

CHAPTER 34

PARADES & SPECIAL EVENTS

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34.01 DEFINITIONS

- (1) Parade means any parade, march or procession of any kind and the assembly areas thereto.
- (2) Highway has the meaning set forth in Sec. 340.01(22), Wis. Stats., and also includes areas owned by the City which are used principally for pedestrian or vehicular traffic.
- (3) Special even shall be defined as any event, whether for profit or not for profit, which is to be held on any property within the control of the City of Reedsburg.

34.02 PERMIT REQUIRED

No person shall form, direct, marshal, lead or participate in any parade on any highway under jurisdiction of the City of Reedsburg or hold a special event unless a permit has been obtained in advance as provided in this section; provided that, upon notification to the Chief of Police a parade on sidewalks and footways, in which persons move not more than two abreast and which does not substantially hinder normal use of the sidewalk or footway and conforms with traffic control devices and other traffic regulations may be conducted without a permit.

34.03 EXEMPTIONS FROM PERMIT REQUIREMENT

A permit is not required for assembling or movement of a funeral procession or Military Convoy. Any parade or special event sponsored by any agency of the Federal or State government, acting in its governmental capacity within the scope of its authority, shall be required to obtain a permit; however, shall be exempt from the parade permit fee contained in Section 11 of this section.

34.04 WHEN APPLICATION MUST BE MADE

A written application for a permit for any parade or special event shall be made by one of the organizers to the City Clerk on a form provided by the Clerk no less than fifteen days in advance of the last regularly scheduled council meeting prior to the proposed event.

34.05 INFORMATION REQUIRED IN APPLICATION

The following information must be provided in an application:

- (1) The name, address and telephone number of the applicant.
- (2) If the parade or special event is proposed to be conducted for, on behalf of, or by an organization, the name, address, and telephone number of the headquarters of the organization, and of the authorized and responsible heads of such organization.
- (3) The name, address and telephone number of the person who will be responsible for conducting the parade.
- (4) The date when the parade is to be conducted and its duration.
- (5) The assembly area, the starting point, the route to be traveled and the termination point.
- (6) An area describing the location of the special event.
- (7) The number and size of units comprising the parade.
- (8) The number and type of participants in the special event, e.g. artists in an art fair, tables for a flea market, etc.

34.05 Information Required In Application

- (9) If the parade or special event is to be conducted by or for any person other than the applicant, the applicant for such permit shall file with the Clerk a communication in writing from the person proposing to hold the parade or special event authorizing the applicant for the permit on his behalf.
- (10) Any additional information that the Clerk finds reasonably necessary to make a fair determination as to whether a permit should be issued, whether required on the application or after filing.

34.06 RECOMMENDATIONS OF GOVERNMENTAL AGENCIES

The Clerk shall submit a copy of the application to the Director of Public Works, the Chief of Police, and the Parks Director. Other agencies shall be provided a copy of the application as needed and appropriate. These agencies shall report their findings to the Council at the next regularly scheduled Council meeting.

34.07 BASIS FOR DISCRETIONARY DENIAL OF PERMIT

The application may be denied:

- (1) If it is for a parade or special event that is to be held on a work day during hours when and at places where, in addition to the proposed parade/special event, the flow of vehicular traffic is usually delayed by its own volume; or
- (2) If it is for a parade or special event that is to be commenced between the hours of 9:00 p.m. and 9:00 a.m.
- (3) If sufficient parade marshals or special events supervisors are not provided as to reasonable assure the orderly conduct of the parade or special event.
- (4) If proposed route for conducting the parade or area for conducting the special event involves a street or highway under construction or a detour route.

34.08 MANDATORY DENIAL OF PERMIT

The application shall be denied:

- (1) If made less than fifteen days prior to the last regularly scheduled Council meeting before the proposed date of the parade or special event; or
- (2) If it is for a parade or special event that is primarily for private or commercial economic gain; or
- (3) If it is for a parade or special event which would be in violation of federal, state or local laws relating to the use of highways or of other applicable regulation of the City of Reedsburg; or
- (4) If the granting of the permit would conflict with another permit already granted or for which application is already pending; or
- (5) If the application does not contain the information required by section 34.05; or
- (6) If more than one assembly area or more than one dispersal area is proposed for parade or, where applicable, a special event; or
- (7) Where applicable, the applicant has failed to receive a permit under Wis. Stat. sec. 85.07(4).

34.09 PERMIT ISSUED UNLESS THREAT TO PUBLIC SAFETY

The Council shall issue a permit to the applicant subject to the foregoing paragraphs of this Section no later than the last regularly scheduled Council meeting prior to day of the parade or special event unless it concludes that:

- (1) The policing of the parade or special event will require so large a number of persons and vehicles, including ambulances, as to prevent adequate service of the needs of the rest of the municipality; or
- (2) The parade or special event will so substantially hinder the movement of the police and fire and other emergency vehicles as to create a substantial risk to persons and property; or
- (3) The conduct of the parade or special event will substantially interrupt the safe and orderly movement of other traffic contiguous to its route; or
- (4) The parade or special event is so poorly organized that participants are likely to engage in aggressive or destructive activity.

34.10 GRANT OR DENIAL OF PERMIT

- (1) Time When Required. The Council shall act no later than the last regularly scheduled Council meeting prior to the proposed date for the parade or special event. If application is made at least 15 days prior to any Council meeting before the last meeting, the Council shall endeavor to act at that meeting. In no case shall the Council act later than 48 hours in advance of the time applied for. The Clerk shall immediately, by the most reasonable means of communication, notify the applicant of such action and, if the application is denied, the reasons for denial of the permit.
- (2) Modification of Requested Permit. In lieu of denying a permit, the Council may authorize the changing of assembly areas or dispersal areas or the conducting of the parade or special event at a date or time or over a route different than as applied for as permitted. The applicant or permittee may accept such modification by notifying the Clerk in writing within five days of the acceptance of the modification.

34.11 FEE

There shall be paid at the time of the filing of the application for a parade or special event permit a non-refundable fee in an amount as established by resolution of the Common Council and on file with the City Clerk/Treasurer.

34.12 CHARGE FOR INCREASED COSTS

If the Director of Public Works determines that the cost of municipal services incident to the staging of the parade or special event will be increased because of the parade or special event, the Council may require the permittee to make an additional payment into the general fund of the municipality in an amount equal to the increased cost for the municipal services.

34.13 EMERGENCY REVOCATION

The Mayor may revoke a permit already issued, if he or she deems that such action is justified by an actual or potential emergency due to weather, fire, riot, other catastrophe or likelihood of a breach of the peace, or by a major change in the conditions forming the basis of the standards of issuance. In lieu of revoking a permit, the Mayor may require the permittee to file evidence of good and sufficient

34.13 Emergency Revocation

sureties, insurance in force or other evidence of adequate financial responsibility, running to the City of Reedsburg and such third parties as may be injured or damaged, in an amount depending upon the likelihood of injury or damage as a direct and proximate result of the holding of the parade or special event sufficient to indemnify the municipality and such third parties as may be injured or damaged thereby, caused by the permittee, its agents or participants.

34.14 PARADE/PERMIT CONTENTS

Each parade/special events permit shall state such information as the Clerk shall find necessary for the enforcement of this Section.

34.15 COPIES OF PARADE PERMIT DISTRIBUTED

Immediately upon the issuance of a parade/special event permit, the Clerk shall send a copy thereof to the Mayor, Chief of Police, Fire Chief and Director of Public Works.

34.16 COMPLIANCE WITH REGULATIONS

- (1) Permittee. A permittee under this Section shall comply with all permit directions and conditions and with all applicable laws, ordinances and other regulations of the State.
- (2) Participants. No person who leads or participates in a parade or special event shall disobey, or encourage other to disobey, this Section after a law enforcement officer has directly and presently informed him or her of any of the provisions of this Section or the terms of the applicable parade/special events permit.

34.17 INSURANCE

As a condition of issuance of a permit for a parade and/or special event, the City may require the organizing entity to provide proof of insurance coverage based upon crowd size and risk of exposure.