



# SPECIAL EVENT PERMIT APPLICATION

**FEES ARE NON-REFUNDABLE**

**Applications are due 90 days PRIOR to the event - NO Exceptions**

235 Hickory St, Pewaukee WI 53072 - villagehall@villageofpewaukeewi.gov - 262-691-5660

**ORGANIZATION INFORMATION**

**Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Event Contact Person:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Phone# on Day of Event:** \_\_\_\_\_ **Are you a 501(c)3?**  YES  NO

**Are you a local Civic/Nonprofit Group as defined by Village Code? (Copy of code in manual)**  YES  NO

**EVENT INFORMATION**

**Event Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Location of Event\*** \_\_\_\_\_, Pewaukee, WI 53072

**Event Start and End Time:** \_\_\_\_\_ to \_\_\_\_\_

**List any Special Equipment/Facilities/Requirements we need to know about:**

You MUST attach a detailed map/sketch of your event indicating the specific location, layout, direction of the route, including all turns and the number of traffic lanes to be used. \*If you are using a Village Park, you must reserve the park through the Park & Recreation Department prior to getting your Special Event Permit approved by the Village Board. Please call 262-691-7275.

Generally describe your event and its purpose:

Estimated Number of Participants:	Spectators:	Vendors:
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Based on the definition described in the Special Event Manual, do you consider your event to be a *Public* Special Event or a *Private* Special Event? Please explain why.

**EVENT PERMITS (IF APPLICABLE)**

Is there an outdoor bar that will serve alcohol? ***If yes, alcohol and bartender licenses are required under separate applications. Alcohol licenses are \$10 per non-simultaneous event dates. Example: Event is on every Saturday of the month (4 days total = \$40) \*Submit form AT-315 with application. <https://www.revenue.wi.gov/DORForms/at-315f.pdf>***

YES  
 NO

Does event include the sale of merchandise? ***If yes, a Transient Merchant license is required under a separate permit.***

YES  NO

Will you be requiring electricity? ***If yes, an electrical permit is required under a separate permit. You must file a permit with the City of Pewaukee Building Inspection Department. Call 262-691-9107***

YES  NO

**ADDITIONAL EVENT INFORMATION**

Does the event include the sale of merchandise? ***If yes, a Transient Merchant license is required under separate application.***

YES  NO

Does the event involve fireworks? ***If yes, please provide a detailed fireworks plan with application.***

YES  NO

Does the event involve amplified music? ***If yes, specify music type and how many hours the music will be amplified.***

Band  DJ  Other  Hours: \_\_\_\_\_ to \_\_\_\_\_

Please list the number of security staff you will be providing for the event.  
Have you communicated this need with the Police Department?

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Will you need barricades provided by the Village for your event, if so, how many?

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Will this event involve a road closure? ***If yes, please contact the Police Department to coordinate 262-691-5678. \$300 fee due at the time of application submittal.***

YES  NO

Will you be erecting any tents, canopies or other temporary structure(s)? ***If yes, the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event. Please contact Building Services at the City of Pewaukee 262-691-9107.***

YES  NO

Will you be requiring electricity? ***If yes, permits need to be pulled at the City of Pewaukee.***

YES  NO

Will you provide parking for participants? If yes, where will parking be available?

YES  NO

Will you be providing portable restrooms and wash stations? If yes, how many will you provide and where will they be located?

YES  NO

**ADDITIONAL EVENT INFORMATION CONTD.**

Will you provide a dumpster/clean-up services?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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Will you need extra 55 gallon garbage cans? <i>If yes, please include the number of cans you would like in your refuse collection plan below.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
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Please describe your clean-up and refuse collection plan.

Does the event include the sale of food on public property? *If yes, list all vendors and contact information. (Phone, email.) \*Please include an extra sheet if needed.*

**Vendor** \_\_\_\_\_ **Contact** \_\_\_\_\_

**Vendor** \_\_\_\_\_ **Contact** \_\_\_\_\_

**Vendor** \_\_\_\_\_ **Contact** \_\_\_\_\_

**Vendor** \_\_\_\_\_ **Contact** \_\_\_\_\_

What other assistance do you foresee needing from the Village (personnel, materials, and/or equipment)?

Have you reviewed and do you have a copy of the Village of Pewaukee Special Events Manual including the Special Events Ordinance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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**INSURANCE REQUIREMENTS**

A certificate of insurance (\$1,000,000 minimum coverage) and a copy of the “additional insured” endorsement, each naming the Village of Pewaukee as an additional insured under the event organizer’s general liability insurance policy, may be required. Those events that will be required to provide the aforementioned insurance indemnification include, but are not limited to 1) an event that includes alcohol, or 2) an event that is anticipated to have attendance greater than 500 people per day, or 3) an event that includes a road closure.

**\*Include insurance documents with application if any of the specified events apply.**

**DEPOSIT REQUIREMENTS**

The applicant may be required to submit to the Village a cleaning/damage deposit of \$200 per day for each scheduled day of the event (or portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event. (This deposit is separate from any deposit required by the Park/Recreation Department for park use).

**TERMINATION OF AN EVENT**

The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by the Police and/or Fire Department and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her signee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby releases the Village of Pewaukee, its employees, agents, subcontractors and assigns indemnified as and against any and all claims, demands, actions, causes of action, costs or expenses made against or incurred by the Village, including, but not limited to, actual attorney fees arising from the approval of this event application and the conducting of the activity set forth therein including, but not limited to, any and all claims for injury or damage to property arising from the event or any activities related thereto.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

*For staff use only*

**Application forwarded to:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Building Inspector | <input type="checkbox"/> Fire Chief                 | <input type="checkbox"/> Police Services                          |
| <input type="checkbox"/> Chief of Police    | <input type="checkbox"/> Park & Recreation Director | <input type="checkbox"/> Delivery and pick-up of barricades \$300 |
| <input type="checkbox"/> Clerk/Treasurer    | <input type="checkbox"/> Public Works Director      |   |

- Food Vendors *(if applicable)* listed with contact info  
 Alcohol Served?- AT-315 submitted with application  
 Insurance documents 1, 2, or 3

Amount Paid \$ \_\_\_\_\_ Rec # \_\_\_\_\_