

TOWN OF WATERFORD
415 N. MILWAUKEE ST.
WATERFORD, WI 53185
PH: (262) 534-2350
SPECIAL EVENTS PERMIT APPLICATION

Special Event: As defined by Chapter 6 of Town Code this term includes, but is not limited to, conduct, exhibit, operate or maintain within Town limits: any circus, menagerie, carnival, play, game, contest, theatrical performance, theater, concert, athletic event; any contest of speed, skill or endurance on land or water; any type of performance involving dancing or body movement; or any other type of public amusement, show or performance, where the public or members of clubs and organizations are invited or present, without first obtaining a permit as provided for under this section.

Name of Event: _____

Date(s) of Event: _____ Start Date: _____ End Date: _____

Name of Organization (*list out contact information for all partners, officers and directors if the organization is a partnership or corporation*): _____

Address: _____ City: _____ State: _____ Zip: _____

E-Mail Address of applicant: _____

Contact Person (Day of event): _____

Address: _____ City: _____ State: _____ Zip: _____

E-Mail: _____ Home Phone: _____ Cell Phone: _____

Time event will begin: _____ Time event will end: _____

Site plan information. *Attach a detailed map/diagram of the event and indicate the location of the following: event vendors (e.g. food, alcohol); parking accommodations (on and off site); proposed road closures; signage, emergency vehicle access.*

Estimated attendance at the event: _____

Will there be outdoor music at the event? Yes _____ No _____ Hours/days: _____

Other submittal items:

The applicant agrees to indemnify and save harmless the Town from and against all liabilities, claims, demands, judgments, losses, and all suits at law or in equity, costs and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization or corporation, including both parties hereto and their employees, arising from the holding of such special event.

Signature of applicant: _____

Date: _____

For Office Use Only

1. Application will be received by the Town Clerk and a copy distributed to the Police Dept. and Bldg. Insp.
2. Officer in Charge will provide comments/approval and forward to the Public Works Superintendent.
3. Town Board may review the application if necessary.
4. After approval the Clerk shall retain original comment/approval form and send one copy to applicant.

_____ Approved: Yes No
Officer in Charge Date

Town of Waterford police requested: _____

Permit comments/requirements of approval:

_____ Approved: Yes No
Town Chairman Date

Town Board Approved: Yes No n/a Date _____

Proof of Insurance Approved/Obtained: Yes No n/a Date _____

Permit comments/requirements of approval: