

**Large Group Gathering Application
Richland County, Wisconsin**

Section I. A copy of the Large Group Gathering Ordinance is attached to this application. Please review it carefully before completing this application. Application and all attachments must be submitted at least 60 days and not more than 6 months prior to the first day of the assembly. When completing this application, please print. Applications, once completed will be submitted to the Richland County Sheriff's Department.

Section II. In addition to this application, the following documents are required to be submitted.

- Indemnification agreement; (see Addendum)
- Certificate of Insurance (\$3,000,000.00 Comprehensive Liability; Fire Legal Liability; Workers Compensation);
- A completed plan as specified in section VI of this application.

Section III. (If the applicant is a corporation or legal partnership, please also provide a copy of the partnership agreement or articles of incorporation and the names and address of the primary officers or partners.)

Name of Applicant: _____

Address of Applicant: _____

Section IV. Township _____ Section _____

Address of property on which the assembly is to be held:

(Address)

(City/State/ZIP)

Legal description of the property on which the assembly is to be held:

Property owners certification (if other than applicant): **The undersigned is the legal owner of the property herein described and as such, hereby consents to the activities subject to this application.** (If the property is owned by a corporation, please provide documentation that the officer signing this application is authorized by the corporation to sign on its behalf.)

Property Owners Signature

Section V. Application and all attachments must be submitted at least 60 days and not more than 6 months prior to the first day of the assembly.

Nature and purpose of the assembly: _____

Date(s) of the proposed assembly: From _____ Through _____

Duration of the assembly hours: From _____ Through _____

Number of people anticipated to assemble: _____

If tickets are sold, the maximum number of tickets being offered: _____

Section VI. Please attach a plan for the assembly, which describes in detail how your organization will address each of the following areas:

- How will the applicant limit the number of people to assemble to the number authorized by permit;
- How will the boundaries be identified;
- How will potable water be provided to participants (source, amount available and location outlets);
- How will toilets and lavatory facilities be provided (source, number, proposed location, type and method of disposal);
- How will emergency medical services be provided; names, license numbers of emergency medical technicians; how will additional emergency services be contacted and directed to the assembly area;
- How will the assembly area be lighted;
- How will traffic and parking be controlled;
- How will telephone services be provided in addition to cellular phones;
- If overnight camping is to take place, what facilities will be provided (Please also attach an approved permit for a special Event Campground pursuant to Wisconsin State Statute 254.47;
- How will security be provided (including the number of guards, names, addresses and phone numbers of primary officers and certification of local law enforcement agencies);
- How will emergency services (fire) be provided; and how will they gain access to the assembly area (2 passable access roads must be identified);
- Names, address and license or certification number of all food vendors and concessionaires providing food at the event

Addendum
Large Group Gathering Ordinance

A. Indemnification and Hold Harmless Agreement:

The undersigned applicant hereby acknowledges that Richland County is serving solely as a licensing agent, and is exercising its legitimate, governmental powers. Richland County is not endorsing or sponsoring this assembly and is not in any way involved in organizing, conducting or arranging the contemplated assembly. The applicant hereby agrees to hold Richland County, its elected officials, employees and agents harmless from any and all claims, demands, suits or causes of action of whatsoever nature which might be brought by third parties arising from the negligence of the applicant or by reason of Richland County's approval or disapproval of this application or the granting of a license, the applicant agrees to defend and indemnify Richland County to the maximum extent permitted by law to include payment of any judgment, actual attorney fees, disbursements and costs of any action.

Applicant: _____ Title: _____

Date: _____

B. Zoning Approval:

For jurisdictions subject to city, village or town zoning:
I, the undersigned zoning administrator or chief elected official for the {Town} {City} {Village} of _____, hereby certify that the proposed assembly does not violate this unit of government's ordinances or land use regulations, or that the applicant has obtained any required approval from this unit of government to conduct this event.

Signature: _____ Title: _____

Date: _____

For jurisdiction subject to Richland County Zoning:

I, _____, the Zoning Administrator for Richland County, hereby certify that the proposed assembly does not violate the Richland County Zoning Ordinance or any other ordinance.

Signature: _____, Richland County Zoning
Administrator

Date: _____

Section VII. The undersigned applicant acknowledges the information contained in and attached to this application is true and correct

Signature: _____

Section VIII. Required approvals (Internal Use Only)

Fees Payable at time of filing: _____ Days at \$500.00 per day: _____ Exempt: _____

Reviewed by

- Richland County Sheriff
- Zoning Administrator
- County Clerk
- Public Health Officer
- Emergency Management Director

Approved by the Law Enforcement Committee _____
(LEC Chairperson)