

Village of Cross Plains

Permit #: _____

SPECIAL EVENT PERMIT

APPLICANT INFORMATION

Event Title:				Date(s) of Event:	
Event Organizer:			Primary Contact:		
Applicant Address:					
Primary Phone #:		Mobile Phone #:		Secondary Phone #:	
Email:				Fax:	

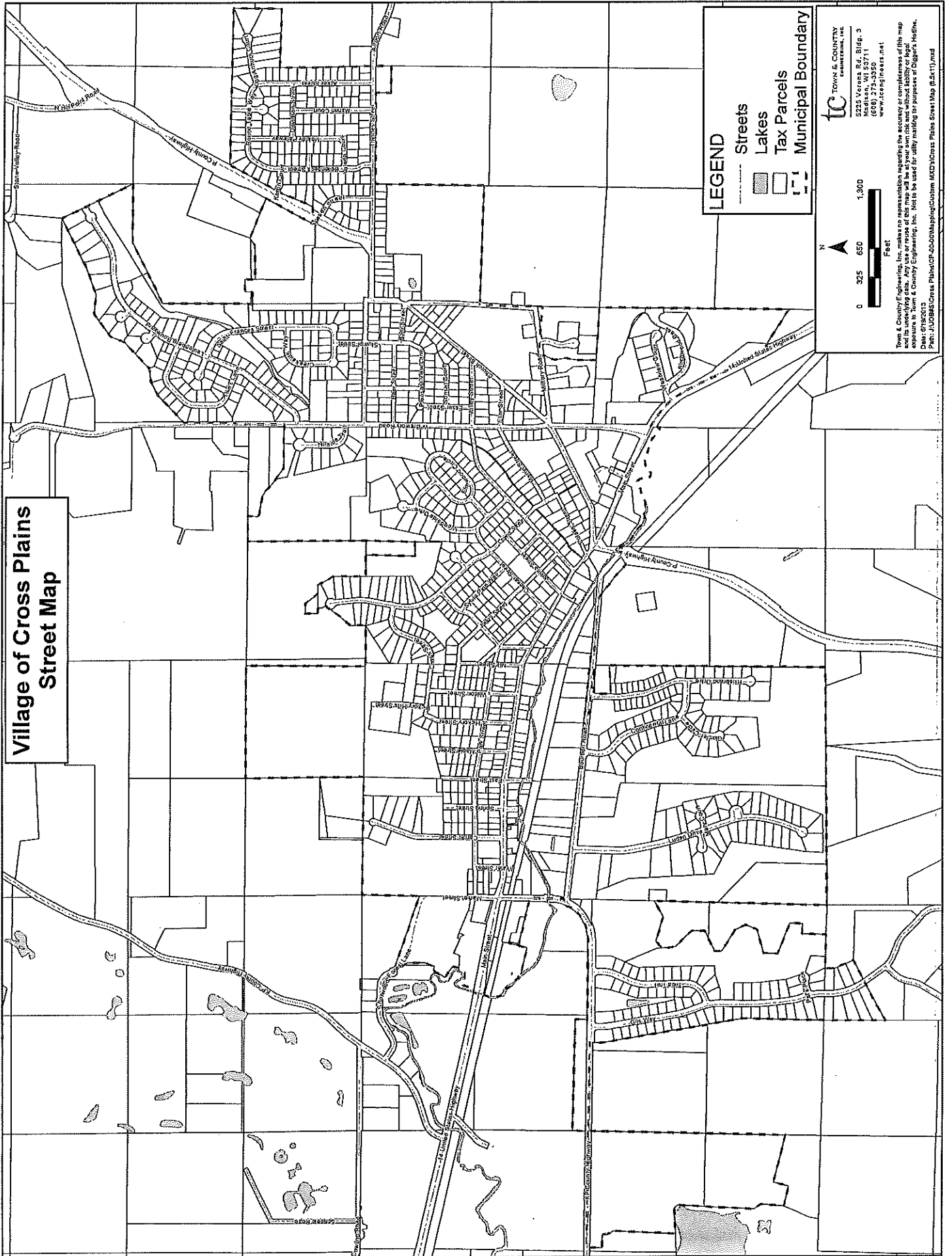
EVENT INFORMATION

Event Location (Please provide general description or address as well as depict on the attached Village map):					
Please provide a summary of the event including but not limited to a description of planned activities and/or amenities:					
Event Setup Start:		Event Start:		Hours of Operation:	
Event Takedown End:		Event End:			
Participants #:					
Street Closure:		Barricades:		Barricade Location(s):	
Alcohol Sold or Serve:		Fireworks:			
Food Sold or Served:		Rain Date:			
Public Safety – Please describe any plans regarding security, traffic/crowd control, or other emergency services:					
Village Services – Please describe all other services required from the Village (i.e. – Public Facilities, Parks/Rec, etc.):					

INSURANCE REQUIREMENTS


<p><i>The applicant shall, no later than seven (7) days prior to the start of the event, provide proof of bodily injury and property damage liability insurance naming the Village as an insured and covering the entire public area of the event for the duration of the event in a minimum amount of \$1,000,000 for the injury to or death of any one individual and \$1,000,000 for the injury to or death of any number of individuals in once occurrence, and property damage liability insurance in the amount of \$1,000,000 (Village Ordinance 22.22(f)). Please attach the Certificate of Insurance to this application.</i></p>	
Has a certificate of insurance been provided:	

Village of Cross Plains Street Map

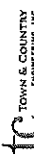


LEGEND

- Streets
- Lakes
- Tax Parcels
- Municipal Boundary



 0 325 650 1,300 Feet


TOWN & COUNTY ENGINEERING, INC.
 5225 Verona Rd., Bldg. 3
 Madison, WI 53711
 (608) 273-3355
www.townandcounty.com

Town & County Engineering, Inc. makes no representation regarding the accuracy or completeness of this map and its underlying data. Any use or reuse of this map will be at your own risk and without liability or legal responsibility of Town & County Engineering, Inc. Not to be used for utility marking for purposes of DigAlert Hotline.
 Date: 08/28/2013
 Plot: S:\0828\Cross Plains\CF-0200\Map\Custom MXD\3\Cross Plains Street Map (8.28.13).ind

Village of Cross Plains

SPECIAL EVENT PERMIT

DUTIES OF PARTICIPANTS

Participants means only those persons actually taking part in the event, including, but not limited to, those sponsoring, organizing, promoting, or initiating the event; those invited to attend; those paying to attend; or those for whom the event is sponsored, organized, or initiated, including the general public (Village Ordinance 22.22(a)(2)). The Duties of Participants will be as follows (Village Ordinance 22.22(j)). **Please initial next to each duty to signify agreement.**

1. All persons involved with an event regulated by this section shall comply with all permit directions and conditions imposed under the terms of this section for the use of public property and with all applicable ordinances, statutes and laws.

2. All persons involved with an event regulated by this section shall stay within the area or route designated for the event during the conduct of this event.

3. The event chairman or other person leading such activity shall carry the special event permit upon his or her person during the conduct of the event.

4. The applicant shall be responsible for returning all premises used for the event or impacted by the event to the condition such premises were in prior to the event within twelve (12) hours after the permit expires.

Please note that the applicant and/or event organizer will be responsible for the conduct of the group and for the condition of the public area. The permit is subject to all municipal codes in addition to all rules governing street right-of-ways. The applicant agrees that during use of the public area, the sponsoring organization will not exclude any person from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, national origin, or handicap. The applicant and/or the event organizer further agrees to indemnify, defend and hold harmless the Village of Cross Plains and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney fees arising out of the activities performed as described herein, caused in whole or in part by any acts, negligent or otherwise, or any omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts on behalf of them may be liable, except where caused by the sole negligence or willful misconduct of the Village.

Applicant Signature

Date

Applicant Print Name

For Office Use Only:

Date Received: _____ Received By: _____ Date Reported to Board: _____

Village of Cross Plains

Parks and Recreation

Comments/Conditions: _____

Total Actual Cost: _____ Approved: Yes No

Signature Date

Police Department

Comments/Conditions: _____

Total Actual Cost: _____ Approved: Yes No

Signature Date

Public Facilities

Comments/Conditions: _____

Total Actual Cost: _____ Approved: Yes No

Signature Date

Application Approval/Denial

> 200 Participants

Close/Use Public Street

Village Services

\$50.00 Review Fee: _____ Approved: Yes No

Authority (Administrator or Board) Date

Comments: _____