

# Memo

To: Village Board

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

Re: Special Event Authorization for Pooches and Pints Barktoberfest Community Event at Green Isle Park

Date: August 17, 2021

Name of Organization/Person:

Village of Allouez – Parks, Recreation, and Forestry Department

Title Sponsor: Green Bay and Allouez Animal Hospital

Partners:

Misfit Mutts Dog Rescue

Purpose of Event:

Pooches and Pints Barktoberfest is an annual community event to bring pets and their owners to Green Isle Park for socialization, live music, food, beer vending, and fun. The Village will be using the event as an opportunity to educate attendees on proper pet etiquette in village parks as well as village dog licensing.

Location of Event:

Green Isle Park – on the north side of the park around the pavilion and gazebo

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

Saturday September 11<sup>th</sup>, 2021 11 am – 3 pm

Recurring Event:

☒ Yes

☐ No

This is the second year of this event.

Alcohol Sales Request:

☒ Yes

☐ No

Misfit Mutts Dog Rescue is a non-profit organization that will hold the picnic license and temporary operator license.

Vending/Concessions/Admission Fees:

☒ Yes

☐ No

Vendors will be limited this year to food and beverage sales to limit congregating at booths due to COVID 19.

Other Requests:

- We will need a noise variance for the band to play at the event.
- Waive all fees for licenses and permits as this is a Village sponsored event

Background Information:

This unique dog friendly community event will include live music, food trucks, and beer. The idea for this event was envisioned as a gathering of people and their pets to enjoy live music in the park while drinking a beverage of their choice. There will be a temporary fenced off lease area for dogs to run and socialize. The community event will be scheduled on a Saturday from 11 am to 3 pm with music during the event.

Misfit Mutts and other volunteers will be assisting with event operations, working with the beer and beverage sales, checking identification, and giving out wristbands for alcohol sales throughout the evening. Kay Distributing will be providing the beer, seltzer, and soda as well as marketing posters. The Brown County Sheriff Department will be available for security as well as selling fundraising items to support their Police K9 program. Green Bay and Allouez Animal Hospital will host a Q&A session for pet owners during the event.

All proceeds after all expenses are paid will be split amongst the partnering organizations with approximately 70% staying with the Village.

Attachments:

Applications



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: Village of Allouez

☐ Individual ☐ Partnership ☐ Corporation ☐ Association

EVENT NAME: Pooches and Pints: Barktoberfest

Main Contact: Matthew Hahn Email: matt.hahn@villageofallouez.com

Address: 1900 Libal St. City/State/Zip: Green Bay, WI 54801

Primary Phone: 920-448-2804 Other Phone: \_\_\_\_\_

**EVENT INFORMATION**

Date of Event: September 11, 2021 Time of Event: Start Time: 11 am/pm  
End Time: 3 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.)

This is a community event designed to help spread information on proper dog ownership, Village policies on dog ownership and to bring neighbors and families together.

**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 be 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, except for claims for injuries and/or damages caused in whole 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.

  
Signature of Responsible Person

8/5/21  
Date

Date of Approval by Village: \_\_\_\_\_ Signature of Administrator: \_\_\_\_\_

**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: 

Assistant Fire Chief: 

Park and Recreation Director: 

DEO Officer: \_\_\_\_\_



VILLAGE OF ALLOUEZ  
FACILITY RENTAL APPLICATION  
Parks, Recreation, & Forestry Department · 1900 Libal St. · Allouez, WI 54301

Complete the following information:

Name of Group or Individual: Village of Allouez- Matthew Hahn

Please Check the Category you or your group is associated with (Category Descriptions Below):

☒ Category 1   ☐ Category 2   ☐ Category 3

Email: matt.hahn@villageofallouez.com

Address: 1900 Libal St.

City/State/Zip: Green Bay, WI 54301

Primary Phone: 920-448-2804

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

**FACILITY RENTAL INFORMATION**

Open Air Shelters:   ☐ Langlade Park

☐ Kiwanis Park

Gazebos:   ☐ Wiese Gazebo East

☐ Wiese Gazebo West

Enclosed facilities:   ☐ Village Hall (No Online Rental)   ☒ Green Isle Park

Date of Event: September 11, 2021

Private Event [ ]   Open to the Public\* ☒

*\*If open to the public, a Certificate of Insurance is required. See rental policies and procedures.*

Reserve Time: Start Time: 11 am/pm   End Time: 3 am/pm

*Reserve time includes setup and cleanup*

Type of Rental (i.e. wedding, party, reunion, etc.): Pooches and Pints- Barktoberfest

Number of persons attending: \_\_\_\_\_

**RENTAL DETAILS (for special events only):**

Will alcoholic beverages be served?

☒ YES   ☐ NO

Do you plan to sell alcohol?

☒ YES   ☐ NO

*\*\*If yes a temporary liquor license is required through the village clerk.*

Will there be amplified sound/music (i.e. live band, DJ, stereo system, etc.)

☒ YES   ☐ NO

*\*Noise policy guidelines attached.*

If yes, what type: Acoustic Band

What time? From 11:00 am to 3:00 pm

Will you use a grill, fryer, hooyah kettle or other cooking utility?

☐ YES   ☒ NO

Will you be selling any goods?

☒ YES   ☐ NO

*\*\*If yes a vendor permit is required and village board approval.*

**Category Descriptions**

**Category 1:** Government Agencies, Non-Profit Organizations, Recreational Groups within the Village of Allouez.

*\*Category 1 groups must make reservation at Village Hall and must show proof of exempt status at time of reservation.*

**Category 2:** Village of Allouez Residents, Charitable Groups within the Village of Allouez, Schools.

**Category 3:** Non-Residents of Allouez, For-Profit Businesses.

**Examples:**

Government Agencies: Department of Transportation, Department of Natural Resources, Brown County Library.

Non-Profit Organizations: (any group with 501 (c) (3) status): Boy/Girl Scouts, Youth Association Groups, YMCA.

Charitable Groups within the Village of Allouez: (any group without 501 (c) (3) status): Special Interest Groups, Church Organizations, Sports Teams/Clubs.

Non-Residents of Allouez: Any individual who lives outside of the Allouez Village limits.

For-Profit Businesses: Any group or individual who operates for a profit.



VILLAGE OF ALLOUEZ  
FACILITY RENTAL APPLICATION  
RESERVATION FEES

The Lessee agrees to exercise due care in the preservation of the premises and to prevent loitering and presence of unauthorized persons during all usage periods. The Lessee hereby agrees to remit the rental fee and be held responsible for any and all damages to persons, property, and premises.

Lessee shall indemnify and hold harmless the Lessor from any and all damage, loss, liability of any kind whatsoever occasioned upon and/or within the leased premises, or ways or walks adjacent thereto, by reason of any injury to persons or property caused or alleged to be caused by any act or omission, neglect, or wrongdoing of the Lessee or any of his, her and/or its officers, agents, representatives, assigns, guests, employees, invitees, or other persons admitted by the Lessee to the premises. The Lessee will, at his, her and/or its own cost and expense, defend and protect the Lessor against any and all such claims or demands, including attorney's fees.

[Signature]  
Signature of Lessee

8/5/21  
Date

FOR OFFICE USE ONLY: Approved by: <u>ML</u>		Date: <u>8/5/21</u>
Rental Fee: \$ <u>Waived</u>	Date Paid: _____	Receipt #: _____
Security Deposit: \$ <u>Waived</u>	Date Paid: _____	Receipt #: _____
Security Deposit Returned Date: _____		Check #: _____
Date Key Issued: _____	Date Key returned: _____	

### RENTAL FEES

(All Fees & Deposits are due at time of reservation!)

	Category 1	Category 2	Category 3
<b>Green Isle Park: Available Sun-Sat 9:00 am -10:00 pm</b>			
1/2 Day A.M. Rental: 9:00am-3:00pm	\$120	\$120	\$150
1/2 Day P.M. Rental: 4:00pm-10:00pm	\$120	\$120	\$150
Full Day Rental: 9:00am-10:00pm	\$200	\$200	\$260
Hourly Rental	\$20 per Hour	N/A	N/A
Refundable Security Deposit	\$250	\$250	\$250
<b>Village Hall: Available Mon-Fri 7:30am-3:30pm Sat &amp; Sun 10:00am-6:00pm</b>			
Mon-Fri Rental	\$0	\$50	\$75
Weekday After Hours Hourly Rental *Max 4 hour rental.	\$7 per hour	N/A	N/A
Saturday & Sunday Full Day Rental	\$25	\$75	\$100
Refundable Security Deposit	\$100	\$100	\$100
<b>Open Air Shelter &amp; Gazebos: Sun-Sat 9:00 am -10:00 pm</b> *Open Air Shelters at Langlade & Klwanis *Gazebos at Wiese Park East & West			
Full Day Rental: 9:00am-10:00pm	\$35	\$35	\$45
Refundable Security Deposit	\$100	\$100	\$100

\*Interested in renting a park facility that is not listed please call the  
Allouez Parks, Recreation, & Forestry Dept. at: (920)448-2804



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)

Village of Allouez

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Name of sponsoring organization

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1900 Libal St, Green Bay, WI 54301                      Green Isle Park

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Address    Event Location

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Matthew Hahn

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Name of organization agent

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Community Event

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Nature or Character of Special Event

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September 11, 2021 from 11am-3pm

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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 VendorProductTax Exempt #

(if applicable)

## Key Distributing

## Soda and Alcohol





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.*

Pooches and Pints: Barktoberfest  
Type of Event/Activity: \_\_\_\_\_

Date(s) of Event/Activity: September 11, 2021 Time(s) of Operation: 11am-3pm

Location of Event: Green Isle Park # of people attending (approx.): \_\_\_\_\_

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

Volume will be set at acceptable level for spectator to enjoy music, but not disrupt park neighbors.

Noise generating equipment that will be used:

Band will provide their own speaker system.

Person in charge of & responsible for the event/activity: Matt Hahn

Address: 1900 Libal St. Green Bay, WI 54301 Contact phone #: 920-448-2804

  
Applicant's Signature

8/5/21  
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.

**OFFICE USE ONLY**

\_\_\_\_ DEO approval after consultation  
\_\_\_\_ Village Board approval

## 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: 8/13/21

☐ 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 9/11/21 @ 11p and ending 9/11/21 @ 3pm 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

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Misfit Mutts Dog Rescue

(b) Address 1646 ORCHID LN GREEN BAY WI 54313  
(Street) ☐ Town ☐ Village ☒ City

(c) Date organized 12/7/18

(d) If corporation, give date of incorporation 11/16/18

(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 Kayla Murphy

Vice President Erin Orosco

Secretary Lindsey Szarzynski

Treasurer Lindsey Szarzynski

(g) Name and address of manager or person in charge of affair: ERIN OROSCO  
1646 ORCHID LN Green Bay WI 54313

### 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 900 Greene Ave 6B 54301

(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 Barktoberfest

(b) Dates of event 9/11/21

### DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Erin Orosco 8/13/21  
(Signature / Date)

Misfit Mutts Dog Rescue  
(Name of Organization)

Date Filed with Clerk 8/13/2021

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_