

N64W23760 Main Street Sussex, Wisconsin 53089 Phone (262) 246-5200 FAX (262) 246-5222

Email: info@villagesussex.org
Website: www.villagesussex.org

## AGENDA VILLAGE BOARD BUDGET WORKSHOP VILLAGE OF SUSSEX TUESDAY, SEPTEMBER 12, 2023 5:30 PM SUSSEX CIVIC CENTER- BOARD ROOM 2<sup>nd</sup> FLOOR N64W23760 MAIN STREET

- 1. Roll call.
- 2. Consideration and possible action on rental for <u>Fall Family Fun Fest</u> by Nick Buerger on September 23, 2023.
- 3. Discussion on 2024 Budget.
- 3. Adjournment

Anthony LeDonne Village President

Jeremy Smith Village Administrator

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Jeremy Smith at 246-5200.



## Application for a Special Event

Sussex Parks & Recreation Department N64 W23760 Main Street - Sussex, WI 53089

Phone: 262-246-5200 Fax: 262-246-5222

Email: info@villagesussex.org

A Special Event is defined as an event with more than 200 people. Reservations must be made 45 days in advance and are subject to an approval process. Special Events Rentals are required to complete the appropriate rental application special Event Permit Fee - Non-refundable \$25.00 as well.

as well.	
ORGANIZATION INFORMATION - Answer all questions com	ipletely
Name of Organization: Forward Financial Gre	State Zin: Sussex WI 53089
Name of Organization: <u>Forward Financial Organization</u> Address: <u>W248 NS233 Executive Dr. Suite Soo</u> Website: <u>www. forward fg. com</u> Tax Exem	ont Number (attach proof):
Website: <u>www. forward tg. Com</u> Tax Exem	ibt Mainbei (accaen brook)
CONTACT INFORMATION	- human & forward for com
Event Contact Person: Nick Buerger  Day Phone: 262-444-540 Evening Phone:	Cell Phone: 4/4-801-0988
Day Phone: 262-444-540 Evening Phone:	Email: michelle @ forwardfa, com
Day Phone: 262-444-540  Evening Phone:  Alternate Contact: Michelle Tveten  Day Phone: 262-444-540  Evening Phone:	Cell Phone: 262-707-2302
Day Phone: 463-119 5401 Evening Phone.	
<b>EVENT INFORMATION - Answer all questions completely</b>	
Name of Event: Fall Family Fun Fest	
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Date(s) of Rental (including set-up/take-down):	otember 23, 2023
Event Hours: (include both your set-up time and clean up	time) 12.00pm
Estimated Parking Needs: 50-100 spots	Estimated Attendance: _250 200
Location of Event: Village Park Armory Parl	
What contact information can be given out for more info	
	Fireworks Display
Check the following applicable components of your event:	Overnight Camping
	X Attracts more than 200 people
Baseball/SoftballTournament Fundraiser	Amusement Rides, Inflatables
Sell concessions/Sales of Any Kind	Tractor Show/Pull
Food Trucks	Parade or Run/Walk event
Please describe the purpose of your event, list any add family Fun event with donations - Event will include games and action houses.	litional activities at your event or special requests:  b Sussex Area Outreach Services.  vities for children and 2 bounce

	NO	YE	s	ACTION TO BE TAKEN	FEE
VENT DETAILS	i Avet				
as a Special Event Permit ever previously approved or nied for this event?	×			See Chapter 9 in Village of Sussex Municipal Code	
/ill there be outdoor amplified sound?	X			regarding noise regulations.	0.00
Vill alcohol be consumed?	X			\$15 Beer/Beverage Permit Fee per day	
Vill alcohol be sold? (This includes any charges made for alcohol directly or indirectly for alcohol)	×			\$10 Temporary Alcohol License, \$10 Operator License for each individual serving alcohol and actual cost for each background check	
Are you requesting any Village street(s) to be closed to traffic?	X	(		Prepare traffic control plan in conformance with Waukesha County Sheriffs Department and provide to the Village of Sussex.	s bei
Will items or services be sold or given away at the event?			X	Prizes for games. No Service A State Sellers/Raffle permit may be required.	s ver
Does this event involve a plan for tents, stages, inflatable bounce houses or temporary structures?			X	Must contact Diggers Hotline & Village of Sussex DPW to have the area marked. Any fees will be the responsibility of the renter. Show on site plan.	
Does your event include food concession, preparation area and/or do you intend to cook food in the event area? If so, will there be open flame cooking in booths, food trucks, or trailers?		(		The food vendors may need to be licensed through the state. Any food vendors that need to be licensed through the State need to provide the license to the Village of Sussex.	
Will you be using electricity?	>	4		Use of electricity may be metered and charged after the event is complete.	
Will there be a need for additional refuse or recycling containers?	>	X.		Indicate on your site plan your anticipated refuse and recycling needs. An additional fee may apply.	
Do you plan to provide additional portable toilets at your event based on expected attendance?	>	×		Ratio 1 to 100 or 1 to 50 for Alcohol Focused Events required. If not, Village of Sussex staff will determine needs for additional restrooms and bill you accordingly. For any special event, port-o-johns will be assessed a special cleaning fee for each day of the event if using Village port-o-johns.	
Does this event involve banners/signage?		X		\$30 Temporary Sign Permit is required.	
Have you provided a plan that includes information about security and emergency services on your site plan?		X		Show on site plan. Consultation with the Fire and Sheriff's Dept. may be needed.	
Will you be having any kind of animals, performances, or amusement rides?		×		Must provide a certificate of insurance listing Village of Sussex as additional insured.	
Have you determined your parking plan?	>	۷.		Show on site plan.	
Are you requesting the use of traffic safety equipment, sig or barricades?	r XII S	1		On your site plan, please provide details of number and event location of requested traffic safety equipment. No additional fee will be assessed.	
Does your event have a fireworks display?	,	×		A permit is required from the Fire Dept and a copy must be supplied to the Village of Sussex.	