

## Special Event Permit Application

A Special Event shall include but not be limited to a parade, public assembly, performance, meeting, contest, exhibit, athletic competition or presentation, community event, block party, or ceremony. Said event is to be held (10-2 Town Code):

- a) wholly or partially on property owned or maintained by the Town which is designated by the Town for First Amendment Activity or in a traditional public forum
- b) on a street or sidewalk located within the Town and will likely result in the obstruction of such streets or sidewalks or will likely compromise the ability of the Town to respond to a public safety emergency
- c) on any other property, but requires for its successful execution the provision and coordination of Town services to a degree over and above that which the Town routinely provides.

**If a permit is required, complete the following Special Events Application Form and submit to Town Clerk PO Box 130, Zenda, WI 53195, in person, by mail, by fax (262) 275-8261 or by e-mail to [clerk@townoflinn.com](mailto:clerk@townoflinn.com).**

### Application Fees

Public Assembly Permit – \* Non-profit (No Charge), Otherwise FEE \$25 per day (Meet one or more criteria). Single day event with NO street, parking or intersection closures, attendance under 1,000, NO serving of alcohol in public space.

Block Parties: \* Non-profit (No Charge), Otherwise FEE \$75. Small event limited to one street with 4 barricades in a neighborhood.

All Other Special Events: Non-profit (\$25), Otherwise FEE (\$250)

Contact the Town for the event fee schedule.

### Special Event Checklist

The following checklist will help you understand the information needed and steps that must be taken to apply for a special events permit:

- Submit completed application and application fee before deadline – **at least ten (10) weeks and not more than one hundred eighty (180) business days before the date and time at which the Event is proposed to commence**, with exception of a public assembly, block party, or traditional parade (see Section 10-2 of the Town Code for application deadlines).
- Attach list of permits or licenses sought, such as, Liquor, Fireworks Mobile or Temporary Restaurant.
- Submit certificate of insurance, naming Town of Linn as an additional insured.
- Required personal injury and property damage insurance or other such insurance. See Section 10-2 of the Town Code for insurance level requirements.
- Payment in full for estimated cost recovery is required four (4) days before an event is to begin. If any payment is due for events subject to the exigency exception for First Amendment activity, such applicant may pay such costs on the day of the Event. Permits will not be issued until payment has been received.

**Event Information**

Name of Event: \_\_\_\_\_

Date's of Event: \_\_\_\_\_ Expected number of attendees: \_\_\_\_\_

Location(s) of event: \_\_\_\_\_  
\_\_\_\_\_

If the event is taking place on private property or on behalf of an individual or organization then written authorization from said person/group/owner shall be filed with permit application.

**Contact Information**

Name of Event Organizer: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Streets and Parking**

Will streets be closed?  Yes  No. If closed, explain how motorists, businesses, and residents will be notified in advance of the event.

If closed, which streets and blocks? Closed from a.m. / p.m. until a.m. / p.m.

Where will attendees be expected to park?

Will your event require barricades?  Yes  No

Is your event a race/run?  Yes  No. If yes, estimated number of spectators:

In order to minimize repeated road closures in the same geographic area, particularly involving heavily used thoroughfares, special events using the same or similar routes should not be scheduled on the same day, subsequent days, or on subsequent weekends within the year. A Route Map is required for any event (such as runs/walks/races) that requires the use of streets, sidewalks, or trails.

**Health**

Do you intend to sell or serve alcohol?  Yes  No

If Yes, you must submit a separate application for a Liquor License to the Town Clerk. You must be issued a Liquor License prior to issuance of Special Event Permit.

Will Food be served?  Yes  No

If food will be served at your event, a copy of any related licenses from the Wisconsin Department of Agriculture, Trade, and Consumer Protection must be provided for each vendor.

Will your event feature live music or sound amplification?  Yes  No

If yes, please describe the live music or sound amplification planned for your event: \_\_\_\_\_

\_\_\_\_\_

**Police & Security**

Your event may require the use of police officers for public safety and/or traffic management. These needs will be determined by the Police Chief.

Will you have private contracted security at your event?  Yes  No

If Yes, provide security company name and contact information: \_\_\_\_\_

\_\_\_\_\_

Will animals or vehicles be involved in the event?  Yes  No

If Yes, provide the type of animals and/or description of the vehicles: \_\_\_\_\_

\_\_\_\_\_

**First Aid/Emergency Medical/Fire Standby Services**

Will your event feature a firework display?  Yes  No

If Yes, you must submit a separate application for a fireworks permit to the Fire Chief. You must be issued a Fireworks Permit prior to issuance of Special Event Permit.

Will first aid, emergency medical or fire/emergency standby services be provided?  Yes  No

If Yes, describe the types of services that will be provided and where, indicate on Site

Map: \_\_\_\_\_

\_\_\_\_\_

Are you requesting the Fire Department provide any of the described services?  Yes  No

## **Garbage & Recycling**

You are responsible for making sure all recycling and trash debris within the area of the event is cleaned up. This includes public streets and nearby areas that are reasonably related to the event. The applicant will reimburse the Town of all expenses associated with repairs for damage to property or additional clean-up necessary.

Will you be providing collection containers for recycling and trash at your event?  Yes  No

Total number of trash cans:

Total number of recycling collectors:

## **Attachments Due With Your Application**

\*Completed Event Permit Application & Fee (payable to 'Town of Linn'; refer to fee schedule for amount due)

\*Certificate of Insurance, naming the Town of Linn as an additional insured. See Section 10-2 of Code for insurance level requirements.

\*Required personal injury and property damage insurance or other such insurance as deemed necessary by the Town. Endorsements requested for all insurance certificates. See Section 10-2 of Code for insurance level requirements.

\* Include reproducible layout/drawing of event with all of the following applicable items:

\_\_\_ Sanitation facilities

\_\_\_ First aid facilities

\_\_\_ Emergency vehicle access

\_\_\_ Tents/temporary structures

\_\_\_ Utility lines/generator/potable water source

\_\_\_ Area restriction devices such as barricades or other screening -- including any detour routes if the street is to be closed

\_\_\_ Lighting and Electric power source

\*Route and Traffic Plan (if applicable)

\*Attach list of permits or licenses sought, such as Health, Fireworks, and/or Liquor License

\*Applicant Signature

The 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 TOWN OF LINN, a Wisconsin Municipal Corporation located in the Walworth 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 TOWN OF LINN, 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.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Date Filed with Clerk: \_\_\_\_\_ Payment with Application: \$ \_\_\_\_\_ Receipt: \_\_\_\_\_

\*Circulation required to the following Departments:  
Department: \_\_\_\_\_ Date: \_\_\_\_\_ Circulated: \_\_\_\_\_

Town Clerk/Administrator

Notes:

Police Chief

Notes:

Fire Chief

Notes:

Highway Dept

Notes:

Board Meeting Date: \_\_\_\_\_