



# Village of Winneconne Events Checklist

An event is defined as activity, gathering, or competition in which a group or individual pays a fee to the sponsor in order to attend/participate and the event utilizes the Village of Winneconne parks, buildings, streets, equipment, barricades, manpower, or facilities.

A sponsor is any individual, group, organization, company, non-profit or other arrangement that holds an event within the Village of Winneconne.

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

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Village Facilities involved (provide map if involving streets): \_\_\_\_\_

Sponsor/Contact Person: \_\_\_\_\_

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

Phone Numbers: \_\_\_\_\_

### Public Works Department:

Are you requesting any traffic control devices (no parking, stop, directional, barricades, cones) Y/N

How many? \_\_\_\_\_

When and where do you request them? \_\_\_\_\_

Are you putting up a tent for your event? Y/N

If so, have you contacted Diggers Hotline (811) to mark underground cables? \_\_\_\_\_

Acknowledged by Public Works Director: \_\_\_\_\_

### Parks Department:

Are you utilizing any public parks or park facilities? Y/N

If so, which one(s), date and time? \_\_\_\_\_

Have you obtained a park facility permit? Y/N

***Park facility permits are available at Village Hall on a first come, first served basis. It can be obtained by stopping by Village Hall with appropriate facility fees.***

Do you require additional garbage cans? Y/N

Dumpsters are available through Advanced Disposable Services – 685-6666

Are you providing additional rest room facilities/port-a- potties? Y/N

Do you require access to electricity? Y/N

How much and where? \_\_\_\_\_

Acknowledged by Facilities Caretaker/ Leader: \_\_\_\_\_

Police Department

Do you plan to stop traffic temporarily or long term? Y/N

When and how long? \_\_\_\_\_

By what means? \_\_\_\_\_

Do you need a police officer to direct traffic? Y / N

**NOTE:** There is a fee for additional officers

If so, how many, when and where do you need them? \_\_\_\_\_

Are you planning on closing off a street? Y/N

If so, which street(s) and for how long? (Be specific): \_\_\_\_\_

Have you obtained a street closure permit? Y/N

*If street usage is necessary, provide a map depicting the route for the event.*

*Street closure requires a separate permit and is available at the Police Dept. It can take up to four (4) weeks to obtain (requires Village Board approval). Closure of State Highway 116 also requires a DOT permit, available at the Wisconsin DOT website: <http://www.dot.state.wi.us/forms/docs/dt1479.doc>*

Are you selling anything that might require a State approved Seller's Permit? Y/N

Does your activity require the relaxing of the Village's Noise Ordinance? Y/N

*Village Ordinances require all amplified music be turned off by 11:00pm.*

Are you selling alcoholic beverages that require a temporary liquor license? Y/N

*Temporary Liquor Licenses require Village Board approval. Please apply four (4) weeks in advance of your event.*

Acknowledged by Police Chief: \_\_\_\_\_

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**Provide certificate of insurance for the Event listing Village of Winneconne as additional insured to Village Administrator.**