



Special Events Frequently Asked Questions

What types of events require a Special Events Permit?

A Special Event is defined as a temporary gathering of people on public or private property and involving at least one of the circumstances listed below:

- Exclusive use of all or part of waters and/or City or County-owned facilities within the City boundaries such as buildings, parks, open spaces, streets, parking lots, athletic fields, etc., but does not include normal park rentals;
- Will involve the closing of a public street, alley, or public right of ways, including block parties;
- Over 250 attendees at any one time attending the event on private property, except those situations meeting the definition of a “public assembly”;
- Temporary installation or construction of structures, including but not limited to tents;
- City ordinances and rules require public safety support by City employees;
- Will require Extraordinary Services will be provided by City departments;
- Hours of the event will extend beyond those otherwise adopted in City ordinances; or
- Alcohol, beverages, food, and/or merchandise will be offered

If an event does not meet the definition of a Special Event, a Special Event permit will not be required. However, based on the logistics of the event, other permits and requirements may need to be met prior to the event date.

When do I submit a Special Events application?

Application should be submitted along with a detailed map, layout, and/or route as well as a non-refundable application fee no later than 60 days prior to the event but no more the one year in advance.

What happens after the Special Events application has been submitted?

The application will be reviewed by the Special Events Coordinator and various city departments and a recommendation will be made for approval or denial of the event. The approval of any Special Event permit application shall always be conditioned upon the approval of all other necessary permits, licenses, and inspections by City departments, in addition to Common Council approval of the Special Event permit.



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What fees may be incurred for hosting an event in the City of Oshkosh?

Extraordinary Services Fees may be incurred if City services, equipment, or supplies are utilized for an event. The Common Council shall approve by resolution each year a list of standard fees and charges which will be used to determine the amount of charges attributed to Extraordinary Services provided to Special Events in the City.

May I request a waiver of the Application Fee and / or Extraordinary Services fees?

A request for a waiver of the application fee and/or Extraordinary Services fees may be submitted along with the submission of the Special Events application. The Common Council will review applications for fee waivers based upon relevant and lawful criteria. See Section 5-18 VII D of the Municipal Code for further information.

Is Event Insurance required to obtain a Special Events permit?

Yes. Event insurance is required for medium risk and high risk events. The Certificate of Insurance shall name the City of Oshkosh and its officers, council members, agents, employees or authorized volunteers as additional insurance and shall meet the requirements set forth by the City of Oshkosh.

Is it required to have Oshkosh Police and Fire at my event?

The Police and Fire Chief will determine, at their discretion, whether or not these services will be required to ensure that appropriate security and safety is provided for the event. The event organizer will be responsible for the cost of Extraordinary Services.

Do I need a permit to have food or beverages sold at my event?

If the event is open to the public, a Temporary Restaurant Permit may be required and all food safety regulations must be followed per the Winnebago County Health Department.

If beer and/or wine will be served or sold, a Special Class B License shall be applied for. This license will allow for beer and/or wine to be served/sold. The license may only be applied for by a non-profit organization per Wisconsin State Statute 125.26 and shall be submitted to the City Clerk's Office along with a \$10 fee.



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May I contract with a licensed road sign company to provide barricades for a street closure?

Yes. All barricades used shall meet the standards set forth in the Manual on Uniform Traffic Control Devices (MUTCD), unless they are manned barricades. Community Service Officers with the Oshkosh Police Department shall set up the barricades prior to the start of the event and remove them once the event has concluded.

Am I required to notify anyone else of my event?

The event organizer may be required by the City to provide reasonable advance notice to residents and/or businesses, or to neighborhoods, who may be expected to experience a substantial traffic and/or noise impact from the event.

May I request an extension to host my event earlier than 8:00 a.m. or later than 11:00 p.m. on a given day?

A request for an extension of hours of the event may be submitted along with the submission of the Special Events application. The request shall include in detail the reasons for such request.

What other services should I consider when planning my event?

The event organizer will be responsible for providing adequate sanitary facilities, potable water, grease bins, and dumpsters for their event. Additional electrical, lights, and plumbing may also be required as well as an electrical and plumbing inspection.