



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: Arthritis Foundation - Wisconsin

☐ Individual ☐ Partnership ☐ Corporation ☒ Association

EVENT NAME: ~~October 2024~~ Walk to Cure Arthritis

Main Contact: Sara Peterson Email: SPetersone@arthritis.org

Address: 18 Lelelele Odana Rd. PMB 142 City/State/Zip: Madison, WI 53719

Primary Phone: 608.239.4773 Other Phone: _____

EVENT INFORMATION

Date of Event: 6/2/2024 Time of Event: Start Time: 9 am/pm
End Time: 1 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.)

Walk to Cure Arthritis is a charity walk fundraiser for the Arthritis Foundation of Wisconsin. The walk includes a short presentation, DJ music, a walk and picnic lunch.

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) Green aisle park path
1b.) How will the route be marked? yard signs
1c.) How will route monitors be identified? with volunteer shirts
1d.) Other traffic control provisions? N/A

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

6/27/2023
Date

Date of Approval by Village: 2/14/2024

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.

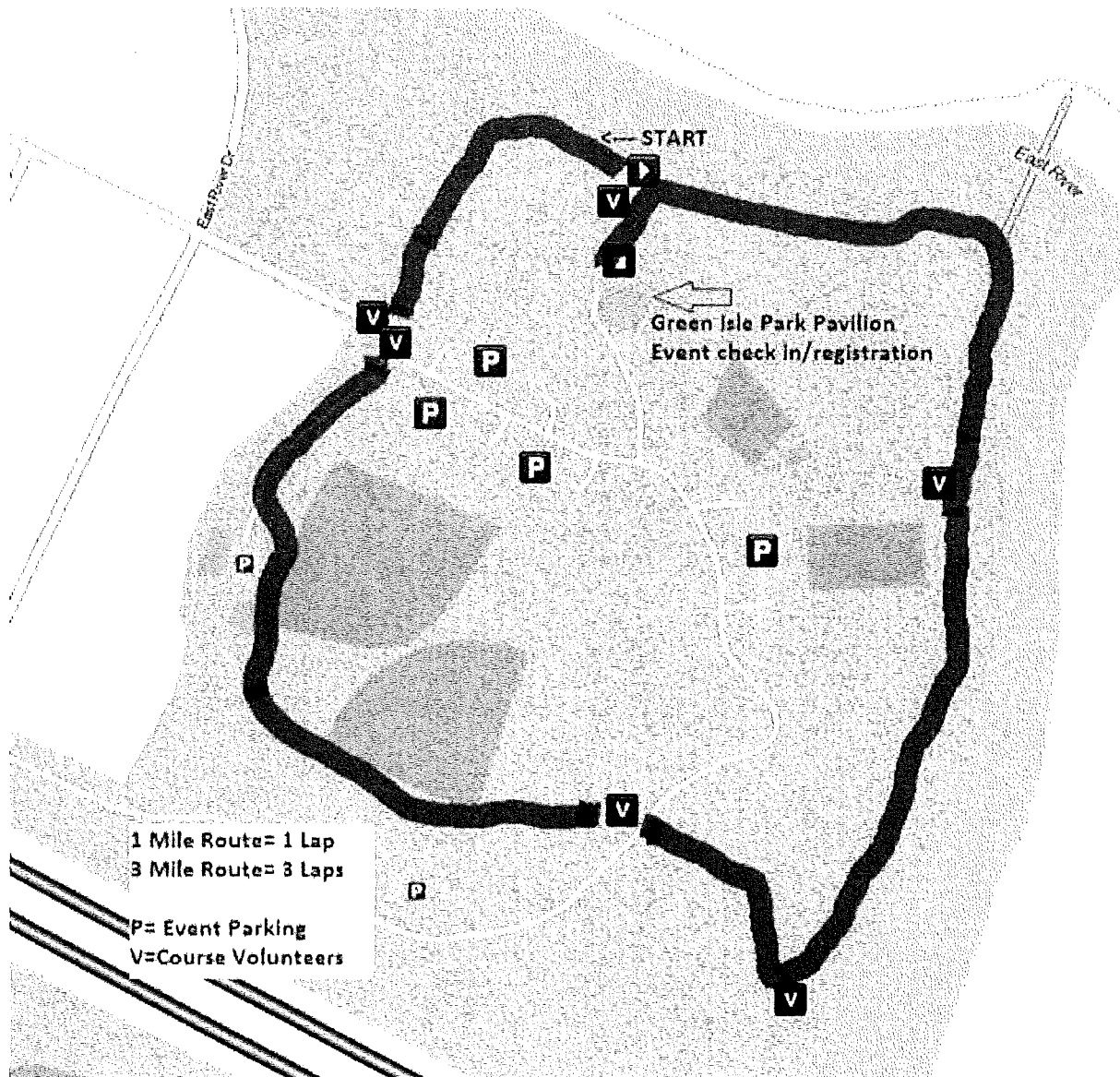
Public Works Director 

Assistant Fire Chief 

Park and Recreation Director 

DEO Officer 

Walk to Cure Arthritis—Green Bay
Sunday, June 2, 2024
Green Isle Park





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: Arthritis Foundation Wisconsin/Sara Peterson

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

☒ Category 1 ☐ Category 2 ☐ Category 3

Email: speterson@arthritis.org

Address: 6666 Odana Rd - PMB 142

City/State/Zip: Madison, WI 53719

Primary Phone: 608.239.4773

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: 6/2/2024 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: 7 am/pm End Time: 2 am/pm

Reserve time includes setup and cleanup

Type of Rental (i.e. wedding, party, reunion, etc.): Charity Walk

Number of persons attending: 300

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 DJ

What time? From 9 am/pm to 1 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.

S. Peterson
Signature of Lessee

6/27/2023
Date

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