VILLAGE OF EAST TROY

SPECIAL EVENT APPLICATION

Application must be submitted ***45 days prior to event*** *or be subject to a late fee of $150.*

Date Recd: _____

Checklist of submittals: *(check forms you are submitting)*

- ☐ **Special Event Application**
- ☐ **Signed Hold Harmless Agreement**
- ☐ **Certificate of Insurance**
- ☐ **Fee Schedule & payment (fee)**
- ☐ **Event Tasks List**
- ☐ **Banner Application (n/c)**
- ☐ **Parade/Walk/Run/Race App (fee)**
- ☐ **Temp. Beer/Wine License (fee)**
- ☐ **Temp. Operator License (fee)**
- ☐ **Other – List:**

NAME OF EVENT: _____

DATES OF EVENT: _____

HOURS OF EVENT: _____

LOCATION OF EVENT: _____

DESCRIPTION OF EVENT ACTIVITIES: _____

_____

_____

EXPECTED ATTENDENCE: _____

APPLICANT:

Name: _____

Address: _____

Telephone Number: _____

EVENT CHAIRMAN:

Name: _____

Address: _____

Telephone Number: _____

Has the Event Chairman previously conducted a public event? (If yes, list when, where and nature of that event).

_____

Has the Applicant OR Event Chairman previously been convicted of violating a law regulating public events. (If either have, explain the specific offense, date of conviction and in what court):

_____

If any stakes or poles are to be placed in the ground you must call Diggers Hotline at least three days prior to installation at 1-800-242-8511. Diggers Hotline Ticket Number: #_____

1. List of Vehicles/Buildings/Structures/Machinery/Devices to be used: (attach separate sheet if needed)

_____

NO VEHICLES ON THE SQUARE PARK

2. List the number and type of Animals on site: _____
What will the animals be used for? _____

3. List any Street Closings planned and attached the approval of the applicable Law Enforcement Agency:

_____

4. List Supplier/Phone # of Dumpster provider: _____

5. List other items necessary for event: _____

6. List Outside Vendors: (attach separate sheet if needed) _____

_____

NOTE: It is the responsibility of the Event Applicant to insure all food vendors participating in a Special Event provide all proper licenses and health inspections to protect the health and safety of the public.

7. List Event Sponsors: _____

8. If additional restroom facilities will be provided list Supplier & Phone # of supplier: _____

9. Will alcoholic beverages be sold? (Must comply with Village Ordinance 305-16 and WI State Statutes) YES ☐ NO ☐

NOTES: if you are cooking or serving beverages a drip pan **must** be provided by the applicant for cooking grease and drippings from beer and/or soda taps. **NO VEHICLES ON THE SQUARE PARK. Information provided within this application may be submitted for Village Board consideration and becomes public record.**

BANNER APPLICATION: Banner Content: _____
Display Dates: _____

(Banners will be hung/removed from the Gazebo Mon-Fri only; display not to exceed 10 days; must be delivered to the Clerk's office at Village Hall, 2015 Energy Dr., **NEW FOR 2023 - 7 BUSINESS DAYS PRIOR TO DISPLAY DATE – BANNER SBUMITTALS THAT DO NOT MEET THESE DEADLINES THE DATES WILL BE AVAILBLE TO OTHER APPLICANTS.** Banners shall be displayed on a first come-first served basis, no more than one banner displayed at a time. All banners must be able to be hung using bungee cords, grommets should be located at each corner and at middle – every 2 feet if possible. Banner also needs a means to relieve wind pressure, such as vents or slits.

Sent to DPW _____

INDEMNIFICATION AND HOLD HARMLESS AGREEEMENT:

The undersigned agrees to indemnify and save the Village of East Troy harmless from any loss, damage or expense or any legal liability which the Village may suffer, incur or sustain, or for which said Village of East Troy or the undersigned may become liable, growing out of any injury to persons or real property caused by any of the activities performed at:

_____ on _____.
Location Date

_____ _____
Signature of Responsible Party Agent, Village of East Troy

Date:_____ Date:_____