

SPECIAL EVENTS POLICIES

Subject: Approved policies for special events including parades and those applying for street closure



Date: Approved by City Council September 13, 2022

For Parades:

The City of Mauston can accommodate a maximum of four parades per year without it creating an undue burden on resources. Parades must be for a public purpose recognized by the City of Mauston. Parade coordinators must apply for official endorsement and co-coordination by the City of Mauston 60 days before the event. Parades must utilize the prescribed parade route. Parade coordinators must provide a parade line-up to the PD the day before the parade. Coordinators will be responsible to mark the staging areas for parade entrants in the areas directed by the PD, and in a manner to create sufficient space for entrants based on data collected during parade registration. Coordinators must provide volunteers for check-in at the staging area on the day of the parade. Any financial transactions related to parade participation (i.e. entry fees) must run through the City of Mauston—though the City will not retain any funds from the parade and will work with coordinators to distribute proceeds. This also allows the parade to be considered a municipal event for insurance and liability purposes. Parade coordinators should require parade entrants to distribute goodies (i.e. candy, flyers) by hand, rather than by throwing.

For Street Closures:

Events requesting the closure of public streets must be for a public purpose recognized by the City of Mauston. Coordinators must apply for official endorsement and co-coordination by the City of Mauston 60 days before the event. Requests for street closures shall be denied if the logistics are too cumbersome based on scope, length or public impact. Events co-coordinated by the City of Mauston will qualify for up to five man-hours of pre-event labor provided by the City of Mauston, so long as these hours are performed during the staff member's regularly scheduled work time and are coordinated with management in advance. Coordinators are required to provide projected attendance at their events (subject to staff sign-off). Events with projected attendance of >249 people will require the staffing of 2 extra PD staff, with one more for each additional 250 projected attendees above that. Extra PD staffing will be from one hour before the event start time to one hour after the end of the event. Coordinators will be billed for extra PD staff time, plus other hard costs (i.e. PW staff time to place and remove barricades). Bona fide local non-profit organizations can apply for a waiver from fees if they pledge the proceeds to a local charitable effort, and run any financial transactions related to the event through the City of Mauston—though the City will not retain any funds from the event and will work with coordinators to distribute proceeds. This also allows it to be considered a municipal event for insurance and liability purposes. Coordinators of any event that cannot be considered a municipal event for insurance and liability purposes must provide a certificate of insurance to the City prior to the event.