

Have a Swell Time!

City of Brillion

# Special Event Planning Guide



JUNE '52

What you  
need to know  
to throw a  
**Marvy  
Party!**

**Brillion** a good  
place to

LIVE

WORK

LEARN

PLAY

[www.ci.brillion.wi.us](http://www.ci.brillion.wi.us)



# Party Planner's Directory

Organizing a nifty event can be gosh-awful tiring. Besides coordinating the refreshments, advertising and maintaining volunteer rosters, it's easy to overlook important details like applying for permits and notifying City Departments. Let us help! We'll help steer you in the right direction to make your party-planning capers a success. Simply read through this guide, fill out the Special Event Registration Form, and bring it to City Hall. The folks there will help coordinate the entire permit and approval process! We're here to help you have a "swell time!"

## **Parks and Recreation Department**

120 Center Street, Brillion  
Phone 920-756-3216  
Email: parkrec@ci.brillion.wi.us

## **Clerk-Treasurer's Office**

130 Calumet Street, Brillion  
Phone 920-756-2250  
Email: dclerk@ci.brillion.wi.us

## **Brillion Police Department**

130 Calumet Street, Brillion  
Phone 920-756-2221  
Email: pdaide@ci.brillion.wi.us

## **Department of Public Works**

130 Calumet Street, Brillion  
Phone 920-756-2250  
Email: admin@ci.brillion.wi.us

## **Brillion Fire Department**

130 Calumet Street, Brillion  
Phone 920-756-2424  
Email: fd@ci.brillion.wi.us



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JUNE '59

# Let us know!

Planning is the key to a successful party. Contact City Hall 60 days prior to your event to ensure that your party needs can be met, and that the proper approvals, permits and licenses can be obtained without delay!

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## *Where will your event be held?*

Brillion may not be Disneyland, but it still has some fantastic parks to host your soirées. Have you reserved the facility and obtained your Facility Reservation Agreement? Have you received the Park Rules and Regulations? For these and other tidbits of information, contact the Parks and Recreation Department.

Licenses/Permits Required..... Reservation Agreement Fees ..... Contact the Park and Rec. Department

## *Street Closings*

If you are taking Little Eva's advice and "dancing in the streets," you may want to make sure no cars will "crash" your party.

Call the Brillion Police Department. They will review your request to ensure that all safety measures are met and the street closure will not adversely affect traffic flow. Your organization must also submit a map of your event, indicating all streets to be used and the direction of the route, if appropriate. Special approval must be received by the Protection of Persons and Property Committee and City Council. No fees are required.

## *Parking Arrangements*

Although there are no City-mandated parking requirements, you are encouraged to make accommodations for people with special parking needs. If you need assistance, talk to the "Fuzz!"





### **Cover Me!**

## *Setting up a Tent or Other Temporary Structures*

If you are holding your event in a park and need tent accommodations, let the Park and Recreation Department know! Tents must be removed within 10 days following the event, or within the time frame indicated in your arrangements with Parks personnel. Depending on the size of the tent and the mode for putting it up, it may be imperative that Diggers Hotline be called to determine the location of underground wires. This is the organizations' responsibility, not the City's, so remember to call! Digger's Hotline can be reached at 1-800-242-8511.

## *Toilet Facilities*

A guy's gotta do what a guy's gotta do. Make sure those attending your event can do it in private! Remember to provide the proper restroom accommodations.



## *Talking Trash!*

Don't forget to plan for waste disposal. Provide trash liners and periodic receptacle checkups throughout the day. Getting an extra dumpster may help keep the bees away and allow everyone to have good clean fun!

## *Security!*

The City has no formal policy regarding security for events, but your safety is still very important! Whenever alcohol is served, and music is amplified at a public event, the Brillion Police Department will have at least 2 foot patrol officers present.



## The Toast of the Town!

### *Selling or Serving Alcoholic Beverages*

Sorry! Your "rheumatiz medicine" can't be sold, but beer or wine is allowed with the proper approvals.

A separate "Temporary Class B License" or what is commonly referred to as the Picnic License, is required if you wish to sell beer or wine.\* These are special licenses and can only be issued to bona fide clubs, fair associations, churches, and other such entities which have been in existence six (6) months prior to the application date.

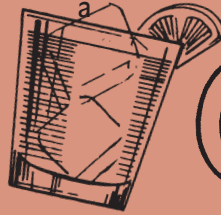
In addition, those serving must hold temporary operators license, and be of legal drinking age.

On the day of the event, at least one person who holds a valid City of Brillion operator's (bartender's) license or temporary operators license must be present during all sales.

Since it's required that a routine background check be conducted by the Police Department, please apply for your licenses **60 days** prior to the event. It is recommended that this application be submitted at the same time you apply for the Temporary Class B License. All licenses must be approved by the City Council.

The fee is \$10.00 for the Temporary Class B License, and \$5.00 for the Temporary Operators License.

*\*Distilled Alcoholic Beverages cannot be sold or served at special events.*



Liqueurs

Cocktails

Highballs

WINES

Bourbon

RYE

SCOTCH

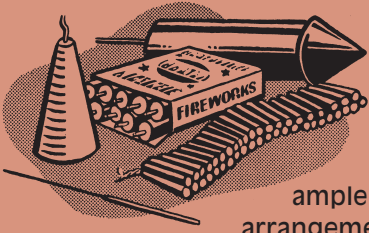
## *Hey, Aunt Bea! What's for Supper?*

Now, what's a party without food?

Brillion has no specific rules and regulations concerning the sale of food at public events. It's highly recommended that any organization engaging in food sales take out an insurance policy — just in case! Check out the "Insurance" section of this party planner to learn more.



## *Playing with Matches: Fireworks and Bonfires*



Because playing with fire is dangerous, it's important to take special caution when celebrating with a "bang!" Use of pyrotechnics or bon fires require Fire Department involvement in your planning efforts. The 60 day notification will allow ample time for the Fire Department to review your arrangements, and for your organization to obtain the necessary approvals from the Protection of Persons and Property Commission and City Council. Applicants must show proof of liability insurance coverage.

### **Gotta Dance!**

## *Bands or Other Amplified Sound*

If you wanna get hip to the jive having a band or other amplified entertainment, please note the City noise ordinance. City law states that you may be in violation of the noise ordinance if your venue is creating plainly audible sound after 11:00 pm. If you believe your special event will exceed that time, special permission must be granted by the Protection of Persons and Property Commission and City Council.



*Did we mention the 60 day notification?*

## Are You Insured?

Insurance coverage is an easy and inexpensive way to protect your organization from any unanticipated problems. If you are serving food or alcoholic beverages, make sure your organization doesn't get served a subpoena in return!

Playing with fire or explosives? Then liability insurance is a must! The key to any successful event is to have fun, and be safe!



## So you think your event isn't so special?

Just because your event doesn't require a street closing doesn't mean your event isn't special! Let us know if you anticipate your party to last till the wee-hours of the night, if you think parking will be an issue, if you think the neighbor's dog will have a nervy, or whatever! Celebrations should be fun. Planning them should be, too!

## Other Information

Just like at the end of a very entertaining car advertisement, the City, too, has its disclaimers in fine print. Here they are!

*Sponsors of Special Events must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. The City of Brillion is not liable for any accidents, or violations of state, regional or local codes. Void where prohibited. Must be 60 to apply. See participating store for details. No purchase necessary to enter. Prices based on manufacturer's suggested retail price. Say no to drugs.*





# Special Events Registration Form

City of Brillion • 130 Calumet Street • Brillion, WI 54110 • 920.756.2250

## General Event Information

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

Brief Description of Event \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

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

Contact Mailing Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Contact E-mail Address \_\_\_\_\_

Estimated Number Attending Event \_\_\_\_\_

60  
Days!

## Location — Check all that apply

Park (please indicate name of park) \_\_\_\_\_

Private Property (please provide address and owner's name) \_\_\_\_\_

Other (please specify) \_\_\_\_\_

## Concessions/Refreshments

Are you serving/selling food?

Yes

No

Serving/selling alcoholic beverages?

Yes, Serving only

Yes, Selling

No alcoholic beverages will be present at the event



# Entertainment

## Amplified Music or Entertainment

- Yes (please indicate hours of performance) \_\_\_\_\_
- No

## Fireworks or Bon Fires

- Fireworks (please specify location) \_\_\_\_\_
- Bon Fire (please specify location) \_\_\_\_\_
- None

# Site Needs – check all that apply

## Street Closing

- No
- Yes — name of street(s)  
\_\_\_\_\_

Times and date closing required  
\_\_\_\_\_

## Temporary Structures

- None
- Yes, tent (list size and location)  
\_\_\_\_\_

- Yes, other (please specify)  
\_\_\_\_\_

## Toilet Facilities

- No
- Yes (please specify # of units)  
\_\_\_\_\_

Security: Are you providing security for the event?

- No
- Yes (please indicate number of security people & list primary contact)  
\_\_\_\_\_

# Incidentals

Will you have liability insurance coverage?

- No
- Yes (if required, please submit proof of insurance)

## For Office Use Only

City Department Review Required:  
(Initial after review)

- Clerk's Office \_\_\_\_\_
- Brillion Police Department \_\_\_\_\_
- Park and Recreation Department \_\_\_\_\_
- Brillion Fire Department \_\_\_\_\_
- Other \_\_\_\_\_

City Commission Permission Required:  
(Initial after review)

- Protection of Persons and Property \_\_\_\_\_
- Park and Recreation \_\_\_\_\_
- City Council \_\_\_\_\_
- Other \_\_\_\_\_



*Tell the world  
about your event!*

Don't forget to post your announcement for community or charitable fund-raising events.

- City Cable Channel*
- Brillion Public Library Marquee*
- Entrance to City Facilities*
- The Brillion News*
- The Calumet County  
Tourism Website*



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SEPT. '57