



Special Event Permit Application

Staff Only
PWU Meeting _____
VB Meeting _____

Special Event: As defined by Chapter 188 of the Village Code, this term includes, but is not limited to, whether for profit or not, outdoor festivals, flea markets, fun runs, bicycle races, walkathons, marathons, outdoor gatherings on non-residential property involving the use of temporary structures, and other similar type activities that do not seek a permanent or business location and are of such a nature as to be acceptable to the general public with regards to health and safety features and the conduct of the special event participants.

*To allow sufficient time for processing, please file with the Clerk at least **sixty (60) days prior** to the scheduled date of the event.*

*** Submit to Clerk: rladewig@waterfordwi.org; 123 N. River St. Waterford WI 53185 or Fax 262-534-5373**

—Event Information

Name of Event _____

Event Date(s) _____ Start Date _____ End Date _____ Start Time _____ End Time _____

Event Location _____

Name of Organization _____

Address _____ City _____ State _____ Zip _____

—Applicant Information

Contact Person _____ Phone _____ Applicant Email _____

Address _____ City _____ State _____ Zip _____

—Site Plan Information

Attach a detailed map/diagram of the event and indicate the location of the following: event vendors (e.g. food, alcohol); parking accommodations, (on and off site); proposed road closures; signage, emergency vehicle access.

Estimated event attendance _____ *(est. attendance of **more than 50 people**, requires approval from Public Works Committee & Village Board)*

Will there be outdoor music at the event? Yes No Hours/Days _____

Will alcoholic beverages be served? Yes No *If yes, please see Village Clerk for alcoholic beverage requirements, 262-534-3980 x223*

Other submittal items:

- ♦ Proof of event notice sent neighboring property owners two weeks prior to the event.
- ♦ Banner permit and/or signage submission, including the number, type, and required property consent, if placed on private property.
- ♦ Proof of current insurance for events with more than 50 people (to be accepted and approved by the Village Administrator).

The applicant agrees to indemnify and save harmless the Village from and against all liabilities, claims, demands, judgements, losses, and all suits at law or in equity, costs, and expenses, including reasonable attorney fees, for injury or death of any person, firm, organization, or corporation, including both parties hereto and their employees, arising from holding of such special event.

Applicant Signature _____ Date _____

For Office Use Only

1. Applicant will be received by the Clerk and a copy distributed to the Officer in Charge
2. Officer in Charge will provide comments/approval and forward to Public Works Superintendent.
3. Public Works Superintendent will provide comment/approval and forward to Village Administrator.
4. If attendance of more than 50 people is anticipated, the Village Administrator will forward application to Public Works & Utilities Committee for recommendation t the Village Board.
5. Village Board will review application, if necessary.
6. After Village Board approval, Village Clerk shall retain original comment/approval form and send one copy to applicant.

—Approvals & Signatures

Officer in Charge _____ Date _____ Approved: Yes No

Town of Waterford Police requested? _____

DPW Supervisor _____ Date _____ Approved: Yes No

Public Works & Utilities Committee Approved Yes No N/A Date _____

Signs Approved Yes No N/A Date _____

Banner Application Approved Yes No N/A Dates Reserved _____

Village Administrator _____ Date _____ Approved: Yes No

Village Board Approval Yes No N/A Date _____

Proof of Insurance Approval/Obtained Yes No N/A Date _____

Permit comments/requirements of approval: