



AT THE EDGE OF THE CITY AND
THE HEART OF EVERYTHING

APPLICATION FOR PARK AND BEACH PERMIT

\$50 Application Fee + \$50 Per Day Fee + Any Billable Hourly Rate(s) for Village personnel requested/needed for day(s) of permit usage

Village of Shorewood
3930 N Murray Ave.
Shorewood WI 53211
Telephone (414) 847-2700

Please answer the following questions fully and completely:

Date of Event (if multiple days, see instructions):	Start time of event:	End time of event:
Applicant First Name:		Applicant Last Name:
		Applicant Middle Initial:
Business Name:		Business Address:
Business Telephone Number:		Business E-mail Address:
Do you have current CPR certification? Yes <input type="checkbox"/> No <input type="checkbox"/>		Do you have current First Aid certification? Yes <input type="checkbox"/> No <input type="checkbox"/>
Describe program/activity, including any costs to the participants:		
Describe in detail how the park land, park equipment, and/or park improvements will be used:		
Anticipated Attendance/Usage (if multiple days, provide anticipated daily average):		
Will you be erecting a temporary structure/tent? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please describe:	
Will you be serving beer, wine, and food? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please describe:	
Will you need amplified sound or electricity? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please describe:	
Have you ever been convicted of any felony or of violating any Federal Law, State Law, or Local Ordinance? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, provide the date and the nature of the offense:	

Incomplete applications will not be accepted. It is required to submit 60 days prior to the event. The following items must be submitted at time of application (see page 2 for more information):

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| <input type="checkbox"/> \$50 Application Fee + \$50 Per Day Fee
<input type="checkbox"/> Site Plan/Map
<input type="checkbox"/> Certificate of Insurance
<input type="checkbox"/> Other Licenses or Permit Applications | <input type="checkbox"/> Multiple employees only – Listing of each employee who will utilize permit, including full name(s) and address(s)

<input type="checkbox"/> Multiple dates only - Listing of each date requested, including start time and end time |
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APPLICATION FOR PARK AND BEACH PERMIT, PAGE 2

To the Village of Shorewood, Wisconsin: I hereby make application for a Park and Beach Permit in the Village of Shorewood, Wisconsin, subject to the provisions and limitations of Section 400-2 of the Village of Shorewood Municipal Code, and hereby agree to comply with all laws, resolutions, ordinances and regulations, affecting said activity, if a license be granted me. I hereby release, discharge, hold harmless and agree to defend the Village of Shorewood, its officers, agents, and employees from and against any and all loss that may arise out of or result from, in any way, in whole or in part, the scheduled activity and the conduct or actions of any individual participating in or attending the scheduled activity.

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, I certify that the aforementioned information is correct to the best of my knowledge and I agree to operate this business according to law and that the rights and responsibilities conferred by the permit, if granted, will not be assigned to another.

Applicant's Signature

Date

Instructions, Requirements, and Regulations

Site Plan Requirement: All applicants are required to submit a detailed Site Plan/Map. Site plans/maps must identify location of sales, tents, classes, etc. Specify if any Village personnel or services are being requested. Time for Village personnel to be onsite for Police, Public Works, or any services will be billed at the personnel's hourly rate.

Certificate of Insurance: All applicants are required to submit a Certificate of Insurance naming the Village of Shorewood as an additional insured party.

Other Licenses: If the applicant is applying for other licenses such as a Short-Term Cabaret License for amplified sound.

Requests for Multiple Days: If request is for more than one day, applicants are required to submit a detailed listing of each date, indicating start time and end time.

Applicants with Multiple Employees: If there will be multiple employees utilizing the permit, applicants are required to submit a detailed listing of each employee, indicating names and addresses.

Sales of Food/Drink Prohibited: The sale of food and/or beverages is prohibited under this permit unless applicant received Temporary Class "B" license or food establishment license obtained from the North Shore Health Department (both shall be included in application). Temporary Class "B" license may be issued only to "bona fide clubs and chambers of commerce, to county or local fair associations or agricultural societies, to churches, lodges or societies that have been in existence for at least six months and to veterans' organizations.

Temporary Setup: All structures, equipment, materials, etc. required to perform the activity requested must be temporary and removed on each day of the activity.

Non-Exclusive Use: A permit, if one should be granted, does not provide exclusive use of any park or beach space .

Proof of Permit: Permit holders are required to have with them the permit when conducting the permitted activity within Atwater Park. The Village of Shorewood and any designated staff member by the Village Manager retains the right to request proof of permit of any permit holder.

CPR & First Aid Certification Encouraged: The Village of Shorewood encourages all applicants to have current CPR & First Aid Certification.

Compliance with Federal, State, and Local Regulations: All applicants and participants must at all times comply with all Federal, State, and Local regulations, including but not limited to Chapter 400 "Parks and Recreation" and Chapter 383 "Noise" of the Shorewood Village Code.

Cancellations/Refunds: The Application Fee is non-refundable. Upon written request and written notification of cancellation at least one week prior to the event, the Per Day Fee may be reimbursed to the applicant. Permit can be transferable to another day or time within 60 days of the originally scheduled event if unable to use permit due to weather.