

## Planning an Event in Downtown Green Bay



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920.437.2531

**Contact Your District** – 60-90 days from date of event notify your district that there is an event being planned.

**Help Me Promote** – Downtown Green Bay, Inc., Olde Main Street, Inc. and On Broadway, Inc. have marketing tools to assist you in promoting your event. Contact the event's district for details.

**Contact info for City Event Planning** – Visit <https://goo.gl/jBUFVG> for city employee contacts that may be involved in your event planning process.

**Event Permit** – The City of Green Bay requires an event permit to be filed with the Risk Management Department. Organizations must also provide proof of insurance listing the City of Green Bay as additionally insured. Permit prices start at \$25 and go up according to event attendance projections. Visit <https://goo.gl/AagAuR> to download the permit. Call Risk Management if you have further questions at 920-448-3091. Permits need to be filed 60 days or more prior to an event.

**Selling Beer/Wine** – If your event will include the sale of beer or wine (no hard liquor sales are permitted at events), you will need to take out a Class B Temporary License (picnic permit) which can be obtained at the City of Green Bay Clerk's office, 1<sup>st</sup> floor of City Hall (100 N Jefferson St, Green Bay, WI 54301). Only nonprofit organizations are eligible to apply for this permit. Permit cost is \$10 and requires proof of Liquor Liability insurance. A licensed bartender must be in attendance during the event hours.

**Selling Food** – Food vending at events usually requires permitting by the Brown County Health Department. Call 920-448-6448 to determine your needs.

**City Park Rentals** – If you would like to have your event in a park, you will need to apply for a park rental permit. First time events that will raise funds for an organization will need to get Parks Committee approval. Call the Parks Department at 920-448-3365 to arrange your rental.

**Street Closures/Street Services** – If your event will require street closures, street sweeping, trash collection, etc., you will need to work with the City's Public Works Department. Call 920-448-3100 to work with a DPW staff person.

**Police Needs** – If your event will require police protection or services, please contact 920-448-3214.

**EMS/Fire Department Needs** – If your event attendance is projected beyond 10,000, you may be required to have EMS services on-site, call 920-448-3289.

**Tent Inspections** – If your event will have tents sized 20' x 20' or larger, you will need to have the Fire Department inspect it prior to your event. Email [joega@greenbaywi.gov](mailto:joega@greenbaywi.gov) to arrange.

**Private Property Requests** – If you are looking to have your event on or near a privately owned property, contact your district at the information above to assist you on those contacts.

**More Information** – Visit <https://goo.gl/PTGL6t> for more details about planning an event in Green Bay.