

**TOWN OF RIVER FALLS ORDINANCE #2012-4
AN ORDINANCE REGULATING LARGE GATHERINGS IN THE TOWN OF
RIVER FALLS**

Purpose and Intent:

The intent of this ordinance is to promote the safety and health of the public.

Definitions:

Small Gathering: Any gathering where up to 300 people are reasonably expected to attend, at any given time, for a period of 6 hours or less and no fee is charged for admission. This includes but is not limited to graduations, weddings, birthdays, holiday celebrations, garage sales, etc.

Medium Gathering: Any gathering where 301-500 people are reasonably expected to attend, at any given time, for a period of less than 8 hours.

Large Gathering: Any gathering where more than 500 people are reasonably expected to attend for more than 8 hours.

Commercial Use: A commercial use shall be a properly zoned commercial area that has sufficient size, facilities, parking and structures that have been designed and constructed as a public building.

Fee Based Event: Any event where an admission is charged, or where a free will offering (or donation) is accepted.

Exemptions:

- a) Any regularly scheduled place of worship, stadium, athletic field or permanently established place of assembly.
- b) Town properties

Permits are needed for medium, large and Fee Based gatherings:

Application for a permit shall be made to the town clerk at least 30 days before the event.

The Town will establish an application fee, per the Town fee schedule, to be paid at the time of filing the permit request. Fee is not refundable.

The permit application shall contain:

- a) The address or legal description of the site and of all property upon which the event is to be held.
- b) The names address and phone numbers of all persons applying for the permit.
- c) Proof of ownership of all the property upon which the event is to be held.
- d) The nature and/or purpose of the event, the times and dates of the event and the number of people invited or reasonably expected.

- e) A disclaimer holding the Town of River Falls harmless, for any claims or damages that may arise by reason of injury or property from this gathering.

Insurance Prior to granting the permit for medium, large or fee based gatherings, the applicant shall provide a copy of a single limit liability insurance policy in the amount of \$1,000,000 naming the Town of River Falls, Pierce County, Wisconsin as additional insured.

Site Plans Prior to granting a permit for medium, large or fee based gatherings, the applicant shall submit site plans showing compliance with all items and conditions for issuing the permit as specified and required below.

- a) **Fencing:** A fence completely enclosing the proposed location, of sufficient height and strength to prevent people in excess of the maximum number permitted from gaining access to the event grounds. Sufficient gates to allow emergency evacuation of the grounds in case of need.
- b) **Sanitary Facilities:** Sanitary facilities in the ratio of one facility for each 200 people.
- c) **Drinking Water:** Drinking water in sufficient quantity shall be available.
- d) **Solid Waste:** A plan for the sanitary collecting and holding of solid waste and recyclables. Collection must be at least daily. Waste and litter must be picked up and disposed of along designated traffic routes within one mile of the event at the completion of the event.
- e) **Traffic Control:** A traffic control plan with provisions for, but not limited to, event signage, parking of vehicles, prohibiting parking along road ways, emergency vehicle access, impoundment lots, towing vehicles and control of pedestrian traffic. The Town Board and, when applicable, the Pierce County Sheriff department shall approve such traffic plan.
- f) **Parking:** A parking area inside the event grounds sufficient to provide parking for the maximum number of people to be assembled at the rate of one parking space for every two people. Parking along public and private roads outside of the enclosed event location before during and after the event shall be prohibited.
- g) **Emergency Plan:** The applicant shall provide an emergency plan that includes contacts for Fire protection, Ambulance and Sheriff.
- h) **List of Neighbors:** The Applicant shall provide a list of neighbors within ¼ mile, or more at the discretion of the Town Board, that have been notified in writing, regarding the event.

Other Considerations:

Beer/liquor license

Bartender license

Fireworks license

Music must end at midnight and other noise restrictions contained in Chapter 9.05 must be observed.

Adequate facilities if animals are allowed/involved. Shade, water, humane conditions.

Overnight camping - if allowed

Security/crowd control

If more than 500 people are expected or the duration of the event is more than 18 hours:

Additional security/crowd control.
Evacuation plan

Fines: Fines will follow Chapter 12 requirements.

Done in the Town of River Falls on March 19, 2012.