

- b. Smoking prohibited. No person may smoke where fireworks are stored or handled.
 - c. Notification of Fire Chief. A person who stores fireworks shall notify the Fire Chief of the location and quantity of fireworks stored.
 - d. Storage distance. No vendor may store fireworks closer than fifty (50) feet to the storage facility lot line.
 - e. Storage restriction. No person may store fireworks within fifty (50) feet of a private dwelling, public assemblage or place where gasoline or volatile liquid is sold or stored in quantities exceeding one (1) gallon.
 - f. Storage in vehicles prohibited. No person may store fireworks within any motor vehicle, vehicle trailer of any kind or part of a vehicle for a period of time greater than twenty-four (24) hours.
 - g. Outdoor storage. Outdoor storage of fireworks shall comply with the outdoor storage requirements in the Town of Beloit Zoning Code.
 - h. Annual inspections. The Fire Chief and other authorized safety officials shall perform an annual inspection of every premise where fireworks are stored.
21. Penalties. In addition to the denial, suspension or revocation of a permit issued under this ordinance, any person who shall violate any provision of this ordinance or who shall fail to obtain a permit as required hereunder shall upon conviction of such violation, be subject to a penalty of a civil forfeiture pursuant to this Code of Ordinances. Each violation and each day a violation continues or occurs shall constitute a separate offense. Nothing in this ordinance shall preclude the Town from maintaining any appropriate action to prevent or remove a violation of any provision of this ordinance.

5.11 SPECIAL EVENTS.

- 1. Definitions.
 - a. Class I. means a special event in which more than 100 people attend and any of the following occurs: alcohol is sold or served; outdoor entertainment/amplified music is involved; tent(s) larger than 400 square feet are utilized; or the event lasts more than one day.
 - b. Class II. means a special event with less than 100 people and no alcohol is sold or served or no outdoor entertainment/amplified music is provided.
 - c. Event Coordinator. is the individual identified by the special event sponsor that will be on-site at all times during the special event to address problems as well as implement directions from Town Officials during the special event.
 - d. Special Event. is any activity that uses public streets, rights-of-way, sidewalks, or private property or may require increased levels of Town services. This includes, but is not limited to, fairs, festivals, sporting events, foot runs, walk-a-thons, bike-a-thons, bike races, markets, outdoor merchandise sale, parades, parade of homes, exhibitions, auctions, dances, motion picture filming, and other similar events.
 - e. Exceptions:
 - i. Funerals and funeral processions.
 - ii. Students going to and from school or participating in educational activities or school sporting events provided such activity is under immediate direction and supervision of the proper school authority.
 - iii. Events sponsored by the Town or a Town agency.

- iv. Event in a Town park with under 100 people attending. Note: A park rental permit is required. Contact the Town Clerk's office.

2. Permits required.

- a. No person or organization shall conduct a special event as defined herein within the Town of Beloit without first having obtained a special event permit. Permits are valid only for the dates, time and location specified in the permit. This provision shall apply to all events proposed after the date of the adoption whether or not the event in question has been a reoccurring event within the Town.
- b. A park rental permit may be required depending on the location of the special event and is not provided for in this permit process.
- c. Other permits required. All vendors operating as part of a special event permit obtained under this ordinance shall obtain and display any and all required Town, county, or state permits for the duration of the event (i.e. food, vendor, temporary beer, etc.). If serving beer and/or alcohol there must be either a licensee or a person holding an operator's license onsite in accordance with Sections [125.17\(1\)](#), [125.32\(2\)](#), and [125.68\(2\)](#), Wis. Stats.
- d. Special events with more than 50 people but less than 100 people, are not required to obtain a permit, but are encouraged to contact the Police and Fire Devices in advance of the event. These events, if located at or sponsored by a business, may require consideration from the Town Plan Commission.

3. Application.

a. Application requirements.

- i. Application for a special event permit shall be filed with the Town Clerk at least 60 days prior to the proposed event.
- ii. Permit fees are required with submission of application. Permit fees shall be set from time to time by resolution of the Town Board.
- iii. The application shall include the following:
 - A. The name, address and phone number of the special event sponsor(s). If more than one person, entity or organization is the sponsor, all must be listed. In the case of a corporation, Limited Liability Corporation, limited liability partnership, or partnership, the name and mailing address of each person holding ten percent or more of the ownership.
 - B. The name, address and phone number for the special event sponsor's contact or agent.
 - C. The name, address and phone number of the event coordinator and the method by which the Town can contact the Event Coordinator during the special event.
 - D. Special event on private property.
 - i. The address of all private property upon which the special event is to be held, together with the name, and mailing address of the owners of record.
 - ii. Notarized authorization from the property owner(s) that the applicant has permission to use property for a special event.
 - E. The nature of the assembly.
 - F. The dates and hours during the special event. Applicant should include dates and hours for set up and clean up in the information provided.

- G. The maximum number of persons allowed at any given point at any time. This may also be determined by the Fire Chief and/or Chief Fire Inspector.
- H. Plans and description for the following, as necessary for the event:
 - 1) Fencing and gates as necessary to control access to or within the special event;
 - 2) Potable water locations;
 - 3) Toilet and lavatory facility locations and number;
 - 4) Solid waste collection locations and disposal;
 - 5) First aid station, or additional medical care facilities as required upon Town review;
 - 6) Lighting plan, including location, hours of use and power source;
 - 7) Parking size and location;
 - 8) Access to event and to parking, if located separately;
 - 9) Camping facilities;
 - 10) Crowd control/security personnel including number and responsibilities.
 - 11) Sound control and amplification, location, size and number of speakers and amplifiers; Access for emergency vehicles and personnel.
- I. Certification that by signing the application, the applicant is authorized to act on behalf of the event sponsor(s).
- J. Applicant's acknowledgement that by signing and submitting the application they accept and comply with the provisions of sections 5.11 (4)(a) and (b).
- K. Proof of insurance as described in subsection 5.11 (4)(a) below.
- L. Park rental approval, if applicable.

b. Application process.

- i. Upon receipt of an application for a permit, the Town Clerk shall immediately distribute the complete application to Police Department, Fire Department, Public Works Department and Town Administrator for review and comment. Department review and comments shall be returned to the Town Clerk within 30 days of distribution of the application.
- ii. The Town, in reviewing the application, shall consult any other state, county or local body as necessary for assistance in evaluating the application in order to promote the safety, health, welfare and security of the residents of the Town of Beloit and the persons attending the special event.
- iii. Permit review.
 - A. The Town Clerk shall review class II applications for conformity with the provisions of this ordinance and the comments from the departments and if the applicable requirements are met, shall issue a permit.
 - B. The Town Board shall review all class I permit applications and department recommendations and either deny the permit, approve the permit or approve the permit with conditions. The permit shall be issued by the Town Clerk.

4. Permit conditions.

- a. Liability Insurance. The special event sponsor is required to obtain insurance for special events that include alcohol, have more than 100 people per day or involve a road closure. Proof of comprehensive general liability insurance which names and endorses the Town, its officers, agents, employees, and contractors as an additional insured party shall be submitted to the Town no later than 20 days before the event. The applicant shall notify

the Town in the event there is a modification of any of the terms of the insurance coverage. Such notification shall be provided not less than two (2) weeks prior to the effective date of that change. Any change to coverage requires Town approval.

- b. Indemnification. The applicant and event sponsor(s) shall agree to hold the Town, its officers, employees, agents, and contractors, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Town for any damage or injury to person or property caused by or resulting directly or indirectly from the activities for which the permit is granted.
- c. Town Services. All requests by applicants for Town services must be made at time of application. The applicant shall be responsible for reimbursement to the Town for any Town personnel, services, equipment, and facilities provided for the special event. Reimbursable costs shall be calculated to include wages, overtime, and fringe benefits. An invoice shall be sent to the applicant, within 15 days following the event. Payment is due within 30 days of invoice. The Town reserves the right to require full or partial payment of estimated costs in advance.
- d. Cleaning/damage deposit. The applicant may be required to submit to the Town a cleaning/damage deposit of (\$200.00) per day for each scheduled day of the event (or a portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Town for loss or cleaning costs. The Town reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within 12 hours after the conclusion of the event.
- e. Noise. Amplified music, public address systems, loudspeakers, or other amplification devices must end by 11:00 p.m. on Fridays and Saturdays, and by 10:00 p.m. all other nights. This condition may be modified by the request of the Event Coordinator or any Resident through the Town Board.
- f. Sufficient Staffing and Security. The special event sponsor shall provide sufficient staffing to provide assistance with crowd control, parking, sanitation, and medical services. A determination as to these needs will be made by the departments as part of the review process. All special events that are determined to require added Police, Fire or Emergency Medical presence will agree to terms of payment to the Town prior to the event being held. The Town will bill the individual, group or organization for the actual cost of staff incurred by the Town. If alcohol is served, one Police Officer will be required for every 300 people anticipated. If no alcohol is served, one Police Officer will be required for every 500 people anticipated.
- g. Event coordinator. The special event sponsor shall have at least one representative on site during the event at all times, as identified on the permit application. Depending on the size and activities of the event, the Town may require a meeting with Event Staff prior to the event occurring.
- h. Site requirements.
 - i. All tents must be installed in accordance with NFPA guidelines.
 - ii. Wiring shall be installed by a licensed electrician. All persons requiring electricity at a special event shall follow [NEC](#) and [SPS Ch. 316](#), Wis. Administrative Code.
 - iii. Attendees and staffing shall not exceed the maximum number which can reasonably attend at the location of the special event, in consideration of the nature of the special event.

- iv. Responsibility for arranging any inspections required to meet these standards or any other requirements prior to the special event is the sponsor's. Any fees for such inspections shall be paid by the special event sponsor.
 - i. Notification. The Town may require that the permit holder give written notice 15 days in advance of the Town Board meeting where action is scheduled to be taken regarding the proposed event to any property owners or tenants as determined during the Town departments' review. Notice shall, at a minimum, include the type of event, name of the special event sponsor(s), date, time and location, event coordinator's name and contact information during the event.
5. Limitation or Termination of Special Event.
- a. The Town may limit the size of or shut down a special event if it is deemed to be a public safety hazard or public nuisance by the Police Department or Fire Department, or there is a violation of Town or county ordinances, state statutes or the terms of the applicant's permit. The Town may limit or shut down any amplified music at an event if complaints are received by the Police Department from neighboring citizens. The Town Clerk or designee may revoke an approved special event permit if the applicant fails to comply with the provisions of the permit prior to the event date.
6. Denial of permit.
- a. Reasons for denial of a special event permit include, but are not limited to:
 - i. The event will disrupt traffic within the Town beyond practical solution.
 - ii. The event will create a likelihood of endangering the public.
 - iii. The event will interfere with access to emergency services.
 - iv. The location or time of the special event will cause undue hardship or excessive noise levels to adjacent businesses or residents.
 - v. The event will require the diversion of Town resources(s) that would unreasonably affect the maintenance of regular Town service levels.
 - vi. The application contains incomplete or false information.
 - vii. The applicant fails to provide proof of insurance.
 - viii. Inadequate provision for garbage or debris removal.
 - ix. Inadequate provision of temporary restroom facilities.
 - x. Inadequate provisions for parking.
 - xi. Denial of a permit by the joint park and recreation department.
 - xii. Applicant fails to submit the required fees and/or deposits.

5.12 PARADES.

1. Definitions. A "parade" is any parade, ceremony, show, exhibition, pageant, motorcade or procession of any kind, or any similar display in or upon any street, sidewalk or other public place in the Town of Beloit.
2. Permit Required. No person shall engage in, participate in, aid, form, or start any parade unless a parade permit shall have been obtained from the Town Board of the Town of Beloit.
3. Application. A person seeking issuance of a parade permit shall file a written application with the Town Clerk.