

No.



VILLAGE OF WINNECONNE, WISCONSIN

30 S. First Street • Winneconne, WI 54986 • 920-582-4381

Completed Form  
Returned to Applicant

Special Event Permit Application

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Contact Person: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Organization: \_\_\_\_\_ Not For Profit: Yes No  
 Email: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Onsite the Day of Event: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

SPECIAL EVENT INFORMATION

Name of Event: \_\_\_\_\_  
 Event Date(s): \_\_\_\_\_  
 Open to the Public: Yes No  
 Hours the Event is Open to the Public Each Day:  
 N/A: \_\_\_\_\_ Sun: \_\_\_\_\_ Mon: \_\_\_\_\_ Tues: \_\_\_\_\_ Wed: \_\_\_\_\_ Thurs: \_\_\_\_\_ Fri: \_\_\_\_\_ Sat: \_\_\_\_\_  
 Set Up Date and Time: \_\_\_\_\_  
 Take Down Date and Time: \_\_\_\_\_  
 Location Requested: \_\_\_\_\_  
 Park Shelter Needed: Yes No (If yes, please fill out and pay for Park Facilities Rental Form)  
 Estimated Attendance: \_\_\_\_\_

Please circle if you plan to include the following during the event:		
Vendors/Food Sales/Cooking	Yes No	If yes, please contact Winnebago County Health Department 920-232-3000 for permits for temporary food sales and the Village for a Direct Sellers Permit. Please apply at least four (4) weeks in advance of your event for both.
Operator's License/Alcohol*	Yes No	A Temporary Class B License and a valid Village Operator's License is needed and requires Village Board approval. Please apply at least four (4) weeks in advance of your event for both.
Port-O-Johns (At Own Expense)	Yes No	The Village requires a ratio of one (1) restroom facility per one hundred (100) people (public restrooms are considered part of calculation).
Sign(s)	Yes No	Please refer to land-use ordinance 9-1-31(g) for regulations.
Tent(s)	Yes No	If yes, please contact Diggers Hotline (811) to mark underground utilities at least three (3) working days before event.
Music/Sound Amplification	Yes No	Village ordinances require all amplified music be turned off by 10:00 pm. A request to relax the ordinance requires approval by the Village Board. Please apply at least four (4) weeks in advance of your event.
State Highway 116 Closure	Yes No	Closure of State Highway 116 requires a DOT permit, available at the Wisconsin DOT website: <a href="http://www.dot.state.wi.us/forms/docs/dt1479.doc">http://www.dot.state.wi.us/forms/docs/dt1479.doc</a> Requests shall be made at least ninety (90) days in advance of event.

\*If selling alcohol on Village-owned property, organization is required to carry liability insurance. Proof of insurance is required two weeks prior to event date.

Municipal services requested:		
Street Closure	Yes No	Street closures require Village Board approval. Please apply at least four (4) weeks in advance of your event for permit. Attach a map on which street(s) and length of time they are requested to be closed.
Traffic Control Police Officers	Yes No	There is an additional fee for police controlled traffic and may be required if event reaches an extraordinary size. How many, when and where do you require them?
Traffic Control Devices (No Parking, Stop Directional, Barricades, Cones, etc.)	Yes No	How many, which devices, when and where?
Additional Police Presence	Yes No	There is an additional fee for increased presence. How many, when and where do you require them?
Access to Electricity	Yes No	Based on availability. Must provide your own extension cords.
Access to Outdoor Water Source	Yes No	Based on availability. Must provide your own hose.
Additional Trash Bins	Yes No	Total number needed (Village can supply up to 6):
Portable Volleyball Nets	Yes No	Location:
Picnic Tables	Yes No	Location:
Any additional Special Assistance needed from the Village?	Yes No	Describe:

NOTE: Attach a map of event that must include location, routes, areas used, barricade placement, port-o-john locations, etc.

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

**VILLAGE APPROVAL**

Acknowledged and Approved by Public Works Director: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

Acknowledged and Approved by Chief of Police: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

Acknowledged and Approved by Village Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

**OFFICE USE ONLY**

Fee Amount: \_\_\_\_\_  Credit Card  Cash  Check #:

Today's Date: \_\_\_\_\_ Authorizing Signature: \_\_\_\_\_