

Application and all accompanying materials should be submitted to:
Village of Shorewood, Village Clerk, 3930 N Murray Ave, Shorewood WI 53211

Special Event Permit Application – Fee (\$100)

SUMMARY OF EVENT

Event Title: _____ Date(s) of Event: _____

Event Location: _____

Nature of Event: Street Festival Parade (March, Procession, Bike Race/Ride, Foot Race/Ride)

Site Plan Requirement: All applicants are required to submit a detailed Site Plan/Map. Site plans/maps must include location, any street closures, barricades, race/parade routes, stages, alcohol sale location, tents, etc.

Certificate of Insurance, naming the Village of Shorewood as an additional insured party, must be attached before permit can be issued.

Description of Event: Describe what you are planning so that reviewing officials can determine whether city services will be needed.

Anticipated Attendance (participants, staff, vendors, crowd, etc.): _____

Is this a multi-day event? Yes No If so, how many days? _____

Start Date: _____

End Date: _____

EVENT ORGANIZER INFORMATION

Applicant Name: _____

Group Represented: _____

Address: _____

Phone: _____ Email: _____

Person In Charge of Event: _____

On-Site Contact: _____ On-Site Phone: _____

Billing Address: _____

DETAILED EVENT INFORMATION

Event Set Up Date: _____ Time: _____

Start Time For Event: _____ a.m./p.m. End Time For Event: _____ a.m./p.m.

Alcohol Being Served*? Yes No Licensed Agent: _____

*An application for a Temporary Class "B"/"Class B" Retailer's License must be submitted and approved to serve alcohol.

Barricades Needed? Yes No Amount Needed & Locations: _____

Will A Temporary Structure or Tent Be On-Site? Yes No Does the Tent have Sidewalls? Yes No

Police Services Requested? Yes No Hours & Dates Police Services Needed: _____

Trash Receptacles Needed? Yes No Amount Needed & Locations _____

Applicant(s) have agreed to take responsibility for the setup of any barrels/barricades and cleanup of the event. Yes No

Person(s) Responsible for Setup before & Clean Up after the Event: _____

Picnic Tables Needed? Yes No Amount Needed & Locations _____

Will Your Event Involve Live Performances, Loud Speakers or a DJ*? Yes No

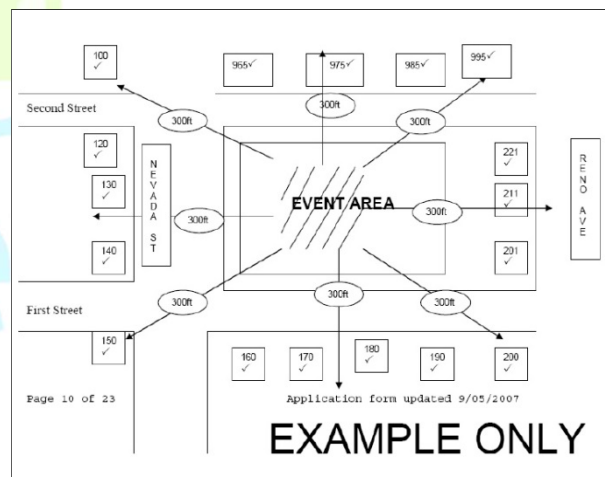
*An application for a 3-day Cabaret license must be submitted and approved.

IMPACTED NEIGHBOR NOTIFICATION

The Event Organizer shall notify all residences and businesses within any street closure or lane restriction area of the upcoming event.

Notification shall include the following information:

- Event name
- Dates and times of event
- A brief description of the event
- Any closure areas
- Where attendees will be parking



AFFIDAVIT OF APPLICANT

I, the undersigned applicant, or authorized agent thereof, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the Village of Shorewood to approve the Special Event and other permits herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the Village of Shorewood in the conduct of the Special Event described herein.

Signature of Applicant

Date of Signature

I/We, the undersigned, agree to abide by all Village Ordinances and the rules and regulations which are made part of this permit application and 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 event, the conduct or actions of any individual participating in or attending the scheduled event, the issuance of the Road Closing Permit or the closing of any road (whether or not a Permit has been issued) for the scheduled event.

Signature of Applicant

Date of Signature

VILLAGE OF SHOREWOOD STAFF USE ONLY

POLICE DEPARTMENT REVIEW

Approval Recommended: YES NO

VILLAGE MANAGER REVIEW

Approval Recommended: YES NO

PUBLIC WORKS DEPARTMENT REVIEW

Approval Recommended: YES NO

VILLAGE CLERK REVIEW

Approval Recommended: YES NO

PLANNING DEPARTMENT REVIEW

Approval Recommended: YES NO

VILLAGE BOARD CONSIDERATION

Village Board Meeting Date: _____

Village Board Approval Date: _____

Permit Number: _____

Notes: _____