



Event Name: _____

City of Greenfield Outdoor Special Event Application

Return to: Neighborhood Services – Community Development
7325 W. Forest Home Avenue – Rm. 203
Greenfield, WI 53220

Phone: (414) 329-5341
Fax: (414) 543-9615
Email: gina.vlach@greenfieldwi.us

For Outdoor Special Events where licenses and/or permits are required in accordance with City of Greenfield Code 13.06, this application, any applicable payment, and any necessary attachments must be submitted to the Department of Neighborhood Services.

Application Deadline	Event Type
45 days Prior to the Event	Anticipated attendance is 200 people or less, and/or requires closing a minor neighborhood street.
90 days Prior to the Event	Anticipated attendance is over 200 people, and/or requires closure of a minor street with simple traffic control or traffic detour, and/or requires closure of a major roadway, intersection or network of streets

Event Type	Fee
Events of less than 200 attendance	\$50.00
Event of greater than 200 attendance, or which require street closure and traffic plan, or are held on public streets/sidewalks/right-of-ways requiring road closures	\$100.00
Event held in City Parks or City facilities: Yes No	Contact Park & Recreation (414) 329-5370

Index	Event Categories
P 2-3	Applicant and Event Information and Event Set-up
P 3	Alcohol / Operator's License
P 4	Temporary Entertainment / Vendors / Parade / Food
P 4-6	Emergency Planning – Police / Fire / DPW [[Info. regarding: Attendance / Public Safety Plan / Amplified Sound / Street Usage / Traffic Control / Inclement Weather / Security / Parking / Trash / Communication's. (contact respective Departmental representative per below)]]
P 6-7	Fireworks - Tents – Bleachers – Stages (contact Community Development Manager per below)
P 7-8	Power – Portable Restrooms & Lavatories – ADA Requirements, Insurance (contact Community Development Manager per below)
P 8	Signatures – Certification & Release – Listing of Applicable License & Permit Forms
Separate attachment	Fee Schedule

City Department Contact Information				OFFICE USE ONLY	
Department	Contact	Phone (414)	Email	Submittal Approved	Date
Police	Matthew Borchardt	761-5342	matthew.borchardt@gfpd.org	<input type="checkbox"/>	
Fire	Dan Weber	545-7946 x5	weberd@greenfieldwi.gov	<input type="checkbox"/>	
City Clerk	Any Staff	329-5219	clerkdept@greenfieldwi.us	<input type="checkbox"/>	
Health Department	Public Health Staff	329-5275	health@greenfieldwi.us	<input type="checkbox"/>	
Public Works	Randy Esch	761-5374	randy.esch@greenfieldwi.us	<input type="checkbox"/>	
Community Development	Gina Vlach	329-5341	gina.vlach@greenfieldwi.us	<input type="checkbox"/>	

Applicant Information																												
Full Legal Name of Sponsoring/Producing Organization:		Is the organization a non-profit organization? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide designation _____ (Proof of certificate required)																										
Street Address:																												
City, State, Zip																												
Billing Address: (If different from above)																												
City, State, Zip																												
Applicant Contact:		Secondary Contact:																										
Name:		Name:																										
Title:		Title:																										
Phone:	On-site Cell:	Phone:	On-site Cell:																									
Email:		Email:																										
Organization/Event Website: http://www.																												
Event Information																												
Event Name:																												
Event Location:																												
Total Expected Daily Attendance: Please include participants and spectators in the total.																												
<input type="checkbox"/> 0 – 200		<input type="checkbox"/> 200 – 500		<input type="checkbox"/> 500 – 1,000	<input type="checkbox"/> 1,000+																							
Event Dates(s)	Setup Time	Start Time	End Time	Breakdown Time																								
Rain Date Plan:																												
Type of Event: Check all that apply. <table> <tbody> <tr> <td><input type="checkbox"/> Athletic / Sporting Event or Contest</td> <td><input type="checkbox"/> Rally</td> </tr> <tr> <td><input type="checkbox"/> Bicycle Race / Ride</td> <td><input type="checkbox"/> Recreational Event</td> </tr> <tr> <td><input type="checkbox"/> Carnival</td> <td><input type="checkbox"/> Run Walk</td> </tr> <tr> <td><input type="checkbox"/> Car Show</td> <td><input type="checkbox"/> Triathlon / Marathon</td> </tr> <tr> <td><input type="checkbox"/> Ceremony</td> <td><input type="checkbox"/> Other _____</td> </tr> <tr> <td><input type="checkbox"/> Charity Event</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Circus</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Concert / Performance</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Exhibition</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Festival / Fair</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Parade / Procession (Parade Permit Required)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Play / Show</td> <td></td> </tr> </tbody> </table>					<input type="checkbox"/> Athletic / Sporting Event or Contest	<input type="checkbox"/> Rally	<input type="checkbox"/> Bicycle Race / Ride	<input type="checkbox"/> Recreational Event	<input type="checkbox"/> Carnival	<input type="checkbox"/> Run Walk	<input type="checkbox"/> Car Show	<input type="checkbox"/> Triathlon / Marathon	<input type="checkbox"/> Ceremony	<input type="checkbox"/> Other _____	<input type="checkbox"/> Charity Event		<input type="checkbox"/> Circus		<input type="checkbox"/> Concert / Performance		<input type="checkbox"/> Exhibition		<input type="checkbox"/> Festival / Fair		<input type="checkbox"/> Parade / Procession (Parade Permit Required)		<input type="checkbox"/> Play / Show	
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<input type="checkbox"/> Play / Show																												
CONTINUED ON NEXT PAGE																												

Event Admission or Entry Fee Information

Will there be event admission, parking or entry fee? Yes No

Please describe:

Event Map & Set-up Information

A site map is required. Attach a legible drawing outlining your event plan/route on an 8.5" x 11" piece of paper. Include all equipment set up and measurements. If alcohol service area is part of your layout, attach an additional map that depicts fencing, area dimensions, entrances, exits, and maximum intended capacities. Include as applicable street names, fencing, barriers, barricades, 20' fire lane, fire extinguishers, staging, bleachers, cooking tents, sponsor tents, general assembly tents, cooking areas, generators, vehicles, first aid facilities, portable restrooms, routes with directional arrows, start and finish lines, a directional north arrow, etc.

Alcohol – City Clerk (Temporary Class “B”/”Class B” Retailer’s License)

Fee: \$10/day

Will alcohol be served: Yes No

Does the licensee/establishment have a beer and/or liquor license issued for the current license period: Yes No

- If you answered yes, that you have a current beer and/or liquor license, then it is not necessary to complete a Temporary Class “B”/”Class B” Retailer’s License application; however, the attached *Application to Extend Licensed Premises* must be completed, as well as the remainder of this section pertaining to alcohol.
- If you answered no, that you do not have a current beer and/or liquor license, then a Temporary Class “B”/”Class B” Retailer’s License application must be completed (attached), as well as the remainder of this section.

An Operator’s/Bartender License is also required, as explained in the following section below.

Is a non-profit organization providing the alcohol services? Yes No

If yes, name of non-profit organization:

If no, indicate name of the entity/business/provider:

Alcohol sales/service dates and times. List the dates and times of alcohol sales/service. A separate application must be filed for non-consecutive days and/or separate events.

Date:	Start Time:	Finish Time:
Date:	Start Time:	Finish Time:
Date:	Start Time:	Finish Time:
Date:	Start Time:	Finish Time:

Operator’s (Bartender) License

**Fees: Temporary-\$10 / Original-\$50
plus \$10 for background check fee.**

Any person 18 or older who is serving or selling alcohol beverages in a licensed establishment must obtain an operator’s (bartender) license, unless the person is under the “immediate supervision” of another licensed operator. With regard to “immediate supervision” it is not enough for the person supervising merely to be on the premises—the licensee must be able to see at all times the activities of those persons serving alcohol beverages. Wis. Stats. 125.

Select the type of license(s) you are applying for, and complete the corresponding license application(s) enclosed:

- Temporary operator’s license – Issued to persons employed by or donating their services to nonprofit corporations. A person is limited to two such licenses in a year. The license is valid for any period from one to 14 days.
- Original operator’s license – Issued to the applicant for one year and valid in the municipality where issued.

Temporary Entertainment – City Clerk and Health Department		No Fee
Will there be entertainment: <input type="checkbox"/> Yes <input type="checkbox"/> No		
No license or fee is required for temporary entertainment associated with your outdoor special event. However, a certificate of insurance is required per 13.07(4)(c), Greenfield Municipal Code, for certain types of entertainment as indicated with an asterisk.*		
Advance permission from the Health Department is required for events involving animals.		
Type of Entertainment: Check all that apply.	List the date(s), and start and end times <u>for each type</u> of entertainment: Ent. Type _____ Date _____ Start _____ End _____ Ent. Type _____ Date _____ Start _____ End _____ Provide a detailed description of the entertainment to be provided: _____ _____ _____ _____	
<input type="checkbox"/> Animals (Health Department) <input type="checkbox"/> Athletic Sporting Event or Contest <input type="checkbox"/> Carnival / Rides & Amusements* <input type="checkbox"/> Car Show* <input type="checkbox"/> Circus* <input type="checkbox"/> Concert / DJ / Live Music <input type="checkbox"/> Dance <input type="checkbox"/> Exhibition* <input type="checkbox"/> Inflatables* <input type="checkbox"/> Performance <input type="checkbox"/> Play / Show <input type="checkbox"/> Speech / Presentation <input type="checkbox"/> Recreational Activities <input type="checkbox"/> Other: _____		
Vendors selling goods or services – City Clerk		No Fee
Will there be vendors selling goods and/or services: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you answered yes:		
<ol style="list-style-type: none"> 1. Your temporary vendors are limited to temporary sales during your outdoor special event. 2. Vendors must meet WI Seller's Permit requirements. Contact the WI Dept. of Revenue at 608-266-2776 and ask for a business specialist to determine if a permit is required. Or check online at www.revenue.wi.gov, search WI Seller's Permit, choose DOR Event Sellers. 3. Event organizers are responsible for gathering their vendors' information and submitting an S-240 report form to the WI Department of Revenue. Visit www.revenue.wi.gov, search S-240. 		
Vendors for Food & Beverages – Health Department		Fee: Varies
Will there be vendors preparing and/or selling food? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please list vendors. Each vendor must contact the Health Department and complete the Application for Temporary Food and Drink Establishments. Please contact the Health Department with questions (MZohn@swshdwi.gov). Vendors will pay a separate inspection fee to the Health Department.		
Vendors: _____		
Parade – Police Department		Fee: \$25
Will there be a parade: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you answered yes, a Parade License application must be completed (attached).		
Any parade, march, ceremony, show, exhibition, pageant, motorcade, or procession of any kind, or similar display in or upon any street, sidewalk, or other public place in the City requires a parade license.		
Emergency Planning - Police and Fire Department		
Total Expected Daily Attendance: Please include participants and spectators in the total.		
<input type="checkbox"/> 0 – 200 <input type="checkbox"/> 200 – 500 <input type="checkbox"/> 500 – 1,000 <input type="checkbox"/> 1,000+		

For Events with attendance under 500 people, please answer the following questions:

How will event attendees safely exit the event site? (*Example: open gates, openings in fence, or event has no perimeter barriers*)

How will emergency vehicles enter and exit the event site? (*Describe appropriate route into the event site*)

What employees must remain on-site to operate critical equipment before evacuating? (*Example: cooking staff, fireworks staff*)

What procedures will be done to assist with the rescue of persons unable to use the general means of egress? (*Example: event staff will assist, event security will assist, dedicated volunteers will assist*)

How will event attendees be notified to relocate or evacuate? (*Example: stage announcements, word of mouth, announcements utilizing amplified sound*)

How will the Fire Department or designated emergency response organization be alerted? (*Example: call 911 from cell phone, radios, public safety personnel is on-site*)

Provide a list of fire hazards associated with the event. (*Example cooking, fuel, fireworks,*)

Events with attendance over 500 people require a written Public Safety and Inclement Weather Emergency Plan.

Police, Fire, and Private Security may be required. Provide a Public Safety Plan as a separate attachment. Describe in detail, a plan that will address items including, emergency vehicle ingress and egress, fire protection, emergency medical services, public assembly areas, the directing of both attendees and vehicles (including the parking of vehicles), and the need for the presence of law enforcement, Fire and EMS personnel at the event.

In the event of Inclement Weather Emergencies in the area of the event (Example Severe Thunderstorm Warning, Tornado Warning or other Hazardous Weather Warning) any outdoor event must activate an emergency plan. This plan must clearly identify person(s) and contact information for event staff that will be on-site and is authorized to make command decisions related to emergencies. The event must always have a person on-site who can make command decisions about the delay, postponement or cancelation of the event.

If you need assistance with the plan, please contact the Police and Fire Departments.

Security Planning for Events Serving Alcohol – Police Department**Events serving alcohol require a written Security Plan.**

Provide as a separate attachment a detailed Security Plan describing how you will be providing security, including the number of personnel, shift times, where they will be located, and the name and contact information for the company or individual responsible during the event.

Street Use and Traffic Control - Police Department and Public Works

Events with attendance over 500 people, or any event impacting streets require a written Traffic Control Plan.

Provide as a separate attachment a detailed description of your street use. List days, hours, street names, etc. However, if closures vary by date/time & location, describe in detail. (See *Event Map and Set-Up* above for map requirements)

Barricades, barrels, cones, signs, and message boards, may be required by Public Works as part of the Traffic Control Plan. Required materials are at the expense of the applicant and are not included in any Permit Fees. Special events may require the use of police officers for crowd and/or traffic control.

Do you plan to use street parking? Yes No

Does your event affect any MCTS bus routes? Yes No

Applicant must notify MCTS of bus routes that may be affected by your event. Include route locations on your site map.

Parking and Transportation - Police Department and Public Works

How will people get to / from your event?

- Personal Vehicles
- Shuttle
- Other: _____

Where will event attendees park?

- On site paved lot
- Lawn
- Private Property (*Proof of written permission from property owner Required*)
- Other: _____

Is on-site parking coordination required? Yes No

If so, who will be directing parking?

Trash & Recycling - Public Works

Applicant shall remove all litter caused by the event. The City of Greenfield encourages vendors and organizers for festivals, special events, and official gatherings to provide recycling containers at events.

Will you be managing your own waste and recycling? Yes No

Will you be hiring an outside vendor? Yes No

If Yes, indicate name of the vendor:

Communication Plan – Police Department

Events with attendance over 500 people, or any event impacting streets require a written Communication Plan.

Applicant is responsible for coordinating all neighborhood communications efforts to include residents, civic associations, and businesses affected by the event. Plan may include mailed or hand delivered flyers, signage, and email. Please describe your Communication Plan.

Amplified Sound – Police Department

Will there be amplified sound? Yes No

If yes, what times are you requesting amplified sound and for what types of activities?:

Date:	Start Time:	Finish Time:
Date:	Start Time:	Finish Time:
Date:	Start Time:	Finish Time

Fireworks

Will there be fireworks: Yes No

See sections 10.03 and 10.04 of the Greenfield Municipal Code.

Tents/Bleachers/Stages – Inspection Services

Will there be tents: Yes No

A Commercial Building Permit will need to be applied for (for tents, bleachers or stages) at least 40 days in advance of the event and approved by the Building Inspector. Permit submittal will need to include information about the wind-load capabilities and fire-proofing certification from the tent manufacturer. Also required will be information about when the tent(s)/bleacher(s)/stage(s) are to be erected on-site and then when it is to be removed from the site. Specific and related plan must be provided under Event Set-up.

All tents must be fire retardant (NFPA 701) designated by the flame resistance label on the tent fabric or a certificate from the manufacturer. If a tent is used for food preparation, effective screening is required. In addition, food grade hoses with back flow preventers (which require a plumbing permit) and fire extinguishers are required.

Tent/Bleacher/Stage Provider:

Provider Contact:

Tent/Bleacher/Stage Installer:

Address:

Installer Contact:

City, State, Zip:

Address:

Phone:

City, State, Zip:

Phone: Email:

Power – Inspection Services

Will there be temporary power: Yes No

Events with temporary electrical require a Power Plan.

Provide as a separate attachment a detailed Power Plan describing how you will be providing power. Specific and related plan must be provided under Event Set-up. An Electrical Permit will need to be applied for at least 40 days in advance of the event and approved by the Electrical Inspector.

Portable Rest Rooms and Hand Washing – Inspection Services

Will there be portable rest rooms and hand washing: Yes No

Applicant is required to provide portable restrooms and hand washing if sufficient public facilities are not available. State Plumbing Code requires the following:

- Female: 1 restroom ('water closet') per 40 persons for the first 1,520 in attendance, and 1 per 60 persons for the remainder exceeding 1,520.
- Male: 1 restroom ('water closet') per 75 persons for the first 1,500 and 1 per 120 persons for the remainder exceeding 1,500.
- Hand washing ('sink'): Female = 1 per 150 persons; and Male = 1 per 200 persons.
- 10% should be ADA accessible.

Number of non-ADA portable restrooms:

Provider:

Number of ADA accessible portable restrooms:

Provider Contact:

Number of portable hand washing sinks:

Address:

Frequency of servicing by Contractor/Provider:

City, State, Zip:

Other restrooms available for use:

Phone: Email:

Temporary Signs/Banners – Inspection Services

Will there be temporary signs/banners: Yes No

Events with temporary signs/banners require Sign Permits.

All temporary signs/banners require a Sign Permit to be submitted to the Community Development Division for review and approval. Sign Permit fees will be determined at the time of application. A Sign Permit can be found on the Inspections Services page of www.greenfieldwi.us.

Insurance

Is the event being held on public property: Yes No

If your event is held on public property, proof of insurance is required.

If your special event is held on public property, applicant shall at its own cost and expense pay all required premiums and fees required to furnish the City with an insurance policy or policies for property damage and bodily injury consistent with Municipal Code requirements. The applicant shall have attached a Certificate of Insurance of public liability insurance in the amounts of \$100,000/\$300,000/\$10,000 with an endorsement to the effect that the City shall be indemnified and held harmless from any and all claims, damages or judgments, arising from the granting of the permit or the operation of the Outdoor Special Event. Additionally, if alcohol is to be served, host liquor coverage will be required. Failure to provide a Certificate of Insurance to the City, may result in the cancelation of the Outdoor Special Event. Please fax or email your proof of insurance to the Community Development Division per the contact information on page 1 of this form. The Community Development Division will forward a copy of the same to the City Clerk to fulfill insurance requirements necessary prior to the issuance of certain licenses per the Greenfield Municipal Code.

SIGNATURE, CERTIFICATION & RELEASE

I certify that I am an authorized representative of the applicant, and the information that I have provided on this application and any attachments is true and accurate to the best of my knowledge. If this application is submitted electronically, I will submit any necessary attachments electronically or by hardcopy to the Community Development Manager using the Contact information on page 1 of this form. If the event plans change, I will submit a revised application or additional information accordingly.

Applicant shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of applicant's operation. Applicant hereby expressly agrees to defend and save the City, its officers, agents, employees, and representatives harmless from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activities or conduct of its operation or resulting from the negligence or intentional acts or omissions of Applicant or its officers, agents, and employees, including Applicant invitees.

I acknowledge that all information contained in this application is subject to public disclosure and that the City has the right to cancel any event when it is necessary to protect the health and safety of the general public.

Printed Name of Person Signing on Behalf of Applicant: _____

Signature: _____ Date: _____

All documents received by the City of Greenfield are public documents and subject to public disclosure in accordance with the Wisconsin Freedom of Information Act.



7325 W. Forest Home Ave., Room 102
Greenfield, WI 53220
Telephone: (414) 329-5219
Fax: (414) 543-0591

Instructions for Application to Extend Licensed Premises:

The information that follows is important, please read it all to ensure your application is complete.

The applicant shall comply with the following when the application is filed:

1. Application deadline: If part of an Outdoor Special Event permit, 45 or 90 days prior to the event, depending on expected attendance.
2. Property owner permission: If you are not the property owner, attach written permission from the property owner which indicates you have been given full control over the licensed premises to conduct alcohol sales.

Select from one of the following:

- Our organization **IS** the property owner of the premises described in application.
- Our organization **IS NOT** the property owner of the premises described in our application. A letter from the property owner is attached granting our organization full control of the extended premises during the specified dates and times.

3. Location of alcohol sales/consumption (premises description): The premises description must "particularly describe" where alcohol will be sold, served, consumed or stored. A street address is not sufficient.
Applicants must ensure that underage unaccompanied persons do not enter the licensed premises. (For example, if a beer or wine tent is described as the licensed premises, fencing, signage and careful monitoring can be done to prohibit entry by underage unaccompanied individuals. Underage persons must be accompanied by a parent, guardian or spouse of legal drinking age on licensed premises. Sec. 125.07(3)(a), Wis. Stats.)

Sample Premise Descriptions:

A 30 x 30 square foot beer tent, roped off and monitored to exclude underage unaccompanied individuals, on the northwest corner of the parking lot at 1234 Main Street.

A 30 x 30 square foot area for a sales counter for wine sales that includes tables and seating, fenced and monitored to exclude underage unaccompanied individuals, on the south side of the parking lot at 1234 Main Street.

4. Licensed operators: Licensed operators* or licensed temporary operators** must be present at all times. They must visually supervise adults working without a license. The licensed person must be in the same room or area as the unlicensed person, near enough to see and talk to him or her, and to be able to actually supervise the unlicensed person. It is not sufficient simply to be on the same premises. Sec. 125.26(6), 125.32(2) – beer; 125.51(10), 125.68(2) – Wine; 125.17, Wis. Stats.

***Operator Licenses:** People 18 years old or older may apply. This license is valid for the current license period. Operators must provide:

- a. A certificate of completion for a Responsible Beverage Server Training Class (approved by the WI Dept. of Revenue) taken within the last 2 years; OR
- b. A certified copy of an operator's license held in WI within the last 2 years; OR
- c. A copy of a retail alcohol license listing them as the agent, held in WI within the last 2 years;

Cost: \$50 plus \$10 for a background check fee.

****Temporary Operator Licenses:** Only persons employed by or donating their services to nonprofit corporations are eligible to apply.

A person is limited to two such licenses in a year. The license is valid for the time of the special event (one to 14 days). Completing the Responsible Beverage Server Training Class is not required, unless required by your employer.

Cost: \$10 plus \$10 for a background check fee.



7325 W. Forest Home Ave., Room 102
Greenfield, WI 53220
Telephone: (414) 329-5219
Fax: (414) 541-0591

APPLICATION TO EXTEND LICENSED PREMISES

This is a request to extend licensed premises for:

Entertainment License "Class B" Beer and Liquor
 Class "B" Beer Class "B" Beer & "Class C" Wine

Legal name of business: _____

Trade name of business: _____ Agent: _____

Name of Event: _____ Event Address: _____

Event Date	Event Starting Time	Event Ending Time	Entertainment Starting Time	Entertainment Ending Time	Alcohol Sales/Consumption Starting Time	Alcohol Sales/Consumption Ending Time

List types of entertainment: _____

Location of entertainment: _____

Location of alcohol sales/consumption: _____

Describe how the extended premises will be contained, such as whether it will be within a roped off or fenced in area:

Attach a map or drawing to show where the event is taking place, and include the location of alcohol sales/service/consumption, entertainment, speakers, fenced or roped areas, tents, etc.

Printed Name _____

Date _____

Phone _____

Signature _____

Email _____

Provide contact person's name, phone # and email, if different than above _____



7325 W. Forest Home Ave., Room 102
Greenfield, WI 53220
Telephone: (414) 329-5219
Fax: (414) 543-0591

License Fee: \$10.00
Background Check Fee: \$10

TEMPORARY APPLICATION FOR AN OPERATOR'S LICENSE

I hereby make application to the City Clerk of the City of Greenfield for a license to serve fermented malt beverages and intoxicating liquors, subject to all the limitations imposed by Sections 125.17, 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances, and regulations, Federal, State, or Local, affecting the sale of such beverages and liquors if a license be granted me. **Said license shall be valid from one day to fourteen days.**

In applying for licensing within the City of Greenfield, I understand that I am required to provide my full name, address and other information necessary to conduct a background check.

ANSWER THE FOLLOWING QUESTIONS COMPLETELY: (PLEASE PRINT) (All questions must be answered or your application will not be processed.)

Complete Legal Name of applicant _____
(FULL First Name) _____ (FULL Middle Name) _____ (Last Name) _____

List all names (maiden and/or previous) used in the last 15 years _____

Home address _____ Apt. # _____

City _____ State _____ Zip _____ Telephone # _____

Email _____

Date of birth _____ City and State of birth _____

List all states in which you have previously lived _____

Give name and address of licensed location at which you expect to be employed, or are employed, if granted a temporary operator's license _____

Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?

No _____ Yes _____

If yes, answer the following:

Trial Date _____ Trial court _____ Penalty imposed _____

Law or ordinance violated _____

and/or date, description and status of charges pending _____

Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?

No _____ Yes _____ If yes, describe status of charges pending _____

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge.

Signature of applicant

RESTRICTIONS:

1. No person may hold more than two licenses of this kind per year.
2. This license may be issued only to operators employed by, or donating their services to, nonprofit corporations.



7325 W. Forest Home Ave., Room 102
Greenfield, WI 53220
Telephone: (414) 329-5219
Fax: (414) 543-0591

License Fee: \$50.00
Background Check Fee: \$10

ORIGINAL
APPLICATION FOR AN OPERATOR'S LICENSE

I hereby make application to the Common Council of the City of Greenfield for a license to serve fermented malt beverages and intoxicating liquors, subject to all the limitations imposed by Sections 125.17, 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances, and regulations, Federal, State, or Local, affecting the sale of such beverages and liquors if a license be granted me. **Said license to expire June 30, 2022.**

In applying for licensing within the City of Greenfield, I understand that I am required to provide my full name, address and other information necessary to conduct a background check.

ANSWER THE FOLLOWING QUESTIONS COMPLETELY: (PLEASE PRINT) (Note: All questions must be answered or your application will not be processed.)

Complete Legal Name of applicant _____
(FULL First Name) _____ (FULL Middle Name) _____ (Last Name) _____

List all names (maiden and/or previous) used in the last 15 years _____

Home address _____ Apt. # _____

City _____ State _____ Zip _____ Telephone # _____

Email _____

Date of birth _____ City and State of birth _____

List all states in which you have previously lived _____

Give name and address of licensed location at which you expect to be employed, or are employed, if granted an operator's license _____

Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?

No _____ Yes _____

If yes, answer the following:

Trial Date _____ Trial court _____ Penalty imposed _____

Law or ordinance violated _____

and/or date, description and status of charges pending _____

Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?

No _____ Yes _____ If yes, describe status of charges pending _____

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge.

Signature of applicant

ONE OF THE FOLLOWING IS REQUIRED TO BE FILED WITH THIS APPLICATION:

Proof of successfully completing a responsible beverage server training course, per Wis. Stats. 125.17(6)

OR

A certified copy of a valid license held within the past two years from another municipality, Wis. Stats. 125.17(6)

OR

A valid Greenfield license held within the past two years



7325 W. Forest Home Ave., Room 102
Greenfield, WI 53220
Telephone: (414) 329-5219
Fax: (414) 543-0591

Temporary Class "B"/"Class B" Retailer's License Application (AT-315) Requirements:

The information that follows is important, please read it all to ensure your application is complete.

The applicant shall comply with the following when the application is filed:

1. **Application form:** Complete the AT-315 form. Specify hours of operation, type of event, and whether the event will be indoors or outdoors. The form must be signed by one officer named in Section 1(f). Instructions are also provided on the back side of the AT-315 application form.
2. **Qualifying organizations:** Bona fide clubs and chambers of commerce or similar civic or trade organizations organized under Chapter 181, Wis. Stats.; state, county or local fair associations or agricultural societies; churches, lodges or societies that have been in existence for at least six months; and posts of veterans organizations. Sec. 125.26(6), Wis. Stats. An individual, partnership, or business corporation is not eligible to apply for this type of license. Sec. 125.26(6) and 125.51(10), Wis. Stats. Licensee applicants must be 21 years old or older.
3. **Application deadline:** If part of an Outdoor Special Event permit, 45 or 90 days prior to the event, depending on expected attendance. If not part of an Outdoor Special Event permit, the deadline is 5 p.m. on the Wednesday prior to the Common Council meeting to apply to sell fermented malt beverages at an event lasting 3 days or less; the deadline is 15 days prior to the Common Council meeting for an event lasting 4 or more days, or to apply to sell wine. The Common Council usually meets on the 1st and 3rd Tuesday of each month. From June through September, it meets monthly, typically on the 3rd Tuesday of the month.
4. **Property owner permission:** If you are not the property owner of the premises as described in Section 2 of the application, attach written permission from the property owner which indicates you have been given full control over the licensed premises to conduct alcohol sales.
5. **Licensed Premises description:** The premises description must "particularly describe" where alcohol will be sold, served, consumed or stored. A street address is not sufficient. **Applicants must ensure that underage unaccompanied persons do not enter the licensed premises.** (For example, if a beer or wine tent is the licensed premises, fencing, signage and careful monitoring can be done to prohibit entry by underage unaccompanied individuals. Underage persons must be accompanied by a parent, guardian or spouse of legal drinking age on licensed premises. Sec. 125.07(3)(a), Wis. Stats.

Sample Premise Descriptions:

A 30 x 30 square foot beer tent, roped off and monitored to exclude underage unaccompanied individuals, on the northwest corner of the parking lot at 1234 Main Street.

A 30 x 30 square foot area for a sales counter for wine sales that includes tables and seating, fenced and monitored to exclude underage unaccompanied individuals, on the south side of the parking lot at 1234 Main Street.

6. **Certificate of Liability Insurance and Endorsement:** For events on city property, a certificate of insurance **that includes liquor liability** must be provided. The policy must have an endorsement that adds the city as an additional insured.
7. **Licensed operators:** Licensed operators* or licensed temporary operators** must be present at all times. They must visually supervise adults working without a license. The licensed person must be in the same room or area as the unlicensed person, near enough to see and talk to him or her, and to be able to actually supervise the unlicensed person. It is not sufficient simply to be on the same premises. Sec. 125.26(6), 125.32(2) – beer; 125.51(10), 125.68(2) – Wine; 125.17, Wis. Stats.

***Operator Licenses:** People 18 years old or older may apply. This license is valid for the current license period. Operators must provide:

- a. A certificate of completion for a Responsible Beverage Server Training Class (approved by the WI Dept. of Revenue) taken within the last 2 years; OR
- b. A certified copy of an operator's license held in WI within the last 2 years; OR
- c. A copy of a retail alcohol license listing them as the agent, held in WI within the last 2 years;

Cost: \$50 plus \$10 for a background check.

****Temporary Operator Licenses:** Only persons employed by or donating their services to nonprofit corporations are eligible to apply.

A person is limited to two such licenses in a year. The license is valid for the time of the special event (one to 14 days). Completing the Responsible Beverage Server Training Class is not required, unless required by your employer.

Cost: \$10 plus \$10 for a background check.

8. **Limit on licenses:** Not more than 2 temporary licenses for wine may be issued to an eligible organization in any 12-month period. There is no limit on the number of temporary licenses for fermented malt beverages that may be issued to an eligible organization in a calendar year.
9. **Other restrictions:** No intoxicating liquor is permitted on the licensed premises. Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering; they may not be issued for business or social meetings of the organization. A license may not be issued to clubs having any indebtedness to any wholesaler for more than 15 days for beer and 30 days for wine. Organizations must purchase alcohol from a licensed wholesaler.
10. **Wine and beer walks:** The city may issue up to 20 licenses to an eligible organization that is sponsoring a single-day event held at multiple locations in the city on a particular date and at the same time. Contact the City Clerk's office at (414) 329-5219 for more information.
11. **License posting required:** The Temporary Class "B"/"Class B" Retailer's License must be posted during your event.

Temporary Alcohol Beverage License

License(s) Requested		Fees	
<input type="checkbox"/> Temporary "Class B" Wine	<input type="checkbox"/> Temporary Class "B" Beer	License Fees	\$
		Background Check	\$
		Total Fees	\$

Part A: Organization Information			
1. Organization Name			
2. Organization Permanent Address			
3. City		4. State	5. Zip Code
6. Mailing Address (if different from permanent address)			
7. FEIN		8. Date of Organization/Incorporation	9. State of Organization/Incorporation
10. Phone		11. Email	
12. Organization type (check one)			
<input type="checkbox"/> Bona Fide Club <input type="checkbox"/> Church <input type="checkbox"/> Fair Association/Agricultural Society <input type="checkbox"/> Veteran's Organization <input type="checkbox"/> Lodge/Society <input type="checkbox"/> Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.			
13. Is this organization required to hold a Wisconsin Seller's permit?			<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Wisconsin Seller's Permit Number (if applicable)			

Part B: Individual Information			
List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary. Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).			
Last Name	First Name	Title	Phone

Continued →

Part C: Event Information

1. Name of Event (if applicable)		
2. Dates of Operation		3. Hours of Operation
4. Premises Address		
5. City		6. State 7. Zip Code
8. County	9. Governing Municipality <input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: _____	10. Aldermanic District
11. Organizer of Event (if not the named applicant)		12. Email and/or Phone Number for Organizer of Event
13. Organizer Website		14. Event Website
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.		

Part D: Attestation

Who must sign this application?

- one officer or director of the nonprofit organization

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name	First Name	M.I.
Title	Email	Phone
Signature		Date

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	

Form AB-220 Instructions

Temporary Alcohol Beverage License Application

Who needs an alcohol beverage license?

Any individual or entity that wants to sell alcohol beverages to consumers or allow consumption in a public place must get an alcohol beverage license (sec. [125.09\(1\)](#), Wis. Stats.).

Who issues alcohol beverage licenses?

Cities, villages, and towns issue alcohol beverage licenses after the governing body (city council, town or village board) grants the license.

Who may receive a temporary alcohol beverage license?

Only the following nonprofit organizations may receive a temporary alcohol beverage license (sec. [125.26\(6\)](#), Wis. Stats.):

- bona fide clubs, whether incorporated or not, which own, lease, or occupy a building or portion thereof used exclusively for club purposes, which is operated solely for a recreational, fraternal, social, patriotic, political, benevolent or athletic purpose but not for pecuniary gain and which only sells alcohol beverages incidental to its operation
- local chambers of commerce organized under ch. 181, Wis. Stats. or a similar civic or trade organization organized under ch. 181, Wis. Stats., to promote economic growth and opportunity within a local geographical area
- state, county, or local fair associations or agricultural societies
- churches, lodges or societies that have been in existence for at least 6 months before the date of application
- posts of veterans organizations

What types of events are temporary alcohol beverage licenses used for?

Picnics and similar gatherings of limited duration are the types of events that may qualify to use a temporary alcohol beverage license (sec. [125.26\(6\)](#), Wis. Stats.). Some examples of events where a temporary alcohol beverage license may be required include fundraisers, meetings of the post, picnics open to the public, fair booths, wine or beer walks, festivals, and more.

What activities are authorized under a temporary alcohol beverage license?

An organization that holds a temporary alcohol beverage license may sell, serve, and allow consumption of wine and/or beer at an event hosted by the organization on the premises approved by the municipal governing body. Organizations may host gatherings requiring an entrance fee to the event that includes service of alcohol beverages or may charge for the beer or wine by the glass. A chamber of commerce or similar trade organization may hold up to 20 temporary alcohol beverage licenses for purposes of organizing a wine or beer walk. Temporary alcohol beverage licenses do not authorize consumption or sale of distilled spirits. See [Publication 309, Retail Alcohol Beverage Licensing Guide for Municipalities](#), and [Publication 302, Information for Wisconsin Alcohol Beverage and Tobacco Retailers](#), for more details.

Specific Instructions

Municipality

- In the upper right hand corner, list the name of the city, town, or village for which you are applying for a temporary alcohol beverage license.

License(s) Requested and License Fees:

- Select the alcohol beverage license(s) you would like to apply for.
- The license fee is \$10 regardless of whether you are applying for one or both types of temporary alcohol beverage licenses. Your municipality may charge background check fees to determine your organization's fitness to hold the license.

Part A: Organization Information

- Enter all contact information for the organization. Use a general phone and email address where a municipal clerk can reach your organization during business hours.

- Box 7: Enter the [federal employer identification number](#) for the organization. Every organization must have an employer identification number (EIN), even if it will not have employees. The EIN is a unique number that identifies the organization to the Internal Revenue Service.
- Box 11: Check one box to describe your organization's purpose or function. If you cannot check one of these boxes, you may not qualify for a temporary alcohol beverage retail license.
- Box 12: Check yes or no to indicate if your organization is required to hold a Wisconsin seller's permit for sales and use tax purposes. Some nonprofit organizations are not required to hold a seller's permit if they qualify for the occasional sales exemption. See Part 4 of [Publication 206, Sales Tax Exemptions for Nonprofit Organizations](#), for the standards that must be met to qualify for the occasional sales exemption.
- Box 13: If Box 12 is yes, enter your seller's permit number. Seller's permits begin with the digits "456." For questions about obtaining a seller's permit, see [Seller's Permit Common Questions](#).

Part B: Individual Information

- Provide the names, titles and phone numbers for officers, directors, and the agent of the organization. Titles of persons requiring disclosure include, but are not limited to: President, Treasurer, Executive Director, Board Member. Obtain and submit Form [AB-100, Alcohol Beverage Individual Questionnaire](#), with your application for each person listed.
- Corporations must appoint an agent for this application. List the name of the agent in this section and include Form [AB-101, Alcohol Beverage Appointment of Agent](#), with this application. The agent of your organization must reside in Wisconsin.

Part C: Event Information

- Box 1: Insert the event name. If this event will be advertised to the public or membership, use the name included on that information.
- Box 2: Insert the dates of the event. Attach a listing of event dates if more space is needed.
- Box 3: Insert the hours of operation for the event dates.
- Boxes 4-10: Enter the address for the event premises. Also enter the county, local jurisdiction, and aldermanic district in which the premises is located.
- Box 11: Insert the name of the event organizer if the license applicant is not the organizer of the event.
- Boxes 12-14: Provide contact information for the event organizer, the organizer's website, and the event website, if applicable.
- Box 15: Describe the premises in detail. Attach a floor plan, festival layout, map, or diagram if possible.

Example: The premises is located at 1234 Main St., Realtown, WI, 12345, and includes only the first-floor bar room, dining room, kitchen, and south office of the 5,000 square foot building.

Example: The premises is the 1,000 square foot tent within the southwest corner of the parking lot located at XYZ Church at 3456 Main St., Realtown, WI, 12345. All sales and storage of alcohol beverages and records will occur within the 1,000 square foot tent in the southwest corner of the parking lot.

Example: The premises is located at PDQ Park (7890 Main St., Realtown, WI, 12345). A 5,000 square foot tent will be constructed in the northeast corner of the park bordering the tree line and northern fence. All alcohol beverage sales and consumption will occur at this tent. Premises includes the adjacent north park office and the space between the tent and the office. Beverages and records will be securely stored in the north park office for the duration of the event.

Part D: Attestation

- One officer or director of the organization must sign the application.
- Read the attestation carefully, then sign and date.

Part E: For Clerk Use Only

- "Date license granted" means the date the municipal governing body approved the license to be issued.
- "Date license issued" means the date the municipal clerk physically issued the license certificate document.

Completion and Submission of AB-220

- Submit the completed application to the clerk of the municipality in which you are applying for a license.
- Submit a separate application for each temporary event. One application may be used to apply for a temporary event that occurs multiple times at the same premises.
- License applications must be filed with the municipal clerk at least 15 days before they can be approved by the governing body, except licenses issued by municipalities within Milwaukee County. Governing bodies of municipalities within Milwaukee County establish their own period that applications must be filed with the municipal clerk.
- Include the following forms with your license application:
 - Form [AB-100](#), *Alcohol Beverage Individual Questionnaire* for all officers, directors, and agent of the nonprofit organization
 - Form [AB-101](#), *Alcohol Beverage Appointment of Agent*
 - Payment for license and background check fees, as required by your municipality
 - Any other information and documents required by your municipality

Assistance

This form is prepared by the Department of Revenue for use by municipal governments. If you require assistance with this form, consider reaching out to your local clerk for assistance with the following:

- Submission of this application and associated forms
- Availability of certain licenses in a community

If you have questions about alcohol beverage laws and regulations, you may contact the Department of Revenue using the contact information below.

Website: [DOR Alcohol Beverage \(wi.gov\)](#)

Write: DORAlcohol@wisconsin.gov

Call: (608) 266-2526

Resources Provided by the Department of Revenue

[License common questions](#)

[Publication 302](#), *Information for Wisconsin Alcohol Beverage and Tobacco Retailers*

[Publication 309](#), *Retail Alcohol Beverage Licensing Guide for Municipalities*

[Fact Sheet 3101](#), *Licenses for Retail Sale of Alcohol Beverages*

[Fact Sheet 3103](#), *Licensed or Permitted Premises Description*

[Fact Sheet 3116](#), *Reserve "Class B" Liquor Licenses*

[Fact Sheet 3118](#), *"Class B" Liquor License Quotas*



7325 W. Forest Home Ave., Room 102
Greenfield, WI 53220
Telephone: (414) 329-5219
Fax: (414) 543-0591

ADDENDUM TO
TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE APPLICATION:

1. Select from one of the following:

- Our organization, as licensee, **IS** the property owner of the licensed premises described in our Temporary Class "B"/"Class B" Retailer's License application.
- Our organization, as licensee, **IS NOT** the property owner of the licensed premises described in our Temporary Class "B"/"Class B" Retailer's License application. A letter from the property owner is attached granting our organization full control of the licensed premises for purposes of the Temporary Class "B"/"Class B" Retailer's License during the specified dates and times.

2. I am applying for (select all that apply):

- Only beer/fermented malt beverages – (Also complete question 3.)
- Only wine. *I understand that underage unaccompanied individuals are not permitted on the licensed wine premises.*
- Both beer and wine. *I understand that underage unaccompanied individuals are not permitted on the licensed wine premises.* (Also complete questions 3 and 4.)

3. I am requesting Common Council approval to allow underage unaccompanied individuals on the licensed beer premises as described in my Temporary Class "B" Retailer's License application:

- No
- Yes. Our organization, as licensee, permits underage unaccompanied individuals to be on the licensed beer premises, and hereby applies for authorization from the Common Council to allow underage unaccompanied individuals on the licensed beer premises as described in our Temporary Class "B" Retailer's License application, during the specified dates and times, pursuant to Sec. 125.07(3)(a)12, Wis. Stats.

4. Applicants applying for both beer/fermented malt beverages and wine, and applying for permission to have underage unaccompanied individuals present on the beer premises, read the following:

The wine premises must be contained separately from the beer-licensed premises because underage unaccompanied individuals are not permitted on licensed wine premises.

The wine-licensed premises could be established within the boundaries of the beer premises, but must be excluded from the premises description of the beer license. For example, application could be made for a wine garden/tent that is separately described and established separate from the broader beer premises.

The city may require specific measures to maintain the physical separation of the two licensed premises, such as: fencing, signage, monitoring access to the wine premises, security, etc., to prohibit the entrance of underage unaccompanied persons on the wine premises.

The premises description written on my license application meets this requirement:

- Yes
- No

Sample Premise Descriptions for Combination Beer/Wine Applications:

Licensed premises for beer: A 100 X 75 square foot parking lot located on the south side of My Favorite Bar, 1234 Main Street, excluding the 30 X 30 square foot area licensed for wine on the southwest corner.

Licensed premises for wine: A 30 x 30 square foot area for a sales counter for wine sales that includes tables and seating, fenced and monitored to exclude underage unaccompanied individuals, on the southwest corner of the parking lot at 1234 Main Street.

(Above, print name of the organization)

Signature of applicant

Print name of applicant

Date



License Fee: \$25.00
Account #: 010.0000.44

PARADE LICENSE APPLICATION

(Section 13.09 of Municipal Code)

ANSWER THE FOLLOWING QUESTIONS COMPLETELY: (PLEASE PRINT)

Complete legal name of applicant _____
(FULL First Name) (FULL Middle Name) (Last Name)

Maiden and/or previous name(s) _____

Home address _____

City _____ State _____ Zip _____ Phone # _____

Cell or other phone # _____ Email _____

Date of birth _____ City & state of birth _____

Driver's license number _____ State _____

Temporary address (if applicable) _____

List all states in which you previously lived _____

Name of organization representing _____

Address of organization _____

City _____ State _____ Zip _____ Phone # _____

Authorized and responsible head of organization _____

Parade chairperson/manager _____

Address _____

City _____ State _____ Zip _____ Phone # _____

Date of parade _____ Beginning & ending time _____ to _____

Parade route (from point of origin to point of termination) _____

Portion of street to be used _____

Assembly area _____

Time parade will begin to assemble _____

Maximum length of parade (in blocks or fractions thereof) _____

Approximate number of persons _____ animals _____ and vehicles _____

Type of vehicles: _____

Type of animals _____

Specify to whom & where the parade license should be mailed _____

Applicant's Signature

For Office Use Only:

Date application filed with Police Department _____

Certificate of liability insurance with "hold harmless" endorsement approved by City Attorney

Approved Denied by Police Dept. _____ (date)

Approved Denied by City Clerk _____ (date)

Denial notice sent to applicant (if applicable) _____ (date)

Approved Denied by Common Council (if applicable) _____ (date)

Copies of parade license to: Mayor, Chief of Police, Fire Chief, Director of Neighborhood Services, Superintendent of Public Works

Pursuant to Section 13.09 (3)(b)(12) of the Greenfield Municipal Code:

If the parade is designed to be held by and on behalf of or for any person other than the applicant, the applicant for such permit shall file with the City Clerk a communication in writing from the person proposing to hold the parade, authorizing the applicant to apply for the permit on his behalf.

AUTHORIZATION LETTER

I authorize _____ to apply for a parade permit on behalf of
(print full name)
our organization.

Signature of person holding parade, authorizing the applicant
to apply for the parade permit on his behalf

Printed Name

Title

Organization

Date

Parade application deadline.

Application must be made not less than 60 days before the parade date.

Certificate of insurance required.

The applicant shall have attached to the parade application a certificate of insurance of public liability insurance in the amounts of \$100,000.00/\$300,000.00/\$10,000.00 with an endorsement to the effect that the City shall be indemnified and held harmless from any and all claims, damages or judgments, arising from the granting of the permit or the operation of the parade.

Parade operation.

1. The parade will not unduly interfere with fire and police protection or ambulance service.
2. The parade is not reasonably likely to cause injury to person or property, to provoke disorderly conduct, create disturbances or incite a riot.
3. The parade is not to be held for the sole purpose of advertising any product, goods or event, and is not designed to be held purely for private profit.

Section 13.09 of Municipal Code – Excerpts

(6) Denial and appeal.

If the application is denied, the City Clerk shall mail the applicant, within 3 days after the date upon which the application was disapproved, a notice stating the reasons for denial of the permit. The applicant shall then have the right to appeal to the Common Council at the next regularly scheduled Council meeting or a special meeting called by the President.

(7) Alternative permit.

The City Clerk, in denying an application for a parade permit, shall be empowered to authorize the conduct of the parade on a date, at a time or over a route different from that named by the applicant as recommended by the Police Department. An applicant desiring to accept an alternate permit shall, within 5-7 days after notice of the action of the City Clerk, file a written notice of acceptance with the City Clerk. An alternate parade permit shall conform to the requirements of, and shall have the effect of a parade permit under this chapter.

(9) Duties of permittee.

A permittee hereunder shall comply with all permit directions and conditions and with all applicable laws and ordinances of the City. A permittee shall also be responsible for gathering and removing all litter and refuse resulting from the parade and discarded along the route of the parade within 24 hours after its termination.

(10) Possession of permit.

The parade chairman or other person heading or leading such activity shall carry the parade permit upon his person during the conduct of the parade.

Instructions:
 1) Type or print a separate form for each location.
 2) Return hard copies to:
 Greenfield Inspection Services,
 7325 W. Forest Home Ave
 Greenfield, WI 53220-3356

**Outdoor Special Event
 Building/Plumbing/Electrical Inspection
 Application**

Office Use Only

Application No. _____
 Tax Key No. _____
 Date _____

EVENT NAME

EVENT DATE

EVENT ADDRESS (exact street address including ZIP code)

APPLICANT/CONTACT NAME

PHONE

EMAIL



WILL THIS EVENT HAVE:

YES

NO

PLEASE PROVIDE DETAILS ON ALL "YES" ANSWERS

Plumbing:

Food and/or beverage vendors utilizing a water supply?

Portable restrooms, mobile showers, or other prefabricated plumbing systems served by water?

Hose connections of any kind?

Public or private hydrant connections?

Building:

A tent or canopy?

A stage?

Electrical: A power or an electrical connection of any kind?

For each category you answered "yes" to above, an inspection will be required.

Electrical Conditions:

1. Extension cords, cord sets, and associated equipment must comply with OSHA assured equipment grounding conductor program. (See page 2)
2. All portable generators must be grounded and guarded appropriately.
3. All GFCI receptacles or GFCI circuit breakers used during event must be tested prior to use.
4. All metal tent posts for tents using electricity for cooking/food prep, storage, or serving/warming must be bonded to the power distribution grid grounding conductor per NEC 525.30.
5. All metal fences, barriers, or structures and/or metal tent posts or equipment in/around tent an individual can come into contact with shall be bonded.

Building Conditions:

See page 3.

Plumbing Conditions:

See page 3.

NOTE: A SIGN PERMIT IS REQUIRED FOR TEMPORARY SIGNS AND/OR SIGNAGE MODIFICATIONS

FEES: Plumbing Inspection \$60.00 _____
 Electrical Inspection \$60.00 _____
 Building Inspection \$60.00 _____

TOTAL FEES _____

Payment can be made by cash, check or credit or debit card. If paying by credit or debit card, a 2.5% processing fee will be added to the total permit fee.

Office Use Only

INITIAL INSPECTION APPOINTMENT:

DATE _____ TIME _____

INITIAL AND DATE TO SIGN OFF UPON FINAL INSPECTION:

ELECTRICAL _____

PLUMBING _____

BUILDING _____

For Inspections, call Inspection Services at 414-329-5330

Occupancy Inspection appointment is made after all building, plumbing & electrical work, if applicable, is completed

APPLICANT SIGNATURE

DATE

ASSURED EQUIPMENT GROUNDING CONDUCTOR PROGRAM

1. PROGRAM OVERVIEW. If an Assured Equipment Grounding Conductor Program (AEGCP) is used in place of ground-fault circuit interrupters (GFCIs) for ground-fault protection, the AEGCP shall consist of written procedures for equipment inspections, tests, test schedule and results to assure equipment grounding conductors for all cord sets, receptacles that are not a part of the permanent wiring of the building or structure, and equipment connected by cord and plug are installed and maintained to protect employees on construction sites. AEGCP must be in compliance with OSHA, NESC and NEC requirements.

- a. These procedures shall be made available when requested to GDA and affected persons. An AEGCP shall be continuously implemented and enforced at the site by one or more designated persons.
- b. One or more competent persons shall be designated to implement and enforce the AEGCP.

2. VISUAL INSPECTIONS. Visually inspect all cord sets, attachment caps, plugs and receptacles, and any equipment connected by cord and plug before each day's use for external damage (i.e., deformed or missing pins, damaged insulation) and for indication of possible internal damage. Ensure flexible cords are being inspected and those arriving onsite between tests are identified and tested.

3. REMOVING EQUIPMENT. Equipment found to be damaged or defective or which fails any of the prescribed inspections or tests shall not be used until repaired or replaced.

4. TESTING. Perform two required tests on all electrical equipment: a continuity test and a terminal connection test. Tests are required:

- a. Before first use;
- b. Before placing back in service following any repairs;
- c. Before equipment is used after any incident that can be reasonably suspected to have caused damage (e.g., when a cord set is run over); AND
- d. At intervals not to exceed 3 months, except that cord sets and receptacles that are fixed and not exposed to damage shall be tested at intervals not to exceed 6 months.

5. RECORD KEEPING. All inspections and tests shall be documented to identify all equipment that passed the inspection or test, the date of inspection or test, and the individual responsible for the inspection or test.

Assured Electrical Grounding Conductor Program

- All cord sets & receptacles which are not part of the permanent wiring of the building or structure shall be tested and marked.

Jan.-Mar.		White
April-June		Green
July-Sept.		Red
Oct.-Dec.		Orange
Repair		Brown

BUILDING CONDITIONS FOR OUTDOOR SPECIAL EVENTS

Smoking shall not be permitted in tents or membrane structures. Approved no smoking signs shall be conspicuously posted.

Fireworks shall not be used within 100 feet of tents or membrane structures.

No open flames or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall be permitted inside or located within 20 feet of the tent or membrane structures while open to the public unless approved by the fire code official.

Heating and cooking equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be installed as specified in the International Mechanical Code and the International fuel gas code, and shall be approved by the fire code official.

Housekeeping. All weeds and combustible vegetation shall be removed from the premises adjacent of or within 30 feet of any tent. Hay, straw, shavings, trash and other combustible material may not be stored less than 30 feet from any tent, except upon special permission from the fire chief.

The grounds both inside and outside of tents shall be kept free and clear of combustible waste. The waste shall be stored in approved containers or removed from the premises.

Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from tents or membrane structures. The storage and dispensing of flammable or combustible liquids shall be in accordance with COMM 10.

Flammable and combustible liquids shall not be used in tents or membrane structures.

LP-gas containers shall be located outside. Containers 500 gallons or less, shall have a minimum separation of 10 feet between container and tents or membrane structures

Gas cylinders- Adequately secure all compressed gas cylinders.

Exits shall be spaced at approximately equal intervals around the perimeter of the tent and shall be located such that all points are 100 feet or less from the exit.

Exit lights and signs complying with the requirements of the IFC 2403.12.6 shall be provided in all tents used as places of outdoor assembly where more than 50 persons can be accommodated.

Portable fire extinguishers with a minimum rating of 2a-10B:C shall be provided. The travel distance to extinguishers shall not exceed 75 feet. Extinguisher's shall be readily accessible and shall not be obstructed or obscured from view.

Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, or other structures, parked vehicles or internal combustion engines. For the purpose of determining requires distances, support ropes and guy wires shall be considered as part of the temporary membrane structure or tent.

PLUMBING CONDITIONS FOR OUTDOOR SPECIAL EVENTS

1. City hydrant connections are required to have a permit, placard, and inspection by the Milwaukee Water Works.
2. ALL hose connections must have approved backflow protection which meets ASSE 1001 or 1013 standards. An ASSE 1011 must be installed at each branch connection and at the hose connection source.
3. ALL hoses serving food areas, hand washing areas, or for public use must be certified and stamped NSF 51 or NSF 61.
 - Hoses with no markings or incorrect stampings are not acceptable (e.g., "food grade hose", "made from NSF material", "food and beverage hose").
 - Hoses that have been degraded, unlabeled, or misused shall not be permitted.
4. Hoses serving private use dwelling trailers do not need to conform to the NSF 51/61 standard.
5. ALL drain wastewater is required to be properly contained in dump tanks and/or properly disposed of into the sanitary sewer system. This includes but is not limited to: dump carts, beer taps, dwelling trailers, etc.
6. All beer taps must have a 5 gallon bucket to catch drain waste. A spare bucket must be at each beer station.
7. Portable water stations are required to have a label stating that the water is not for human consumption or food preparation.
8. No wastewater discharge of any kind is allowed into storm inlets. (ILLEGAL DUMPING INTO A STORM DRAIN OR TO GRADE MAY BE FOLLOWED BY A WI. DNR FINE.)
9. Hot water may be required.
10. A plumbing permit may be required for certain plumbing installations.
11. All festivals and temporary events shall be inspected and approved by the City of Greenfield Health Department and Inspection Services.
12. Approval from the City of Greenfield Health Department may be required in addition to these required



CITY OF GREENFIELD

CODE REQUIREMENTS FOR OUTDOOR SPECIAL EVENTS

Top Ten Things That Can Delay or Prevent Your Outdoor Special Event from Opening on Time

Plumbing Requirements

1. All hoses are required to meet NSF 51 or 61 standards and shall be food grade.
2. All individual hose connections are required to have approved back flow protection which meets ASSE 1011 or 1013.
3. All waste discharge is required to be properly contained in dump tanks and/or properly disposed of into the sanitary sewer system.
4. No waste discharge of any kind is allowed in the storm inlets.
5. City hydrant connections are required to have a permit, placard, and inspection by the Milwaukee Water Works.
6. Portable wash stations are required to have a label stating that the water is not for human consumption or food preparation.
7. Hot water may be required.
8. A plumbing permit may be required for certain plumbing installations.
9. All festivals and temporary events shall be inspected and approved by the City of Greenfield Health Department and Inspection Services Division prior to opening to the public.
10. Approval from the City of Greenfield Health Department may be required in addition to these requirements.

Electrical Requirements

1. Have Electrical permit in hand before work begins.
2. Work shall be done by licensed contractor.
3. Place guards over cables on ground.
4. Maintain proper overhead conductor clearance.
5. Cables installed in wet locations and/or sun light shall be listed for such use.
6. Proper protection for electrical equipment (not subjected to vehicle damage).
7. Electrical boxes exposed to weather shall be listed for such use or protected from exposure.
8. Maintain equipment grounds by approved method.
9. Receptacles and disconnects to be securely mounted.
10. Feeders and Branch Circuits to be identified

Building Requirements

1. Tent must have current Fire Retardant Treatment. Identification of treatment status is stenciled on the tent. Fire Retardant Treatment typically needs to be reapplied on a periodic cycle.
2. Tent stakes should be marked or identified to prevent injury to persons walking.
3. NO SMOKING signage required in tents.
4. Enclosed tents require exit signage.
5. Exit lighting required in enclosed tents.
6. Provide an adequate number of exits from enclosed tents based on occupant load and exit travel distances.
7. Open-flame cooking is not permitted inside of tents.
8. Fuel-fired cooking equipment requires a fire extinguisher at each location.
9. Stages need to be structurally adequate.
10. Vehicle base food vendors require a fire extinguisher within the vehicle.

PERMIT NO. _____



Office Use Only
 Site plan or building elevation
 Fee paid
 Occupancy Permit
 Electrical Permit if applicable
Approval Initials/Date: _____

SIGN PERMIT APPLICATION

ONE APPLICATION PER SIGN

Reference Municipal Code Chapter 19: https://library.municode.com/wi/greenfield/codes/code_of_ordinances

Applications will be returned if sections are left blank

Property Address: _____ Property Tax Key No. _____

Sign Contractor Name/Business: _____ Phone: _____

Address: _____ Email: _____

Business Representative Contact: _____ Phone: _____

Address: _____ Email: _____

Property Owner Contact (if different): _____ Phone: _____

Address: _____ Email: _____

Sign Details: For Permanent and Temporary - Attach a Color Photo and Drawing with the Site Plan: Must convey dimensions to scale, colors, materials and location in relation to the properties lot lines.

PERMANENT SIGN

Is Sign Internally Illuminated: Yes No (Note that all illuminated signs must have an Opaque Background)

Name of manufacturer and approved testing agency and listing number: _____

Must submit an electrical permit signed by a licensed electrician with all illuminated sign permit applications.

Sign Type: _____ Size: _____ Change in Signage: _____

Canopy Height _____ Existing Signage Removed: _____ Sq. Ft.

Wall Width _____

Ground/Monument Total sq. ft. _____ New Signage Added: _____ Sq. Ft.

Directional Sign Height _____ (from grade)

TEMPORARY SIGN / BANNER

Size: Height _____ Width _____ Total sq. ft. _____

This temporary sign will be installed on _____ and removed on _____ TOTAL of _____ Days.

PERMIT FEES (check one)

Permanent wall, awning/canopy or monument sign, 50 sf or less \$100

Permanent wall, awning/canopy or monument sign, 51 sf to 100 sf \$150

Permanent wall, awning/canopy or monument sign, 101 sf to 200 sf \$200

Permanent wall, awning/canopy or monument sign, more than 200 sf \$250

Temporary sign/banner \$60

Permit Copy will be mailed to the Sign Contractor address

(Fees are non-refundable)

NOTE: Failure to obtain a permit before sign installation has started may result in the total fee assessed at quadruple the standard fees.

By my signature, I state and agree, that I have carefully examined the completed application and do hereby certify that all information herein is true and correct, and I further certify that any and all work performed shall be done in accordance with the Ordinances of the City of Greenfield, and the Laws of the State of Wisconsin pertaining to the work described herein.

Applicant Name (Print): _____

Applicant Signature: _____ Date: _____



Greenfield Fire Department

4333 South 92nd Street
Greenfield, Wisconsin 53228

Phone: 414-545-7946

Fax: 414-545-8875

Tent Requirement Checklist

Applicable Standards of the State Fire Prevention Code:

The Greenfield Fire Department is committed to help provide a safe environment for the public who occupy tents and canopies as well as those individuals involved with the erection and operation of these structures. All tents are regulated in the State of Wisconsin by Chapter Comm 14, *Wisconsin State Fire Prevention Code*, NFPA 1, *Fire Prevention Code*, and all other referenced codes. This handout summarizes the most common fire code issues encountered by our staff. Additional fire code requirements may also apply.

Definitions:

Authority Having Jurisdiction (AHJ)

An organization office or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure. (Fire Chief)

Relocatable Power Tap

A device for indoor use consisting of an attachment plug on one end of a flexible cord and two or more receptacles on the opposite end, and has over current protection.

Checklist:

- ✓ **Flame Resistance:** Tents must be fire retardant (NFPA 701) designated by the flame resistance label on the tent fabric or an alternate certificate from the manufacturer.
- ✓ **Tent Location:** Tents shall not be located within 10 feet of other structures, parked cars or property lines. There shall be a minimum of 10 feet between stake lines. Tents, each not exceeding 1200 feet² in ground area and located in fairgrounds or similar open spaces, shall not be required to be separated from each other, provided that safety precautions meet the approval of the AHJ.
- ✓ **Smoking:** There shall be “No Smoking” inside the tents and visible signs must be posted. Those hosting the event should enforce this policy.
- ✓ **Fire Extinguishers:** A minimum of one 2A-10BC extinguisher should be available in each tent, with a minimum travel distance of 75 feet. If appliances with grease-laden vapors are present, a Class K extinguisher is required with a maximum travel distance of 30 feet. There shall be a minimum of one Class K extinguisher, but additional Class K extinguishers may be required, dependent on the hazard created by the cooking appliances on site. All fire extinguishers need to be conspicuously located, readily accessible and installed securely on a hanger or bracket. All extinguishers must be tagged, confirming service and inspection by a certified technician within the past year.

- ✓ **Heating Devices:** Unvented portable fuel-fired heating appliances are prohibited. Electric heaters are allowed if listed, approved by the AHJ, and appropriately connected to electricity with proper size electric cable.
- ✓ **Cooking:** All cooking equipment, which produces grease-laden vapors, shall be equipped with an UL 300 extinguishing system and exhaust system if located in a tent where the public is permitted. Equipment producing grease-laden vapors is **not** required to have an extinguishing / exhaust system if the tent accommodating this equipment is a designated cooking tent with no public access and separated from other tents, structures and vehicles by a minimum of 20 feet. Any deviation from this distance must be approved by the AHJ. Electric roasters and similar listed devices, approved by the AHJ, that do not produce grease-laden vapors may be used in a tent where the public is permitted.
- ✓ **Solid Fuel Cooking:** Solid fuel cooking appliances and gas charcoal grills shall not be used within 10 feet of a building, tent, or property line and shall be protected from contact by the public with fencing, enclosures, or other approved means. A heavy metal container or cart (minimum 16 gauge) with a cover, shall be provided for the removal of ash.
- ✓ **Means of Egress:** If a tent has the ability to be enclosed by removable sides, appropriate exiting must be designated and occupancy loads must be enforced. Occupant load in any building is calculated by dividing the useable floor area by the approved use, indicated in Table 1.

Table 1:

Use	Ft ² per Person*
Concentrated use, without fixed sitting (chairs only)	7 net
Less concentrated use, without fixed sitting (chairs and tables)	15 net
Standing space	5 net

* Floor area of room intended for occupancy

The calculated occupancy load must be enforced by event staff so that this number is not exceeded.

The number of required exits is as follows:

- (1) Under 500 occupant load requires a minimum of two exits
- (2) Occupant load more than 500 but not more than 1000 – not less than 3
- (3) Occupant load more than 1000 – not less than 4

Where two exits or exit access doors are required, they shall be located at a distance from one another not less than one-half the length of the maximum overall diagonal dimension of the building or area to be served, measured in a straight line between the nearest edge of the exit doors or exit access doors.

All exits are required to have illuminated exit signs, visible from any direction. The main entrance / exit door, if clearly identifiable as such, would not require an exit sign.

- ✓ **Electrical:** All electrical appliances, fixtures, equipment and wiring shall be installed and maintained in accordance with NFPA 70, *National Electric Code*. All Multiplug adapters, such as multiplug extension cords, cube adapters, strip plugs, and other devices, shall be listed and used in accordance with their listing. Relocatable power taps shall be of the polarized or grounded type with overcurrent protection and shall be listed. The relocatable power taps shall be directly connected to a permanently-installed receptacle. Relocatable power tap cords shall not extend through walls, ceilings, or floors; under doors or floor coverings; or be subject to environmental or physical damage. Extension cords shall be plugged directly into an approved receptacle, power tap, or multiplug adapter and shall, except for approved multiplug extension cords, serve only one portable appliance. The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord. Where flexible cords or cables are used, they shall be listed for extra hard usage. Where flexible cords or cables are used and are not subject to physical damage, they shall be permitted to be listed for hard usage. Where used outdoors, flexible cords and cables shall also be listed for wet locations and shall be sunlight resistant. Flexible cords or cables accessible to the public shall be arranged to minimize the tripping hazard and shall be permitted to be covered with nonconductive matting, provided that the matting does not constitute a greater tripping hazard than the uncovered cables. It shall be permitted to bury cables. Cord connectors shall not be laid on the ground unless listed for wet locations. Connectors and cable connections shall not be placed in audience traffic paths or within areas accessible to the public unless guarded. Electrical wiring for lighting, where installed inside of tents and concessions, shall be securely installed and, where subject to physical damage, shall be provided with mechanical protection. All lamps for general illumination shall be protected for accidental breakage by a suitable fixture or lampholder with a guard.
- ✓ **LP Storage:** No storage or handling of flammable liquids or gases shall be permitted at any location where it would jeopardize egress from the structure. Containers for liquefied petroleum gases shall be installed not less than 60 inches from any tent and shall be in accordance with the provisions of NFPA 58, Liquefied Petroleum Gas Code. Tanks shall be secured in the upright position and protected from vehicular traffic.
- ✓ **Combustible Materials:** No hay, straw, shavings or similar combustible materials that have not been treated to make them flame retardant to a degree acceptable to the AHJ shall be permitted within any structure used as an assembly occupancy.
- ✓ **Generators:** Generators and other internal combustion power sources shall be separated from temporary membrane structures and tents by a minimum of 5 ft and shall be protected from contact by fencing, enclosures or other approved means.



BUILDING AND LIFE SAFETY ISSUES FOR TENTS

Multiple safety precautions must be followed to erect a tent or membrane structure.

A building permit is required.

LOCATION

Tent location must be approved by the AHJ, who is the Building Inspector.

Consideration should be given to the following to ensure the tent:

1. Does not block fire department access.
2. Is not located within 20 feet of lot lines, buildings* or parked cars.
3. Does not block the means of egress from other buildings.
4. Has at least 10 feet distance around the tent free of combustible materials and fuel storage.
5. Has at least 10 feet between stake lines for multiple tents.

*Separation distance for non-cooking tents and structures not exceeding 15,000 sq. ft. aggregate floor area can be less as per AHJ.

EGRESS

Means of egress/exits are calculated by the table below:

Occupant Load	Minimum Number of Exits	Tent or Canopy Exit Opening Size	Air-supported Structure Exit Opening Size
10 to 199	2	72 in.	36 in.
200 to 499	3	72 in.	72 in.
500 to 999	4	96 in.	72 in.
1,000 to 1,999	5	120 in.	96 in.
2,000 to 2,999	6	120 in.	96 in.
Over 3,000	7	120 in.	96 in.

(OVER)

EXITS

Exit signs are required if the occupant load is 50 persons or more. Internal illumination and battery back-up is required for a capacity of 300 + people.

EGRESS LIGHTS

Egress lighting is required if the enclosed tent is illuminated OR as determined by the AHJ.

ELECTRICAL

An electrical permit is required if ANY electrical will be used in the tent.

Power distribution equipment must be fenced off or have other barriers as a means of separation from the public, including generators.

All power must be GFCI protected.

All cords must have grounds and surge strips are preferred.

Cords may not be damaged or taped.

All metal tent poles must be bonded as per the NEC.

Tent exits must be illuminated on the exterior of the tent.

Electric heaters may be used if listed for the purpose.

TENT RATING

The tent must meet the flame retardant ratings as required and all tags must be visible on tents.

No smoking is allowed in tents and signs must be posted.

Fire protection equipment is required as follows:

1. 200 to 3,000 sq. ft. of floor area (1) or more 2A-10B: C fire extinguisher.
2. 3,001 to 6,000 sq. ft. of floor area (2) or more 2A-10B: C fire extinguishers.
3. Each additional 3,000 sq. ft. require (1) or more 2A-10B: C fire extinguishers.
4. (1) 40B: C fire extinguisher is required for each kitchen, mess hall, power generator or transformer.

Max distance of travel to a fire extinguisher from any point in the tent shall be 75 feet or as determined by the AHJ. Signage may be required as determined by the AHJ for visibility.

Maximum time for temporary tents to stay erected is 180 days. Regular maintenance of the tent, clear spaces, exits and egress paths and electrical is required throughout the use of the tent. Periodic inspections may be made at any time to ensure compliance.