

City of Chilton
Policy For Diverted Use Special Events

1. Purpose:

To establish guidelines and procedures for the staging of "Diverted Use Special Events" in the City of Chilton.

2. Definitions:

- a. "Special Event" means an event or occurrence organized by any individual or organization that will generate or invite public participation and/or spectators, for a particular and limited purpose and time.
- b. "Diverted Use" means to construct, erect or maintain in, on, over or under any street, right-of-way or other public place, any structure, equipment or to otherwise occupy in such a manner as to obstruct the public use of any public right-of-way or other public place within the City of Chilton limits, related to Special Events. County and State highway right-of-ways are excluded from the definition of "Diverted Use".

3. Policy:

It is advantageous and beneficial to the community to have "Special Events" and to accommodate individuals and organizations that desire to utilize "Diverted Use" in conducting "Special Events". However, such Events may generate temporary conditions that may adversely impact normal activities in the City. The City of Chilton deems it necessary to establish guidelines and procedures to conduct such Events.

4. Guidelines and Procedures:

Any party who wishes to conduct a "Special Event" utilizing Diverted Use shall obtain a Diverted Use Special Event Permit Application from City Hall describing the proposed Event. The completed Application, Application Fee, and Proof of Liability Insurance for the event in the amount of at least \$1,000,000 should be returned to City Hall at 42 School Street, Chilton, WI, at least **thirty (30) days** prior to the Event. The Director of Public Works and Police Chief will review the Application for final approval. If all parties do not agree on approval of the Diverted Use Special Events Application, the Application will be given to the Common Council for final recommendation.

In making their decision on whether to approve the Application, one or more of the following criteria will be considered:

- Nature/Purpose of the "Special Event"
- Is the Event for Profit or Non-Profit?
- Date and Time of the Event
- Location of the Event
- Time period of the "Diverted Use" affecting the street right-of-way
- Estimated attendance for the Event
- Can the Event be held in another location within the City that does not affect the street right-of-way?
(i.e. City Park)
- What type of structures or facilities will be located in the "Diverted Use" area?
- What effect will the "Diverted Use" have on the property owners within the closed area?
- Will the Event contribute to the promotion of tourism within the City?
- Will the Event unduly hinder the movement of police, fire, and other emergency vehicles?
- Will the Event have an adverse impact on the health, safety and general welfare of the public?