

VILLAGE OF KEWASKUM  
 204 FIRST STREET, PO BOX 38  
 KEWASKUM, WI 53040  
 www.village.kewaskum.wi.us  
 (262) 626-8484



Fee: \$75.00

## SPECIAL EVENT PERMIT APPLICATION

Application, detailed map/sketch and fee must be received a minimum of 45 days prior to the special event.

### 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. Attach a detailed map/sketch of your event indicating the specific location; including the layout of the event and/or parade route with all turns and the number of traffic lanes to be used.

B. Generally, describe your event and its purpose.

C. Estimated # of participants

### OTHER INFORMATION

A. Is there an outdoor bar that will serve alcohol? *If yes, temporary Class B beer and/or wine (picnic) and operator (bartender) licenses are necessary under separate application.*

YES     NO

Please list the number of Village of Kewaskum licensed bartenders that will be on site:

B. Does your event involve amplified music?

YES     NO

If yes, will the amplified music be a:

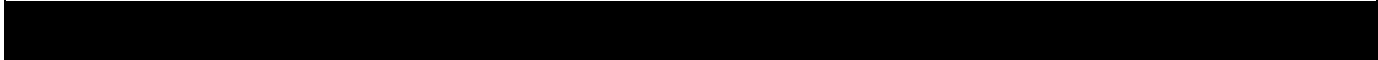
Band     DJ     Other

Hours of amplified music:

C. Will you need barricades provided by the Village 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 (personnel, materials, equipment, etc.)?	
E. Have you reviewed a copy of the Village of Kewaskum Ordinance on special events and do you understand that <b>you will be charged for Village Services</b> ?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**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 12 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 Kewaskum, 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**

Fee Paid	Fee Receipt	Deposit Required	Deposit Refunded
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**Application forwarded to and approved by:**

Administrator

Fire Department

Police Department

Public Works

