

VILLAGE OF GREENDALE

6500 Northway, Greendale, WI 53129

Phone: 414-423-2100 • Fax: 414-423-2107 • greendale.org



REV. 4-13-23

APPLICATION FOR A SPECIAL EVENT PERMIT

Per Sec. 17.365 of the Village of Greendale Municipal Code, a Special Event Permit is required for any "Special Community Event" or "Special Private Event," as defined in the code section. Please complete this application and return it to the above address **at least 45 working days before the event is scheduled to begin** with your remittance in the form of a check or money order, made payable to "Village of Greendale."

APPLICATION CHECKLIST:

- Event Map:** Clearly indicating any fencing/gates, potable water, restrooms, garbage and recycling receptacles and dumpsters, electrical sources, parking area(s), security, fire protection devices, sound amplification/speakers, stages food/beverage/merchandise vendors, amusement/entertainment, tents, tables, chairs, barricades, signs, bleachers, lights, other temporary structures, and any other pertinent information.
- Permit Fee:** \$25.00 for individual or for-profit applicants; no fee required for Greendale organizations (as defined by Sec. 17.365(18) of the Village Code).
- Certificate of Insurance (Due at least 10 days prior to event):** in the minimal amount of \$500,000 per person, \$1,000,000 for each accident and \$100,000 property damage.

PLEASE TYPE OR PRINT.

SECTION I - APPLICANT INFORMATION

1. ORGANIZATION OR BUSINESS NAME (IF APPLICABLE):

2. CHECK ONE (BUSINESSES AND ORGANIZATIONS):

For-Profit Non-Profit Organization, 501(c) _____

3. CONTACT PERSON FULL NAME:

4. PHONE NUMBER:

5. HOME OR BUSINESS ADDRESS:

6. E-MAIL ADDRESS:

SECTION II - EVENT INFORMATION

1. TITLE OF EVENT:

2. EVENT LOCATION (ADDRESS AND FULL DESCRIPTION):

3. OWNER OF PROPERTY:

4. EVENT DESCRIPTION:

5. EVENT DATE(S) AND TIME(S):

6. SETUP DATE(S) AND TIME(S):

7. BREAKDOWN DATE(S) AND TIME(S):

8. MAXIMUM NUMBER ATTENDING PER DAY:

9. MAX. NUMBER OF TICKETS TO BE SOLD (IF ANY) PER DAY:

10. PROVIDE PLANS TO LIMIT THE MAXIMUM NUMBER OF PEOPLE PERMITTED TO ASSEMBLE (INCLUDE ATTACHMENTS IF NECESSARY):

11. DESCRIBE PLANS FOR FENCING THE LOCATION OF THE EVENT AND THE GATES CONTAINED IN SUCH FENCE. (SHOW ANY FENCING ON EVENT MAP):

12. DESCRIBE TEMPORARY SIGNAGE (SHOW SIGNAGE ON EVENT MAP):

13. DESCRIBE ANY PROPOSED ROAD CLOSURES OR BARRICADE NEEDS (SHOW ON EVENT MAP):

14. DESCRIBE PLAN FOR POTABLE WATER, INCLUDING THE SOURCE, AMOUNT AVAILABLE AND LOCATION OF OUTLETS (SHOW ON MAP):

15. DESCRIBE PLANS FOR PROVIDING TOILET AND LAVATORY FACILITIES, INCLUDING THE SOURCE, NUMBER, LOCATION, TYPE AND MEANS OF DISPOSING WASTE (SHOW ON MAP):

16. DESCRIBE THE PLAN FOR GARBAGE AND RECYCLING COLLECTION, INCLUDING HOW MANY RECEPTACLES AND DUMPSTERS WILL BE USED (SHOW ON MAP):

17. DESCRIBE THE PLAN FOR CLEAN-UP; WILL CLEAN-UP BE DONE BY VOLUNTEERS? HAVE YOU CONTRACTED WITH A PRIVATE BUSINESS TO PROVIDE CLEANUP? PROVIDE CONTACT/COMPANY NAME FOR CLEANUP ARRANGEMENTS. WHEN WILL CLEANUP BE COMPLETED BY?:

18. DESCRIBE PLANS, IF ANY, TO ILLUMINATE THE LOCATION, INCLUDING SOURCES AND AMOUNTS OF POWER AND LOCATION OF LAMPS (SHOW ON MAP):

19. DESCRIBE PLANS FOR PARKING VEHICLES, INCLUDING SIZE AND LOCATION OF LOTS, HIGHWAY INGRESS/EGRESS, PARKING LOTS AND SHUTTLE SERVICES, AS WELL AS ANY DIRECTIONAL SIGNAGE TO BE USE (SHOW PARKING ON MAP):

20. DESCRIBE PLAN FOR SECURITY, INCLUDING NUMBER OF GUARDS, DEPLOYMENT, NAMES, ADDRESSES, CREDENTIALS AND HOURS OF AVAILABILITY (SHOW LOCATIONS OF SECURITY GUARDS ON MAP, IF APPLICABLE):

21. DESCRIBE PLANS FOR FIRE PROTECTION, INCLUDING NUMBER, TYPE, AND LOCATIONS OF ALL PROTECTIVE DEVICES, INCLUDING ALARMS & EXTINGUISHERS, NUMBER OF EMERGENCY FIRE PERSONNEL AVAILABLE:

22. DESCRIBE PLANS FOR SOUND AMPLIFICATION AND CONTROL, INCLUDING NUMBERS, LOCATIONS AND POWER OF AMPLIFIERS AND SPEAKERS. WILL THERE BE LIVE MUSICIANS? PROVIDE CONTACT/COMPANY NAME AND PHONE NUMBER PROVIDING SOUND SETUP. DESCRIBE THE TYPE OF MUSIC/ENTERTAINMENT (SHOW SOUND/STAGE LOCATION(S) ON MAP):

23. DESCRIBE PLANS FOR THE SALE OR FREE DISTRIBUTION OF FOOD, ALCOHOLIC AND NON-ALCOHOLIC BEVERAGE CONCESSIONS AND CONCESSIONAIRES, INCLUDING NAMES, ADDRESSES AND LICENSE OR PERMIT NUMBERS. WILL THERE BE WINE, BEER, OR OTHER FERMENTED MALT BEVERAGES SOLD AND SERVED AT THE EVENT? HAVE THE APPROPRIATE LICENSES BEEN APPLIED FOR? HAVE YOU MADE ARRANGEMENTS FOR LICENSED BARTENDERS AT YOUR EVENT? HAVE YOU APPLIED FOR TEMPORARY BARTENDER LICENSES? WILL THE EVENT INCLUDE THE SALE OF FOOD FROM VENDORS? (SHOW FOOD/BEVERAGE VENDOR LOCATION(S) ON MAP):

24. DESCRIBE PLANS FOR EACH OF ANY OTHER TYPE OF VENDOR OR PROVIDER OF AMUSEMENTS OR ENTERTAINMENTS, INCLUDING NAMES, ADDRESSES AND LICENSE/PERMIT NUMBERS (SHOW ALL VENDORS AND ENTERTAINMENT ON MAP):

25. DESCRIBE ANY ASSISTANCE, SUPPLIES OR RESOURCES YOU ARE REQUESTING FROM THE VILLAGE FOR THIS EVENT:

SECTION III – CERTIFICATION AND SIGNATURE

The applicant attests that all information provided in this application is accurate. The applicant understands they shall immediately notify the Village of any damage to Village and park property. The applicant understands they shall be responsible for all damages to Village and Park property caused as a result of their Event. This shall include damages as a result of setup or tear down of an Event. Applicant shall be responsible for all fees and costs required to collect outstanding damages, including any attorney's fees.

The event applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless and defend, the Village of Greendale, a Wisconsin Municipal Corporation located in Milwaukee County, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorneys' fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the Village of Greendale, and each and every of its elected and appointed officials, employees, representatives, and agents, regardless of when or where, occurring or arising from this event.

The event applicant agrees to provide the Village of Greendale with the required proof of insurance at least ten (10) days before the beginning of the event. The event applicant understands that For-Profit and Individual applicants shall be required to reimburse the Village for any Village services for actual costs incurred relating to the event.

APPLICANT SIGNATURE: _____ DATE: _____

THIS SECTION IS FOR OFFICE USE ONLY:

Date Filed: _____ Permit Fee: \$ _____ Date Certificate of Insurance Received: _____

Date Approved by Public Celebrations Committee: _____ Date Approved by Village Board: _____

Conditions: