



**CITY OF
LA CROSSE
SPECIAL EVENTS
MANUAL
(Policies & Procedures)**

**Adopted by:
Board of Public Works 08/12/2019
Common Council 10/10/2019**

SPECIAL EVENT MANUAL

The City of La Crosse recognizes that special events serve an important role in our community as they enhance the lives of our citizens and attract visitors to our City. The City's goal is to encourage and help coordinate special community events, while regulating these events in a positive manner to ensure the health and safety of participants in the event, efficient management of City services and the protection of public lands and facilities.

In order to help event organizers coordinate their plans with City requirements, this Special Event Manual has been compiled and contains policies and procedures and related materials that are involved in the City's review and approval process. Please read this manual completely, even if you have previously planned events.

City of La Crosse Review Staff Contacts:

City Clerk's Office – *filing information; sale of merchandise, food, beer/wine; carnival.*

General Office Number	608-789-7510	licenses@cityoflacrosse.org
Katye Sargent, Licensing Clerk	608-789-7553	sargentk@cityoflacrosse.org

Parks, Recreation & Forestry Department – *City parks and facilities/reservations*

General Office Number	608-789-7533
Kate Kroll, Administrative Coordinator	krollk@cityoflacrosse.org

Police Department – *public safety, intersection control*

Ryan Stenslien, Administrative Bureau	608-789-7236	stenslienr@cityoflacrosse.org
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Fire Department – Community Risk Management – *fire prevention, fire and building codes*

Kyle Soden, Captain	608-789-7271	sodenc@cityoflacrosse.org
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Engineering – *traffic control*

Jamie Hassemer, Civil Engineer	608-789-8182	hassemerj@cityoflacrosse.org
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Street Department – *street use/closures, barricades, waste management/recycling*

Troy Schmutzer, Superintendent	608-789-7340	schmutzert@cityoflacrosse.org
Ashley Freeman, Recycle Coordinator	608-789-8614	freemana@cityoflacrosse.org
Kim Lundgren, Account Clerk	608-789-7507	wegnerk@cityoflacrosse.org

Parking Utility – *parking restrictions*

General Office Number	608-789-4908
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Municipal Transit Utility – *transit routes*

Jim Krueger, Operations Manager	608-789-8380	kruegerj@cityoflacrosse.org
Tim Koterwski, Transit Supervisor	608-789-7375	koterwskit@cityoflacrosse.org
John Cordes, Transit Supervisor	608-789-7371	cordesj@cityoflacrosse.org

All special event applications will be reviewed by City staff, with the City Clerk issuing the special event permit upon approval of all departments. If a denial is received from one or more departments, an appeal of the decision may, upon request, be submitted to the Judiciary & Administration Committee for review and determination whether to grant the permit.

A preliminary conversation with City staff may save valuable time and provide you with initial guidance in the development of your special event plan.

Definition of Special Event. *Special event* means a temporary planned occurrence on public or private property and involves at least one of the circumstances listed below:

- (1) Exclusive use of all or part of all or part of waterways, or City-owned facilities, within the City boundaries such as buildings, parks, open spaces, streets, parking lots, athletic fields, etc., but does not include normal park shelter rentals or La Crosse Center rentals.
- (2) Will involve the closing of a public way; not including neighborhood block parties pursuant to section 40-107.
- (3) Over 200 people at any one time attending a public event on private property, except those situations meeting the definition of a public assembly.
- (4) City ordinances and rules require public safety support by City employees.
- (5) Will require extraordinary services by any City department.
- (6) Hours of the event extend beyond those otherwise adopted in City ordinances.
- (7) Public event in which alcohol beverages and/or food will be served or sold, merchandise or other items are sold and/or outdoor amplified music is provided.

**Outdoor amplified music* means vocal or instrumental sounds played through an amplifier with the likelihood of exceeding noise levels identified in sec. 32-134 of the Municipal Code.

Examples of special events include, but are not limited to, parade or procession of any kind including a group walk/run or bicycle tour/race; festivals and carnivals; outdoor concerts; sporting events and competitions; air shows; charity fundraisers and similar events that include any of the following: alcohol beverages, food and/or merchandise vendors, outdoor amplified music, the closure of streets, alleys or public way.

A Special Event is not intended to include private events such as family gatherings, weddings or funeral ceremonies and processions not intended for the general public or for events that do not require extraordinary services or require any City licenses or permits. For exempt events, refer to sec. 39-11(b) of the La Crosse Municipal Code of Ordinances.

Marches and public assemblies held for the purpose of conducting activities protected by the First Amendment to the United States Constitution are regulated under Chapter 39, Article III. The following are exempt from march or public assembly permit requirements: (1) marches and public assemblies with a group of fifty (50) people or fewer, (2) marches and public assemblies on sidewalks that do not obstruct the normal flow of pedestrian traffic or (3) protests, marches and public assemblies in response to breaking news where such protest, march or public assembly is a spontaneous and immediate response to a current event (within twelve (12) hours of the event occurring).

Who to Contact First – Application, Fees and Deadline.

The City Clerk's Office is the filing officer and coordinates the special event permit process. This manual will help identify what licenses and permits might be needed in addition to the special event permit. The special events manual and related applications can be obtained from the City Clerk's Office or from its webpage at www.cityoflacrosse.org/special-event. Links to the various forms are also provided in this manual.

Applications/forms, including any applicable filing fees, may be mailed, dropped off during public service hours (M-Th 8a-4p) or deposited in the GREEN drop box on the north side of City Hall (place application and respective fee in a sealed envelope to the attention of City Clerk's Office). The City Clerk's address is 400 La Crosse St, La Crosse WI 54601.

A special event permit shall be filed NO LESS THAN sixty (60) days before the scheduled event and no more than one (1) year in advance of the event. The City must have sufficient notice prior to an event so that staff can evaluate the potential impact such an event might have on City resources, public properties/facilities and ultimately on the public and City residents. Each event has unique characteristics and will have a different impact on the services; therefore, events will be considered on a case-by-case basis.

Fees are based on duration, use or closure of public way and/or outdoor music as follows:

- (1) Class I: Single day event -
 - a. without use or closure of public way and no outdoor music \$ 35
 - b. with use or closure of public way only - one city block or less \$ 75
 - c. with use or closure of public way only - greater than one city block \$100
 - d. with use or closure of public way and/or outdoor amplified music \$150
- (2) Class II: Multiple day event -
 - a. without use or closure of public way and no outdoor music. \$ 35
 - b. with use or closure of public way only – one city block or less \$150
 - c. with use or closure of public way only – greater than one city block \$250
 - d. with use or closure of public way and/or outdoor amplified music \$300

Only one application is required for special events that are not consecutive days but ongoing or recurring over a period of time within a calendar year (i.e. Moon Tunes every Thursday in June, July and August); however, all dates and details must be listed on the application (include rain dates if necessary). A separate application may be required for any additional dates or other modifications once the initial application has been approved. Additional permits and/or licenses (i.e. temporary alcohol license) may be required for each ongoing occurrence including extraordinary fees.

If your event includes multiple activities that include closure of street, alley or other public way i.e. two parades or a combination of parade and run/walk, an Activity Summary for each event must be submitted with the special event application providing the necessary details for each.

Notes:

We encourage you to refrain from advertising your event until your application has been approved. Submission of an application is not a guaranteed approval for either the date or location, nor is it an automatic approval for your event. The earlier you submit application, the higher likelihood your location may be available. All location and equipment needs are reserved on a first-come basis without regard to previously held events.

No application for a Special Event Permit will be considered if the organizer has any unpaid fees from previous events.

Consider How Your Event Plans Work With the Community. As you begin the preliminary planning for your event, think carefully about the impacts and benefits the event brings to a community.

Following are common impacts that thoughtful planning can help reduce:

- When you close a street, even for two or three blocks, it can affect traffic for miles around as traffic is rerouted or turned away.
- Does your street closure block or impede access to police stations, fire stations, hospital emergency access routes, churches, schools, businesses or residences?
- How does your event affect the public transportation system with regard to bus routes or airport access? Are alternate routes available to accommodate the numbers of people who use public transportation?
- Are you planning to serve alcohol? How will the use of alcohol affect the tenor, participant safety and enjoyment of the event; as well as security and insurance costs?
- What type of music will be featured? How will the noise impact the surrounding neighborhood? What type of audience behaviors and crowd number may result?
- Have you made plans to ensure that the event is accessible to the disabled (including, but not limited to, vision, hearing and physical limitations)? Do your booths block ramp access? Is parking readily available? Will portable toilets accommodate wheelchairs?
- What other events are occurring throughout the City on the chosen date of your event? Will they reduce attendance at your event or inhibit the ability of the City to provide necessary staffing?

Park Facilities/Land: The City establishes rental rates for City facilities and park land. Event organizers intending to use a City facility or park, or whose event precludes normal occupancy and use of a park, must reserve it separately. Contact the Parks, Recreation & Forestry Department at 608-789-7533.

The size of your event may dictate which of the City's parks are best suited for your event. Park Department staff will discuss your needs and find the best park to make your event successful.

Pre-booking a City park, shelter or trail. The City of La Crosse Parks, Recreation & Forestry Department will review all events for the upcoming year and present them to the Board of Park Commissioners at their November meeting; events require approval by the Park Board. If you wish to pre-book, you must submit a request by November 1st of each year.

See attached ***Annual Community Event Park, Shelter & Trail Request***.

Requests must be submitted to the Park, Recreation & Forestry Office, 400 La Crosse Street, La Crosse WI 54601 or by email to bergc@cityoflacrosse.org or krollk@cityoflacrosse.org. Questions, call 608-789-7533.

Note: Parks hours are 6:00 a.m. to 11:00 p.m. Reservations are allowed between 8:00 a.m. and 10:30 p.m. Events outside of those hours must be approved by the Board of Park Commissioners.

Public Street/Right-of-Way: If your event requires use or closure of a public street or right-of-way, City staff will review your request to ensure that all safety measures are met and the use/closure(s) will not adversely affect traffic flow or transit routes. There may be some limitations on the use of certain streets during peak traffic hours or construction season. We advise you visit the [Engineering Department/Construction Projects](#) website to ensure your route will not be affected by a construction project. If you are aware of a known conflict, plan ahead with an alternate route. A legible, detailed map of the event location, proposed street use/closure(s) and intended route, if applicable, must be presented at the time of application. A turn-by-turn list is also helpful.

If your event includes multiple activities that include closure of street, alley or other public way i.e. two parades or a combination of parade and run/walk, an [Activity Summary](#) for each event must be submitted with the special event application providing the necessary details for each.

The closure of any state highway requires the City to file a DOT permit; however, these closures are not recommended. Parades or other processions that pass through a state highway require police personnel to control the intersection and intersections must remain open to traffic. If requesting to close a highway, a [Request to Close Highway](#) must be filed with the Special Event Application.

Even if your event does not require street or sidewalk closings, it may generate unusual pedestrian and/or vehicular traffic. This not only affects the event's participants but also those who live, work and shop in the area surrounding the event location. Changes in traffic flow must be considered in the planning process. In the case of large events, consider establishing parking in other sites and shuttling participants to the event.

It is permissible to mark routes on City streets, sidewalks and paths provided the markings are made with chalk and removed after the event. Paint of any kind is prohibited and organizer will be billed for removal costs; in addition to possibly being fined.

Parades. The City has established the following regulations and policies which are intended to control parades and processions for the purpose of protecting the general welfare and safety of the persons using the roads of the City of La Crosse:

Parade Regulations:

- *Participants.* No person who leads or participates in a parade or procession shall disobey, or encourage others to disobey, the parade regulations or public conduct policies.
- *Throwing candy.* No candy, gum, balloons or other objects shall be thrown or disbursed from parade floats or vehicles.
- *Direct Sellers (merchandise sales).* No licensee shall be upon any street used as a parade route between the time one-half hour immediately preceding the commencement of any scheduled parade until after the conclusion of any scheduled parade. The sale of any type of device that expels a projectile; such as, but not limited to, silly string, marshmallows or other type of projectiles are prohibited.

Public Conduct Policies:

- *Interference.* No person shall unreasonably hamper, obstruct or impede or interfere with any parade, assembly, walk/run or procession or with any person, vehicle or animal participating or used in a parade.
- *Driving through parade.* No person shall drive a vehicle between the vehicles or persons comprising of a parade when such vehicles or persons are in motion and are conspicuously designated as a parade; unless safely directed through by emergency personnel.
- *Parking on parade route.* The chief of police may prohibit or restrict the parking of vehicles along a highway, or part thereof, constituting a part of the route of a parade. The chief of police shall post signs to such effect, and no person shall park or leave unattended any vehicle in violation there.

Alcohol: If you intend to sell or serve beer and/or wine, a Temporary Class B (picnic) Retail License is required and must be filed with the Special Event Application. There are eligibility requirements for a temporary alcohol license; individuals and businesses do not qualify. The fee is \$10.00 and additional liquor liability insurance is required.

Additional Information:

- Only beer (fermented malt beverage) and wine are allowed with a Temporary Class B license. Intoxicating liquors/distilled beverages are prohibited.
- Licensee must purchase alcohol from a wholesaler or fermented malt beverage from a permitted brewery or brewpub authorized to sell directly to retailers; and keep invoices for two years.
- Licensed beverage operators (bartenders) are required to be present at all times to oversee the sales and consumption of alcohol. Beverage operator licenses are issued by the City Clerk's Office; individuals must apply in person.
- All beverages must be served in paper, plastic or aluminum containers. Glass is prohibited on City property.
- Alcohol is prohibited in the public way, i.e. streets, sidewalks, etc., and carrying open containers of alcohol outside of the designated areas is prohibited. We encourage signs be posted that alcohol is prohibited outside of fenced/licensed area.

See attached ***FAQs and Excerpts from La Crosse Municipal Code Pertaining to Temporary Class B Beer/Wine Licenses and Additional Information.***

Tips to organize a safe and successful event:

- Sale of beer and/or wine must be under the control of your organization at all times. You are the responsible, legally liable party if problems arise because of the improper conduct of your beverage servers.
- The legal drinking age is 21. You should require identification from anyone who appears under the age of 30. Proper identification must be issued by a governmental agency with the name, date of birth, physical description and photograph of the person presenting the identification.
- Do not sell, furnish or give beer or wine to anyone who is intoxicated.
- Identify non-drinking designated drivers and offer them free non-alcoholic beverages.
- Limit sales/service of alcoholic beverages to two (2) drinks per person at any one time.
- Provide food at your event.
- Provide adequate security at your event, especially if it is open to the public.
- Drinking alcoholic beverages on City streets is prohibited; therefore, carrying open containers outside of the area should be monitored.

Food. If you intend to offer food at your event, food-related permits may be required from the La Crosse County Health Department. Contact County Health at 608-785-9771.

Food Vendors. Food vendors are exempt from needing an Outdoor Food Stand/Mobile Food license when vending on the grounds of a permitted special event (other than parade routes) with permission from event organizers. Vendors are required to hold a food-related permit issued by La Crosse County (or State of Wisconsin) and may be required to hold a Wisconsin Seller's Permit. An explanation should be provided in the checklist and a complete list of all food vendors shall be filed with the City Clerk no less than fourteen (14) days before the event including their food permit I.D. number and seller permit number.

Merchandise Vendors. Vendors selling goods (not food related) are exempt from a Direct Seller Permit when vending on the grounds of a permitted special event (other than parade routes) with permission from event organizers. Vendors may be required to have a Wisconsin Seller Permit. A complete list of all merchandise vendors shall be filed with the City Clerk no less than fourteen (14) days before the event including their seller permit number.

Outdoor Amplified Music. Do you intend to have outdoor amplified music at your event? Noise is regulated within the corporate limits of the City of La Crosse. In general, the ordinance states that it shall be unlawful to make, continue or cause to be made or continue any noise in excess of the noise levels set forth in [Sec. 32-134](#) of the La Crosse Municipal Code unless such noise is reasonably necessary to the preservation of life, health, safety or property. Any event with outdoor amplified music must be respectful of their surroundings and shall end by 10:00 p.m. unless additional hours are approved by the Board of Park Commissioners when in a City park.

There may be times or events planned where strict adherence to the noise ordinance may be difficult or unreasonable due to special circumstances. Organizers shall notify nearby properties of the event so they are aware of the event and know what can be expected in regard to noise. If the City receives complaint regarding noise from your event, the Police Department has the right to require event organizer to reduce the sound volume. If the organizer fails, the organizers shall be subject to penalty as provided by the City noise ordinance. The event may also be shut down.

Sounds emanating from events held at the southside Oktoberfest grounds, Copeland Park or Riverside Park are exempt from the provisions of the noise control section but shall be subject to any conditions provided for within the permission to hold such event.

Animals. If your event will include a petting zoo or animal exhibition, it is important to know that only certain domesticated animals are allowed with a Special Event Permit - see Sec. 6-8 of the Municipal Code. Events with wild or vicious animals; see Sec. 6-9 of the Municipal Code and Circus, Carnival or Menagerie information below.

Circus, Carnival or Menagerie. If your event will have a circus, carnival including amusement rides, inflatables or animal rides or a menagerie including wild or vicious animals; a Circus, Carnival or Menagerie license is required of the operator and must be submitted with the Special Event Application (see Sec. 10-277 for exceptions). The applicable fee, bond and additional liability insurance must also accompany the submittal. See Chapter 10, Division VIII of the Municipal Code.

Fireworks. If you intend to display fireworks, an Application for Display of Firework/Pyrotechnic Special Effects is required and must be submitted directly to Fire Department - Community Risk Management. The applicable fee and additional liability insurance is also required. For questions about this permit, contact the CRM Office at 608-789-7530.

Note: If displaying fireworks in a City park, you must obtain permission from the Park & Recreation Department at the time of reservation.

Tents. Will you be erecting a tent or other temporary structure? Tents in excess of 400 square feet require inspection by the Fire Department – Community Risk Management. An Application for Tent/Structure Permit must be submitted with the Special Event Application. For questions about this permit, contact the CRM Office at 608-789-7530.

Note: If erecting a tent or other temporary structure in a City park, there may be additional requirements of the Park & Recreation Department.

Fire Prevention and Safety Procedures. Establishing fire prevention and safety procedures at your event is an essential component of the event planning process.

Items of concern include: general fire and public safety, crowd capacity, access for emergency vehicles, configuration and identification of all vendors cooking with flammable and combustible liquids and/or gases or potentially hazardous cooking appliances.

The Fire Department will review your application and inspect most events. Violations will need to be cleared before a permit is issued, including vendor violations.

See attached ***Requirement for Outdoor Festivals.***

Parking. Contact the Parking Utility Office at 608-789-4908 for information on parking availability, rates and options.

Security Plan. When planning a special event, you should consider a security plan.

The security plan should include, but is not limited to: the hiring of private security companies, plans for crowd control, alcohol containment, securing valuables, protecting event participants.

The La Crosse Police Department may make additional recommendations after review of the plan and/or require special duty police officer staffing at your event.

Medical Services. When planning a special event, first aid needs should be considered.

- How many people will be attending? Medical demands vary depending on anticipated attendance. An event hosting 200 people will have different first aid needs than an event with 5,000 or more participants.
- Is your event being held during the daylight hours or will it run into the evening hours when it is dark? If it is held during nighttime hours, is there good lighting?
- What are the demographics of the anticipated crowd? Does your particular group have any potential health issues that should be taken into consideration?
- What time of the year is your event being held? Do you anticipate hot weather, cold weather, wet conditions?
- What is the length of event? A few hours, a full day or several days?
- Is there a single location for your event? Will there be multiple venues?
- Have you encountered any first aid related problems with the event in past?
- Is this an athletic or sporting event? How strenuous or dangerous is the activity?

Depending on the answers to the previous questions will determine the appropriate level of medical services for your event. However, it is recommended that every special event have a first aid kit easily accessible on the event site(s).

Risk Management/Insurance. Ensuring that appropriate risk management practices are in place is a priority for the City of La Crosse. Some areas of risk management that should be observed by special event organizers are:

- Develop volunteer management practices – identify who is in charge and communicate this to all volunteers. Monitor event volunteers to ensure work is being completed.
- Be clear about the role of the La Crosse Emergency Services (Police and Fire) at your event and enhance communication throughout the event. Consult with emergency personnel for input and advice while developing the safety/risk management plan.
- Be aware of safety standards and/or inspections related to buildings, vehicles, carnival rides and tents, ensuring safe egress from tents and fenced areas.
- Have emergency plans specific to the events activities, including communication and responsibilities, coordination with authorities, weather conditions, lightning and damage to a person or property.
- Coordinate fire safety/protection for all tents and commercial cooking functions, and the safe handling of propane gas.
- Do a “walk through” of the event looking out for tent stakes and ropes, electrical connections, compressed gas cylinders like helium, cables and hoses across walkways, absence of barriers to restricted areas.

Prior to issuance of a permit, applicant shall provide the City Clerk with the following evidence of insurance:

- (1) Comprehensive general liability insurance in the amount of not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage.
- (2) Automobile liability insurance in the amount of not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. Said policy shall cover all owned, non-owned and hired vehicles.
- (3) For events that include the sale of alcohol, liquor liability insurance in the amount of not less than one million dollars (\$1,000,000) per occurrence for bodily insurance, personal injury and property damage.

Said insurance policies shall be in force and effect at the time such event is to take place, and shall, by the acceptance of the permit, be deemed to agree to indemnify, defend and hold the City of La Crosse harmless for all damages of any variety. The coverage shall contain no special limitations on the scope of protection afforded to the City of La Crosse.

Said policy must be endorsed naming the City of La Crosse, its elected and appointed officials, officers, employees or authorized representatives or volunteers as additional insured. Proof of insurance coverage must contain the additional insured endorsement (via ISO endorsement CG2010, CG2033 or insurer's equivalent for general liability coverage); a statement alone on the certificate is not sufficient. *Note: An example endorsement is attached.*

If an event organizer is self-insured, it must provide evidence of alternative proof of coverage, in a form acceptable to the City Clerk. The City shall be named an additional insured.

In addition to insurance, organizers of special events shall be required to sign an agreement in which they agree to indemnify the City of La Crosse, and its departments, and hold the City and its departments, employees and agents, harmless from any liability to a person resulting from any damage or injury to property or any person which occurs in connection with the permitted event proximately caused by any actions or inactions of the event's organizer, their officers, employees or agenda, or any person under their control insofar as permitted by law.

Sanitation. Special events held in parks, in open spaces or other public way may require portable restrooms and wash stations. The number of toilet facilities is based on capacity as required by Chapter 29 of the International Building Code. Contact Community Risk Management at 608-789-7530.

Waste Management/Recycling. The City requires proper collection and disposal of solid waste and recyclables. Event organizers are responsible for managing all waste and recyclables generated at the event. Trash receptacles for each shall be placed at various locations and emptied during the event to prevent overflow. If food vendors are part of the event, waste management will require more effort and expense on the part of the organizer.

A waste management/recycling plan shall be submitted with the special event application and include plans for collection and disposal of materials during and after event, number and location of garbage/recycling containers and dumpsters; number/schedule of volunteers/staff assigned to collection and clean up. If you need assistance with your waste management/recycling plan, contact the City of La Crosse Recycle Office at 608-789-7507.

The City does not provide dumpster services for special events. If your event will generate enough trash to require a dumpster, it is the sole responsibility of the organizer to arrange for dumpsters (drop off and pick up).

Event Clean Up. Cleanup of the event grounds is the responsibility of the organizer. All waste, recycling and other event materials must be removed within twelve (12) hours of the event; unless additional time is approved. All portable objects such as tents, fencing and portable toilets must be removed within twenty-four (24) hours of the event's conclusion; unless additional time is approved. If the event is held on City property and additional clean-up is required at the conclusion of the event, a clean-up fee will be invoiced to the event organizer.

Extraordinary Services. If a special event requires more than the reasonable and necessary services provided by the City that specifically result from the event, the applicant may be required to pay the actual costs for the use of equipment, resources or services. This may include, but is not limited to, police personnel and services, fire personnel and services, traffic control, parks services, street department personnel and services and other services necessary to ensure the protection of participants and citizens, the proper functioning of City services and the proper administration of this ordinance and policies. The City reserves the right to require advance full or partial payment of estimated extraordinary service costs prior to the event.

If any traffic control materials are missing or returned damaged, applicable fees for replacement/repair will be invoiced.

Modification of a Permit Application. Any Special Event Permit granted by the City is based on information provided by the applicant in the permit application. Such information constitutes conditions and limits on the special event if the permit is granted.

The event coordinator shall notify the City immediately if any information in the permit application is no longer complete or accurate, and provide a revised Special Event application containing the updated information along with any adjustment of fees as necessary. No additions may be made to the application within fifteen (15) days of the event; unless there are unforeseen circumstances. The City will promptly review the revised application and notify the organizer if the permit will stand, be revoked, be modified or be subject to any additional conditions, limitations or changes.

Enforcement. The enforcement of special event permits shall be under the jurisdiction of the Police Department and Fire Department who shall have the power to inspect any event at any time to determine compliance.

Event Cancellation. The issuance of a special event permit is conditional at all times. A permit may be revoked by the Police Department or Fire Department when necessary to protect the health, safety or welfare, to prevent a nuisance from developing or continuing, in emergency situations or due to the noncompliance of the La Crosse Municipal Code, applicable State or Federal laws or Special Event Policy and Procedures.

Note: In the event of unforeseen acts of nature or emergency situations, event location, date and/or time may need to be changed or relocated.

ATTACHMENTS:

- Park, Recreation & Forestry – Annual Community Event Park, Shelter & Trail Request Form
 - Park, Shelter & Trail Fees
 - Special/Community Event Fee Structure
- Excerpts from La Crosse Municipal Code Pertaining to Temporary Class B Licenses, Additional Information, Rules, etc.
- Fire Department - Requirement for Outdoor Festivals.
- Extraordinary Service Fees
 - Police Department
 - Streets Department
- Insurance Endorsement Example

Definition of Special Event. *Special event* means a temporary planned occurrence on public or private property and involves at least one of the circumstances listed below:

- (1) Exclusive use of all or part of all or part of waterways, or City-owned facilities, within the City boundaries such as buildings, parks, open spaces, streets, parking lots, athletic fields, etc., but does not include normal park shelter rentals or La Crosse Center rentals.
- (2) Will involve the closing of a public way; not including neighborhood block parties pursuant to section 40-107.
- (3) Over 200 people at any one time attending a public event on private property, except those situations meeting the definition of a public assembly.
- (4) City ordinances and rules require public safety support by City employees.
- (5) Will require extraordinary services by any City department.
- (6) Hours of the event extend beyond those otherwise adopted in City ordinances.
- (7) Public event in which alcohol beverages and/or food will be served or sold, merchandise or other items are sold and/or outdoor amplified music is provided.

**Outdoor amplified music* means vocal or instrumental sounds played through an amplifier with the likelihood of exceeding noise levels identified in sec. 32-134 of the Municipal Code.

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A Special Event is not intended to include private events such as family gatherings, weddings or funeral ceremonies and processions not intended for the general public or for events that do not require extraordinary services or require any City licenses or permits. For exempt events, refer to sec. 39-11(b) of the La Crosse Municipal Code of Ordinances.

Marches and public assemblies held for the purpose of conducting activities protected by the First Amendment to the United States Constitution are regulated under Chapter 39, Article III. The following are exempt from march or public assembly permit requirements: (1) marches and public assemblies with a group of fifty (50) people or fewer, (2) marches and public assemblies on sidewalks that do not obstruct the normal flow of pedestrian traffic or (3) protests, marches and public assemblies in response to breaking news where such protest, march or public assembly is a spontaneous and immediate response to a current event (within twelve (12) hours of the event occurring).

Who to Contact First – Application, Fees and Deadline.

The City Clerk's Office is the filing officer and coordinates the special event permit process. This manual will help identify what licenses and permits might be needed in addition to the special event permit. The special events manual and related applications can be obtained from the City Clerk's Office or from its webpage at www.cityoflacrosse.org/special-event. Links to the various forms are also provided in this manual.

Applications/forms, including any applicable filing fees, may be mailed, dropped off during public service hours (M-Th 8a–4p) or deposited in the GREEN drop box on the north side of City Hall (place application and respective fee in a sealed envelope to the attention of City Clerk's Office). The City Clerk's address is 400 La Crosse St, La Crosse WI 54601.

A special event permit shall be filed NO LESS THAN sixty (60) days before the scheduled event and no more than one (1) year in advance of the event. The City must have sufficient notice prior to an event so that staff can evaluate the potential impact such an event might have on City resources, public properties/facilities and ultimately on the public and City residents. Each event has unique characteristics and will have a different impact on the services; therefore, events will be considered on a case-by-case basis.

Fees are based on duration, use or closure of public way and/or outdoor music as follows:

- (1) Class I: Single day event -
 - a. without use or closure of public way and no outdoor music \$ 35
 - b. with use or closure of public way only - one city block or less \$ 75
 - c. with use or closure of public way only - greater than one city block \$100
 - d. with use or closure of public way and/or outdoor amplified music \$150
- (2) Class II: Multiple day event -
 - a. without use or closure of public way and no outdoor music. \$ 35
 - b. with use or closure of public way only – one city block or less \$150
 - c. with use or closure of public way only – greater than one city block \$250
 - d. with use or closure of public way and/or outdoor amplified music \$300

Only one application is required for special events that are not consecutive days but ongoing or recurring over a period of time within a calendar year (i.e. Moon Tunes every Thursday in June, July and August); however, all dates and details must be listed on the application (include rain dates if necessary). A separate application may be required for any additional dates or other modifications once the initial application has been approved. Additional permits and/or licenses (i.e. temporary alcohol license) may be required for each ongoing occurrence including extraordinary fees.

If your event includes multiple activities that include closure of street, alley or other public way i.e. two parades or a combination of parade and run/walk, an Activity Summary for each event must be submitted with the special event application providing the necessary details for each.

Notes:

We encourage you to refrain from advertising your event until your application has been approved. Submission of an application is not a guaranteed approval for either the date or location, nor is it an automatic approval for your event. The earlier you submit application, the higher likelihood your location may be available. All location and equipment needs are reserved on a first-come basis without regard to previously held events.

No application for a Special Event Permit will be considered if the organizer has any unpaid fees from previous events.

Consider How Your Event Plans Work With the Community. As you begin the preliminary planning for your event, think carefully about the impacts and benefits the event brings to a community.

Following are common impacts that thoughtful planning can help reduce:

- When you close a street, even for two or three blocks, it can affect traffic for miles around as traffic is rerouted or turned away.
- Does your street closure block or impede access to police stations, fire stations, hospital emergency access routes, churches, schools, businesses or residences?
- How does your event affect the public transportation system with regard to bus routes or airport access? Are alternate routes available to accommodate the numbers of people who use public transportation?
- Are you planning to serve alcohol? How will the use of alcohol affect the tenor, participant safety and enjoyment of the event; as well as security and insurance costs?
- What type of music will be featured? How will the noise impact the surrounding neighborhood? What type of audience behaviors and crowd number may result?
- Have you made plans to ensure that the event is accessible to the disabled (including, but not limited to, vision, hearing and physical limitations)? Do your booths block ramp access? Is parking readily available? Will portable toilets accommodate wheelchairs?
- What other events are occurring throughout the City on the chosen date of your event? Will they reduce attendance at your event or inhibit the ability of the City to provide necessary staffing?

Park Facilities/Land: The City establishes rental rates for City facilities and park land. Event organizers intending to use a City facility or park, or whose event precludes normal occupancy and use of a park, must reserve it separately. Contact the Parks, Recreation & Forestry Department at 608-789-7533.

The size of your event may dictate which of the City's parks are best suited for your event. Park Department staff will discuss your needs and find the best park to make your event successful.

Pre-booking a City park, shelter or trail. The City of La Crosse Parks, Recreation & Forestry Department will review all events for the upcoming year and present them to the Board of Park Commissioners at their November meeting; events require approval by the Park Board. If you wish to pre-book, you must submit a request by November 1st of each year.

See attached ***Annual Community Event Park, Shelter & Trail Request***.

Requests must be submitted to the Park, Recreation & Forestry Office, 400 La Crosse Street, La Crosse WI 54601 or by email to bergc@cityoflacrosse.org or krollk@cityoflacrosse.org. Questions, call 608-789-7533.

Note: Parks hours are 6:00 a.m. to 11:00 p.m. Reservations are allowed between 8:00 a.m. and 10:30 p.m. Events outside of those hours must be approved by the Board of Park Commissioners.

Public Street/Right-of-Way: If your event requires use or closure of a public street or right-of-way, City staff will review your request to ensure that all safety measures are met and the use/closure(s) will not adversely affect traffic flow or transit routes. There may be some limitations on the use of certain streets during peak traffic hours or construction season. We advise you visit the [Engineering Department/Construction Projects](#) website to ensure your route will not be affected by a construction project. If you are aware of a known conflict, plan ahead with an alternate route. A legible, detailed map of the event location, proposed street use/closure(s) and intended route, if applicable, must be presented at the time of application. A turn-by-turn list is also helpful.

If your event includes multiple activities that include closure of street, alley or other public way i.e. two parades or a combination of parade and run/walk, an [Activity Summary](#) for each event must be submitted with the special event application providing the necessary details for each.

The closure of any state highway requires the City to file a DOT permit; however, these closures are not recommended. Parades or other processions that pass through a state highway require police personnel to control the intersection and intersections must remain open to traffic. If requesting to close a highway, a [Request to Close Highway](#) must be filed with the Special Event Application.

Even if your event does not require street or sidewalk closings, it may generate unusual pedestrian and/or vehicular traffic. This not only affects the event's participants but also those who live, work and shop in the area surrounding the event location. Changes in traffic flow must be considered in the planning process. In the case of large events, consider establishing parking in other sites and shuttling participants to the event.

It is permissible to mark routes on City streets, sidewalks and paths provided the markings are made with chalk and removed after the event. Paint of any kind is prohibited and organizer will be billed for removal costs; in addition to possibly being fined.

Parades. The City has established the following regulations and policies which are intended to control parades and processions for the purpose of protecting the general welfare and safety of the persons using the roads of the City of La Crosse:

Parade Regulations:

- *Participants.* No person who leads or participates in a parade or procession shall disobey, or encourage others to disobey, the parade regulations or public conduct policies.
- *Throwing candy.* No candy, gum, balloons or other objects shall be thrown or disbursed from parade floats or vehicles.
- *Direct Sellers (merchandise sales).* No licensee shall be upon any street used as a parade route between the time one-half hour immediately preceding the commencement of any scheduled parade until after the conclusion of any scheduled parade. The sale of any type of device that expels a projectile; such as, but not limited to, silly string, marshmallows or other type of projectiles are prohibited.

Public Conduct Policies:

- *Interference.* No person shall unreasonably hamper, obstruct or impede or interfere with any parade, assembly, walk/run or procession or with any person, vehicle or animal participating or used in a parade.
- *Driving through parade.* No person shall drive a vehicle between the vehicles or persons comprising of a parade when such vehicles or persons are in motion and are conspicuously designated as a parade; unless safely directed through by emergency personnel.
- *Parking on parade route.* The chief of police may prohibit or restrict the parking of vehicles along a highway, or part thereof, constituting a part of the route of a parade. The chief of police shall post signs to such effect, and no person shall park or leave unattended any vehicle in violation there.

Alcohol: If you intend to sell or serve beer and/or wine, a Temporary Class B (picnic) Retail License is required and must be filed with the Special Event Application. There are eligibility requirements for a temporary alcohol license; individuals and businesses do not qualify. The fee is \$10.00 and additional liquor liability insurance is required.

Additional Information:

- Only beer (fermented malt beverage) and wine are allowed with a Temporary Class B license. Intoxicating liquors/distilled beverages are prohibited.
- Licensee must purchase alcohol from a wholesaler or fermented malt beverage from a permitted brewery or brewpub authorized to sell directly to retailers; and keep invoices for two years.
- Licensed beverage operators (bartenders) are required to be present at all times to oversee the sales and consumption of alcohol. Beverage operator licenses are issued by the City Clerk's Office; individuals must apply in person.
- All beverages must be served in paper, plastic or aluminum containers. Glass is prohibited on City property.
- Alcohol is prohibited in the public way, i.e. streets, sidewalks, etc., and carrying open containers of alcohol outside of the designated areas is prohibited. We encourage signs be posted that alcohol is prohibited outside of fenced/licensed area.

See attached ***FAQs and Excerpts from La Crosse Municipal Code Pertaining to Temporary Class B Beer/Wine Licenses and Additional Information.***

Tips to organize a safe and successful event:

- Sale of beer and/or wine must be under the control of your organization at all times. You are the responsible, legally liable party if problems arise because of the improper conduct of your beverage servers.
- The legal drinking age is 21. You should require identification from anyone who appears under the age of 30. Proper identification must be issued by a governmental agency with the name, date of birth, physical description and photograph of the person presenting the identification.
- Do not sell, furnish or give beer or wine to anyone who is intoxicated.
- Identify non-drinking designated drivers and offer them free non-alcoholic beverages.
- Limit sales/service of alcoholic beverages to two (2) drinks per person at any one time.
- Provide food at your event.
- Provide adequate security at your event, especially if it is open to the public.
- Drinking alcoholic beverages on City streets is prohibited; therefore, carrying open containers outside of the area should be monitored.

Food. If you intend to offer food at your event, food-related permits may be required from the La Crosse County Health Department. Contact County Health at 608-785-9771.

Food Vendors. Food vendors are exempt from needing an Outdoor Food Stand/Mobile Food license when vending on the grounds of a permitted special event (other than parade routes) with permission from event organizers. Vendors are required to hold a food-related permit issued by La Crosse County (or State of Wisconsin) and may be required to hold a Wisconsin Seller's Permit. An explanation should be provided in the checklist and a complete list of all food vendors shall be filed with the City Clerk no less than fourteen (14) days before the event including their food permit I.D. number and seller permit number.

Merchandise Vendors. Vendors selling goods (not food related) are exempt from a Direct Seller Permit when vending on the grounds of a permitted special event (other than parade routes) with permission from event organizers. Vendors may be required to have a Wisconsin Seller Permit. A complete list of all merchandise vendors shall be filed with the City Clerk no less than fourteen (14) days before the event including their seller permit number.

Outdoor Amplified Music. Do you intend to have outdoor amplified music at your event? Noise is regulated within the corporate limits of the City of La Crosse. In general, the ordinance states that it shall be unlawful to make, continue or cause to be made or continue any noise in excess of the noise levels set forth in [Sec. 32-134](#) of the La Crosse Municipal Code unless such noise is reasonably necessary to the preservation of life, health, safety or property. Any event with outdoor amplified music must be respectful of their surroundings and shall end by 10:00 p.m. unless additional hours are approved by the Board of Park Commissioners when in a City park.

There may be times or events planned where strict adherence to the noise ordinance may be difficult or unreasonable due to special circumstances. Organizers shall notify nearby properties of the event so they are aware of the event and know what can be expected in regard to noise. If the City receives complaint regarding noise from your event, the Police Department has the right to require event organizer to reduce the sound volume. If the organizer fails, the organizers shall be subject to penalty as provided by the City noise ordinance. The event may also be shut down.

Sounds emanating from events held at the southside Oktoberfest grounds, Copeland Park or Riverside Park are exempt from the provisions of the noise control section but shall be subject to any conditions provided for within the permission to hold such event.

Animals. If your event will include a petting zoo or animal exhibition, it is important to know that only certain domesticated animals are allowed with a Special Event Permit - see [Sec. 6-8](#) of the Municipal Code. Events with wild or vicious animals; see [Sec. 6-9](#) of the Municipal Code and Circus, Carnival or Menagerie information below.

Circus, Carnival or Menagerie. If your event will have a circus, carnival including amusement rides, inflatables or animal rides or a menagerie including wild or vicious animals; a [Circus, Carnival or Menagerie](#) license is required of the operator and must be submitted with the Special Event Application (see Sec. 10-277 for exceptions). The applicable fee, bond and additional liability insurance must also accompany the submittal. See [Chapter 10, Division VIII](#) of the Municipal Code.

Fireworks. If you intend to display fireworks, an [Application for Display of Firework/Pyrotechnic Special Effects](#) is required and must be submitted directly to Fire Department - Community Risk Management. The applicable fee and additional liability insurance is also required. For questions about this permit, contact the CRM Office at 608-789-7530.

Note: If displaying fireworks in a City park, you must obtain permission from the Park & Recreation Department at the time of reservation.

Tents. Will you be erecting a tent or other temporary structure? Tents in excess of 400 square feet require inspection by the Fire Department – Community Risk Management. An [Application for Tent/Structure Permit](#) must be submitted with the Special Event Application. For questions about this permit, contact the CRM Office at 608-789-7530.

Note: If erecting a tent or other temporary structure in a City park, there may be additional requirements of the Park & Recreation Department.

Fire Prevention and Safety Procedures. Establishing fire prevention and safety procedures at your event is an essential component of the event planning process.

Items of concern include: general fire and public safety, crowd capacity, access for emergency vehicles, configuration and identification of all vendors cooking with flammable and combustible liquids and/or gases or potentially hazardous cooking appliances.

The Fire Department will review your application and inspect most events. Violations will need to be cleared before a permit is issued, including vendor violations.

See attached ***Requirement for Outdoor Festivals.***

Parking. Contact the Parking Utility Office at 608-789-4908 for information on parking availability, rates and options.

Security Plan. When planning a special event, you should consider a security plan.

The security plan should include, but is not limited to: the hiring of private security companies, plans for crowd control, alcohol containment, securing valuables, protecting event participants.

The La Crosse Police Department may make additional recommendations after review of the plan and/or require special duty police officer staffing at your event.

Medical Services. When planning a special event, first aid needs should be considered.

- How many people will be attending? Medical demands vary depending on anticipated attendance. An event hosting 200 people will have different first aid needs than an event with 5,000 or more participants.
- Is your event being held during the daylight hours or will it run into the evening hours when it is dark? If it is held during nighttime hours, is there good lighting?
- What are the demographics of the anticipated crowd? Does your particular group have any potential health issues that should be taken into consideration?
- What time of the year is your event being held? Do you anticipate hot weather, cold weather, wet conditions?
- What is the length of event? A few hours, a full day or several days?
- Is there a single location for your event? Will there be multiple venues?
- Have you encountered any first aid related problems with the event in past?
- Is this an athletic or sporting event? How strenuous or dangerous is the activity?

Depending on the answers to the previous questions will determine the appropriate level of medical services for your event. However, it is recommended that every special event have a first aid kit easily accessible on the event site(s).

Risk Management/Insurance. Ensuring that appropriate risk management practices are in place is a priority for the City of La Crosse. Some areas of risk management that should be observed by special event organizers are:

- Develop volunteer management practices – identify who is in charge and communicate this to all volunteers. Monitor event volunteers to ensure work is being completed.
- Be clear about the role of the La Crosse Emergency Services (Police and Fire) at your event and enhance communication throughout the event. Consult with emergency personnel for input and advice while developing the safety/risk management plan.
- Be aware of safety standards and/or inspections related to buildings, vehicles, carnival rides and tents, ensuring safe egress from tents and fenced areas.
- Have emergency plans specific to the events activities, including communication and responsibilities, coordination with authorities, weather conditions, lightning and damage to a person or property.
- Coordinate fire safety/protection for all tents and commercial cooking functions, and the safe handling of propane gas.
- Do a “walk through” of the event looking out for tent stakes and ropes, electrical connections, compressed gas cylinders like helium, cables and hoses across walkways, absence of barriers to restricted areas.

Prior to issuance of a permit, applicant shall provide the City Clerk with the following evidence of insurance:

- (1) Comprehensive general liability insurance in the amount of not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage.
- (2) Automobile liability insurance in the amount of not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. Said policy shall cover all owned, non-owned and hired vehicles.
- (3) For events that include the sale of alcohol, liquor liability insurance in the amount of not less than one million dollars (\$1,000,000) per occurrence for bodily insurance, personal injury and property damage.

Said insurance policies shall be in force and effect at the time such event is to take place, and shall, by the acceptance of the permit, be deemed to agree to indemnify, defend and hold the City of La Crosse harmless for all damages of any variety. The coverage shall contain no special limitations on the scope of protection afforded to the City of La Crosse.

Said policy must be endorsed naming the City of La Crosse, its elected and appointed officials, officers, employees or authorized representatives or volunteers as additional insured. Proof of insurance coverage must contain the additional insured endorsement (via ISO endorsement CG2010, CG2033 or insurer's equivalent for general liability coverage); a statement alone on the certificate is not sufficient. *Note: An example endorsement is attached.*

If an event organizer is self-insured, it must provide evidence of alternative proof of coverage, in a form acceptable to the City Clerk. The City shall be named an additional insured.

In addition to insurance, organizers of special events shall be required to sign an agreement in which they agree to indemnify the City of La Crosse, and its departments, and hold the City and its departments, employees and agents, harmless from any liability to a person resulting from any damage or injury to property or any person which occurs in connection with the permitted event proximately caused by any actions or inactions of the event's organizer, their officers, employees or agenda, or any person under their control insofar as permitted by law.

Sanitation. Special events held in parks, in open spaces or other public way may require portable restrooms and wash stations. The number of toilet facilities is based on capacity as required by Chapter 29 of the International Building Code. Contact Community Risk Management at 608-789-7530.

Waste Management/Recycling. The City requires proper collection and disposal of solid waste and recyclables. Event organizers are responsible for managing all waste and recyclables generated at the event. Trash receptacles for each shall be placed at various locations and emptied during the event to prevent overflow. If food vendors are part of the event, waste management will require more effort and expense on the part of the organizer.

A waste management/recycling plan shall be submitted with the special event application and include plans for collection and disposal of materials during and after event, number and location of garbage/recycling containers and dumpsters; number/schedule of volunteers/staff assigned to collection and clean up. If you need assistance with your waste management/recycling plan, contact the City of La Crosse Recycle Office at 608-789-7507.

The City does not provide dumpster services for special events. If your event will generate enough trash to require a dumpster, it is the sole responsibility of the organizer to arrange for dumpsters (drop off and pick up).

Event Clean Up. Cleanup of the event grounds is the responsibility of the organizer. All waste, recycling and other event materials must be removed within twelve (12) hours of the event; unless additional time is approved. All portable objects such as tents, fencing and portable toilets must be removed within twenty-four (24) hours of the event's conclusion; unless additional time is approved. If the event is held on City property and additional clean-up is required at the conclusion of the event, a clean-up fee will be invoiced to the event organizer.

Extraordinary Services. If a special event requires more than the reasonable and necessary services provided by the City that specifically result from the event, the applicant may be required to pay the actual costs for the use of equipment, resources or services. This may include, but is not limited to, police personnel and services, fire personnel and services, traffic control, parks services, street department personnel and services and other services necessary to ensure the protection of participants and citizens, the proper functioning of City services and the proper administration of this ordinance and policies. The City reserves the right to require advance full or partial payment of estimated extraordinary service costs prior to the event.

If any traffic control materials are missing or returned damaged, applicable fees for replacement/repair will be invoiced.

Modification of a Permit Application. Any Special Event Permit granted by the City is based on information provided by the applicant in the permit application. Such information constitutes conditions and limits on the special event if the permit is granted.

The event coordinator shall notify the City immediately if any information in the permit application is no longer complete or accurate, and provide a revised Special Event application containing the updated information along with any adjustment of fees as necessary. No additions may be made to the application within fifteen (15) days of the event; unless there are unforeseen circumstances. The City will promptly review the revised application and notify the organizer if the permit will stand, be revoked, be modified or be subject to any additional conditions, limitations or changes.

Enforcement. The enforcement of special event permits shall be under the jurisdiction of the Police Department and Fire Department who shall have the power to inspect any event at any time to determine compliance.

Event Cancellation. The issuance of a special event permit is conditional at all times. A permit may be revoked by the Police Department or Fire Department when necessary to protect the health, safety or welfare, to prevent a nuisance from developing or continuing, in emergency situations or due to the noncompliance of the La Crosse Municipal Code, applicable State or Federal laws or Special Event Policy and Procedures.

Note: In the event of unforeseen acts of nature or emergency situations, event location, date and/or time may need to be changed or relocated.

ATTACHMENTS:

- Park, Recreation & Forestry – Annual Community Event Park, Shelter & Trail Request Form
 - Park, Shelter & Trail Fees
 - Special/Community Event Fee Structure
- Excerpts from La Crosse Municipal Code Pertaining to Temporary Class B Licenses, Additional Information, Rules, etc.
- Fire Department - Requirement for Outdoor Festivals.
- Extraordinary Service Fees
 - Police Department
 - Streets Department
- Insurance Endorsement Example



Parks, Recreation, and Forestry

400 La Crosse St., La Crosse, WI 54601 – (608) 789-7533 Fax (608) 789-7501
<http://www.cityoflacrosse.org>

City of LaCrosse
Parks, Recreation, & Forestry

March 15, 2021

Greetings Event Host,

It is time to request your event space with the City of La Crosse Parks, Recreation, and Forestry Department. All events and programs raising money, charging a fee, and/or selling alcohol are required to get approval from the Board of Park Commissioners to use a city park, park shelter or facility. All requests will be presented to the Board of Park Commissioners at the November meeting; therefore, your request must be submitted by November 1st. There will be several significant changes moving forward; including:

- 1) Enclosed is the new Annual Community Parks, Shelter & Trail Request Form that must be submitted by November 1st.
- 2) You will now have the opportunity to request your space for multiple years for your Annual Community Event.
- 3) Dates requested will be reviewed on first come, first serve basis and are not guaranteed. In addition, the location, date and/or time of your event may need to be changed or relocated due to unforeseen acts of nature or potential construction projects.
- 4) Approved multi-year requests will be confirmed and billed annually. *(Rates are approved annually by the Board of Park Commissioners, and your annual invoice will reflect the approved rate. I.E. 2022 Events will be billed in November of 2021 based on the rates that the Board of Park Commissioners has approved for 2022.)*
- 5) Payment must be made by January 31st the year of your event or you will forfeit your request.
- 6) When applicable users must provide current proof of a Liability Insurance Policy in an amount not less the one million (\$1,000,000) aggregate coverage naming the City of La Crosse as additionally insured. Insurance documents must be submitted a minimum of 30 days prior to your event.
- 7) Enclosed, please find the Approved 2021 Park, Shelter & Trail Fees and the Special/Community Events Fee Structure.

If the Board of Park Commissioners gives approval to host an event in a City Park it is the sole responsibility of the Event Coordinator to contact the City Clerk and County officials to obtain all necessary approvals and permits from those entities. Please feel free to contact me with any questions or concerns.

Sincerely,

La Crosse Parks, Recreation & Forestry Staff:

Christa Berg
Office Administrator
(608) 789-7557
bergc@cityoflacrosse.org

Kate Kroll
Administrative Coordinator
(608) 789-7533
krollk@cityoflacrosse.org



City of LaCrosse
Parks, Recreation, & Forestry

400 La Crosse St., La Crosse, WI 54601 – (608) 789-7533 Fax (608) 789-7501
<http://www.cityoflacrosse.org> Recreation@cityoflacrosse.org

Annual Community Event Park, Shelter & Trail Request Form*

This completed form must be submitted to the Park & Rec Office by November 1st for consideration by the Board of Park Commissioners at the November meeting.

Name of Event: _____

Name of Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Primary Contact: _____ Telephone: _____

E-mail: _____

Secondary Contact: _____ Telephone: _____

E-mail: _____

Will you be selling alcohol at your event: YES NO

Duration of Request: 1 YEAR 3 YEARS 5 YEARS

YEAR	DATES ⁽¹⁾	TIMES	SHELTER/PARK/TRAIL ⁽²⁾
# 1			
# 2			
# 3			
# 4			
# 5			

Additional information regarding your Event Request:

*The information provided above will be used to complete an agreement that will be presented to the Board of Park Commissioners for review.

(1) Dates requested will be reviewed on a first come, first serve basis and are not guaranteed. Payment must be made by January 31st the year of your event or you will forfeit your request. Enclosed please find the Approved Park, Shelter & Trail Fees for 2020 and the Special/Community Events Fee Structure.

(2) Due to unforeseen acts of nature and potential construction projects the location, date, and/or time of your event may need to be changed or relocated.

Parks, Recreation & Forestry

400 La Crosse Street, La Crosse, WI 54601

P: 608.789.7533 | F: 608.789.7501 | www.CityofLaCrosse.org/Parks

Shelters & Facilities	Capacity	RATES EFFECTIVE JAN 1, 2022 (Reservation Date Range: Apr 15 - Oct 31)		OFF SEASON RATES EFFECTIVE NOV 1, 2021 (Reservation Date Range: Nov 1 - Apr 14)	
		Reservation Fee	Fee w/ Resident Discount	Reservation Fee	Fee w/ Resident Discount
		All Abilities Trane Park Activity Room	36	\$84/hour	\$56/hour
All Abilities Trane Park Pavilion	24	\$113/day	\$75/day	n/a	n/a
Badger/Hickey Park Pavilion	24	\$113/day	\$75/day	\$168/day	\$113/day
Badger/Hickey Park Shelter	25	\$150/day	\$100/day	\$225/day	\$150/day
Black River Beach Pavilion North or South	40	\$113/day	\$75/day	n/a	n/a
Bluffview Park Pavilion	30	\$113/day	\$75/day	\$168/day	\$113/day
Cameron Park Green Space	300	\$113/day	\$75/day	n/a	n/a
Cameron Park Market Canopy	33 stalls	\$173/day	\$115/day	n/a	n/a
Chad Erickson Memorial Park Pavilion	25	\$113/day	\$75/day	\$168/day	\$113/day
Civic Center Park Walk Way	n/a	\$113/day	\$75/day	n/a	n/a
Copeland Ball Field	3,000	\$300/game	\$200/game	n/a	n/a
Copeland Oktoberfest Pavilion	300	\$225/day	\$150/day	n/a	n/a
Copeland Park Concession & Pavilion	75	\$113/day	\$75/day	\$168/day	\$113/day
Grandad Bluff Pavilion	100	\$113/hour *2 hour min*	\$75/hour *2 hour min*	\$169/hour *2 hour min*	\$113/hour *2 hour min*
Green Island Park Gazebo	50	\$113/day	\$75/day	\$168/day	\$113/day
Houska Park	100	\$113/day	\$75/day	n/a	n/a
Jay Street Pier	50	\$113/hour *2 hour min*	\$75/hour *2 hour min*	\$169/hour *2 hour min*	\$113/hour *2 hour min*
Lueth Park Shelter	25	\$150/day	\$100/day	n/a	n/a
Myrick Park Gun Club Shelter	40	\$150/day	\$100/day	\$225/day	\$150/day
Myrick Park Main Shelter	300	\$300/day	\$200/day	n/a	n/a
Pettibone Park Gazebo	100	\$113/day	\$75/day	\$168/day	\$113/day
Pettibone Park Lagoon Pavilion	25	\$113/day	\$75/day	\$168/day	\$113/day
Poage Park Activity Room	36	\$84/hour	\$56/hour	n/a	n/a
Powell Park Shelter	25	\$150/day	\$100/day	n/a	n/a
Red Cloud Park Shelter	50	\$150/day	\$100/day	n/a	n/a
Riverside Park Bandstand	300	\$150/hour *2 hour min*	\$100/hour *2 hour min*	\$225/hour *2 hour min*	\$150/hour *2 hour min*
Riverside Park Fountain	300	\$113/hour *2 hour min*	\$75/hour *2 hour min*	n/a	n/a
Riverside Park Levee Area	300	\$113/hour *2 hour min*	\$75/hour *2 hour min*	n/a	n/a
Riverside Park North Green Space	300	\$113/hour *2 hour min*	\$75/hour *2 hour min*	n/a	n/a
Riverside Park South Green Space	300	\$113/hour *2 hour min*	\$75/hour *2 hour min*	n/a	n/a
Riverside Park Internation Cameroon Garden	50	\$113/hour *2 hour min*	\$75/hour *2 hour min*	\$169/hour *2 hour min*	\$113/hour *2 hour min*
Riverside Park International Garden Gazebo	75	\$113/hour *2 hour min*	\$75/hour *2 hour min*	\$169/hour *2 hour min*	\$113/hour *2 hour min*
Riverside Park International Russian Garden	15	\$113/hour *2 hour min*	\$75/hour *2 hour min*	\$169/hour *2 hour min*	\$113/hour *2 hour min*
Riverside Park International German Garden	50	\$113/hour *2 hour min*	\$75/hour *2 hour min*	\$169/hour *2 hour min*	\$113/hour *2 hour min*
Riverside Park International Irish Garden	50	\$113/hour *2 hour min*	\$75/hour *2 hour min*	\$169/hour *2 hour min*	\$113/hour *2 hour min*
Springbrook Park Pavilion	30	\$113/day	\$75/day	\$168/day	\$113/day
South Library Park Pavilion	30	\$113/day	\$75/day	\$168/day	\$113/day
Trail Fees for Walk/Run Events	N/A	n/a	n/a	n/a	n/a
La Crosse River Marsh Trail System	n/a	\$225/day	\$150/day	\$338/day	\$225/day
Gateway Trail System	n/a	\$113/day	\$75/day	\$168/day	\$113/day
Hixon Forest Trail System	n/a	\$113/day	\$75/day	\$168/day	\$113/day
Upper Hixon Forest Trail System	n/a	\$113/day	\$75/day	\$168/day	\$113/day
Upper Hixon Trailhead Picnic Area	60	\$113/day	\$75/day	\$168/day	\$113/day



Parks, Recreation, and Forestry

400 La Crosse St. , La Crosse, WI 54601 – (608) 789-7533 Fax (608) 789-7501
<http://www.cityoflacrosse.org>

Recreation@cityoflacrosse.org

City of LaCrosse
Parks, Recreation, & Forestry

Special/Community Event Fee Structure for City of La Crosse Parks & Park Shelter Use

1. **Athletic Event – (100% of Designated Fee)**
 - Sports or athletic activities including run/walks, cycling, other types of races, or recreational and competitive contests
 - Typically requires individual or team registration
 - Participation is generally not free or open to all members of the public
 - Requires Board of Park Commissioners approval
2. **Commercial Event – (100% of Designated Fee)**
 - Controlled or ticketed entry or suggested donation posted at entrance
 - Event name features a for profit or non-profit organization
 - May require Board of Park Commissioners approval
3. **Political Meeting or Event – (100% of Designated Fee)**
 - Political campaign events or meetings with local or visiting politicians
4. **Community Event – (50% of Designated Fee)**
 - Free and open to all members of the public
 - Provides a public benefit and or stimulates broad economic or cultural activity within a neighborhood
 - Organized by a neighborhood-based, community-based, or groups that do not have a geographic base
 - May require Board of Park Commissioners approval
5. **Free Speech Event – (Free)**
 - Solely expressive activity such as a march, rally, or demonstration
 - Does not include non-expressive or commercial activity, such as commercial food or sales
6. **Military – (Free)**
 - Sponsored, hosted, or to benefit any branch of the US Military

*Fee structure in effect for all reservations for dates beginning January 1, 2018.

*Board of Park Commissioners reserve the right to change, amend or modify the Special/Community Event Fee Structure based on an individual requests to the Park Board at their regular scheduled meetings the third Thursday of each month; January – November.

**EXCERPTS OF LA CROSSE MUNICIPAL CODE PERTAINING TO
TEMPORARY CLASS B BEER/WINE LICENSES**

(Rev. 10/2019 – effective January 1, 2020)

Sec. 4-6. - Sales to underage persons.

The provisions of Wis. Stat. sec. 125.07(1) are adopted by reference. This section is subject to any exemptions from such statute provided in Wis. Stat. sec. 125.07.

Sec. 4-14. - Consumption of alcohol beverage while serving alcohol beverage.

No person serving alcohol beverages shall drink or consume any alcohol beverage while serving alcohol beverages in a licensed premise while on duty.

Sec. 4-110. - Operator's license.

Except as otherwise provided under this Code, there shall be upon each premises operated under a ... Class B license or permit at all times when opened for business, ... some person who has an operator's license and who is responsible for the acts of all persons serving any fermented malt beverages or wine to customers.

Chapter 4, Article V. – Temporary Class “B”/”Class B” License.

Sec. 4-181. - Application and License.

Application for a Temporary Class "B"/"Class B" License shall be made in writing on the form prescribed by law and filed with the City Clerk who may grant the same after appropriate review by the La Crosse County Health Department, Police Department and Fire Department. Said application shall be filed with the City Clerk not less than sixty (60) days prior to the event. A fee in the amount established by resolution shall accompany each application.

Sec. 4-182. - Picnics and Gatherings.

(a) *Indoor picnics or gatherings.*

- (1) The structure must have suitable exits and open spaces to accommodate anticipated attendance. It should contain adequate sanitary facilities to accommodate the size of the group.
- (2) There shall be at least one person properly licensed as an operator under the provisions of section 4-110 on the premises at all times to supervise the service of beverages.
- (3) In case of attendance over 100 persons, the licensee shall provide adequate supervision for the maintenance of order and the checking of identification to ensure that minors are not admitted onto the premises.
- (4) Fermented malt beverages, wine and other refreshments must be served in disposable containers, either paper or plastic, or aluminum cans.

(b) *Outdoor picnics or gatherings.*

- (1) All of the provisions set forth in subsection (a) of this section shall apply to outdoor picnics or gatherings.
- (2) The location of outdoor picnics or gatherings with a temporary Class "B"/"Class B" license in City parks shall be limited to Carroll Park, Copeland Park, Riverside Park, Houska Park, Cameron Park, Myrick Park, Veteran's Freedom Park, Pettibone Park except the beach area, Green Island Park, Erickson Fields, Upper Hixon Park and Burns Park. Permission to obtain a temporary Class "B"/"Class B" license for any park named in this subsection shall be subject to written permission by the Board of Park Commissioners.
- (3) In addition to the restrooms which exist in each park, the licensee shall provide temporary supplemental toilet facilities at the rate specified by the current building code in anticipated attendance. Such temporary facilities and their operation shall be a type approved by the County Health Officer and Fire Department - Division of Fire Prevention and Building Safety. The existing facilities in each of the parks shall be utilized at the rate of one per 100 persons.
- (4) The area in which fermented malt beverages or wine are dispensed or sold shall be fully enclosed with a temporary enclosure with a clearly defined entrance and exit when it is anticipated the picnic or gathering will draw 200 or more persons.
- (5) A permit to use a public park facility must be secured from the Director of Parks and Recreation, Forestry, Facilities and Grounds and a copy of said permit filed with the City Clerk prior to the license being issued.
- (6) A cash bond in the amount of \$100.00 shall be filed with the City Clerk at the time of application for a license which bond will be used by the Director of Parks and Recreation, Forestry, Facilities and Grounds to repair any damage caused by the picnic or gathering or to clean up the park of any debris associated with the picnic or gathering. If there is no damage to repair or clean up required, the bond shall be returned. In the event damages are caused on public property or cleanup is required, the cost of either or both shall be itemized and deducted from the bond, and the balance returned.

ADDITIONAL INFORMATION

Temporary Class B Retail Licenses 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 at least 6 months prior to the date of application.
- (4) Posts now or hereafter established of ex-servicemen's organizations.
- (5) Chambers of commerce or similar civic or trade organizations.

Application: Filed with the City Clerk no less than sixty (60) days before the event. Applications must be complete and legible.

Class "B" (Beer):

Allows sales, service and consumption of beer (fermented malt beverage)

"Class B" (Wine):

Allows sales, service and consumption of wine. Note: No more than two (2) wine licenses may be issued to an eligible entity within a 12-month period.

Wisconsin Sellers Permit: Wis. Stats. sec. 77.54 (7m) provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore not required to hold a seller's permit.

Fee: \$10.00 per license. 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. A municipality may issue up to twenty (20) licenses to the same licensee for a single event, if each license is issued for the same date and time.

Special Event Permit: Events that sell or serve alcohol beverages qualify as a special event, and a Special Event Permit is required. See Chapter 30 of the La Crosse Municipal Code. All applications relative to the event, including the Temporary Class B, must be filed as a package no less than sixty (60) days before the event to avoid late fee.

Restrictions:

- (1) License may not be issued to businesses or individuals.
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering of the organization. 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 (*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 (*125.33(7), Wis. Stats.*) and 30 days for wine (*125.69(4)(b), Wis. Stats.*).
- (7) Licensed operator(s) must be present at all times (*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 (*125.32(6), Wis. Stats.*).
- (9) No more than two (2) wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12-month period. A municipality may issue up to twenty (20) wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit.
- (10) Licensee must purchase alcohol from a wholesaler or fermented malt beverage from a permitted brewery or brewpub authorized to sell directly to retailers; and keep invoices for two years.

NOTE: Many coolers, seltzers, hard sodas presently on the market have a fermented malt beverage base allowing sale under a beer license.

RULES FOR TEMPORARY CLASS “B” BEER & TEMPORARY “CLASS B” WINE APPLICANTS

There must be at least one licensed beverage operator (bartender) at the event at all times.

A 14-Day Temporary Beverage Operator license is available for persons employed by or donating their services to nonprofit corporations (i.e. events licensed with a Temporary Class B). The application fee is \$20.00 and is issued by the City Clerk. We encourage application be made no less than ten (10) business days prior to an event to allow adequate time to process. **A person is allowed only two (2) 14-day temporary beverage operator licenses per year.*

Anyone selling or serving (bartending) without a valid beverage operator license must be within eyesight and earshot of a licensed beverage operator at all times.

A licensed operator must be capable of supervising and controlling the alcohol sales at the event/venue. The duties of a licensed server include, but are not limited to, ensuring that the alcohol beverages are securely maintained, that no underage persons are on the licensed premise without the appropriate adult parent/guardian/spouse, that no underage persons are served alcohol, that false IDs are confiscated and turned over to police and that no person is overserved.

Please read the enclosed pages with the *Excerpts of the Municipal Code and Additional Information covering Temporary Class B Licenses*. Also enclosed is a *Wisconsin Alcohol Beverage and Tobacco Laws for Retailers* packet. These materials contain valuable information.

Applicants issued a Temporary Class “B” Beer/”Class B” Wine license **must** buy the alcohol beverage products for their events from a licensed **wholesaler** or fermented malt beverage from a permitted brewery or brewpub authorized to sell directly to retailers.

If at any time you have any questions, please call the City Clerk’s Office at 608-789-7510.

Resolution establishing a list of best practices for operators of a Temporary Class B Alcohol License.

AMENDED RESOLUTION

WHEREAS, Changing the Culture of Risky Drinking Behavior Coalition identified strategies to reduce risky drinking behaviors, and

WHEREAS, the Common Council of the City of La Crosse recognizes the harm to our community due to the abuse of alcohol, and

WHEREAS, the Common Council has created a list of guidelines for those operating under a Temporary Class B alcohol license within the City of La Crosse.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of La Crosse that the following strategies are recommended in order to discourage the over consumption of alcohol while providing an enjoyable atmosphere for everyone within our community:

- Operators under a Temporary Class B Alcohol License should restrict alcohol sales and consumption to a designated location where underage youth are not allowed whenever possible;
- Operators under a Temporary Class B Alcohol License should offer beverages in a cup not to exceed 12 ounces for beer or wine coolers or 5 ounces for wine and avoid offering beverages for consumption by an individual in larger quantities or containers;
- Operators under a Temporary Class B Alcohol License should not offer drink promotions to encourage binge drinking;
- Operators under a Temporary Class B Alcohol License should offer low-alcohol or non- alcoholic beverages at events;
- Operators under a Temporary Class B Alcohol License should employ at least one licensed bartender for every five servers or volunteers serving alcohol at an event.

BE IT FURTHER RESOLVED that the City Clerk shall provide a copy of this resolution to all Temporary Class B Alcohol License holders.

*Adopted by the Common Council of the
City of La Crosse on September 14, 2017.*

*Teri Lehrke, City Clerk
City of La Crosse, Wisconsin*



Requirements for Outdoor Festivals

City of La Crosse, Wisconsin

The purpose of this guidebook is to establish the responsibilities for the event promoters, sponsors, vendors and the La Crosse Fire Department Prevention Division. This guidebook will also provide information regarding the fire and life safety regulations that are needed for a safe event. The La Crosse Fire Department Prevention Division view these events as a team effort. The more awareness each member of the team has of the role and responsibilities of the group, the better the team will function. With willingness and effort on the part of all of the team members, a safe and enjoyable event is more likely to occur.

Definitions

For the purposes of this guidebook, the following definitions shall apply:

- **Cooking Booth** - Booth where food is prepared by a heating or cooking process such as, but not limited to, grilling, frying, barbecuing, flambé, deep fat frying, baking, warming, or boiling.
- **Vendor Booth** - Any booth other than a cooking booth.
- **Tent** - A temporary structure, the covering of which is made of pliable material that achieves its support by mechanical means such as beams, columns, poles, or arches, or by rope or cables, or both. All tents will be inspected prior to event. A fee of \$50 per location per event will be assessed for tents greater than 400sq.ft.

Responsibilities

- **Event Sponsor** - The Event Sponsor assumes overall responsibility for the set-up and running of the event and insures compliance with Fire and Life Safety guidelines.
 - The Event Sponsor shall provide a site plan to the Fire Prevention Bureau for the event.
 - The location(s) of fire department access lanes (20 ft. minimum width).
 - The location of stages, non- food booth vendors, food vendors and display areas.
 - Location of emergency exits.
 - A list of food vendors with the type of food and cooking method.
 - The Event Sponsor shall distribute to each vendor a copy of this guidebook.
- **Event Vendors** - Event vendors are responsible for the safe operation of their booth, display or attraction. Vendors shall coordinate the event setup and take down with the event sponsor to insure compliance with Fire and Life Safety regulations.
 - The Event Vendors shall:
 - Keep fire lanes, fire department connections and building access clear and unobstructed.
 - Be prepared for a fire inspection starting 2-4 hours prior to opening for business.
 - Correct any violations prior to opening for business.
 - Maintain all fire and life safety requirements for the duration of the event.
- **La Crosse Fire Prevention Division** - Fire Prevention Staff are responsible for inspecting the event prior to opening. They shall inspect all related aspects of the event. The event inspectors shall issue correction notices if required and re-inspect to insure compliance.
 - The Fire Inspection shall include, but not limited to the following:
 - Hot Food Vendors.
 - Fire Department access.
 - Access to hydrants, Fire Department Connections, and Fire Control Rooms.
 - Event egress.
 - Special Amusement Rides, Attractions, & Displays.
 - Generators and propane tanks.
 - Stages.
 - Non-food vendors.
 - Assembly areas/tents.
 - Pyrotechnics and open flame effects.

General Requirements

• Fire Hazards and/or Concerns

- Finished ground shall be maintained clear of all combustible materials and vegetation.
- No smoking within booth, tent, or any structure at all times.
- Remove trash accumulations regularly.
- No open flames devices (except for cooking purposes) of any kind shall be present within the booth or any structure.
- There shall be no storage of flammable or combustible liquids within 10' of any booth/tent/structure.
- Heaters – Electric or Fuel Fired
 - Devices must be of approved type from an approved testing laboratory and labeled as such.
 - A 3' clearance around all sides must be maintained at all times.
 - Combustible materials shall be kept away from heat sources.

• Electrical Power

- Generators shall be placed only in locations approved by the AHJ for festival use.
- When refueling generators, a 50' clearance shall be maintained from any part of the event to Include all booths/tents/structure.
- Extra fuel shall be stored within a container that is correctly labeled and approved by the La Crosse Fire Department.
- Smoking and open flames shall be prohibited within 25 feet of refueling operations.
- Extension cords and power strips shall be of a grounded type, a minimum of 14 gauge, rated for the intended use, and approved for exterior use.
- Generators, if used, shall be kept at least 5' away from booth and shall be protected from contact with and properly vented to prevent the accumulation of CO.



• Fire Extinguishers

- All booths must have a minimum of one 2A:10:BC fire extinguisher.
- Shall be stored in a manner to be quickly accessible and kept safe from contact with.
- The type of booth will dictate any further fire extinguisher requirements. For example, all cooking booths shall have a K Class fire extinguisher.
- Know where fire extinguishers are located and how to use them.
- All fire extinguishers located within any booth shall have current inspection/service tags affixed to them.



• Special Amusements / Rides / Attractions

- The La Crosse Fire Prevention Division shall be contacted 2 weeks prior to the event to discuss the types of attractions to be used and the requirements for use.
- Plans, specifications, & layouts of all special amusements shall be submitted to the La Crosse Fire Prevention Division no later than 1 week prior to the event date.
 - Plans shall detail materials used, exit locations, fire protection features, and any operating features along with the proper fees that cover the review and inspection.



Access for Fire Department / Emergency Apparatus

During large events it is especially important to maintain access for Fire/Emergency apparatus. This not only includes Suppression (engines and trucks) vehicles, but Medical Units as well. To insure a safe event, all fire access code shall be enforced.

• Access thru the event:

- A Fire Lane of not less than 20 feet in width and no overhead obstructions lower than 13.5 feet shall be maintained as designated by the Fire Department.
- Dead end fire lanes in excess of 150 feet shall have provisions for turning the apparatus. The radius for the turns shall be approved by the Fire Department.
- As required by the Fire Department, signs shall be provided designating Fire Access/No Parking.
- All existing Fire Lanes shall be enforced.

• Access to Buildings:

- Access to building exits, openings, & walkways shall be provided. The width of the exits, openings, and walkways shall also be approved by the La Crosse Fire Department. Please note: The access to buildings may vary depending on the building and the venue.
- Access to the following shall not be obstructed:
 - All exterior doors and openings.
 - Fire Control Rooms.
 - Fire Pump Rooms.
 - Parking structures.



• Access to Water Supplies:

- All existing requirements for access to Fire Hydrants and other water supply connections shall be enforced. Vendors shall be required to maintain the same clearance as required for vehicles. [15 feet per side] Any vendors blocking access to water supplies shall be relocated immediately.
- The access to the following shall not be obstructed:
 - Fire Hydrants.
 - Fire Department Connections.
 - Post Indicator Valves.
 - Outside Screw and Yoke valves.
 - All Fire Code sections pertaining to blocking of hydrants and connections. shall be enforced.





Exiting Requirements

This section will address two types of events:

- First: Restricted access events located in Parks or other open areas
- Second: Events that block street access

Restricted Access Events

This type of event typically takes place in a Park or other large open area. The designated area for the event is confined by temporary fencing, natural barriers, or other structures. The number of exits, exit width, & exit spacing shall be determined and approved by the La Crosse Fire Department. Below are the minimum standards, however, changes greater or less than, shall be at the discretion of the La Crosse Fire Department.

- Number of exits:
 - A minimum of two exits shall be provided for the event.
 - Additional exits may be required per the La Crosse Fire Department.
- Exit Spacing:
 - Exits spacing shall be approved by the La Crosse Fire Department.
- Exit Width:
 - Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 6 feet clear width.
 - Aisle width in any tent shall be a minimum of 36 inches.
- Exit Staffing:
 - Each exit shall have a member of the security staff assigned to it. The Security provider shall provide a gate assignment roster upon request.
- Exit Sign / Marking:
 - Each Emergency Exit shall be designated as follows:
 - Exit signs shall have a white background with contrasting letters.
 - Exit signs shall measure no less than 18 x 24 inches.
 - Sign lettering shall measure 12 inches in height with a minimum of 1 ½ "thick letters.
 - Signs shall be placed at the top center of the exit panel.
 - If a tent is being used at night with all side walls in place, illuminated exits signs with emergency lighting will be required.

Blocked Streets

This type of event blocks off a main street and may block cross streets. In addition to providing access for fire apparatus, public egress shall also be accounted for.

- Exit Placement:
 - Exits shall be placed at both ends of the street closure. Cross streets shall also have Emergency Exit access.
- Exit Width:
 - Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- Exit Staffing:
 - Each exit shall have a member of the security staff assigned to it. The Security provider shall provide a gate assignment roster upon request.
- Exit Sign / Marking:
 - Each Emergency Exit shall be designated as follows:
 - Exit signs shall have a white background with contrasting letters.
 - Exit signs shall measure no less than 18 x 24 inches.
 - Sign lettering shall measure 12 inches in height with a minimum of 1 ½ "thick letters.



Cooking Booth Requirements

• Construction and Location

- All fabrics or membranes covering cooking booths shall be certified flame retardant in accordance with NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films, 2004 Edition, or be labeled with a California State Fire Marshall seal.
- All cooking devices shall be isolated from the general public not less than 48 inches or must be protected by non-combustible barriers between the devices and the public.
- The cooking equipment shall be placed on noncombustible surface materials with a well stabilized cooking surface.
- The cooking equipment shall be kept a horizontal distance of not less than 24 inches from any combustible material.
- Flooring materials used within cooking booths and cooking equipment shall be noncombustible or fire retardant. (Exception: 3/8" plywood or similar material.)
- Each cooking booth shall have at least one exit-way, a minimum three (3) feet wide and 6'8" high. Booth frame shall not obstruct exit path.
- Cooking booths shall have a minimum clearance of ten (10) feet on at least two sides with clearance of at least ten (10) feet from any vendor booth.
 - Cooking areas shall have a minimum 3 foot separation from the serving booth.

The AHJ has final authority over cooking operations in temporary structures.



• Propane Cylinders

- Propane cylinders shall be installed upright and shall be secured to prevent overturning and protected from any physical damage. The preferred method would be nested together and strapped or secured to a free-standing pole and strapped by one or more restraints. (Not a Tent Support).
- Propane tanks shall be located so that they are not accessible to the public. Propane tanks shall be located at least 15 feet from any cooking equipment.
- All propane gas hoses or tubing shall be in good condition and approved for the intended service.
- All propane gas hose including flexible connectors or tubing shall be installed as to be protected from physical damage. (such not to constitute a tripping hazard).
- Cylinders not connected shall be stored or nested away from areas of cooking location.
- Turn off tanks when not in use.
- A maximum of 3 -100 lb. cylinders shall be used at one time for each cooking booth.

- **Special Fire Extinguisher**

- A listed and labeled Class K fire extinguisher must be provided for the protection of cooking appliances that use combustible cooking media (vegetable or animal oils and fats) that produce grease-laden vapors.
- Each cooking booth must also have a minimum of one dry 2A:10BC chemical fire extinguisher.
- Fire extinguishers shall be securely mounted adjacent to the exit of the booth and must be visible and accessible at all times.
- All fire extinguishers must be serviced within the last year, with a service tag attached.



Vendor Booth Requirements

- **Construction & Location**

- All fabrics or membranes covering cooking booths shall be certified flame retardant in accordance with NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films, 2004 Edition, or be labeled with a California State Fire Marshall seal.
- Each vendor booth shall have at least one exit-way, a minimum of three (3) feet wide by 6'8" high. Booth frame shall not obstruct exit path.
- Vendor booths shall have a minimum clearance of twenty (20) feet on at least one side, with clearance of at least ten (10) feet from any cooking booth.
- Grouping of vendor booths shall be limited to cover no more than 1400 ft² with no dimension longer than 100 lineal feet.

- **All vendor booth operators shall comply with all the general requirements stated within this guidebook.**

Please contact us if you have any questions regarding these requirements or any fire prevention questions for your event. Our goal is to assist you in having a successful event through fire safety preparedness and fire prevention information and education.



**La Crosse Fire Department
Fire Prevention Division
726 5th Avenue South
La Crosse, Wisconsin 54601
608-789-7264**





La Crosse Police Department 2023 Special Event Fee Schedule

Dear Event Organizer,

The La Crosse Police Department would like to thank you for your interest in hosting a special event in our City. The La Crosse Police Department considers "Special Events" to be events that impact the Police Department beyond regular day-to-day operations such as parades, 5k, marathons, walks, block parties, rallies, political events, demonstrations, etc.

Police Department staff will review your application(s) submitted through the City Clerk's Office. We will determine if police staff outside the regularly scheduled Police Department's deployment is necessary to protect public safety or perform traffic control. These are considered extra-duty assignments that must be compensated at an overtime rate.

Overtime salaries for special events are paid out of the Department's annual operating budget and **event organizers are responsible to pay for the Police Department's overtime costs directly associated with the special event.**

Following the review of your permit application, you will be contacted by a member of the La Crosse Police Department with an estimated cost for police services required to host your special event. Below is a schedule of current personnel costs. The Police Department will make every effort to fill the required extra-duty assignments at the lowest possible rate. However, the event type and number of required personnel will impact assignments. We will also work with you to provide your own security personnel/volunteers and provide location and/or route recommendations to further reduce your costs.

The following Police Security Rates include personnel costs, vehicles costs, and all necessary equipment:

- **Police Reserve - \$16 hr. / 1 hour minimum**
- **CSE - \$40 hr. / 2 hour minimum**
- **Police Officer - \$68 hr. / 3 hour minimum**
- **Investigator - \$75 hr. / 3 hour minimum**
- **Police Sergeant - \$78 hr. / 3 hour minimum**
- **Police Lieutenant - \$86 hr. / 3 hour minimum**
- **Police Commander - \$86hr. / 1 hour minimum**

Within 30 days following the actual event, the event organizer will be billed by the City for the actual Police Department overtime costs necessary to staff the event.



CITY OF LA CROSSE

STREET DEPARTMENT
 MUNICIPAL SERVICE CENTER-ISLE LA PLUME
 2000 MARCO DRIVE
 LA CROSSE WISCONSIN 54601
 608-789-7340

-
Superintendent

Troy Schmutzer
Assistant Superintendent

Randy Mezera
Fleet Maintenance Supervisor

Ashley Freeman
Recycling Coordinator

PARADES and EVENTS

January 1, 2023

- Necessary time and material when traffic control is involved according to MUTCD codes.
- Does not include incidental labor or vehicle costs.

MATERIALS COST PER DAY

Type A Barricade	\$1.50
Type III Class A	\$3.50
Type III Flasher with Light	\$1.00
Cement Bunker.....	\$2.00
Sign (metal).....	\$2.50
Temporary No Parking Sign (10pk minimum)	\$4.00
Cone	\$0.75
Grabber Cone	\$1.00
Orange Barrels.....	2.00
Lighted Sign Board/Arrow Board	\$60/\$45

MATERIAL RENTAL MINIMUM..... \$15.00

DELIVERY & PICK-UP

1-10 pieces (1 hr minimum).....	\$30.00
11+ pieces (1 hr minimum).....	\$59.00
Each additional hour (per person)	\$18.00
Self-Serviced.....	No Charge

DESCRIPTION OF CHARGES

1-10 pieces (1 hr minimum).....	\$30 delivery & pickup+ additional hours + material
11+ pieces (1 hr minimum).....	\$59 min. delivery & pickup + additional hours + material

