

CITY OF

317 S. MAIN ST.  
JEFFERSON, WISCONSIN 53549  
674-7700

Jefferson  
SPECIAL PLACE  
IN WISCONSIN



City of Jefferson  
Parks, Recreation, and Forestry  
(JPRF)

**Public Special Events**  
(Includes Large-Scale Public Gatherings)  
**Handbook**

Adopted March 2010

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City of Jefferson Parks, Recreation & Forestry  
Public Special Events



## Jefferson Public Special Events Policies and Procedures

### A. Purpose:

To establish a procedure which permits individuals, organizations and agencies to conduct public events in the City of Jefferson Park System in accordance with the Municipal Code of Jefferson.

### B. Scope:

This policy sets forth minimum guidelines which will control the application process, scheduling, conduct of and clean-up of public events in City parks.

### C. Discretionary Approval Authority:

Common Council/Park, Recreation and Forestry Commission/Parks and Recreation Department. The City at all times reserves the right to exercise its discretion in implementing this policy based on its consideration of public policy, community health and safety issues.

### D. Specific Subject: Public Event Policy:

1. Definition of a Public Event: A Public Event is a planned special occurrence on park property, which requires exclusive use of a portion of the park and has community-wide appeal, with an anticipated attendance in excess of 250 people. Events include, but are not limited to athletic activities, festivals, concerts, circuses, assemblies, parades and shows.
2. Event sponsors are required to submit an application form registering the event. Application forms submitted no less than 60 days prior to the event may not be considered.
3. Additional notification of public events will be given to other affected City departments. The Parks and Recreation Director may obtain the recommendation of other governmental agencies as necessary prior to the approval or denial of an event permit.
4. Park facilities must be secured before a Public Event Permit is granted.
5. The Parks and Recreation Department reserves the right to deny a Public Event Permit if the event is incompatible with the park area or conflicts with other scheduled or unscheduled park usage.
6. The Parks and Recreation Department and the Police Department may establish temporary rules and regulations to insure the best interests of the community are considered.
7. Event organizers shall meet with the Parks and Recreation Director or his designee a minimum of 20 days prior to the event to plan event details. Parks and Recreation Department services, such as, labor, equipment, materials and supplies, needed to

conduct the event should be arranged as soon as possible. The actual costs of these services will be billed to the event sponsor.

8. Event organizers are encouraged to meet with the Parks and Recreation Director or his designee no more than 45 days after the event to evaluate the event.
9. All city parks are open from 5:00 a.m. to 11:30 p.m. Park rental hours are from 8:00 a.m. – 10:00 p.m. Any deviation from these hours must have prior approval from the Park, Recreation and Forestry Commission.
10. Some events may require special permits, as stated on the Application for Permits and Facilities. All fees and security deposits for services and permits must be paid in full at the Parks and Recreation Department Office at least 30 days prior to the scheduled event. Permits will not be issued until all fees are paid.

E. Deposits:

1. The Parks and Recreation Department reserves the right to require a deposit to cover any costs associated with this event.
2. There will be no refund of fees due to cancellation unless the Parks and Recreation Department is notified two weeks prior to the activity or where, in the opinion, of the Parks and Recreation Director, inclement weather prevents the scheduled activity from occurring and there has been no cost to the City. Rescheduling of activities due to rainouts or other uncontrollable circumstances will be permitted if facilities are available and additional fees incurred by the City, which have been created due to the rescheduling, have been paid by the event sponsor.
3. Deposits will be refunded in part or in full depending on the condition the facilities and/or grounds are left in and upon compliance with this policy.
4. Deposits or partial deposits will be retained if keys or padlocks are lost or if damages have resulted to the facility, its equipment or furnishings, or if the park grounds used are not returned to their original condition, in reasonable proportion to the actual damage.
5. Deposits will not be refunded until all keys have been returned, and the park area checked by maintenance personnel.

**Table 1-1 Approving Authority/ Designated Location**

<b>Estimated Attendance</b>	<b>Approving Party</b>	<b>Location</b>	<b>Deposit</b>
1-199	JPRF Director/ Designee	All park shelters	\$200
200-499	JPRF Commission	All park shelters	\$350
Over 500	City Council	Riverfront Park	\$500

F. Compliance with Wisconsin Administrative Code:

1. All tents must be erected in accordance with Chapters 61-65 of the Wisconsin

Administrative Code.

2. All amusement rides must comply with Chapter 34 of the Wisconsin Administrative Code
3. All portable propane tanks for food preparation or other activities, must comply with Chapter 8 of the Wisconsin Administrative Code.
4. All food service must comply with Chapter HSS 196 of the Wisconsin Administrative Code.
5. The sale and serving of alcoholic beverages must comply with regulations in Chapter 125 of the Wisconsin Statutes and Ordinance 160-3 of the City of Jefferson.
6. All federal, state and/or local regulations, laws, ordinances, and rules that are applicable must be observed.
7. A copy of the City Ordinances in regards to dogs, animals, bicycles, signage and other items in question can be obtained upon request or online at [www.jeffersonwis.com](http://www.jeffersonwis.com).

G. Layout Map:

1. Prior to receiving approval for a public event, the sponsor must provide a map of the park area showing the location of all facilities and services to include, but not limited to, concessions, rides, parking, fencing, portable toilets, dumpsters, stages, etc. Map shall be given to the department at least 30 days prior to the event and updated annually.
2. Maps of Rotary Park and Riverfront Park can be found on pages 25-26. If event is being held at any other park a hand drawn map is acceptable.
3. A walk through with the Parks, Recreation and Forestry Director and/or, Park Chief Crewperson may be required during the week of the event. Call at least 20 days in advance to schedule the walk through.

H. Utilities:

1. Any temporary installation of electrical services must be approved in advance by the Parks and Recreation Department and by City permit and the total cost of which will be borne by the sponsor. Any service shall be installed by a licensed electrician, and inspected and approved by the City Building Inspector.
2. Adequate electrical capacity to support the demands of the event shall be the responsibility of the sponsor.
3. The cost of additional electrical supply beyond the permanent service shall be borne by the sponsor of the event.
4. All necessary precautions shall be taken to protect the existing electrical service from overload and damage.

5. The public events sponsor, upon receiving approval for the event, must contact Digger's Hotline (1-800-242-8511) and arrange for utility locations before any material is driven into the ground. Contact should be made at least three working days prior to the setup date of the public event to allow utilities adequate time to locate their underground utilities. Event sponsors will be held liable and will repair at full cost any and all damages done to utilities.
6. If a water supply is needed, provisions must be made by the sponsor.
7. The location of all generators should be placed on site map.
8. All generators must be UL-approved and in good working condition.
9. All fuel must be kept in an OSHA approved storage container at least 20 ft. away from the generator.
10. All generators must be placed on plywood to prevent exhaust damage to turf.

I. Cleanup and Refuse:

1. The event sponsor shall provide sufficient refuse containers and dumpsters to meet the anticipated demand. Dumpsters will be located close to hard surface roads and shall be emptied on an as-needed basis. Cost to be borne by the sponsor.
2. Cleaning and clearing of the park area during and after a public event is the responsibility of the sponsor. The area will be entirely cleared of litter within 24 hours of the end of the public event. All portable objects such as tents, fencing, portable toilets, etc. shall be removed within 48 hours of the end of a special event. **If cleaning and clearing of the park area is not accomplished by the event sponsor within the time allotted, the same shall be accomplished by the Parks and Recreation Department and the cost will be deducted from the deposit or billed to the sponsor.**
3. Disposal of grey water, charcoal and used cooking oil is prohibited on the City grounds.
4. It is recommended that refuse materials be recycled whenever and wherever possible. For assistance with recycling, contact John's Disposal at 262-473-4700.

J. Parking:

1. No parking or driving of any vehicle on turf or paved areas outside designated parking areas is allowed at any time of the year, unless prior written approval is granted by the Parks and Recreation Department.
2. The sponsor shall provide an adequate number of individuals to control and regulate the parking of vehicles in designated parking areas.
3. Event sponsors are responsible for any damage done to turf areas.

K. Traffic Control:

All traffic control measures must be coordinated with and approved by the Jefferson Police Department and a copy of the approved plan shall be provided to the Parks and Recreation Department.

L. Street Closure/High Volume Traffic:

All street closures and high volume levels of traffic must obtain a permit from the City Clerk's office. Please see appendix on page 18 for Application of Lease of City Right of Way (Ordinance 240-8).

M. Noise Control:

1. Any live, amplified, or recorded music shall require approval by the Regulatory Committee of the City of Jefferson at least 30 days in advance. It is recommended that speakers be pointed away from residential areas.
2. If requested by the Jefferson Police Department, the sponsor of a public event shall reduce the sound volume if complaints are being generated that the sound is creating a public nuisance. Compliance with City Ordinance, Section 208-9: Loud and Unnecessary Noise Prohibited is required and failure to comply may result in closure of the event.
3. Music cannot begin prior to 9:00 a.m. and must end by 10:00 p.m. during the months of June, July and August and 7:00 p.m. from September to May. Exceptions must be approved by the Common Council.

N. Concessions:

1. Sponsors of public events that provide food and beverage concessions are responsible for securing all necessary licenses and permits, with copies submitted to the Parks and Recreation Department.
2. If the sponsor elects to contract this service to a commercial vendor(s), the names and addresses of such vendors shall be provided to the Parks and Recreation Department during the application process.
3. All beverages must be dispensed in paper or plastic containers or aluminum cans. The use of recyclable containers is recommended. Glass containers are not permitted.
5. Any organization that will provide food service must comply with Chapter HFS 196 of the Wisconsin Administrative code.

O. Alcohol Sales :

1. All sponsors who wish to sell or give away alcohol must apply for a Special Class B license from the City Clerk's office. It is recommended to begin the process at least 60 days prior to your event because license approval must proceed through Regulatory Committee and Common Council.

2. Only “bona fide clubs” or other designated organization by law are eligible for a Special Class B license for the sale of beer or wine in public parks, which clubs must comply with the strict requirements of the law and section City of Jefferson Ordinances 160-3 and Sec.s 125.26(6) & 125.51 (10) Wis. Stats.
3. Areas where alcohol will be served must be designated on the site layout map and be approved by the Jefferson Park and Recreation Department.
4. No glass containers are permitted in the parks.
5. A copy of the Special Class B license must be given to the department at least 30 days prior to the event.
6. Premises are required to have a licensed operator on site at all times during the event in accordance with §§ 125.32(2) and 125.68(2), Wis. Stats.
7. Alcohol permits are only available to those individuals which would meet the Department of Revenues criteria for a Special Class B license.
8. Please consult the following information for obtaining a temporary operators license:
  - a. Temporary operator’s license: \$20 per year.
  - b. Temporary licenses may be issued only on written application forms provided by the Clerk/Treasurer.
  - c. Temporary operator licenses may be issued only to operators employed by or donating their services to nonprofit corporations.
  - d. No person may hold more than one license of this kind per year.
  - e. A temporary operator license is valid for any period from one day to 14 days, and the period for which it is valid shall be stated on the license.
  - f. Temporary operator licenses may be issued by the City Administrator in accordance with § 125.17(1), (2), (3) and (4), Wis. Stats.

P. Sales and/or Third Party Vendors

1. Any exchange of money for merchandise, raffles, food, beverages etc. requires a sale of goods in the city right of way permit. These permits are \$50 per year and can be prorated monthly.
2. Sales of goods in the city right of way permits may be obtained from City Hall
3. This permit is found in Ordinance 270-1 and requires Common Council approval.
4. Additional licenses may be required through the State of Wisconsin.
5. It is recommended to begin the process of a sale of goods in the city right of way permit at least 30 days prior to your event because license approval must proceed through Regulatory Committee and Common Council.

Q. Public Amusements

1. No person shall conduct any public amusement for profit without a license.
2. The following license fees shall be imposed for individual public amusements:
  - i. Circuses, Menageries, Pony or Dog Shows - \$50/day
  - ii. Concerts, Vaudeville Shows, Minstrel Shows, Theatrical or Musical Amusements - \$20/day.
  - iii. Merry-Go-Rounds and Other Public Amusements - \$10/day or \$20/week
3. Applications are available from the City Clerks office and a copy is found in this handbook.
4. Sponsors must adhere to the City of Jefferson Ordinances 108-1 in regards to permits.

R. Security and Protection:

Event sponsors are responsible for providing safety and security for all attendees at their expense. Measures must be taken to maintain order and to enforce all laws, rules, and regulations pertinent to the event. Event sponsors are required to:

1. Confer with the Jefferson Police Department to establish, review and approve a security and safety plan. The Police Department may deny the event permit if the plan is inadequate. The Chief of Police also reserves the right to regulate the number of security officers at any event.
2. Provide security and safety measures deemed necessary to insure the public's health, safety and welfare.
4. Follow-through with the approved plan throughout the event.
5. The Jefferson Fire Department and EMS may require a fire safety and evacuation plan for any event as per International Fire Code Section 403 & 404.
6. Fencing may be required at the discretion of the Chief of Police, Fire, Director of Parks and Recreation or EMS Director based upon the planned event.

S. Toilet Facilities:

1. In addition to toilet facilities available in the immediate park area, portable toilets and portable hand washing facilities may be required for health and sanitation reasons at the expense of the sponsoring agency/organization.
2. Toilet facilities shall be provided based on the anticipated peak crowd size in accordance with Chapter 55 (Table 55.32) of the WI Administrative Code.
3. Any portable toilets shall be located within the authorized area of the public event. If a beer permit has been granted, a selected number of portable toilets will be placed within 400 feet of the beer drinking area. Placing toilets close to security lighting is preferred.

4. Portable toilets shall be properly enclosed, in good repair, and a minimum of 100 feet away from food preparation area. Prevailing winds should be considered when placing portable toilets.
5. Portable toilets used for a public event shall be kept in a clean and usable condition by the sponsor. This will include periodic inspection by a representative of the sponsor to ensure proper functioning of the toilets and adequate supply of toilet paper.

T. Equipment:

1. Applicant for an event permit is responsible for obtaining, erecting, removal and return of any required signs, barricades, equipment (park benches, tables, trash barrels, etc.) or supplies required for said event. All costs to be borne by the event sponsor. All Department issued equipment will be charged to the event sponsor in accordance with the Department's fees and charges policy, without exception.
2. All signs, barricades, supplies and animal feces must be removed immediately following the event. Facilities and grounds shall be returned to the same condition as prior to the event, to include sweeping if necessary.
3. For all street closings, lighted barricades will be required after dark and a Street Use Permit shall be obtained from the City Clerk.
4. Open fires in any park will not be permitted.
6. Decorating will be permitted only with the approval of the Parks and Recreation Department and must be removed within 24 hours of the end of the public event. All decorations must conform to state and municipal fire codes. Decorations may not be hung by puncturing or girdling trees by any means.

U. Insurance:

1. Any group or sponsor conducting a special event will be required to provide any or all of the following coverage, if any of these conditions exist while conducting a special event:
  - a. Commercial general liability insurance policy naming the City of Jefferson as an additional insured. This coverage is required for all events.
  - b. Automobile liability coverage – if the sponsor will be using any owned, hired or non-owned motor vehicles.
  - c. Worker's compensation coverage – if the sponsor meets the test of an employer subject to the Worker's Compensation Act in Chapter 102 Wisconsin Statutes.
  - d. Personal injury coverage – if the sponsor is securing the services of a private security agency.
  - e. Athletic participation coverage – if the sponsor is conducting athletic event, the general liability policy shall have no exclusions for suits or claims by or on behalf of event participants.
  - f. Product and completed operations coverage – if the sponsor will be selling or distributing any food, beverage or non-consumable product.

- g. Individuals, who are registering to participate in a race, walk or athletic event must complete a waiver statement provided by the sponsor acknowledging their acceptance of any risk to participate.
  - h. All subcontractors or co-sponsors shall show evidence of coverage's at least equal to those outline in Chapter 102 Wisconsin Statutes.
2. An original "Certificate of Insurance" must be provided within 30 days of the event indicating coverages outlined above. The certificate must indicate that an endorsement to the Commercial General Liability has been issued that names the "**City of Jefferson**" as an additional insured party.
  3. Sponsor is required to return a signed copy of the Indemnification & Reimbursement Agreement within 30 days of the event. A sample is located on page 23.
  4. Cancellation Insurance is recommended for all large scale public events.

V. Waiving Charges for Public Events

1. Fees are charged based on an all areas park rental fee.
2. Fees may be waived by the Council. Organizations which support the community will be considered for waivers.
3. If proceeds from the event are being donated to the Park System, fees may be paid at the time the proceeds are donated to the Parks and Recreation Department.
4. Park rental fees for Jefferson Chamber of Commerce and Jefferson School District are waived but will be required to fill out all application forms and may be required to pay additional fees depending on the level of service required.



317 S. MAIN ST.  
JEFFERSON, WISCONSIN 53549  
674-7700

**ion and Forestry Department**  
Phone 920.674.7720 Fax: 920.674.7710  
[ffersonwis.com](http://ffersonwis.com)

Office Use  
Date Received \_\_\_\_\_  
Time \_\_\_\_\_ Initial \_\_\_\_\_  
Permit # \_\_\_\_\_

**Public Special Event Application**  
(Includes Large-Scale Public Gatherings)

Please fill in the information below and return to Jefferson Parks, Recreation & Forestry Department (JPRF) office along with \$60 non-refundable application fee. Please print using blue or black ink.

**General Information**

Name/ Description of Event \_\_\_\_\_ Organization \_\_\_\_\_

Organization Website \_\_\_\_\_ Tax Exempt number (attach proof) \_\_\_\_\_

Name of Event Coordinator \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name of Alternative Contact \_\_\_\_\_ Email \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Event Information**

Date(s) \_\_\_\_\_ Attendance Per Day \_\_\_\_\_

Facility and/or park areas requested \_\_\_\_\_

Event hours: \_\_\_\_\_ Set-up begins \_\_\_\_\_ Clean-up ends \_\_\_\_\_

Will Wine/Beer be served?  Yes  No If yes, contact City Clerk at 920-674-7700

Will Wine/ Beer be sold?  Yes  No If yes, contact City Clerk at 920-674-7700

Will Food be given away?  Yes  No Will Food be sold?  Yes  No If yes, contact County Health at 920-674-7275

Will Signs/Banners be displayed?  Yes  No Where? \_\_\_\_\_

Will you have security?  Yes  No Who? \_\_\_\_\_

Will you have items left overnight?  Yes  No What? \_\_\_\_\_

Have you received a Special Event Handbook?  Yes  No

Will you need Street Closures?  Yes  No If yes, contact City Clerk at 920-674-7700

Will you need No Parking Areas?  Yes  No If yes, contact City Clerk at 920-674-7700

**Additional Equipment provided by sponsor**

Inflatable/moonwalk  Yes  No Describe? \_\_\_\_\_

Electricity- Generators Tent/ canopy Portable Toilets  Yes  No How Many? \_\_\_\_\_ Sizes? \_\_\_\_\_

Amplified sound  Yes  No Purpose/type \_\_\_\_\_

Golf Carts/Motorized Vehicles  Yes  No Attach list of vehicles \_\_\_\_\_

Other  Yes  No

By signing below, the signee states that the information given on this form is true and accurate. The signee also understands that he/she will be held accountable for all information/policies set forth in the Public Special Events Handbook, City of Jefferson Ordinances and Wisconsin/ United States Legislature.

**Signature** \_\_\_\_\_



317 S. MAIN ST.  
JEFFERSON, WISCONSIN 53549  
674-7700



**City of Jefferson Parks, Recreation and Forestry Department**

317 S. Main Street Jefferson WI 53549 Phone: (920) 674-7720 Fax: (920) 674-7710

[www.jeffersonwis.com](http://www.jeffersonwis.com)

Form to be used for Sponsor to budget for event Date \_\_\_\_\_  
Please see page 3 of handbook for fee waiver process

## Public Special Events Fees & Charges Schedule/ Worksheet

**Administrative Fees**

Application Fee (Non-refundable)	\$60.00			\$	
Non-sufficient Fund Fee	\$50.00			\$	

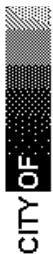
**General User Service Fees**

Shelter Reservations – weekday M-F	\$30.00	X		\$	
Shelter Reservations – weekend Sat/Sun	\$45.00	X		\$	
Shelter Deposit	\$100.00			\$	
Ball Diamond Reservations	\$50.00	X		\$	
Ball Diamond Deposit	\$25.00			\$	
Rotary Park with limited electricity available	\$30.00	X		\$	
Special event deposit	\$			\$	(fee determined by # of attendees)

**Special User Service Fees**

Sale of Goods in City ROW Permit	\$50.00 yearly			\$	
Circus, Menageries, Dog or Pony Shows	\$20.00 each day	X		\$	
Concerts or Music Amusements	\$20.00 each day	X		\$	
Merry-go-Rounds/Other Public Amuse.	\$10/day or \$20/week	X		\$	
<b><u>Public Special Event Total Due</u></b> (calculate all charges)				\$	

***All balances over 30 days will incur interest of 18% per annum.***



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# Circuses, Menageries, Pony or Dog Shows

**APPLICATION MUST BE SUBMITTED 30 DAYS  
IN ADVANCE!**

Fee: \$50.00 Per Day  
Amount Enclosed: \_\_\_\_\_

Sponsors of Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Drivers License or Other Form of Identification: \_\_\_\_\_

Event Location: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach the following:

**\*Written Description** – Including the proposed use, activities, business or operations to occur on the festival site as part of the festival, the festival events scheduled, hours and dates of operation, projected attendance in total including peak days and hour, if alcoholic beverages are to be served a complete description of the vending site, hours of operation and proposed means of preventing minors from frequenting and loitering near areas where beverages are served and consumed.

**\*Crowd Safety and Security Plan** – Including description of security plans for maintaining order and preserving safety, private security, public police/sheriff and fire protection, rescue and emergency squad protection, fire extinguishers, and communication system to be utilized in emergencies. *(Please attach applicable information.)*

**\*Site Plan** – A fully dimensioned and scaled plan no larger than 11"x17" showing location of activity areas, parking, access and any temporary and/or permanent structures.

**\*Insurance** – Attach a certificate of insurance or an insurance commitment naming the City of Jefferson, its agents, officers, and employees as additional insured on applicable liability insurance for the festival, with limit of not less than \$1,000,000 per occurrence and \$1,000,000 in the aggregate

Has applicant submitted an application form with the City in the past two years? \_\_\_\_\_

If so, please describe event, including dates: \_\_\_\_\_

Last three cities in which you have held a similar event: \_\_\_\_\_

.....

***I certify that all information provided on this form is true and correct. I am familiar with the laws, ordinances and regulations and I hereby agree, if granted said permit, to obey all provisions of said laws. I agree to comply with all applicable building, electrical and plumbing codes. I hereby authorize employees of the City of Jefferson to obtain information and records from law enforcement agencies, or other sources, to verify the information contained in this application.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, \_\_

\_\_\_\_\_  
Notary Public  
My commission expires \_\_\_\_\_

***Staff: At time of application, please take a COLOR copy of the photo identification and collect the necessary fee.***

.....

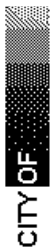
Application Date: \_\_\_\_\_ City Clerk Approval: \_\_\_\_\_

Police Chief Approval: \_\_\_\_\_  Attached  Below

Comments: \_\_\_\_\_

\_\_\_\_\_  
Board Approval Date: \_\_\_\_\_ Conditions of Approval: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



317 S. MAIN ST.  
JEFFERSON, WISCONSIN 53549  
674-7700



# Merry-Go-Rounds and Other Public Amusements

**APPLICATION MUST BE SUBMITTED 14 DAYS IN ADVANCE!**

Fee: \$10.00 Per Day/\$20.00 Per Week  
Amount Enclosed: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

*(Information on Contact above)*

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Drivers License or Other Form of Identification: \_\_\_\_\_

Event Location: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach the following:

**\*Crowd Safety and Security Plan** – Including description of security plans for maintaining order and preserving safety, private security, public police/sheriff and fire protection, rescue and emergency squad protection, fire extinguishers, and communication system to be utilized in emergencies. *(Please attach applicable information.)*

**\*Site Plan** – A fully dimensioned and scaled plan no larger than 11"x17" showing location of activity areas, parking, access and any temporary and/or permanent structures.

**\*Insurance** – Attach a certificate of insurance or an insurance commitment naming the City of Jefferson, its agents, officers, and employees as additional insured on applicable liability insurance for the festival, with limit of not less than \$1,000,000 per occurrence and \$1,000,000 in the aggregate

Has applicant submitted an application form with the City in the past two years? \_\_\_\_\_

If so, please describe event, including dates: \_\_\_\_\_

Last three cities in which you have held a similar event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....  
***I certify that all information provided on this form is true and correct. I am familiar with the laws, ordinances and regulations and I hereby agree, if granted said permit, to obey all provisions of said laws. I agree to comply with all applicable building, electrical and plumbing codes. I hereby authorize employees of the City of Jefferson to obtain information and records from law enforcement agencies, or other sources, to verify the information contained in this application.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, \_\_

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

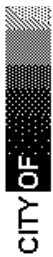
***Staff: At time of application, please take a COLOR copy of the photo identification and collect the necessary fee.***

.....  
Application Date: \_\_\_\_\_ City Clerk Approval: \_\_\_\_\_

Police Chief Approval: \_\_\_\_\_  Attached  Below

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board Approval Date: \_\_\_\_\_ Conditions of Approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



317 S. MAIN ST.  
JEFFERSON, WISCONSIN 53549  
674-7700



# Concerts, Vaudeville Shows, Minstrel Shows, Theatrical or Musical Amusements

**APPLICATION MUST BE SUBMITTED 60 DAYS IN ADVANCE!**

Fee: \$20.00 Per Day  
Amount Enclosed: \_\_\_\_\_

Sponsors of Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Drivers License or Other Form of Identification: \_\_\_\_\_

Event                      Location: \_\_\_\_\_                      Date:  
\_\_\_\_\_

Please attach the following:

**\*Written Description** – Including the proposed use, activities, business or operations to occur on the festival site as part of the festival, the festival events scheduled, hours and dates of operation, projected attendance in total including peak days and hour, if alcoholic beverages are to be served a complete description of the vending site, hours of operation and proposed means of preventing minors from frequenting and loitering near areas where beverages are served and consumed.

**\*Crowd Safety and Security Plan** – Including description of security plans for maintaining order and preserving safety, private security, public police/sheriff and fire protection, rescue and emergency squad protection, fire extinguishers, and communication system to be utilized in emergencies.

Chief Security Officer: \_\_\_\_\_ Phone Number:  
\_\_\_\_\_

**\*Site Plan** – A fully dimensioned and scaled plan no larger than 11"x17" showing location of activity areas, parking, access and any temporary and/or permanent structures.

**\*Insurance** – Attach a certificate of insurance or an insurance commitment naming the City of Jefferson, its agents, officers, and employees as additional insured on applicable liability insurance for the festival, with limit of not less than \$1,000,000 per occurrence and \$1,000,000 in the aggregate

Has applicant submitted an application form with the City in the past two years? \_\_\_\_\_

If so, please describe event, including dates: \_\_\_\_\_

\_\_\_\_\_

Last three cities in which you have held a similar event: \_\_\_\_\_

\_\_\_\_\_

.....

***I certify that all information provided on this form is true and correct. I am familiar with the laws, ordinances and regulations and I hereby agree, if granted said permit, to obey all provisions of said laws. I agree to comply with all applicable building, electrical and plumbing codes. I hereby authorize employees of the City of Jefferson to obtain information and records from law enforcement agencies, or other sources, to verify the information contained in this application.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, \_\_

\_\_\_\_\_  
Notary Public  
My commission expires \_\_\_\_\_

***Staff: At time of application, please take a COLOR copy of the photo identification and collect the necessary fee.***

.....

Application Date: \_\_\_\_\_ City Clerk Approval: \_\_\_\_\_

Police Chief Approval: \_\_\_\_\_  Attached  Below

Comments: \_\_\_\_\_

\_\_\_\_\_

Board Approval Date: \_\_\_\_\_ Conditions of Approval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant agrees to be responsible for any and all copyright requirements and defend and hold the city harmless from any and all claims arising there from.



Date: \_\_\_\_\_

**APPLICATION  
SALE OF GOODS OR SERVICES  
IN PUBLIC RIGHT-OF-WAY**

**To THE CLERK OF THE CITY OF JEFFERSON, WISCONSIN:**

The undersigned hereby applies for a permit to sell goods or services in the public right-of-way. This permit is subject to Council Approval.

**ANSWER THE FOLLOWING QUESTIONS FULLY AND COMPLETELY:**

**1. Applicant(s):**

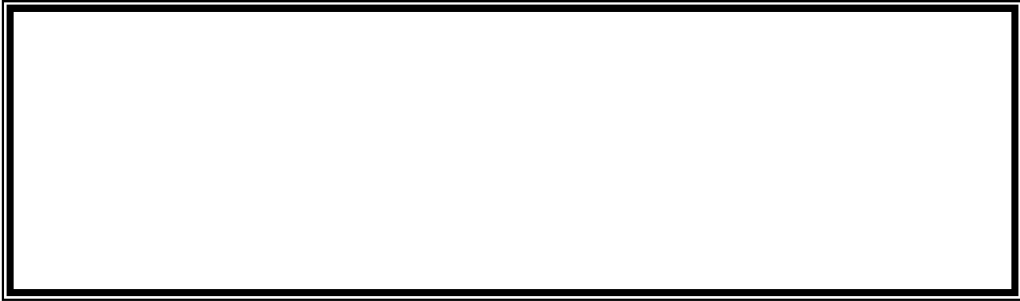
(a) Name: \_\_\_\_\_

(b) Address: \_\_\_\_\_

**2. Location of Premises for which Application is made:**

(a) Street Address: \_\_\_\_\_

Use the box below to draw a diagram of your anticipated location.



**3. Briefly describe the goods and/or services which will be sold:**

\_\_\_\_\_

(If applicable) Purpose for sale: \_\_\_\_\_

*I agree to the rules and regulations of this permit as set forth in the City of Jefferson Municipal Code Section 270-1. I further acknowledge that this permit will expire on December 31<sup>st</sup> of the year issued and that the hours of operation are between 5:01 a.m. and 8:59 p.m.*

\_\_\_\_\_  
(Signature of Applicant or Agent)

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Wisconsin  
My Commission Expires \_\_\_\_\_  
issued \_\_\_\_\_

**THIS SPACE PROVIDED FOR CLERK ONLY.**

Application No. \_\_\_\_\_  
Date Filed \_\_\_\_\_  
Date License \_\_\_\_\_

License No. \_\_\_\_\_  
 \$50 Fee Paid? – Can be prorated by Month



Notarized?

Application

Scheduled for

Council Mtg.

**TEMPORARY LICENSE APPLICATION**

*To serve fermented malt beverages and intoxicating liquors*

License Effective \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_ (Not to exceed 14 day period!)

NAME OF APPLICANT:

\_\_\_\_\_ FIRST MIDDLE INITIAL LAST

ADDRESS OF APPLICANT:

\_\_\_\_\_ STREET CITY STATE ZIP

DATE OF BIRTH \_\_\_ / \_\_\_ / \_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

PHONE NUMBER (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Where Do You Intend To Use This License? \_\_\_\_\_

What Dates Do You Intend To Use This License? \_\_\_\_\_

Have you ever been refused a license to serve fermented beverages and intoxicating liquors?  YES  NO

Have you ever had such a license revoked?  YES  NO

Have you even been convicted of violating any criminal statute?  YES  NO

Have you even been convicted of violating any license law or ordinance regulating the sale of beverage or intoxicating liquors?  YES  NO

*If you answered "YES" to any of the above questions, please give a complete explanation.*

The undersigned, upon penalty of perjury, declares the foregoing application to be complete and accurate. Furthermore, I hereby empower the City of Jefferson and any of its agents to obtain information pertaining to me and do hereby release any agency, business, or individual from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information or any attempt to comply with it. I hereby agree to comply with all federal, state, and municipal laws, resolutions, ordinances and regulations affecting the sale of such beverage and liquors if the license privilege should be granted to me.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

PAID:  Cash  Check \_\_\_\_\_ COST: \$20.00

Signature of Individual issuing Provisional License: \_\_\_\_\_



**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: \_\_\_\_\_

Town of  Village of  City of \_\_\_\_\_ County of \_\_\_\_\_

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. Stat.

at the premises described below during a special event beginning \_\_\_\_\_ and ending \_\_\_\_\_ and agrees to comply with all law, resolution, 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

(a) Name \_\_\_\_\_

(b) Address \_\_\_\_\_  
 Street \_\_\_\_\_  Town  Village  City

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

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

(e) Names and addresses of all officers:

President \_\_\_\_\_

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

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

(f) Name and address of manager or person in charge of affair: \_\_\_\_\_  
 \_\_\_\_\_

**2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:**

(a) Street number \_\_\_\_\_

(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 \_\_\_\_\_

(b) Dates of event \_\_\_\_\_

**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/date)	Officer _____ (Signature/date)
Officer _____ (Signature/date)	Officer _____ (Signature/date)

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

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

## ADDITIONAL INFORMATION

### May be Granted and Issued only to:

- (1) Bona fide clubs that have been in existence for at least 6 months prior to the date of application.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Church, lodge, or society that has been in existence for not less than 6 months prior to the date of application.
- (4) Posts now or hereafter established of ex-servicemen's organizations.

### Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (ss. 125.26(1) and 125.51(1)(a), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:

#### Class "B" (Beer):

- a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (s. 125.04(3)(f), Wis. Stats.)
- b. At least 15 days prior to the granting of the license for events lasting 4 or more days.

#### "Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.

- (4) Publication: Not required.

**Fee:** Not to exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.)

**Duration:** The day, or consecutive days, that the specified event is in progress.

### Restrictions:

- (1) License may not be issued to individuals.
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. They may not be issued for business or social meetings of the organization.
- (3) Licenses for club or organization meetings may be issued only to ex-servicemen's posts.
- (4) License may cover either a specified area or the entire picnic grounds.
- (5) License issued to a county or district fair must cover the entire fairground (ss. 125.26(6) and 125.51(10), Wis. Stats.)
- (6) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (s. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (7) Licensed operator(s) must be present at all times (ss. 125.26(6), 125.32(2) - Beer; 125.51(10), 125.68(2) - Wine; 125.17
- (8) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (s. 125.32(6), Wis. Stats.)
- (9) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society or veterans' post in any 12 month period.
- (10) Licensed organizations must purchase their product from a licensed wholesaler.

NOTE: Most coolers presently on the market have a fermented malt beverage base allowing sale under a beer license, e.g. Bartles and James, Seagrams, etc.

Event Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Location \_\_\_\_\_

## Indemnification and Reimbursement Agreement

WHEREAS, the Common Council of the City of Jefferson ("City") has established a policy regulating the use of city parks and other specified properties for large-scale public gatherings and Special Events, and

WHEREAS, said ordinance requires persons wishing to hold a Special Event to: (1) indemnify the City and the Park, Recreation and Forestry Commission for injuries and damages caused by the event; and (2) agree to reimburse costs incurred due to extraordinary damage to City property during the event, and

WHEREAS, the undersigned applicant has filed an application to conduct a Special Event in the City, THEREFORE, the City and the undersigned applicant ("Applicant") hereby agree as follows.

1. **Indemnification.** The Applicant hereby indemnifies and holds harmless the City of Jefferson, its officers, agents, employees, successors or assigns, from and against any and all losses, debts, actions, claims, demands, liabilities, expenses, costs, injuries and/or damages to persons or property occurring in connection with the Special Event proximately caused by the actions of the Applicant, the sponsoring organization, its Officers, Employees or agents, or any person under their control.
2. **Reimbursement for Extraordinary Damage.** The applicant shall reimburse the City for costs incurred due to extraordinary damage to City Property during the Special Event conducted by the Applicant. "Extraordinary Damage" is defined as "damage to Park or other city property in excess of normal wear and tear and which requires repairs in excess of routine maintenance."
3. **Procedure For Reimbursement.** To initiate a request for reimbursement pursuant to paragraph two (2) of this Agreement, the Park, Recreation and Forestry Department shall submit to the Applicant a detailed written accounting of the extraordinary damages and the cost of their repair as evidenced by written receipts. The accounting shall be submitted via first class mail, return receipt requested, to the address the Applicant provided on its Public Gathering/Special Event application. The Applicant shall remit payment no later than thirty (30) days from receipt of the accounting. (Interest of 18% per annum will be charge on all accounts 30 days past due.)
4. **Miscellaneous Provisions.**
  - a. **Waiver.** One or more waivers by either party of any provisions, term or condition of this Agreement shall not be construed by either party as a waiver of a subsequent breach of the same by the other party.
  - b. **Severability.** In the event any provisions of this contract shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties.
  - c. **Governing Law.** This Agreement shall be governed and construed in accordance with the law of the State of Wisconsin.
  - d. **Entire Agreement.** This Agreement constitutes the entire Indemnification and Reimbursement Agreement between the parties, and any change, amendment, or modification must be made in writing and executed by both parties.

IN WITNESS HEREOF, the undersigned have read and understand the contract presented here for Special Event indemnification and reimbursement:

**Applicant**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
[Print name:]

**City of Jefferson**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Dale Oppermann, Mayor

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Tanya NP Stewart, City Clerk/Treasurer



317 S. MAIN ST.  
JEFFERSON, WISCONSIN 53549  
674-7700



# ACORD™ CERTIFICATE OF LIABILITY INSURANCE - SAMPLE

DATE:

JPRF Sample: Insurance requirements.

<b>PRODUCER</b> Agency Address City, State, Zip	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
<b>INSURERS AFFORDING COVERAGE</b>	
<b>INSURED</b> Sample Address City, State, Zip	INSURER A: INSURER B: INSURER C: INSURER D: INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS													
	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY ? PROJECT ? LOC				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">EACH OCCURRENCE</td> <td style="width: 30%; text-align: right;"><b>\$1,000,000</b></td> </tr> <tr> <td>FIRE DAMAGE (Any one fire)</td> <td style="text-align: right;"><b>\$50,000</b></td> </tr> <tr> <td>MED EXP (Any one person)</td> <td style="text-align: right;"><b>\$5,000</b></td> </tr> <tr> <td>PERSONAL &amp; ADV INJURY</td> <td style="text-align: right;"><b>\$1,000,000</b></td> </tr> <tr> <td>GENERAL AGGREGATE</td> <td style="text-align: right;"><b>\$2,000,000</b></td> </tr> <tr> <td>PRODUCTS - COMP/OP AGG</td> <td style="text-align: right;"><b>\$2,000,000</b></td> </tr> </table>		EACH OCCURRENCE	<b>\$1,000,000</b>	FIRE DAMAGE (Any one fire)	<b>\$50,000</b>	MED EXP (Any one person)	<b>\$5,000</b>	PERSONAL & ADV INJURY	<b>\$1,000,000</b>	GENERAL AGGREGATE	<b>\$2,000,000</b>	PRODUCTS - COMP/OP AGG	<b>\$2,000,000</b>
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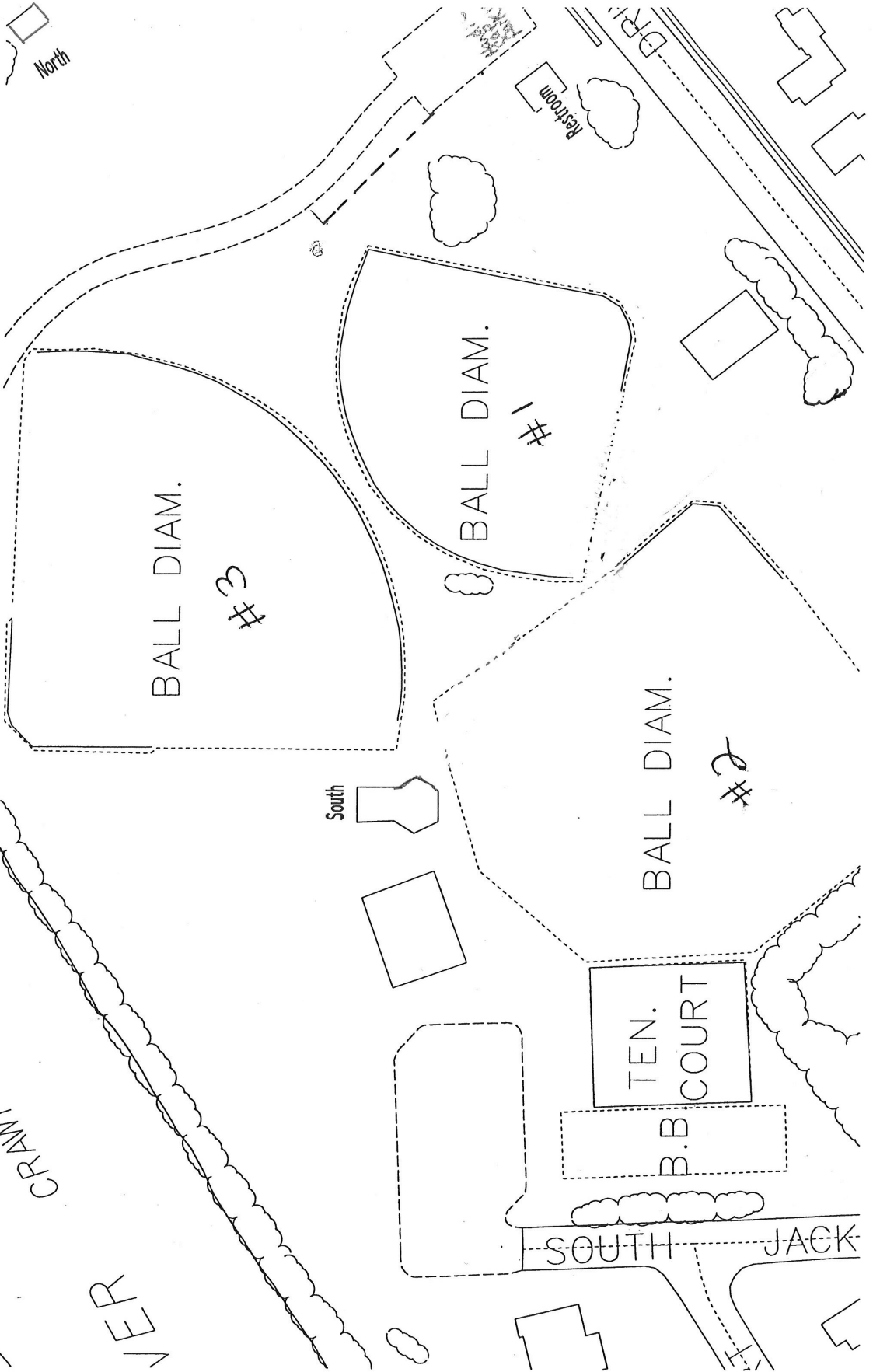
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS  
 City of Jefferson, its officers, employees and agents are additional insured regarding \_\_\_\_\_ (event) held \_\_\_\_\_ (dates) \_\_\_\_\_

**CERTIFICATE HOLDER / ADDITIONAL INSURED; INSURER LETTER CANCELLATION**  
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL \_DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

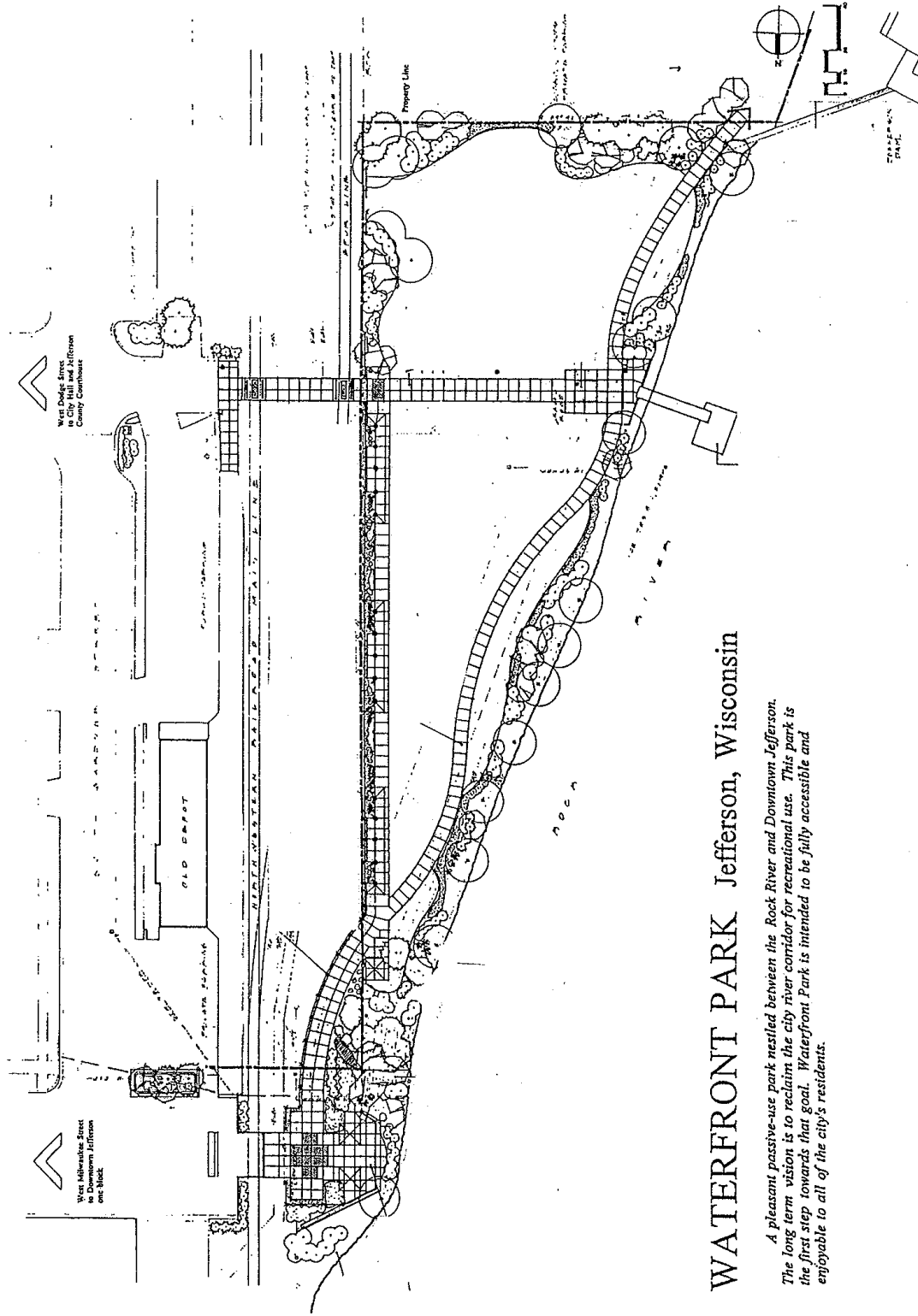
\_\_\_\_\_  
 AUTHORIZED REPRESENTATIVE

# Riverfront Park

Scale: 1" = 100'



# Rotary Park



West Dodge Street  
is City Hill and Jefferson  
County Courthouse

West Milwaukee Street  
is Jefferson Hill  
and Block

## WATERFRONT PARK Jefferson, Wisconsin

*A pleasant passive-use park nestled between the Rock River and Downtown Jefferson. The long term vision is to reclaim the city river corridor for recreational use. This park is the first step towards that goal. Waterfront Park is intended to be fully accessible and enjoyable to all of the city's residents.*

LANDSCAPE ARCHITECTURE ASSOCIATES  
1000 WEST WISCONSIN STREET  
JEFFERSON, WISCONSIN 53539  
April 20, 1993

## Graphic Exhibit 2



## Public Special Event Sponsor Checklist

(Includes Large Scale Public Gatherings)

This checklist is to serve as a guide for sponsors to know the deadlines to JPRF

### 90 or more days prior to the event

- ✍ Obtain and read Public Special Events Policies and Procedures
- ✍ Fill out and return Public Special Event Application with \$60 application fee
- ✍ Fill out and all other applications if needed with appropriate application fees

### Following approval

- ✍ Apply for Special Class B License with the City Clerk. (If event includes alcohol)
- ✍ 50% of total invoice due within 30 days

### 30 days prior to the event

- ✍ Call Parks, Recreation and Forestry Director for walk through appointment
- ✍ Copy of Certificate of Liability to JPRF
- ✍ Site Map- with all items marked
- ✍ List of all vendors to JPRF
- ✍ List of all golf carts and motorized vehicles to JPRF
- ✍ Copy of Special Class B License to JPRF (if required)
- ✍ Copy of Security Agreement to JPRF (if required)
- ✍ Copy of emergency evacuation plan (if required)

### Week of the event

- ✍ Walk through with Parks, Recreation and Forestry Director and Chief Crew Person

### Day of the event

- ✍ Ensure that all vendors are abiding by policies and procedures

### 24 hours following event

- ✍ Park area completely cleared off all event equipment
- ✍ Trash cleared from the park area
- ✍ Complete JPRF evaluation
- ✍ Contact Parks, Recreation and Forestry Director if any incidents occurred during the event

### 30 days following the event

- ✍ Total invoice due to JPRF
- ✍ Inform Parks, Recreation and Forestry Director if the event will be held again
- ✍ Reserve date for next year's event



## Agencies to Call for Assistance

Got a Question? Need Help? Call the Agency who can assist you:

<b>Agency</b>	<b>Email/Website</b>	<b>Phone</b>	<b>Why to contact</b>
City of Jefferson Parks, Recreation, & Forestry Department 317 S. Main Street	<a href="http://www.jeffersonwis.com">www.jeffersonwis.com</a>	920-674-7720	Rental availability, Application forms, General questions Special requests, Concession permit
City of Jefferson Police	<a href="http://www.jeffersonwis.com">www.jeffersonwis.com</a>	920-674-7707	Chief's event approval
City of Jefferson Clerk's Office	<a href="http://www.jeffersonwis.com">www.jeffersonwis.com</a>	920-674-7700	Alcohol license, Street closing
City of Jefferson EMS	<a href="http://www.jeffersonwis.com">www.jeffersonwis.com</a>	920-674-2751	Codes & requirements
City of Jefferson City Garage	<a href="http://www.jeffersonwis.com">www.jeffersonwis.com</a>	920-674-7737	Barricades
City of Jefferson Fire Department	<a href="http://www.jeffersonwis.com">www.jeffersonwis.com</a>	920-674-7723	Codes & Requirements
JPRF assistance during event	Weekend on call cell	920-342-6154 920-342-6097	
John's Disposal Recycling	<a href="http://www.johnsdisposal.com">www.johnsdisposal.com</a>	262-473-4700	Recycling assistance



# Jefferson Parks, Recreation, & Forestry (JPRF) Special Public Event Evaluation

Name of Event/Organization \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

**Please rate the following:**

Communication with JPRF	Lowest $\longrightarrow$ Highest				
Information received in a timely manner	1	2	3	4	5
Clear before event	1	2	3	4	5
Clear during event	1	2	3	4	5
JPRF Staff					
Professional	1	2	3	4	5
Facilities					
Clean/ neat	1	2	3	4	5
Working order	1	2	3	4	5

Were your expectations from JPRF clear?    YES            NO

If no, which one(s)? \_\_\_\_\_

Were there other supplies that JPRF could have provided? YES            NO

If yes, which one(s)?

Was your attendance what you expected? YES            NO

If no, was it lower or higher?

Are you planning to return for an event next year? YES            NO

Additional Recommendations:

\_\_\_\_\_

\_\_\_\_\_

**Please return evaluation to:**

Attn: Cyndi Keller  
317 S. Main Street  
Jefferson, WI 53549