

Initial Application Review Fee \$100.00 Permit # _____

**Additional fees may be applied based on services requested by applicant.*



SPECIAL EVENTS ON PUBLIC PROPERTY PERMIT APPLICATION

Name of Event _____ Date of Event _____

Name of Contact Person/Event Organizer _____

Home Phone of Contact person _____ Business Phone _____

Address _____ City _____ State _____ Zip _____

Personal Email Address _____

Organization or Sponsor _____

Address _____ City _____ State _____ Zip _____

Organization Email Address _____

Name of Alternate Contact Person _____ Phone of Contact Person _____

Address _____ City _____ State _____ Zip _____

Alternate Contact Person Email Address _____

Route of Event: Indicate the route of the event on the map on the last page. Use arrows to indicate the direction of travel. Attach map of entire route if not limited to Weston.

Please provide a brief summary of this event (please include the following items which are not expressly allowed by this permit (1) amplified music, (2) alcohol licensing, (3) fireworks or pyrotechnic displays, (4) animals):

Applicants please fill out the following information:

General

<p>What is your organization requesting from Weston Staff?</p> <ul style="list-style-type: none"> • Attend Coordination Meetings • Police Department to Direct traffic (Rate of \$70.00/hour per officer, minimum of 2 hours) – <i>Please note that NTC can provide student officers in training to assist</i> 	<p>Please outline where any street will be shut down and when, including set up requirements. Display on map.</p>
Hours of Event.	Hours of clean up.
Approximate # of Participants & Vehicles.	Hours of set up.
Does this event require a tent permit?	Where will the signage for this event be placed? Display on map.
Number and location of rest/refreshment areas. Display on map.	What type of emergency medical care will be available? Has a private ambulance service been contracted?
Is this a rain or shine event?	When is the rain date?
Are there parking restrictions associated with this event? Where? Display on map.	Will alcohol be sold at this event? If so, has a permit been taken out?
Will this event use fireworks or other pyrotechnic or explosive devices?	Has proof of Liability Insurance naming the Village of Weston as an additional protected person been given? For larger events, a \$1,000,000 policy is required.
<p>If the sale of food is to occur at your event please contact Marathon County Health Department at 715-261-1900, 1000 Lakeview Drive, Wausau, WI 54403, or health@mail.co.marathon.wi.us for the proper requirements and/or guidelines to be followed.</p>	

Volunteers

How will volunteers be recognized (t-shirts, etc.)?	What times will the signage be placed and removed.
Number and location of volunteers who will be staffing the refreshment areas.	Number and location of volunteers who will be assisting with routing and traffic direction.
Number and location of volunteers who will be responsible for placement and removal of signage.	Number and location of volunteers who will be providing security assistance.
Number of volunteers who will be assisting with cleanup of the event.	Number and location of portable toilets. Display on map.

Please list emergency contact telephone numbers for the organizers and volunteers on the day of the event:

NOTE: The person(s) or sponsor will be responsible for the conduct of the group and for the condition of the public area. The permit is subject to all municipal codes in addition to all rules governing street right-of-ways. The applicant agrees that during use of the public area, the sponsoring organization will not exclude any person from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, national origin, or handicap. The applicant agrees to indemnify and save the Village harmless from and against all liabilities, claims, demands, judgments, losses, and all suits of law or in equity, costs, and expenses, including reasonable attorney fees, for injury or death of any person, or damage to any property arising from the holding of such special event.

Applicant Signature

Date

Event Name: _____

Fee _____ Permit # _____



Permit Fee is \$25.00

TENT PERMIT APPLICATION

Facility Name _____

Contact Person _____

Tent(s) Location _____

Date of expected tent(s) erection ____/____/____

Date(s) of expected occupancy ____/____/____ to ____/____/____

Date of tent(s) removal ____/____/____

In accordance with the Village of Weston Municipal Code 34.214, this application is being made to erect a tent(s) over 240 square feet area in the Village of Weston.

All tents shall be erected and maintained in accordance with the Wisconsin Department of Commerce Administrative Code, 14.31 NFPA 1 31.4.1 Tents

I hereby apply for a tent permit and I acknowledge that the information above is complete and accurate. I further acknowledge that the tent(s) listed under this permit will comply with the Wisconsin Department of Commerce Administrative Code, 14.31 NFPA 1 41.4.1 Tents. I will contact the Weston Fire Department if I have further questions or concerns prior to the issuance of this permit.

This Applicant is: () Owner () Agent _____
Applicants Signature/Date

Approved by: _____



TENT PERMIT APPLICATION

Tents, Canopies, and Membrane Structure Requirements

According to Weston Municipal Code 34.214, permits are required for tents greater than 240 square feet. Tents are allowed only on a temporary basis.

- Contact Diggers Hotline Inc., three business days prior to setup. (1-800-242-8511)

Flame Resistance

- All tent fabric shall be flame resistant.
- Certificate of flame retardant must be permanently attached to all tent roof and side panels or a copy of the certificate provided by the manufacturer is acceptable – but must be available upon request.

Portable fire extinguishers of approved types shall be installed.

- Minimum of one 2A-10BC in all tents, (travel distance shall not exceed 75 feet)
- All fire extinguishing equipment shall be inspected and serviced annually by a certified technician. The tag indicating the service date or a receipt of purchase shall be attached to the fire extinguisher or hood suppression system.
- Extinguishers shall be hung in a visible location no higher than 44 inches above grade.

Site plan shall be provided to the Fire Department when an anticipated occupant load exceeds 50.

- Tent location on lot.
- Location of other buildings or tent(s) on property.
- Seating capacity.
- Seating arrangement.
- Egress paths including a minimum aisle width of 4 feet.
- Exit locations.
- Type of heating, location of heater(s); Location of heating fuel tank and type.
- Location of electrical equipment and location of generator.
- Location of fire apparatus access road.
- Restricted parking areas should be clearly indicated.

Exits

- There shall be a minimum of 10 feet between stake lines for all tents exceeding 1,200 square feet.
- Emergency access roads must have an unobstructed width of 20 feet. There shall be no dead ends greater than 150 feet.

Flammable and combustible liquids are prohibited inside or near the tent. Hay, straw, and other flammable materials are prohibited within 10 feet of any tent. No open flame devices are allowed inside the tent except as provided below.

- Restaurant style table candles and food warming candles are allowed with the approval of the Fire Chief.

Tents shall be adequately guyed, supported, braced and tent stakes shall be properly capped. In lieu of producing and automatic fire suppression system, tents in which cooking is performed must be separated from other public tents and structures.

- All electrical heating and cooking equipment must comply with NFPA 70, National Electrical Code.
- The use and installation of LP Gas equipment, such as tanks, piping, hoses, fittings, valves, tubing, and other related components shall be in accordance with NFPA 58, Liquefied Petroleum Gas Code.

Fee _____ Permit # _____



Daily License: \$40.00
Annual License: \$140.00

CABARET LICENSE APPLICATION

According to Weston Municipal Code Sec. 18.147, a license is required to keep, maintain, conduct or operate a cabaret. A "cabaret" is defined as a place to which the general public is admitted and where entertainment, such as music of any type; be it, instrumental music performed by an individual or group, vocal, by mechanical means or otherwise, singing, vaudeville or dancing is furnished to patrons by the management with or without special charge therefore.

Exceptions: Musical entertainment provided by non-profit organizations at events for a period of not more than ten days, such as school, religious, or charitable fund raising events, shall not be subject to the provisions of Sec. 18.147, provided any such event otherwise complies with other Village ordinances and any conditions imposed by the Village to hold such event.

Fee and issuance: The fee for cabaret licenses shall be listed in the Schedule of Fees on file with the Village Clerk. Each annual license shall be issued by the Clerk and shall expire on June 30th of the year for which the license is issued. The Village Board may grant a special license for a period not exceeding ten days upon application, therefore, to the Village Clerk. A daily special license fee shall be listed in the Schedule of Fees approved by the Board.

Any person granted a cabaret license shall follow and comply with Weston Municipal Code Sec. 50.103 Loud, Disturbing Noises Prohibited.

Applicant Name: _____ Date of Event: _____

Name of Event: _____ Request for Annual or Daily: _____

Time of Event Start: _____ Time of Event End: _____

Location of Event: _____

I hereby apply for a cabaret license and I acknowledge that the information above is complete and accurate. I further acknowledge that the event will comply with Weston Municipal Code Sections 18.147 and 50.103.

This Applicant is: () Owner () Agent _____

Applicants Signature/Date

Approved by: _____

Event Name: _____

Fee _____ Permit # _____



FIREWORKS DISPLAY PERMIT APPLICATION

The undersigned official, of the Village of Weston, Marathon County, Wisconsin, does hereby authorize the following named persons and/or organizations to purchase and/or possess Display Fireworks (formerly known as Class "B" fireworks) or Common Fireworks (formerly known as Class "C" fireworks) on or after the issue date of this permit:

Name of Event _____ Date of Event _____

Location of Event _____

Name of Contact Person/Event Organizer _____

Home Phone of Contact person _____ Business Phone _____

Address _____ City _____ State _____ Zip _____

Personal Email Address _____

Organization or Sponsor _____

Address _____ City _____ State _____ Zip _____

Organization Email Address _____

This permit is for the purchase and use of any amount of Display Fireworks or Common Fireworks, for the above address and dates shown only. By Wisconsin State Law, a copy of this permit must be given to municipal fire official two days before use. This permit is issued upon the condition that the Village shall not be liable in any civil action for any accident or injury occasioned during the transportation, handling, storage or use of said fireworks.

Signature of Permit Holder: _____

Signature from Fire Chief: _____

For office use only:

_____	Approved:	Yes	No
EMPD Police Chief Signature / Date			
# Of Police hours (Approximate): _____			
Total Labor cost: _____			
Comments: _____			

Please note that the current rate for an EMPD officer is \$70.00/hour for a minimum of 2 hours = \$140.00 minimum fee.

_____	Approved:	Yes	No
Fire Chief Signature / Date			
# Of Fire/EMS hours (Approximate): _____			
Total Labor cost: _____			
Emergency vehicle access okay? _____			
Comments: _____			

_____	Approved:	Yes	No
DPW Director Signature / Date			
# Of DPW hours (Approximate): _____			
Total Labor cost: _____			
Comments: _____			

_____	Approved:	Yes	No
Park Director Signature / Date			
# Of Park hours (Approximate): _____			
Total Labor cost: _____			
Comments: _____			

_____	Approved:	Yes	No
Zoning Administrator Signature / Date			
Does this event comply with the Zoning Code? _____			
Comments: _____			

Event Name: _____

Approved: Yes No

Clerk Signature / Date

Has proof of liability insurance been obtained? _____

Amount: _____

Have all other permits (alcohol, etc.) been filed with this application: _____

Comments: _____

Approved: Yes No

Village Administrator Signature / Date

Grand Total Labor cost: _____

Comments: _____

Date Filed _____

Amount Paid _____

Check No. _____

Application Revised: 04-30-2013



VOLUNTEER RELEASE AND WAIVER OF LIABILITY

PLEASE READ CAREFULLY!

THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS

This Release and Waiver of Liability ("Release"), is executed on this _____ day of _____, 20____, by _____ (the "Volunteer") in favor of the Village of Weston, Marathon County, Wisconsin, and its officials, committee members, commission members, board members, employees, and agents (collectively, the "Village").

Volunteer desires, on a volunteer basis, to do the following for the Village [insert specific description of activities to be performed] (the "Activities").

For good and valuable consideration, including the opportunity to volunteer for the Village, Volunteer hereby freely, voluntarily, and without duress executes this Release under the following terms:

Release, Waiver, and Indemnification: Volunteer does hereby waive, release and forever discharge the Village and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, (including claims and damages arising from bodily injury, personal injury, illness, death or property damage) which arise out of, or occur in connection with, the Activities.

Volunteer further agrees to indemnify and hold harmless the Village from any and all claims, damages, costs, or expenses incurred by the Village which result from or relate to the Activities.

Volunteer understands that this Release releases and discharges the Village from any liability or claim that Volunteer may have against the Village with respect to any bodily injury, personal injury, illness, death, or property damage that may result from the Activities, even if caused by the negligence of the Village or its officers, employees, agents. However, this Release does not release and discharge the Village from a liability or claim for harm caused by the intentional or reckless acts of the Village.

Assumption of Risk: Volunteer understands that the Activities may be hazardous to the Volunteer and others, and that such hazards could include bodily injury, personal injury, illness, and death or property damage. Volunteer represents that Volunteer is familiar with the hazards related to or arising out of the performance of the Activities. Volunteer further represents that Volunteer has the education, expertise, experience, and/or skill to properly perform the Activities, in a safe, efficient and proper manner. Volunteer hereby expressly and specifically assumes the risk of injury or harm arising from the Activities.

Not Employee: Volunteer acknowledges and agrees that Volunteer is not an employee of the Village and is not entitled to any compensation from the Village for performing the Activities.

Additional Provisions: Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Wisconsin, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Wisconsin. Volunteer agrees that in the event any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause shall not otherwise affect the remaining provisions of this Release, which shall continue to be enforceable.

Opportunity to Negotiate:

Event Name: _____

- I HAVE BEEN OFFERED THE OPPORTUNITY TO NEGOTIATE THE TERMS AND CONDITIONS OF THIS RELEASE. HOWEVER, I CHOOSE TO ACCEPT THE TERMS AND CONDITIONS OF THIS RELEASE AS THEY ARE, WITHOUT NEGOTIATION.

- I WANT TO NEGOTIATE THE TERMS AND CONDITIONS OF THIS RELEASE BEFORE PROCEEDING WITH THE ACTIVITIES. I UNDERSTAND THAT I MUST CONTACT THE VILLAGE ATTORNEY, MATT YDE, AT (715) 845-7800. ANY CHANGES NEGOTIATED MUST THEN BE APPROVED BY THE VILLAGE ADMINISTRATOR. IF THE MATTER IS NOT RESOLVED, IT WILL BE ADDRESSED AT THE NEXT APPROPRIATE VILLAGE BOARD MEETING.

IN WITNESS WHEREOF, Volunteer has executed this Release as of the day and year first above written.

Volunteer's Signature: _____

Volunteer's Printed Name: _____

Address: _____

Phone (home): _____

Phone (work): _____

Date of Performance of Activities: _____



Certificate of Permit Coverage

HAS BEEN GRANTED UNDER THE
MUNICIPAL CODE OF ORDINANCES FOR
THE VILLAGE OF WESTON FOR THE FOLLOWING:

Permit No.

Village Administrator / Date

**COMPLAINTS should be reported to the Village Administrator at
(715) 359-6114**