

Village of Mukwonago
440 River Crest Court, P.O. Box 206
Mukwonago, WI 53149
Phone: (262) 363-6434
Fax: (262) 363-6438
www.villageofmukwonago.com

VILLAGE OF MUKWONAGO

SPECIAL EVENT PERMIT APPLICATION

Application Fee: See fee sheet

Application must be received a minimum of 90 days prior to the special event. Fees are non-refundable.

ORGANIZATION INFORMATION

Name of Organization: _____

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

Phone Number: _____ Is the organization a 501(c)3 organization?: YES NO

Website Address: _____

Event Contact Person: _____

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

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

EVENT INFORMATION

Name of the Event: _____ Date(s) of the Event: _____

Event Start Time: _____ Event End Time: _____

Location of the Event: _____

- A. Will your event take place in a residential neighborhood? *If yes, you will be required to notify all adjacent property owners when the event will occur.* YES NO
- B. You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, and the direction of the route, including all turns and the number of traffic lanes to be used.
- C. If you are using a Village park, you must reserve the park through the Village Clerk-Treasurer's Office prior to getting your special event permit approved by the Village Board. Call 262-363-6420, Option 4.
- D. Generally describe your event and its purpose.

E. Based on the class definitions found in the manual, what class is your event? CLASS I CLASS II

F. Estimated # of participants: _____ Spectators: _____ Vendors: _____

OTHER INFORMATION

- A. Is there an outdoor bar that will serve alcohol? *If yes, temporary Class B beer and/or wine (picnic) and operator (bartender) licenses are necessary under separate application.* YES NO
- B. Please list the number of Village of Mukwonago licensed bartenders that will be on site: _____
- C. Will you be selling/serving food? *If yes, you will need to contact Waukesha County Health Department (262-896-8300) for proper permits.* YES NO
- D. Will your event need electricity? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* YES NO
- E. Will you be setting up any lighting? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* YES NO
- F. Will your event require any fencing? *If yes, please provide plans for the fencing location and the gates.* YES NO
- G. Does your event involve fireworks? *If yes, you will need to contact the Fire Department (262-363-6426) for proper permits.* YES NO
- H. Does your event involve amplified music? YES NO
If yes, will the amplified music be a: Band DJ Other
Hours of amplified music: _____
- I. Please list the number of security staff you will be providing for the event: _____
- J. Will you need barricades provided by the Village for your event? YES NO
If yes, how many? _____
- K. Will you be erecting any tents, canopies, or other temporary structure(s)? *If yes, please provide a plan for their proposed locations. The Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.* YES NO
- L. Will you be providing portable restrooms and wash stations? *If yes, please provide a description of how many restrooms/wash stations will be provided, their locations, and the plan for how solid waste will be disposed of.* YES NO
- M. Will you provide parking for your participants? *If yes, please provide a plan describing where parking will be available.* YES NO
- N. Will you provide dumpster/clean-up services? *If yes, please provide a clean-up and refuse collection plan.* YES NO
- O. What other assistance do you foresee needing from the Village (personnel, materials, equipment, etc.)?

- P. Have you reviewed and do you have a copy of the **Village of Mukwonago Special Events Manual** and the **Village of Mukwonago Ordinance**? YES NO

INSURANCE REQUIREMENTS

The Special Event Sponsor will obtain liability insurance for an event that includes alcohol, has more than 150 people per day or involves a road closure. Proof of this insurance with coverage no less than \$1,000,000 which names and endorses the Village, its officers, agents, employees, and contractors as an additional insured party is due no later than 20 days before the event.

Are you able to provide these insurance documents, if required? YES NO

PROCEDURAL CHECKLIST FOR SPECIAL EVENT PERMIT REVIEW AND APPROVAL

This form is designed to be a guide for submitting a complete application for a special event.

Application:

- Completed application form including the procedural checklist.
- Application fee: see fee sheet.

Other Documents:

- Plan of operation/proposal.
- Overview of the site to be used for the event (layout of the event site).
- Any additional information as determined by Village staff.

DEPOSIT REQUIREMENTS

The applicant may be required to submit to the Village Clerk-Treasurer's Office a cleaning/damage deposit of \$200 for each scheduled day of the event (or portion thereof) two weeks prior to the starting date of the event. That deposit shall be refunded to the 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 12 hours after the conclusion of the event. (This deposit is separate from any deposit required for rental of Village parks).

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 Department, 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 designee 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.

CERTIFICATION

By signing this form, the applicant certifies authorization to act on behalf of their organization, and hereby agrees to hold the Village, its officers, agents, employees, and contractors harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney fees) incurred by the Village for any damage or injury to person or property caused by or resulting directly or indirectly from the activities for which the permit is granted. Any change to coverage requires Village approval.

(The applicant's signature must be from a Managing Member if the business/organization is an LLC, or from the President or Vice President if the business/organization is a corporation. A signed applicant's authorization letter may be provided in lieu of the applicant's signature below.)

Signature - Applicant

Signature - Applicant

Name & Title (PRINT)

Name & Title (PRINT)

Date

Date

FOR OFFICE USE ONLY			
Date Fees Paid	Receipt #	Date Deposit Paid	Deposit Returned?
Police Department: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments: _____ Fire Department: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments: _____ Public Works Department: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments: _____ Village Clerk: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments: _____			
Village Board Approval Date	Village President Signature	Permit #	Issue Date

SPECIAL EVENT PERMIT APPLICATION

CONTACT INFORMATION AND FEES SHEET

DEPARTMENT CONTACTS:

Clerk/Treasurer	(262) 363-6421	Police	(262) 363-6435
Building Inspection	(262) 363-6419	Public Works	(262) 363-6447
Fire	(262) 363-6426	Water/Sewer Utility	(262) 363-6416

VILLAGE PERMIT AND OTHER FEES:

Class I Event (Includes alcohol and/or amplified music)	\$20 per day of event
Class II Event	\$10 per day of event
Electrical Inspection	\$75 per hour
Fireworks Permit	No charge; State and local permit required
Parade Permit	\$25
Park Rental Permit	To be determined at the Clerk/Treasurer's Office
Pre-event Safety Inspection	\$75 per hour
Security Deposit	\$200 per event; May encounter additional deposit if using a park facility
Temporary Operator (Bartender) License	\$20 + \$7 background check fee each
Temporary Class B (Picnic) Beer and/or Wine License	\$10 per event
Tent Inspection (<2,500 sq. ft.)	\$35
Tent Inspection (>2,500 sq. ft.)	\$50