



## SPECIAL EVENT PERMIT APPLICATION

**Application must be filed a minimum of 30 days prior to the special event.**

### SPECIAL EVENT CRITERIA

If all the following criteria are met, then a special event permit will be required:

- 1) The event is being held on public property
- 2) There will be alcohol sold at the event
- 3) The event is open to the public

ORGANIZATION INFORMATION			
NAME OF ORGANIZATION			
MAILING ADDRESS		CITY	STATE ZIP
PHONE NUMBER		WEBSITE ADDRESS	
EVENT CONTACT PERSON			
MAILING ADDRESS		CITY	STATE ZIP
HOME PHONE	WORK PHONE	CELL PHONE	
EMAIL ADDRESS			
EVENT INFORMATION			
NAME OF THE EVENT		DATE(S) OF THE EVENT	
EVENT START TIME		EVENT END TIME	
LOCATION OF THE EVENT			
A. Please attach a detailed map/sketch of your event indicating the specific location, layout of your event, and the direction of the route, including all turns and the number of traffic lanes to be used. <i>(map only required when the event causes roadway closures)</i>			
B. Generally describe your event and its purpose.			
C. Estimated number of participants			

OTHER INFORMATION	
A. Will alcohol be sold? <i>If yes, temporary Class B beer and/or wine (picnic) and operator (bartender) licenses are necessary under separate application.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
Please list the number of Village of Mishicot licensed bartenders that will be on site:	
B. Does your event involve amplified music?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, will the amplified music be a:	<input type="checkbox"/> Band <input type="checkbox"/> DJ <input type="checkbox"/> Other
Hours when amplified music will be played:	
C. Will you need barricades provided by the Village of Mishicot for your event?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, how many?	
D. What other assistance do you foresee needing from the Village of Mishicot (personnel, materials, equipment, etc.)?	

PERMIT FEE
There is no fee required to obtain this permit. There may be a deposit required, as determined by the details of the event.

DEPOSIT REQUIREMENTS
The applicant may be required to submit to the Village Clerk-Treasurer's Office a cleaning/damage deposit of \$200 for each scheduled day of the event (or portion thereof) two weeks prior to the starting date of the event. That deposit shall be refunded to the applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within 24 hours after the conclusion of the event.

By signing this form, the applicant certifies authorization to act on behalf of their organization, and hereby agrees to hold the Village of Mishicot its officers, agents, employees, and contractors harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney fees) incurred by the Village for any damage or injury to person or property caused by or resulting directly or indirectly from the activities for which the permit is granted.

Signature of Applicant	Date
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FOR OFFICE USE ONLY			
Cleaning Deposit Required	Date Cleaning Deposit Paid	Date Cleaning Deposit Returned	Amount Returned
Application forwarded to and approved by (provide comments if necessary):			
<input type="checkbox"/> Public Works  <input type="checkbox"/> Police Department			