



CITY OF KIEL

621 Sixth Street
 P.O. Box 98
 Kiel, WI 53042

Krystal Karls, City Clerk-Treasurer

Phone (920) 894-2909 Email: krystal.karls@kielwi.gov

SPECIAL EVENT PERMIT APPLICATION

Application must be filed a minimum of 45 days prior to the special event.

ORGANIZATION INFORMATION			
NAME OF ORGANIZATION			
MAILING ADDRESS	CITY	STATE	ZIP
PHONE NUMBER	WEBSITE ADDRESS		
EVENT CONTACT PERSON			
MAILING ADDRESS	CITY	STATE	ZIP
HOME PHONE	WORK PHONE	CELL PHONE	
EMAIL ADDRESS			

EVENT INFORMATION	
NAME OF THE EVENT	DATE(S) OF THE EVENT
EVENT START TIME	EVENT END TIME
LOCATION OF THE EVENT	
A. Please attach a detailed map/sketch of your event indicating the specific location, layout of your event, and the direction of the route, including all turns and the number of traffic lanes to be used.	
B. Generally describe your event and its purpose.	
C. Estimated number of participants	

OTHER INFORMATION

A. Is there an outdoor bar that will serve alcohol? <i>If yes, temporary Class B beer and/or wine (picnic) and operator (bartender) licenses are necessary under separate application.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
Please list the number of City of Kiel licensed bartenders that will be on site:	
B. Does your event involve amplified music?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, will the amplified music be a:	<input type="checkbox"/> Band <input type="checkbox"/> DJ <input type="checkbox"/> Other
Hours when amplified music will be played:	
C. Will you need barricades provided by the City of Kiel for your event?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, how many?	
D. What other assistance do you foresee needing from the City of Kiel (personnel, materials, equipment, etc.)?	
E. Have you reviewed a copy of the City of Kiel Ordinance on special events and do you understand that you may be charged for City Services?	<input type="checkbox"/> YES <input type="checkbox"/> NO

PERMIT FEE

For a non-profit organization, there is no charge, for a for-profit organization, the fee is \$100.

- Non-profit/civic organization - \$0
- For-profit organization - \$100

Total \$ _____

DEPOSIT REQUIREMENTS

The applicant may be required to submit to the City Clerk-Treasurer's Office a cleaning/damage deposit of \$200 for each scheduled day of the event (or portion thereof) two weeks prior to the starting date of the event. That deposit shall be refunded to the applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the City for loss or cleaning costs. The City 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 24 hours after the conclusion of the event.

By signing this form, the applicant certifies authorization to act on behalf of their organization, and hereby agrees to hold the City of Kiel its officers, agents, employees, and contractors harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney fees) incurred by the City 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.

Signature of Applicant	Date
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FOR OFFICE USE ONLY			
Cleaning Deposit Required	Date Cleaning Deposit Paid	Date Cleaning Deposit Returned	Amount Returned
Application forwarded to and approved by (provide comments if necessary): <input type="checkbox"/> Public Works <input type="checkbox"/> Fire Department <input type="checkbox"/> Police Department <input type="checkbox"/> Kiel Utilities <input type="checkbox"/> City Administrator			

Emergency Revocation and Termination of Special Event:

A Special Event may be immediately terminated and the Special Event Permit revoked while the event is in progress if the Chief of Police, Fire Chief or their designee determine the event:

- endangers the health, safety or general welfare of the public by activities generated as a result of the event;
- violates conditions that formed the basis of issuing the permit;
- violates city ordinances; or
- encounters an unforeseen emergency or catastrophe due to weather, fire, riot, or other public safety hazard.