

CITY OF RHINELANDER SPECIAL EVENTS STREET CLOSING POLICY

Policy:

The Rhinelander Clerk's Department shall respond within reason to all requests involving the closures of streets for public and private events.

Definitions:

Public and private street closures may include but are not limited to:

- (1) Public events held annually such as the
Art Fair on the Square, July 4th celebration, All Class Reunion, Oktoberfest Celebration, etc.
- (2) Private events such as
auctions, block parties, fund raising events, etc.
- (3) This policy does not include street closures due to house movings, tree limbing, sign work, underground boring, sewer lateral work, house construction or other Inspections Department related events. Contact the Inspections Department at 715-365-8600 for more information. Neither does it include road construction work. Contact Public Works Department at 715-369-4727 for more information.

Procedures:

When an organization or a private party wishes to request a street closure for a specific amount of time, the responsible party will submit a Street Closing Application with complete site plan, along with a Special Events Application at least 60 days prior to the event to the City Clerk's office. Additional permits maybe required depending on the type of event.

The application will then be submitted to the police department for initial approval. Once initially approved, the police department will provide copies of the request to all local emergency services to include the Fire Department and the Ambulance Service. Public Works will also be notified of the street closing. Agencies will be required to notify the police department of any conflicts that may arise. Final approval will be predicated upon approval of all agencies involved.

Once approved, the requesting party will be responsible for contacting Rhinelander Public Works (unless requesting party chooses to pay for barricade placement) at 715-362-3728 located at 644 Washington Street to arrange to pick up the barricades. Barricades may be picked up Monday through Friday from 7:00 A.M. - 2:00 P.M. The responsible party will also set the barricades up, remove them at the end of the event and return them to Public Works.

Any damage to any & all streets, sidewalks, drive openings, barricades, flashers, candlesticks, cones, etc. during the length of the closure/event is the responsibility of the requesting party.

Costs (3.01.04 (3)):

1-3 Blocks-Free

4+ Blocks-\$75 per block

Barricades and other safety devices, as dictated by RPD and Public Works are free if picked up and dropped off by responsible party

Barricades and other safety devices, as dictated by RPD and Public Works at \$10 per item if placed and removed by Rhinelander Public Works.

Updated: 1/23