

# Memo

To: Village Board

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

Re: Special Event Authorization for You Belong Together Accessible Easter Egg Hunt

Date: March 21<sup>st</sup>, 2023

---

Name of Organization/Person:

You Belong Together, Inc. – Greg Behrend

Purpose of Event:

Provide a public accessible Easter egg hunt for children throughout the area including those with disabilities. They are anticipating around 300 participants for the event.

More information can be found on their Facebook page at [facebook.com/YouBelongWI](https://facebook.com/YouBelongWI)

Location of Event:

Optimist Park

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

Saturday, April 8<sup>th</sup>, 2023 from 10:00am to 11:00am

Recurring Event:

☐ Yes

☒ No

This is the first year that the event is being held at Optimist Park.

Alcohol Sales Request:

☐ Yes

☒ No

Vending/Concessions/Admission Fees:

☐ Yes

☒ No

Other Requests:

N/A

Background Information:

You Belong is a developing community exploring new ways we can being grounded in accessibility, inclusivity, love, and compassionate care. As a community, we seek to serve families, caregivers, and individuals of all abilities through our various programs and worship opportunities.

Our dream for You Belong started out of our shared personal vision to make our community a more inclusive and uplifting home for all people. We get out of bed each morning with the passion

to help people understand that they are invaluable and loved. That is what inspires us. We strive to empower people and fill their lives with the support and resources they need.

As our dream continued to unfold, we realized our passion didn't stop at the individuals living with disabilities. Our focus also includes caring for families and caregivers. You Belong is a home for all people with and without disabilities who wants to find support and enrichment in their life by both being served and serving others.

We have a dream of a better world for all people. Come and join us!

Staff Recommendation:

Staff recommends approval of the accessible Easter egg hunt at Optimist Park.

Attachments:

Application



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: You Belong Together, Inc.

Individual Partnership X Corporation Association

EVENT NAME: Accessible Easter Egg Hunt

Main Contact: Greg Behrend Email: greg@youbelongwi.org

Address: 2960 Allied St, Suite 103/104 City/State/Zip: Green Bay, WI 54304

Primary Phone: 920-522-3580 Other Phone: \_\_\_\_\_

**EVENT INFORMATION**

Date of Event: 4/8/2023 Time of Event: Start Time: 10:00 am End Time: 11:00 am

Number of participants/spectators expected: 300

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

A public accessible easter egg hunt for children in  
brown county. This event is open to all but designed  
especially for individuals with disabilities

**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, please contact Green Bay Metro Fire Department for cost. 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.

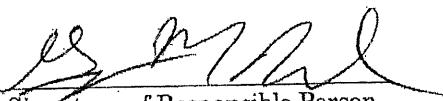
6.) Will you be requiring any Village Athletic Fields or Courts?

☐ YES ☒ NO

\*\*If YES please complete an Athletic Facility Reservation Form. Extra fees will apply for this.

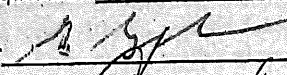
### Conditions of Permit:

- 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, 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.

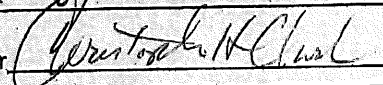
 3/6/23  
Signature of Responsible Person Date

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 