



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

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: Allouez Optimist Club

Individual  Partnership  Corporation  Association

EVENT NAME: Allouez Fest

Main Contact: Beth Kennerhed Email: beth.kennerhed@greenbayymca.org

Address: PO Box 818 City/State/Zip: Green Bay WI 54303

Primary Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

EVENT INFORMATION

Date of Event: June 14, 2020 Time of Event: Start Time: 7:00  am  pm  
End Time: 5:00  am  pm

Number of participants/spectators expected: \_\_\_\_\_

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

Community picnic and classic car show. All proceeds go to the Allouez Optimist Club for the support of youth educational and recreational activities in Brown County. Alternate Location: Allouez Village Hall / Bellin Parking Lot.

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) \_\_\_\_\_

1b.) How will the route be marked? \_\_\_\_\_

1c.) How will route monitors be identified? \_\_\_\_\_

1d.) Other traffic control provisions? \_\_\_\_\_

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.

*Robert [Signature]*                      2-4-20  
 Signature of Responsible Person                      Date

Date of Approval by Village: 2-6-2020                      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]* 02/06/2020                      Assistant Fire Chief *Ryan [Signature]*

Park and Recreation Director *Christy [Signature]* 2/5/2020                      DEO Officer *[Signature]* 2/5/20

## Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ \_\_\_\_\_

Application Date: 2-4-20

Town  Village  City of Allouez

County of Brown

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.  
 A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning \_\_\_\_\_ and ending \_\_\_\_\_ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. **Organization** (check appropriate box) →  Bona fide Club  Church  Lodge/Society  
 Chamber of Commerce or similar Civic or Trade Organization  
 Veteran's Organization  Fair Association

(a) Name Allouez Optimist Club

(b) Address PO Box 818 Green Bay WI  
(Street)  Town  Village  City

(c) Date organized \_\_\_\_\_

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Chris Robinson

Vice President \_\_\_\_\_

Secretary David Timm

Treasurer Jake Jirschle

(g) Name and address of manager or person in charge of affair: Chris Robinson

### 2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number Bellin and Village Hall Parking Lots

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? \_\_\_\_\_

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

### 3. Name of Event

(a) List name of the event Allouez Fest

(b) Dates of event June 14, 2020

### DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer [Signature] Allouez Optimist Club  
(Signature/date) (Name of Organization)

Officer \_\_\_\_\_  
(Signature/date) (Signature/date)

Date Filed with Clerk \_\_\_\_\_ Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_ License No. \_\_\_\_\_



Allouez Village Hall • 1900 Libal Street • Green Bay, WI 54301-2453 • (920) 448-2800 • Fax (920) 448-2850

### NOISE VARIANCE PERMIT APPLICATION

*Completed application must be filed with the Village Administrator 30 days prior to the event or activity. The Village Administrator may waive the time limit when compliance therewith is impractical.*

Type of Event/Activity: car show / community picnic

Date(s) of Event/Activity: June 14, 2020 Time(s) of Operation: 8-4

Bellin / Village Hall

Location of Event: parking lot # of people attending (approx.): 500

Reasonable measures that will be taken to minimize noise & reduce impact to neighbors:

face speakers ~~placed~~ away from homes

Noise generating equipment that will be used:

DJ equipment - speakers / amps

Person in charge of & responsible for the event/activity: Nick Linz

Address: PO Box 818, GB, WI Contact phone #: 920-606-4757

[Signature]  
Applicant's Signature

2-4-20  
Date

\*\*\* All additional police service expenditures will be billed to applicant \*\*\*

§ 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. The Village shall not grant a permit to use a sound amplifier during nighttime hours (10:00 p.m. to 7:00 a.m.) or to operate such sound amplifier in the vicinity of health facilities, churches while services are being conducted, or schools which are in session. The Village may order a reduction in the volume of such sound amplification on complaint being made by a citizen or when such sound amplification is a nuisance because of the volume, the method in which it is being used, or the location in which it is being operated.

<b>OFFICE USE ONLY</b>	
<input type="checkbox"/>	DEO approval after consultation
<input type="checkbox"/>	Village Board approval



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)

Allouez Optimist Club  
Name of sponsoring organization

PO Box 818, Green Bay, WI 54303  
Address

Bellin/Village Hall parking lots  
Event Location

Nick Linz  
Name of organization agent

car show/community picnic  
Nature or Character of Special Event

June 14, 2020 8 am - 4:00 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: \_\_\_\_\_

List Name of Each Vendor Selling At The Event:

Name of Vendor

Product

Tax Exempt #

(if applicable)

Hobby Town  
Kona

remote control cars  
shave ice