbor Lane Allouez WI, 54301

Reason for Noncompliance with Noise Ordinance: DJ onsite for music and announcements

\_\_\_\_\_

Describe steps applicant can reasonably take to minimize noise:

Speakers will be facing away from local homes and faced out to the river. The music will be kept at a level that will not disrupt neighbors

\_\_\_\_\_

\_\_\_\_\_

Equipment and Operation involved: DJ equipment and speaker system

\_\_\_\_\_

\_\_\_\_\_

Place on the \_\_\_\_\_ Village Board agenda.

Name of responsible person who will be in attendance at event: Rebecca Berndt

Contact phone #: 1-612-202-7493 Site Contact phone #: 1-612-202-7493

\*\*\*Any and all additional police service expenditures will be billed to applicant\*\*\*

rebecca Berndt 2/18/19

Applicant's Signature Date Signed

Please refer to the Village of Allouez Noise Ordinance

5.07 SOUND AMPLIFIERS.

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 a.m. or after 9:00 p.m. 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.



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)

Down Syndrome of Wisconsin- Green Bay

Name of sponsoring organization

1714 Smith Street Green Bay WI 54302

Address

Green Isle Park

Event Location

Rebecca Berndt

Name of organization agent

Green Bay 11th Annual Awareness Walk

Nature or Character of Special Event

Aug 17th 2019 07:30 am to 5:00 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: \_\_\_\_\_

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







**dsaw**

**Down Syndrome**  
Association of Wisconsin, Inc.  
*awareness · acceptance · assistance*

# Down Syndrome Awareness Walks

**DSAW hosts seven Down Syndrome Awareness Walks each year.** These annual walks draw more than 7,000 walkers, volunteers, donors, sponsors, and partners across the State under one collective mission – to raise awareness and promote inclusion, diversity and acceptance of people with Down syndrome in our communities and in our lives. We are also partner with the Madison Area Down Syndrome Society to help them host their walk in Madison!

**Save the Date for our 2019 Walks!**

**Green Bay:** Saturday, August 17, 2019, 12:00 - 4:00 PM. Green Isle Park, 2400 Greene Avenue  
Green Bay, WI, 54301

**La Crosse:** TBD for our 2019 Walk date!! Onalaska Omni Center, 255 Riders Club Road  
Onalaska, WI, 54650

**Madison Area Down Syndrome Society:** Sunday, September 29, 2019. Olin Park, 1156 Olin-  
Turville Ct, Madison, WI 53715