

Special Event Application

Event Organizer

It is critical to designate ONE main contact to help coordinate Town services (attend meetings and communicate needs with Town Departments as applicable) for your event. It is likely Town officials will need to communicate with the event coordinator to ensure needs of the event is being met and that specific details about the event are discussed.

Please note: The Town will not approve the Special Event Application until all applicable agencies involved approve the application.

Have you designated an Event Coordinator? Yes

Who? Name: Craig Hetherington Phone: 920/205-9503

Address: N8977 Spring Valley City: Menasha State: WI Zip: 54952
Rd Email: president@pgi.org

Is there an Organization Sponsor?

If so, who? Org Name: Pyrotechnics Guild International Phone: 920/205-9503

Address: c/o Craig Hetherington
President & Business Manager
N8977 Spring Valley
Menasha, WI 54952
Email: President@pgi.org

Event Details

"Special Event" means any planned extraordinary occurrence requiring Town services on public right-of-way or public premises including, but not limited to, parades, processions, block parties, neighborhood rummage sales (10 or more participating sellers), festivals, athletic events, and events requiring extraordinary traffic control and/or street closures.

(Check all that apply)

☐ *Run/Walk* ☐ *Picnic/Festival* ☐ *Block Party/Neighborhood Sale*
☐ *Parade/Procession* ☐ *Tourney/Exhibition* ☒ *Other: Convention*

What is the title of your event? *Pyrotechnics Guild International Annual Convention*

Brief event description: Pyrotechnics Guild International (PGI) looks forward to returning to the Wisconsin International Raceway (WIR) for its 2026 Convention. Planning is underway to hold the convention at WIR August 8th – 14th, 2026. During the week-long event, families enjoy participating in educational seminars, watching and/or participating in competitions, and watching fireworks displays. The members-only event is not open to the public, but there are three nights during convention when public displays are offered (Sunday, Wednesday, and Friday are planned for 2026).

When will your event take place (exact date(s) start & end times)? *Saturday August 8, 2026 through Friday August 14, 2026, with a "rain date" for the final public display of Saturday August 15, 2026*

Will your event be open to the public?

The convention is a members-only event, with public attendance (in WIR grandstands) for evening displays on August 9th, 12th, and 14th.

Will you charge an admission or entry fee? *Yes*

Estimated attendance? 1,500-2,000 members throughout week; 5,000 – 10,000 public spectators on August 9, 12, 14

Event Location

Town Facilities, Park Land & Open Spaces

No

Will your event be held in a Town of Buchanan facility?

Private Property

Yes

Will your event be held on private property?

If so, Where? *Place Name: Wisconsin Int'l Raceway Phone: 920/766-5577*

Address: W1460 County Road KK City: Kaukauna State: WI Zip: 54130

If your event is planned to be held solely on private property, the event may not be a "Special Event." However, certain events planned for private property may be regulated by this policy.

*If your event is expected to have an excess of 100 people and will be held in a building not approved for public assembly in accordance with Wisconsin Administrative Code, or involves the use of temporary seating, tents or other structures; or requires significant parking to occur on Town streets, it **IS** likely considered a "Special Event."*

Street Closures

Will your event require the closure of any Town street?

Yes

If yes, did you include a map showing in detail where closures will occur?

Yes

If yes, have you notified residents/businesses of your request for closure?

Planned closure should not restrict access to any residence or business

Will your event require special parking restrictions?

No

If yes, did you include a map showing in detail where restrictions will occur? If yes, have you notified residents/businesses of your request for restrictions?

Parades, Processions, Rides & Run/Walk Events

Will your event require traffic control and/or crossing assistance?

See below

If yes, did you include a map showing in detail where traffic control is needed? ____

Will you provide volunteer route guides; along with training and safety vests?

Notes: Traffic control for entering and exiting vehicles on public display nights will be handled in the same manner as other WIR large attendance events.

Merchandise, Food & Beer/ Wine Sales

Beer & Wine Sales

Will your event be selling beer and/or wine? Any alcohol sales (public display nights) will be handled by existing WIR facilities and permits

If yes, did you include a completed Temp. Liquor _____

If yes, did you include a map showing where beer/wine sales will occur?

Food & Merchandise Sales

Will your event have food sales? Any food sales (public display nights) will be handled by existing WIR facilities and permits.

If yes, did you include your temporary food license from Outagamie County? ____

Will you have other vendors selling food or other merchandise at your event? Unknown at this date

If yes, did you include a vendor list with your application?

Garbage, Recycling & Sanitation

Garbage & Recycling

Will you provide sufficient refuse bins and arrange for after event clean-up?

Yes

If yes, describe in detail your plan for handling refuse collection and after event clean-up?

PGI/WIR will contract with garbage/refuse company to provide dumpsters and regular collection.

Toilets & Wash Stations

Have you secured a sufficient amount of toilets & wash stations? yes

WIR has existing toilets and wash stations to accommodate public. PGI/WIR will add additional toilets and wash stations to handle PGI members on site for the week.

If yes, how many toilets and wash stations will you have available?

Under most event circumstances, you must provide portable toilets for your event guests. Our policy states that one (1) toilet per 100 people, one (1) wash station per 300 people, and at least 10% of all portable toilets must be ADA handicap accessible.

Tents, Stages & Other Temporary Structures

Tents

Are you planning to have tents erected for your event? Yes

If yes, are you planning to cook or have open flames under the tent? No

Stages

Are you planning to have a stage(s) erected for your event? No

Other Temporary Structures

Are you planning to have other temporary structures erected for your event? No

Location of Tents, Stages, and/or Temporary Structures

Did you include a map showing where your tents/stages/temp structures are planned? Yes

PLEASE NOTE: On the map, please show in detail where you are planning to erect the tents, stages or other temporary structures.

All underground utilities must be located prior to pounding stakes or fence posts into the ground? Call Diggers Hotline {1-800 242-8511} at least 10 days prior to set up.

The Buchanan Fire & Rescue requires an approved safety inspection of your erected structures. Please contact the Buchanan Fire & Rescue (920) 734-8599 to schedule the inspection.

Safety & Security

Head of Security: Dr. John Steinberg

Phone Number: 410/375-2292

Security

Describe your plan for providing event security:

Security will be handled similar to other large events at WIR. Normal WIR security procedures will be enhanced by PGI Security staff and hired security as necessary. PGI will be at WIR October 28 & 29 and will invite local law enforcement and fire services representatives to participate in those meetings.

If your event is going to take place during dark hours (evening), describe your plan to provide security lighting:

WIR has track and facility lighting. Additional light towers will be brought in to cover parking (in adjacent field) and any areas not covered by existing WIR lighting

Describe your plan for accidents, injuries, fires, severe weather, etc. Please provide a written Incident Action Plan: PGI and WIR will develop an incident action plan during on-site meetings in October and again in April. The plan will be similar to other large WIR events when the public is present. PGI has a Fire/Medical team that responds to incidents and provides services to members only.

Fireworks & Pyrotechnics

Fireworks & Pyrotechnic Displays

Will there be fireworks or pyrotechnics at your event? yes

If yes, did you include a completed fireworks display permit? yes

Music & Amplified Sound

Bands, PA systems, Disk Jockeys, etc.

Will there entertainment such as bands, amplifiers, performances, etc.? WIR sound system will be utilized. Fireworks addressed in fireworks display permit.

If yes, have you notified residents/businesses of your noise expectations? The closest residential area is City of Kaukauna. Attached is a letter of support from Mayor.

If yes, did you include a completed noise variance permit? Not at this time

Insurance

Liability Insurance

Have you secured the appropriate level of liability insurance for your event? Yes

If yes, did you include your proof of insurance with this application? Yes

PGI and WIR proof of insurance are attached. PGI will provide the Town of Buchanan an insurance certificate naming the Town as an additional insured after May 1, 2026 but no less than 30 days prior to the beginning of the event.

APPLICANT SIGNATURE

Signature: Craig Hetherington Date: 8/19/25

FOR TOWN USE ONLY

Date Application Received: 8/29/25

Required Permits, Licenses, Insurance & Other Requirements Met? ☐ Yes ☐ No Special Event Permit Fee

Paid: \$25 ☒ Yes ☐ No Date Paid: 8/29/25 Department Approvals

(Circle if approved):

Administration

Fire/Rescue/EMS

County Sheriff

Event Application: X APPROVED ☐ DENIED

Town Board Approved 11/18/25 with the attached 7 conditions. Town Administrator
Date Approved

PGI Special Event Conditions approved by the Town Board on 11/18/25. The following shall be complied with.

1. Contract with the Outagamie County Sheriff's Department for patrolling on site during the event. The Sheriff's Department will manage traffic control.
2. Provide updated insurance certificate naming the Town as additionally insured 30 days prior to the event.
3. Pyrotechnics shall only be allowed between 12pm and 12am.
4. A noise variance application shall be applied for an approved 90 days prior to the event.
5. One firework user application shall be applied for to cover the entire event and approved 90 days prior to the event to set off fireworks.
6. One firework user application shall be applied for to cover the entire event except application fees shall be paid for each vendor and approved 90 days prior to the event. A final list of vendors shall be provided two weeks prior to the event and any remaining application fees paid.
7. PGI shall pay for all Fire/EMS calls they respond to for the event.