

**Village of Ashwaubenon
Application for Special Event**

Submit to: Office of the Clerk-Treasurer, 2155 Holmgren Way, Ashwaubenon WI 54304

This application must be completed and submitted **45 days*** prior to the event.

**If non-compliant to the submittal, a penalty fee will be applied:
less than 45 days = additional \$100 fee; less than 15 days = may not be considered*

Special Event Fee: \$25 non-profit (must provide documentation); \$50 other; N/A

Request for: Parade Run/Walk Exhibition Other _____

Name of Event: _____

Date of Event: _____ Rain Date: _____

Name of Sponsoring Organization: _____

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

Contact Person: _____ Phone: _____ Email: _____

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

Time Event to assemble: _____ Time Event to start: _____ end: _____

Specific location of Event: _____

Estimated number of participants: _____ spectators: _____ vehicles: _____ animals: _____

Any above normal noise anticipated? no yes, explain: _____

*** A map and/or route of the Event MUST be attached - including details of layout ***

Are street closures required? no yes Note attached detail for street closure or controlled intersection.
If yes, someone from Public Safety will be in contact with applicant to review details of barricades for closure and/or officers for traffic control.

Will any park or trail be utilized? no yes List park or trail: _____
If yes, contact Director of Parks & Recreation at 492-2331 to review details and check for availability.

Will food be prepared or served? no yes, explain: _____
*If yes, contact Brown County Health Department at 448-6417 ** Submit copy of certificate from Health Department ***

Will alcohol beverages be sold or served? no yes, explain: _____
If yes, contact Office of the Clerk-Treasurer at 492-2302 for temporary Class B license application.

Will tents or other temporary structures be erected? no yes, explain : _____
If yes, contact Building Inspector at 492-2309 for building/fire regulations and/or tent permit application.

APPLICANT CERTIFICATION

- ✓ I understand that I am responsible to mail road closure notifications to residents and/or businesses at least **2 weeks and no more than 4 weeks prior** to the event.
- ✓ I understand that any costs incurred for village services, due to the event, are the responsibility of the above listed organization or person making application. NOTE: These fees may require a deposit upon approval.
- ✓ I understand that a one million dollar insurance certificate may be required and, if so, must be attached naming the Village of Ashwaubenon as an additional insured.
- ✓ I understand that additional permits for food, alcohol, tent, or direct selling may be required to comply with Village of Ashwaubenon municipal code and/or Brown County Health Department regulations.
- ✓ I hereby certify that the foregoing facts concerning this Special Event are true to the best of my knowledge.

Applicant Signature

Date

FOR VILLAGE USE ONLY:

Date application received: _____ By whom: _____

Certificate of Insurance with required coverage on file: no yes waived

Fee paid: \$ _____ Deposit required: no yes Amount: \$ _____

Application Approved Denied

by Department: Public Safety Park & Rec Zoning Streets Other _____

Reason if denied: _____ Signature: _____

If necessary, Village Board Review/Approval (date): _____

