



SPECIAL EVENT PERMIT APPLICATION

Fee: \$50.00 Date Paid/Receipt #: _____ Date Submitted: _____

**DO NOT ADVERTISE FOR AN EVENT BEFORE OBTAINING APPROVAL FROM THE VILLAGE OF SAUK CITY.
READ ENTIRE APPLICATION BEFORE SUBMITTING.
ALL APPLICATIONS MUST BE SUBMITTED 30 BUSINESS DAYS PRIOR TO THE EVENT.**

WHAT REQUIRES A SPECIAL EVENT PERMIT?

A Special Event Permit is required for any event held in the public right-of-way or public premises, including, but not limited to, parades, processions, bicycle or foot races, festivals or celebrations; and any event occurring on public property in which alcoholic beverages are to be served, which requires the issuance of a Temporary Class "B" Retailer's License. Annual events must obtain a permit each year the event is planned.

Applicant Information

Name: _____ Date: _____

Organization/Sponsor of Event (if applicable): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Event Information

Event Name: _____

Date(s) of the Event: _____

Event Start Date/Time: _____ Event End Date/Time: _____

Setup Date/Time: _____ Breakdown Date/Time: _____

Event Location: _____ Estimated Attendance: _____

Is the event open to the public? YES or NO (circle) Entry Fee? YES or NO (circle)

Event Description

Provide a detailed description of your event. Additional documentation may be attached.

All event features are subject to the approval of the Village of Sauk City. The Village reserves the right to consult with the Sauk Prairie Police Department, Sauk City Fire, and/or Sauk Prairie Ambulance and the Village may require this public safety presence at your event. The costs of coverage by either a private company or public agency will be the responsibility of the applicant. Additionally, certain event features such as street closure and those mentioned below may require separate permits or license.

Alcohol

Are you serving and/or selling alcohol at your event? YES or NO (circle)

Subject to State law – Alcohol may be distributed free-of-charge at private by invitation events only. To distribute or sell alcohol to the public, a municipal alcohol license is required as well as licensed operators. **If YES to alcohol – Village staff to provide Temporary Class “B” Retailer’s License Application. Applicant to provide names of licensed operators.**

Amplified Sound and/or Exemption to Noise Ordinance

Are you requesting permission to have amplified sound? YES or NO (circle)

Are you requesting exemption from the noise ordinance? YES or NO (circle)

Hours of amplification/noise: from _____ to _____

Describe the purpose and plans for amplified sound and/or noise (attach additional pages if needed):

Route/Location

Provide an aerial map of the route and/or location of the event. Use arrows to indicate the direction of travel. Note locations of any equipment/structures (i.e. tents, stages, portable toilets, dumpsters, fences, barricades). **It is the responsibility of the permit holder to call Diggers Hotline (811) prior to any approved digging or stake/post driving.**

Equipment Requests

Are you requesting any equipment from the Village? YES or NO (circle)

If yes, please discuss your needs for Village equipment (i.e. barricades, cones, etc). Your event is subject to costs associated with equipment requests. The permit holder is responsible for providing sufficient portable restrooms and dumpsters (must include recycling) to accommodate the size of the group.

If YES, list the equipment you are requesting:

Fireworks

No person shall possess or use fireworks without a **user’s permit** issued by the Village after review by the Fire Chief. A map must be submitted detailing the launch location and appropriate safety zone.

Insurance Requirement

A Certificate of Liability Insurance naming the Village as an additionally insured party is required for special events occurring on Village property or within public right-of-way. The policy shall provide minimum combined single limits for bodily injury and property damage of \$1,000,000 or such other insurance limits as

are deemed adequate by the Village. This must be submitted at least 5 working days prior to the event's occurrence. Certificate of Insurance provided? YES or NO (circle)

Agreement

By submitting this application, the applicant agrees to indemnify and save the Village harmless from and against all liabilities, claims, demands, judgments, losses, and all suits at law or in equity, costs, and expenses, including reasonable attorney fees, for injury or death of any person or damage to any property arising from the holding of such special event. The applicant agrees to pay the permit fee within 5 days of the permit approval. The permit fee shall include estimated additional costs of the event to the Village and Police Department for additional labor and/or equipment required for the event. The applicant agrees to clear the route or location of the special event of any signs, litter, materials or equipment left as a result of the event within 24 hours of the event's completion. Applicant will be responsible for any damage to any public premises other than normal wear and tear.

Signatures

By signing and dating below, I/We:

- Have reviewed and understand the requirements summarized in this application;
- Have read, understand, and accept my/our responsibilities under the Agreement section above;
- Have submitted an application that is true, correct, and complete to the best of my/our knowledge.
- Acknowledge that the Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application;
- Understand that if this application is approved, we agree to abide by this application, approved plans, and required conditions associated with approval;
- Understand that failure to provide the required Certificate of Insurance will revoke the approval; and
- Understand that failure to abide by the Village's ordinances and/or the conditions of approval may risk having the approval being revoked.

Applicant Signature

Date

Police Chief Review/Comments:

Public Works/Utilities Director Review/Comments:

Letters Sent to Neighboring Properties in 150' Radius of Board Meeting Date & Time?: _____

Village Board Action: _____
(Approved, Approved with Conditions, Denial)

Date Applicant Notified of Village Board Action: _____