



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: Village Of Allouez

☐ Individual ☐ Partnership ☐ Corporation ☐ Association

EVENT NAME: Pooches and Pints Barktober Fest

Main Contact: Emma Magadanz Email: emma.magadanz@villageofallouezwi.gov

Address: 1900 Libal Street City/State/Zip: Green Bay, WI 54301

Primary Phone: 920-448-2804 Other Phone: _____

EVENT INFORMATION

Date of Event: September 9, 2023 Time of Event: Start Time: 11:00 am/pm

End Time: 3:00 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.)

This is a community event designed to help spread awareness on proper dog ownership, Village policies on pets in the parks & dog ownership. Our hope is that we can bring the community, neighbors, families and furry friends 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, 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

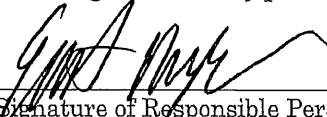
**If YES please complete a Facility Reservation Form. Extra fees will apply for this.

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.


Signature of Responsible Person

4/20/23
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: Emma Magadan Please Check the

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

☐ Category 1 ☐ Category 2 ☐ Category 3

Email: emma.magadan@villageofallouezwi.gov

Address: 1900 Libal Street Primary City/State/Zip: Green Bay, WI 54301

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 9, 2023 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: 11:00 am/pm End Time: 3:00 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 11:30 am/pm to 2:30 am/pm

Will you use a grill, fryer, booyah 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 of Lessee _____

Date 4/20/23

FOR OFFICE USE ONLY: Approved by: _____		Date: _____
Rental Fee: \$ _____	Date Paid: _____	Receipt # _____
Security Deposit : \$ _____	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
Green Isle Park: Available Sun-Sat 9:00 am -10:00 pm			
½ Day A.M. Rental: 9:00am-3:00pm	\$150	\$150	\$180
½ Day P.M. Rental: 4:00pm-10:00pm	\$150	\$150	\$180
Full Day Rental: 9:00am-10:00pm	\$275	\$275	\$320
Hourly Rental	\$25 per Hour	N/A	N/A
Refundable Security Deposit	\$250	\$250	\$250
Village Hall: Available Mon-Fri 7:30am-3:30pm Sat & Sun 10:00am-6:00pm			
Mon-Fri Rental	\$0	\$75	\$100
Weekday After Hours Hourly Rental *Max 4 hour rental.	\$10 per hour	N/A	N/A
Saturday & Sunday Full Day Rental	\$50	\$100	\$125
Refundable Security Deposit	\$100	\$100	\$100
Open Air Shelter & Gazebos: Sun-Sat 9:00 am -10:00 pm *Open Air Shelters at Langlade & Kiwanis *Gazebos at Wiese Park East & West			
Full Day Rental: 9:00am-10:00pm	\$35	\$40	\$50
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



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: _Pooches & Pints: Barktober Fest_____

Date(s) of Event/Activity: _September 9, 2023_ **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:

Event Volume will be at an acceptable level for spectator enjoyment, but not to disrupt other users or neighbors. _____

Noise generating equipment that will be used: _____Band will provide their own speaker system_____

Person in charge of & responsible for the event/activity: Emma Magadan_____


Address: _1900 Libal St_____ **Contact phone #:** _920-448-2804_____

Applicant's Signature

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.

	<u>OFFICE USE ONLY</u> DEO approval after consultation Village Board approval
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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 Parks, Recreation & Forestry Department
Name of sponsoring organization

1900 Libal Street Green Isle Park
Address Event Location

Allouez Parks, Recreation & Forestry Department
Name of organization agent

Community Special Event
Nature or Character of Special Event

September 9, 2023 11AM-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)

For Office Use Only:

FEE: _____

DATE RECEIVED: _____

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: 4/17/23

☐ 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 6/15/23 4-8p and ending 6/15/23 11-3p 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 12/7/2018

(d) If corporation, give date of incorporation Nov 2018

(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 Orsco

Secretary Lindsey Szarzynski

Treasurer Lindsey Szarzynski

(g) Name and address of manager or person in charge of affair: Erin Orsco 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 GB WI 54301

(b) Lot _____ Block _____

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

(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 Pooches + Pints

(b) Dates of event 6/15/23 + 9/9/23

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 Orsco 4/17/23
(Signature / Date)

Misfit Mutts Dog Rescue
(Name of Organization)

Date Filed with Clerk April 17, 2023

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

FEE: \$10.00
Copy of Driver's License

Receipt No. _____

TEMPORARY OPERATOR'S LICENSE APPLICATION

(application should be on file 3 weeks prior to event)

TO THE VILLAGE BOARD OF THE VILLAGE OF ALLOUEZ, COUNTY OF BROWN, STATE OF WISCONSIN:

I hereby apply for a temporary operator's license to serve, on (date) 6/15/23 + 9/1/23 (time), 4p-8p + 11a-3p, Inclusive, Fermented Malt Beverages, subject to the limitations imposed by Section 66.054(11) and 176.05(1) Wis. Stats. and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages if a license be granted to me. I will be serving fermented malt beverages at the Green Isle Park sponsored by the Village of Allouez.

I certify that I am 18 years of age, a citizen of the United States and a resident of the State of Wisconsin for at least one year.

NAME (PLEASE PRINT) ERIN OROSCO
ADDRESS 1646 ORCHARD GREEN BAY, WI 54313
DATE OF BIRTH 06/25/1989
PHONE 920 660 1361

Have you ever been convicted of any felony or of violating any law of the State of Wisconsin or of the United States? NO. If yes, state the date of such conviction, the name and location of the Court in which the conviction took place and the nature of the offense:

Have you been convicted of violating any license law or ordinance regulating the sale of fermented malt beverages or intoxicating liquors? NO

Signature of Applicant Erin Orosco Date 4/17/23

_____, being first duly sworn on oath says that she/he is the person who made and signed the foregoing application for a temporary operator's license;

Subscribed and sworn to before me
this _____ day of _____, 20 ____.

Person authorized to administer oaths

If a Notary Public, Brown County, Wisconsin,
state date that your commission expires: _____