



# VILLAGE OF EAST TROY

## SPECIAL EVENT TASKS *(indicate who will perform tasks)*

*(Note: tasks requested of DPW may incur charges)*

TASKS/REQUIREMENTS	DPW	VOLUNTEERS	NOTES:
<b>BALL FIELDS:</b>			
Lights			
Concession Stand - Mitchell Grandstand			
Concession Stand Bathrooms <i>(forfeit \$50 deposit if DPW is required to clean the bathrooms)</i>			
<b>OTHER LOCATIONS:</b>			
Gazebo electrical service			Keys to be picked-up at Village Hall
Additional "SPIDER" Electrical Service – req. if using 3 or more devices on the Square Park			Indicate:    N        S        E        W
Clean & supply public rest rooms <i>(forfeit \$50 deposit if DPW is required to clean bathrooms)</i>			
Outside water service on the Square			
Access to restrooms located inside the Square Gazebo <i>(Note: Water service is discontinued as of Oct. 1)</i>			Keys to be picked-up at Village Hall
Grass and/or ground remediation			
Extra Picnic Tables (indicate # needed) (up to 8)			# requested:
Place additional trash barrels (up to 4)			# requested:
Pick-up litter & empty trash barrels			
<b>Rossmiller Park – Lion's 4<sup>th</sup> of July Festival:</b>			
Pick up, transport, place & return to storage:			
Barricades, Traffic Cones, Ropes, Signs			
Extra Picnic Tables (indicate # needed) (up to 8)			# requested:
Post & remove "No Parking" signs near event site			
Post & remove "Handicap Parking" signs			
Place parking ropes for motorcycle parking			
Place additional trash barrels			# requested:
<b>NOTE: Time/Material charges will be assessed should DPW staff be required to be called in due to omissions of required services</b>			<b>EVENT CHAIRPERSON MUST REFERENCE SPECIAL EVENT FEE SCHEDULE</b>

**Note: Staffing is based on your application – services/accommodations not indicated may result in additional charges or may not be able to be fulfilled. No vehicles are allowed on the grounds in the Village Square Park.**

Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

Person in Charge of Volunteers: \_\_\_\_\_ Contact Number: \_\_\_\_\_

DPW Authorization: \_\_\_\_\_ Date: \_\_\_\_\_