

Village of Mazomanie
Clerk's Office
133 Crescent St
P.O. Box 26
Mazomanie, WI 53560
608-795-2100

troessler@villageofmazomanie.com

OUTDOOR SPECIAL EVENTS PERMIT APPLICATION

EVENT FEE: \$500.00 PER DAY (ATTACH PAYMENT TO THIS APPLICATION)

SPONSOR/CONTACT INFORMATION

Name of Sponsor

Contact Person

Contact Address

Contact Phone

Contact email address

Contact name and phone number for person in charge **during the event.**

EVENT INFORMATION

Name of Event: _____

Event date(s)

Rain or Alternate date(s)

Event location/route(map/layout should be attached)

Event times: from: _____ a.m./p.m. to _____ a.m./p.m.

Number of people projected to attend this event: _____

STREET CLOSURES AND PARKING

Street(s) ___ will not be closed
 ___ will be closed (please attach map or sketch of all closures)

If closed, which streets and blocks?

Closed from: _____ a.m./p.m. until _____ a.m./p.m.

List any other parking-related requests or considerations.

VILLAGE SERVICES AND OTHER REQUESTS

Alcohol ___ will ___ will not be used

If alcoholic beverages will be served outside, attach a list of vendor(s) and location(s). Vendors must have current liquor licenses of required types.

Barricades ___ will ___ will not be used

The Village can provide barricades. If the applicant picks up and returns the barricades undamaged, no charges will be assessed. However, if Village staff deliver and/or pick up the barricades, the applicant will be charged for staff time. Barricades must be erected in accordance with Village directions. Contact Public Works at 608-795-2100 ext. 3 and ask for Mark Geisler for more information.

***Fireworks** ___ will (attach copy of fireworks application) ___ will not be used. *Permit required

Food ___ will ___ will not be served other than inside licensed restaurants.

All food vendors must obtain a food permit.

Police will notify you should officers and/or vehicles be required.

Portable bathrooms ___ will ___ will not be used

If yes, list number and where they will be located.

Public address system ___ will ___ will not be used

If yes, who will provide, where will it be located and the number and type of musical/entertainment and/or presentations.

Refuse receptacles ___ will ___ will not be used

If refuse receptacles will be required, the applicant must coordinate sufficient refuse collection with an independent hauler. Applicant will be charged for any post-event cleanup provided by the Village.

Special fencing ___ will ___ will not be used

If yes, list who will provide it and where it will be located.

Special water service ___ will ___ will not be used

If food is being served, organizers must provide a potable water source. Those wishing to use a Village hydrant or other water source will need to provide a \$1,500.00 refundable deposit. Vendors may also use their own source.

Stage(s) ___ will ___ will not be used

If yes, list who will provide and where it/they will be located.

Temporary structures (such as tents) ___ will ___ will not be used

If yes, list number, type and location.

INSURANCE

Liability insurance for the event ___ is attached ___ is not attached

Note: Prior to the approval of a special event, the Village requires the sponsor(s) to obtain a special event insurance policy that includes the Village of Mazomanie as an additional insured. The insurance must, at a minimum, be in the amount of \$1,000,000.00/occurrence and \$2,000,000.00 total aggregate claims. The Village must receive proof of insurance in the form of a policy endorsement, in addition to a certificate of insurance, prior to a permit being issued, or the event will not be allowed to proceed.

Please include reproducible layout of event with all of the following applicable items. This drawing indicates the following (check all that apply):

- ___ Sanitation facilities
- ___ First aid facilities
- ___ Emergency vehicle access (12 foot minimum width)
- ___ Tents/temporary structures
- ___ Utility lines/generator/potable water source
- ___ Lighting
- ___ Area restriction devices such as barricades or other screening – including any detour routes if the street is to be closed
- ___ Map of route for parades, races, etc.
- ___ Equipment that requires electric power
- ___ Location of the electric power source

****OFF-DUTY POLICE PAID DETAIL REQUEST FORM**

Date: _____

EVENT DETAILS

Location of event

Date of event

Time of event

Police will be needed for:

___ Traffic control (usually when barricades are being put up or taken down)

___ Security from: _____ a.m./p.m. to: _____ a.m./p.m.

Number of Officers needed

CONTACT INFORMATION

Contact person

Contact primary phone number Secondary phone number

For rates and more information on requesting an off-duty officer, call 608-767-2762.

**** Police staffing must be present for alcohol sales:**

 A minimum of one officer during all hours of sales and for one hour after the event ends.

 A minimum of two officers during all “beer tent” hours and for one hour after the event ends.