No Fee

Lancaster
WISCONSIN

Fireworks Permit Application

Applicants must meet these requirements:

- Complete the Fireworks Permit Application.
- Both the Applicant and Fireworks Operator must sign the application.
- Submit the application to City Hall at least 30 days before the display.
- Attach a copy of the Fireworks Operator's license.
- Attach certificates of liability insurance from both the Applicant and Fireworks Operator. (See attached information beginning on Page 4 for full details on insurance requirements.) In brief:
    - The Applicant must carry Commercial General Liability insurance with a minimum limit of one million dollars ($1,000,000) per occurrence
    - The Operator must carry Commercial General Liability insurance with a minimum limit of five million dollars ($5,000,000). The Certificate of Insurance must clearly provide whether the insurance policy provides coverage for injuries or damage caused by the use of fireworks.
    - The insurance shall include coverage for bodily injury, property damage, and contractual liability; it shall name the City, its departments, subdivisions, officers, officials, employees, and agents as Additional Insureds.
    - In addition, the Applicant and Operator shall agree to indemnify, defend, and hold harmless the City and its departments, subdivisions, officers, officials, employees, and agents against all claims, liability, loss, damage, or expense incurred by the City on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the permit is granted.
    - The insurance shall ensure that the City receives written notice thirty (30) days prior to any cancellation, nonrenewal, or material change in the policy.
- Read, understand, and follow Ordinance language pertaining to fireworks (see Page 7).

Additional information

- The Police Chief and Fire Chief review all fireworks applications.
- A City permit, if approved, merely authorizes your event. Participants partake at their own risk and must be aware of potential hazards.

(please complete Page 2)

Fireworks Permit Application

Applicant Information

Name of organization:
Address:
Authorized representative:
Phone number(s):
Email:

Fireworks Operator Information

Name of business:
Address:
Authorized representative:
Phone number(s):
Email:

Display Information

Location of fireworks display:	
Date and time of display:	**Rain date:**
Kinds/quantity of fireworks:	

Signatures

In signing below, the Authorized Representatives of the Applicant and Operator certify that the fireworks shall be used by public authorities, fair associations, amusement parks, park boards, civic organizations, or other local groups in a public exhibition; that all reasonable precautions will be exercised with regard to protection of lives and property; and that the display will be handled by a competent licensed Operator and conducted in a safe and suitable place. (A copy of the Operator's license shall be attached.)	
Applicant:	**Date:**
Fireworks operator:	**Date:**

Office Use Only

Date application received:	
Certificate of insurance received from Applicant (date):	
Applicant's COI reviewed for completeness (date):	
Certificate of insurance received from Operator (date):	
Operator's COI reviewed for completeness (date):	
Application reviewed by fire chief (date):	
Application reviewed by police chief (date):	
Permit approved by city administrator (date):	❒ Yes ❒ No
Reason for denial:	
Signature of mayor or designated official:	**Date:**
Permit filed by clerk (date):	

CITY OF LANCASTER, WISCONSIN
FIREWORKS PERMIT APPLICATION
REQUIRED CERTIFICATE OF LIABILITY INSURANCE

To simplify and expedite your application, all Certificates of Insurance (COI) must include the following information. All coverages shown on the COI must be included in the policies listed. (See the attached sample COI for which item on this list coincides with each field.)

1. Date the COI is prepared.
2. Full name and address of the Producer (agency).
3. Full name and address of the Insured.
4. Producer's Contact Name, Phone number, Fax number, and Email address.
5. Insurer(s)' affording coverage as indicated below.
6. Insurer(s)' NAIC number.
7. Insurer(s)' Alphabet Letter to concur with Field 5 above.
8. Commercial General Liability form type (must be an Occurrence Form).
9. Insert an "X" indicating that all shown Additional Insureds are included.
10. Policy number.
11. Current policy effective start date.
12. Current policy effective expiration date.
13. Policy limits. For the Organization/Applicant, the minimum limits are $1,000,000. For the Fireworks Operator, the minimum limits are $5,000,000, which can be a minimum of $1,000,000 underlying limits *plus* $4,000,000 Umbrella or Excess Limits. The Umbrella or Excess policy coverages must mirror the underlying policy coverages.
14. Indicate whether the policy is an Umbrella or Excess coverage.
15. Indicate the Umbrella or Excess form type (must be an Occurrence Form).
16. Insert an "X" indicating that all shown Additional Insureds are included.
17. Policy number.
18. Current policy effective start date.
19. Current policy effective expiration date.

REQUIRED CERTIFICATE OF LIABILITY INSURANCE (CONTINUED)

20. State the policy limits. For the Organization/Applicant, this is optional. For the Fireworks Operator, the total minimum limits are $5,000,000.
21. Description of Operations

    The Organization/Applicant's COI must state:

    - "The CGL has been endorsed to include as Additional Insureds the City of Lancaster, WI, its departments and subdivisions, officers, officials, employees, and agents."
    - "Contractual Coverage is included."
    - Which of the following applies: "The above CGL policy includes coverage for the detonation of fireworks" OR "The above CGL policy excludes coverage for the detonation of fireworks".

    The Fireworks Operator's COI must state:

    - "The CGL has been endorsed to include as Additional Insureds the City of Lancaster, WI, its departments and subdivisions, officers, officials, employees, and agents."
    - "Contractual Coverage is included."
    - "The above CGL policy includes coverage for the detonation of fireworks."
    - Waiver of Subrogation coverage applies.
    - Primary and Non-Contributory coverage applies.
    - Description of Event.
    - Date of Event.
    - Rain Date.
    - Location of Event.
    - The liability policies listed above include product liability for firework shows.
    - The policies will respond to Bodily Injury and Property Damage caused by the fireworks display shot by (name of Firework Operator).
22. Certificate Holder must read: City of Lancaster, 206 S. Madison St., Lancaster, WI 53813
23. Authorized Representative: Signature is required.

Lancaster
WISCONSIN

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) (1)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER (2)	CONTACT NAME: (4)
	PHONE (A/C, No, Ext): / FAX (A/C, No):
	E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE / NAIC #
INSURED (3)	INSURER A : (5) (6)
	INSURER B :
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS (13)	
(7)	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	CLAIMS-MADE ☐ OCCUR (8)	(9)		(10)	(11)	(12)	DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB ☐ OCCUR (15)	(16)		(17)	(18)	(19)	EACH OCCURRENCE	$ (20)
	EXCESS LIAB (14) ☐ CLAIMS-MADE						AGGREGATE	$
	DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ N/A (Mandatory in NH)						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

(21)

CERTIFICATE HOLDER	CANCELLATION
(22)	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE (23)

Ordinance Information

§ 322-6 Fireworks.

It shall be unlawful for any person to light or discharge any fireworks within any City park or on any City property, except in compliance with rules and regulations adopted by the Council.

§ 327-5 Sale and discharge of fireworks.

A. Section 167.10, Wis. Stats., regulating the sale and use of fireworks, exclusive of any penalty imposed thereby, is adopted by reference and made a part of this section as though set forth in full, except as changed or varied by Subsections B, C, and D below.

B. Fireworks may only be used and displayed in open areas by public authorities, fair associations, amusement parks, park boards, civic organizations, and other local groups when a permit for such use has been granted by the Mayor or a person designated by the Mayor to issue said permit. All applications shall be referred to the Fire Chief and Police Chief for investigation and report prior to the permit being approved or denied. No permit shall be granted unless it is determined that the applicant will use the fireworks in a public exhibition, that all reasonable precautions will be exercised with regard to the protection of lives and property, and that the display will be handled by a competent licensed operator and conducted in a safe and suitable place.

C. The fireworks permit application shall be submitted to the City Clerk or Administrator at least 30 days in advance of the date set for the public exhibition of fireworks.

D. Every permittee and licensed operator under this section shall have and maintain commercial general liability insurance with a minimum limit of $1,000,000 per occurrence; additional limits may be requested upon review by the City. Said insurance shall include coverage for bodily injury, property damage, and contractual liability, and name the City, its officers, officials, employees and agents as additional insureds. It shall also provide that the City receive written notice 30 days prior to any cancellation, nonrenewal or material change in the policy. A certificate of insurance for the permittee and licensed operator shall be submitted along with the permit application. The certificate of insurance must clearly provide whether the insurance policy provides coverage for injuries or damage caused by the use of fireworks. In addition, the applicant and licensed operator shall agree to indemnify, defend, and hold harmless the City and its officers, officials, employees and agents against all claims, liability, loss, damage, or expense incurred by the City on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the permit is granted.