



Special Event Permit Application Form

CASH OR CHECK ONLY!

Additional Documentation

- ☒ Safety and Emergency Plan
- ☐ Certificate of Insurance
- ☒ Route/Map
- ☐ Supplemental Parade Questionnaire

FEES ARE NON-REFUNDABLE

- ☐ Special Event Application Fee
(CLLCMS) \$75.00
- ☐ Police Investigation Fee
(CLLPF) \$7.00

Date Rec'd MAY 12 2025
Total \$ 82.00
Receipt #: 8568-7

Applicants will be assessed the cost of 25% of City services rendered for the event. Invoices will be sent within 45 days after the event concludes.

Please Note: Incomplete applications will not be accepted and will be returned to applicant. Applications are forwarded for review once payment is received. Applying does not guarantee the application will be approved. For additional information, please refer to the Special Event Policy or Manual.

PLEASE PRINT CLEARLY!

SECTION 1 – EVENT ORGANIZER - Information about the person, entity or organization holding the special event.

Organization's Name:

Wisconsin United Football Club

Organization's Address:

PO Box 1444, Appleton, WI 54912

Organization's Phone Number:

920.205.7116

Organization's Email/Website:

info@wiunitedfc.org / wiunitedfc.org

SECTION 2 – APPLICANT INFORMATION - Information for person to contact before, during and after the event, if necessary.

Name :

Ann Bona

Date of Birth:

Address:

1910 Greenfield Avenue, Green Bay, WI 54313

Phone Number:

Email Address:

tournaments@wiunitedfc.org

SECTION 3 – EVENT INFORMATION – Application must be filed at least 45 days prior to the event.

Name of Event:

Summer Shootout: Kickin' for a Cure

Event Location:

USA Youth Sports Complex

Event Date (list each date if it's a multi-day event):

6/20/2025, 6/21/2025, 6/22/2025

Event Set Up Time:

7am on 6/20

Event Start Time:

3pm on 6/20

Event End Time:

7pm on 6/22

Head of Security's Name:

Shant Mesdjian and Dusty Rhodes

Head of Security Phone Number:

Anticipated Attendance (Participants/Attendees):

2,400 total, 1,200 at any one time

Admission Requirements:

None

Event information (whether the event has occurred before, purpose, activity, who can participate, etc.):

This is a youth soccer tournament that teams pre-register for. It has been held for many years at this location on this same weekend.

This year we have decreased the size of the event by about 20% due to the road construction and traffic congestion.

We will have 260 youth teams that will compete over three days. We will use all of the soccer fields and the concession stand at USA Youth.

SECTION 4 – APPLICANT CHECKLIST - *The applicant is responsible for contacting all necessary City departments and for obtaining all necessary reservations, permits, licenses and variances. Answer all questions regardless of size of event. Incomplete applications will not be processed.*

DEPARTMENT OF PUBLIC WORKS – (920) 832-5580

	Yes	No	Action to be taken by applicant:
1. Are you requesting street closure? Name of barricade company _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, your barricading contract provider will be required to submit a Traffic Control Plan to the Department of Public Works.
2. Did you include a <u>detailed map/diagram</u> of the event location and route (if applicable) with this application?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Be sure the event map/diagram is detailed, including showing all turns and the number of traffic lanes to be used.
3. Are you requesting parking meters to be bagged?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, a list of meters must be provided to the Department of Public Works.
4. Are you requesting use of the sidewalk or right of way?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the Department of Public Works for a Street Occupancy Permit.
5. Are you requesting use of City Electricity (on City street poles/planters)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If, yes, please provide diagram specifying requested locations of outlets.

FIRE DEPARTMENT – (920) 832-5810

	Yes	No	Action to be taken by applicant:
1. Will the event be held indoors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the Fire Department for more information.
2. Will a tent or any other temporary structure be erected?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the Fire Department for information about submitting a structure plan.
3. Will there be a tent larger than 200 square feet?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the Fire Department for a permit.
4. Will fireworks/pyrotechnic be used during the event?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the Fire Department for a permit.

HEALTH DEPARTMENT– (920) 832- 6429

	Yes	No	Action to be taken by applicant:
1. Will food be prepared and/or served at the event?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, contact the Health Department for permitting requirements and for safe food handling tips.
2. Will there be a band or amplified music/noise?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, contact the Health Department for a variance and more information.
3. Will there be portable restrooms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, review guidelines on portable restrooms available in the Special Event Policy and Manual.

PARKS & RECREATION DEPARTMENT – (920) 832-5905

	Yes	No	Action to be taken by applicant:
1. If the event will be in a park have you reserved the park?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If no, contact Parks and Recreation to make a reservation.
2. Will there be rides and/or inflatables at the event?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact Parks and Recreation for more information.

POLICE DEPARTMENT – (920) 832-5500

	Yes	No	Action to be taken by applicant:
1. Do you have a plan for medical emergencies that may occur during your event?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If no, contact the Police Department for assistance.
2. Is security needed for the event?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the Police Department for assistance defining your safety/security plan.
3. Are you requesting any special parking restrictions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the Appleton Police Department for more information.

RISK MANAGEMENT – (920) 832-6300

	Yes	No	Action to be taken by applicant:
1. Do you have the proper insurance for your event, and have you provided your certificate of insurance to the City?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If no, contact the City's Risk Manager.

CITY CLERK'S OFFICE – (920) 832-6443

	Yes	No	Action to be taken by applicant:
1. Will alcoholic beverages be served/sold at the event?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the City Clerk's Office to obtain a Temporary Class "B" license.
2. Does your event plan include a parade?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the City Clerk's office to fill out the required Supplemental Parade Questionnaire.
3. Does your event plan include shuttle services/rides?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the City Clerk's office for information on the licensing of taxicab/limousine/shuttle companies.
4. Do you owe money for past events?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the City Clerk – your application may not be accepted.

SECTION 5 – ADDITIONAL INSURED REQUIREMENT

For events that involve more than 250 people, if a street closure is requested or if structures are brought onto public premises; the event holder agrees to list the City of Appleton, and its officers, council members, agents, employees, and authorized volunteers as an additional insured on the event holder's general liability insurance policy. Certificates of insurance displaying this additional insured status must list the following as the certificate holder: City of Appleton, Attention: Risk Manager, 100 North Appleton Street, Appleton, WI 54911.

Signature of Applicant: Amy Bona

Date: 9/12/25

Print Name: Ann Bona

SECTION 6 – CERTIFICATION

By signing below, I certify that I am at least 18 years of age, that I have read and understand the Special Event Policy, and that I agree to the terms and conditions contained in the Special Event Policy. My signature further confirms (i) that I understand the filing of this application does not ensure the issuance of a Special Event Permit, (ii) that the Special Event Permit Fee is non-refundable pursuant to the terms of the Special Event Policy, (iii) I will be responsible for ensuring the event and event participants comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations and any other applicable laws, rules and regulations including the Special Event Policy, (iv) that fees for park facilities, food sales permits, tent and fireworks permits, etc., are in addition to the Special Event Permit Fee, (v) that I am authorized to apply for this Special Event Permit on behalf of the organization holding the event (if applicable), and (vi) that the information contained in this Application is true to the best of my knowledge. I understand that intentionally providing false or misleading information in this Application may lead to civil or criminal penalties.

Signature of Applicant: Amy Bona

Date: 9/12/25

Print Name: Ann Bona

SECTION 7 – INDEMNIFICATION

Please read carefully before signing! This section affects your legal rights.

IF THERE IS ANYTHING IN THIS SECTION THAT YOU DO NOT UNDERSTAND OR IF YOU OBJECT TO ANY PROVISION CONTAINED IN THIS SECTION, YOU SHOULD NOT SIGN THIS SECTION AS IT IS DRAFTED, BUT RATHER SEEK ADVICE FROM YOUR LEGAL COUNSEL. REQUESTS FOR MODIFICATIONS MAY BE DIRECTED TO THE CITY ATTORNEY'S OFFICE AT 920-832-6423 WEEKDAYS BETWEEN 8:00 AM AND 4:00 PM.

INDEMNIFICATION: BY SIGNING BELOW I ACKNOWLEDGE THAT FOR GOOD AND VALUABLE CONSIDERATION, I, THE APPLICANT, ON BEHALF OF MYSELF AND THE ORGANIZATION, IF APPLICABLE, AGREE TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF APPLETON AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, DAMAGE, EXPENSES AND COSTS, INCLUDING ATTORNEY FEES, ARISING OUT OF THE ACTIVITIES PERFORMED AS DESCRIBED HEREIN, CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT OR OMISSION OF THE APPLICANT/ORGANIZATION, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY ANY OF THEM OR ANYONE WHOSE ACTS ANY OF THEM MAY BE LIABLE, EXCEPT WHERE CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY.

Signature of Applicant: Ann Bona

Date: 9/12/25

Print Name: Ann Bona



City of Appleton Special Event Safety and Emergency Response Plan

A special event safety plan is crucial for ensuring the well-being and security of all staff and attendees. By proactively identifying risks and implementing measures to mitigate them, event organizers can create a safe and secure environment that fosters enjoyment and minimizes the likelihood of accidents, injuries, or emergencies. The safety plan serves as a comprehensive framework of procedures, protocols, and resources for managing various scenarios, from medical emergencies and crowd control to weather-related incidents and security threats. Through careful planning, the safety plan helps to instill confidence among stakeholders, enhance emergency preparedness, and ultimately, ensures that everyone can participate in the event without compromising their safety.

Please describe in detail the following aspects of your proposed event. Use additional sheets if necessary. Add additional lines, pages, maps, or attachments as needed.

Event Information	
Event Name:	Summer Shootout Soccer Tournament
Primary Event Contact:	Ann Bona
Contact Phone Number:	
Contact Email Address:	tournaments@wiunitedfc.org
Event Location:	USA Youth Sports Complex

Staff Directory and Communications		
How are staff identifiable?	Tournament Staff t-shirts	
Staff communication method:	Walkie talkies, cell phones	
Public broadcast method:	Email notification, social media, website, air horn	
Staff / Volunteers – listed in order of hierarchy of command		
Name and Title	Phone	Responsibilities / Location / Notes
Vicki King		On-site Tournament Director / Main concession area
Isaiah Tate		Tournament Committee / Main concession area
Justin Oshefsky		Referee coordinator, Schommer maintenance building
Shant Mesdjian		WIUFC Director / Around the fields
Dusty Rhodes		WIUFC Director / Around the fields
Greg Bear		Assistant referee coordinator, Schommer maintenance building
Drew Jepson		On-site Tournament Director / Main concession area
Adam Strange		Tournament Committee / Main concession area
Jillian Amezquita		Tournament Committee / Main concession area

Event Timeline	
<i>Include start and finish times, road closure and reopening times, setup, clean up, etc.</i>	
Time	Action
6/20 7am - 2pm	Field and event set up
6/20 3pm - 9pm	Friday night games, concessions open
6/21 6am	Daily set up
6/21 7:30am - 9pm	Saturday games, concessions open
6/22 6am	Daily set up
6/22 7:30am - 6pm	Sunday games, concessions open
6/22 6pm - 9pm	Take down and clean up

Security / Event Attendance	
<ul style="list-style-type: none"> Designated security is required at the rate of 1/600 people for alcohol free events. Designated security is required at the rate of 1/300 people for events serving alcohol 	
Total number of people attending event?	2,400
Number of people present at busiest time?	1,200
Will alcohol be served?	no
Admission requirements (guest list, public, etc)	Public, though teams have to register
Primary event security contact	Shant Mesdjian
Total number of staff dedicated to security	4 constant, 13 rotating
How security staff will be identifiable	Reflective vests and staff shirts
Location of security staff during event	Entrance, riding around park, headquarters above concessions and Schommer maintenance building
Will private security be hired?	No
Private security main contact name and #	N/A

Medical Emergencies and Resources	
Does your event include strenuous activity?	Yes
Will EMS services be hired?	No, but we have certified athletic trainers
<ul style="list-style-type: none"> Company name and primary contact 	NA
<ul style="list-style-type: none"> List resources (ambulance, EMT, etc.) 	NA
List any event staff with EMS training	NA
Who is responsible for activating EMS / 911?	Hired certified athletic trainers
Location of first aid stations	Throughout the park
Any UTV / ATV / Golf Carts for transport	Yes
List mass casualty collection location	Schommer Maintenance Building by field 2

Weather Monitoring and Cancellation	
Person responsible for weather monitoring	Justin Oshefsky
Shelter location	Schommer Garage building and Concession area
Evacuation plan / location	Notify via air horn, send everyone to their card or shelter location. Player's Choice/Xtreme Air, W3035 Edgewood Trail, Appleton, WI
Emergency announcement method	Air horn, email notification
Predetermined criteria for weather cancellation	6 mile radius of the field, delay for 30 minutes after each strike, normal USFS guidance
Link to the National Weather Service	NWS Forecast Page For Your Event

Road Closure and Parking Restrictions

Private events are responsible for securing a barricade contract and ensuring proper and timely delivery of signs and barricades. Failure to do so may result in event cancellation.

Barricade company	Warning Lites of Appleton (change if different)
Road closure start time	None needed
Road closure end time	None needed
Responsibility	Staff member
Securing barricade contract	NA
Verify accurate and timely barricade delivery	NA
Verify barricade removal from roadway	NA
Verify parking restrictions are posted	NA

Vehicle Threat Mitigation

- *Private events are responsible for securing their events.*
- *All barricade vehicles must be quickly moveable for emergency vehicle access.*
- *See Vehicle Threat Mitigation Recommendations document for further information.*

[illegible]

Protestors / Demonstrators Response

- Demonstrators often take advantage of the crowds at special events to voice their cause.
- It is important for all event staff to have a clear understanding of protestor rights and protocols.
- See APD Protestor Guidelines document for further details.

Is the event on public or private property	Public, but cars must pass through staffed gate security
List event areas open to the public	All fields and around concession area
List event areas restricted to staff only	Above concession stand, Schommer maintenance area
Predetermined criteria for cancellation	NA
Staff member with authority to cancel	Shant Mesdjian, Dusty Rhodes

Missing Children / Vulnerable Adult Plan	
<ul style="list-style-type: none"> All event staff must be trained on the Missing Children / Vulnerable Adult plan Staff should have pre-determined search locations to avoid redundancy. 	
Primary event contact for missing persons	Vicki King
Who is responsible for calling 911?	Vicki King
Communication method for event staff	Walkie talkies on specific channel and cell phones
Public broadcast communication method	Email notifications
Rally point – where will found people or guardians go if not promptly reunited?	Above the concession building
Describe identity verification procedures	We follow USYS's Missing Child procedure listed in their EAP
Describe documentation procedures	We follow USYS's Missing Child procedure listed in their EAP
List search locations and staff member responsible for searching it	
Location	Staff member
Stays put above concession area	Vicki King
North of Concession building	Drew Jepson
South West of Concession building	Isaiah Tate
South East of Concession building	Justin Oshefsky

Lost / Found Property Plan	
Primary event contact person for lost/found	Vicki King
Location of lost/found repository	Valuable items are stored above the concession area, other items are stored by the state by concessions
Describe identity verification procedures	Depends on the item being collected. We ask for specific details.
Describe documentation procedures	Documented via shared Google document

Other	
List any additional Safety Planning Procedures	
<p>We will have three referees per field. The referee coordinator and assistant coordinator and responded to problem spectators. All cars must pass through gate security and receive a parking pass. Front gate security will rotate every 4 hours. All volunteers must check in with Vicki King. They will be briefed on their duty with a printed job description. Those roles include: gate security/parking, general security, clean up, and concessions. There will also be paid staff onsite led by Vicki King (club registrar), Shant Mesdjan (club director), and Dusty Rhodes (club director). We follow the normal USYS guidance for lightning which is within 6 miles. Play is delayed 30 minutes from the last strike within 6 miles according to the Weather Bug Lightning map. There will be 15 fields managed by 42 game officials on a continuous basis. A response team of Justin Oshefsky, and Greg Baer will respond to any fans who get belligerent. If a fan is asked to leave the game area and refuses to leave the tournament Committee will abandon the game and the crowd will disperse. Referees will have the support of two Directors - Dusty and Shant. Shanda and Dusty will be supported by security at all gates as well as a team of 4-5 persons traveling by golf carts. We will have 3 10x10 red Tents with trainers in them. Trainers will travel in red golf carts and maintain communication on channel 5. There will be a defibrillator above the concession stand. All WI United coaching staff and trainers are certified in CPR and first aid. There are approximately 30 coaches and 3 trainers on-site. We maintain the normal insurance provided by the United States Youth Soccer. We can provide the document upon request. A radio is placed in a holder at midfield at each field on the coaches side. Coaches and referees may communicate directly using the radio with headquarters, referee support, security management, and trainers. Trainers are hired through Go4Ellis, which also generates the EAP.</p>	

Items on this page fall under the direction of the Appleton Fire Department

Crowd Managers	
<ul style="list-style-type: none"> <i>For inside events with over 500 people, one certified crowd manager is required per 250 people. For outside events with over 1,000 people, one certified crowd manager is required per 250 people</i> <i>Contact the Appleton Fire Department for crowd manager training</i> 	
Describe evacuation plan	Player's Choice/Xtreme Air, W3035 Edgewood Trail, Appleton, WI 54913
Describe shelter plan	Player's Choice/Xtreme Air, W3035 Edgewood Trail, Appleton, WI 54913
Total # of crowd managers for your event	5
List crowd managers	Vicki King, Shant Mesdjan, Dusty Rhodes, Isaiah Tate, Justin Oshefsky

Fire Alarm / Fire Safety / Other Hazards	
<ul style="list-style-type: none"> <i>The Appleton Fire Department is committed to a fire prevention program that places a high priority on the safety and welfare of the public while minimizing potential fire and life safety hazards.</i> <i>Establishing fire prevention and life safety procedures at your special event is an essential component of the event planning process.</i> <i>Contact the Appleton Fire Department at (920)832-3934 for additional information.</i> 	
Will the event be taking place in a building?	Partially - concession building open
How will staff respond to an indoor fire?	Evacuate building and call 911
Who is responsible for reporting a fire/alarm?	Concession area manager on duty
Will the event be taking place outdoors?	Yes
How will staff respond to an outdoor fire?	Evacuate and call 911
Fire Extinguishers	
List locations for any additional extinguishers	Concession building, in the concession area
Have staff been trained on their use?	Yes
Are staff expected to use extinguishers?	They can if it's safe to do so
Or, are staff expected to simply evacuate?	Yes
Will a fire watch be provided for the event?	No
If you answer YES to any of the following, complete Form SE-07	
Will there be chemicals / hazardous materials?	No
Will there be pyrotechnics or explosives?	No
Will there be tents at the event?	Only small tents

Other
List any additional Safety Planning Procedures
We will be getting crowd manager training for the 5 people listed above.

Emergency Action Plan

REVIEW AND FINALIZE EAP

To facilitate a safe job, carefully review the generated EAP to make sure all details are accurate.

Menasha Classic Soccer Tournament

Sports / Tournament / Soccer

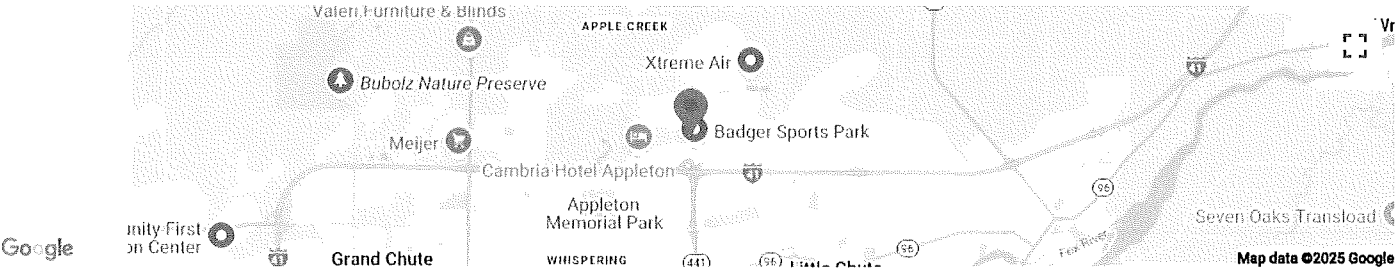
FACILITY LOCATION

Address

3300 E Evergreen Dr
3300 East Evergreen Drive
Appleton, WI 54913
[EDIT](#)

GPS Coordinates

(44.304697, -88.357013)



FACILITY MAP

If you have a facility map, upload it here.

UPLOAD MAP

Map File Uploaded:



EMERGENCY SERVICES

Hospital

Primrose memory care
5715 North Meade Street
Appleton, WI 54913

[EDIT](#)

Police

Appleton Police Department
222 South Walnut Street
Appleton, WI 54911
Ph: (920) 832-5500

[EDIT](#)


Fire Dept.

Appleton Fire Department Station 6
4930 North Lightning Drive
Appleton, WI 54913

[EDIT](#)

All data from the Venue Location and Emergency Services section of this emergency action plan, including, without limitation, emergency room, police, and fire department locations and contact numbers, are automatically pulled into this emergency action plan from Google maps as a service to you. Go4 does not independently verify their accuracy. To ensure these are correct, we suggest you verify them in advance of this job.

CONTACT LIST

Role	Name	Phone Number
Job Contact	Ann Bona 	<div><div></div><div></div></div>

[ADD EMERGENCY CONTACT](#)

SUPPLIES & EQUIPMENT

Finalize the list of supplies and equipment provided for this job, along with the locations of each item.

WATER	Concession building	DELETE
WALKIE TALKIE	With each trainer	DELETE
MEDICAL TENT	Assigned at check in	DELETE
ICE BAGS	Above concession area	DELETE
ICE	Above concession area	DELETE
GOLF CART	By concession area	DELETE
COOLERS	On-Site Location	DELETE
AED	Above concession area	DELETE

Other supplies & equipment

On-Site Location

[DELETE](#)

[ADD EQUIPMENT](#)

FACILITY SPECIFIC INSTRUCTIONS

Facility Information

Add safety instructions specific to the facility/venue.

Ambulance Access Point

Entrance on E Evergreen Avenue

Weather Plans/Shelters

Add weather plans or shelter information.

Other

If there is any facility info needed, add it here.



additional Shelter Area
40 x 80 yard open turf
field under a roof indoors