

# TOWN OF WAUSAU APPLICATION FOR SPECIAL EVENT PERMIT

Name of Person Applying: \_\_\_\_\_ Business Name: \_\_\_\_\_

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

Contact Phone Number: \_\_\_\_\_ Contact E-Mail Address: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time of Special Event: \_\_\_\_\_

## Please Specify

1. Location on Premises: \_\_\_\_\_
2. What is the property zoned (please check)? ☐ Residential ☐ Trans Ag ☐ Agricultural ☐ Commercial
3. Live Band/DJ/Other Entertainment: ☐ Yes ☐ No If yes, what type of entertainment: \_\_\_\_\_
4. Parking Arrangements: \_\_\_\_\_
5. Type of lighting being provided for the security and protection of the attendees: \_\_\_\_\_
6. Fenced area, if necessary, for safety and security: ☐ Yes ☐ No
7. Type of insurance secured \_\_\_\_\_
8. Are there adequate bathroom facilities on the property to accommodate the number of people in attendance? ☐ Yes ☐ No If no, what is being done to accommodate for more people? \_\_\_\_\_
9. Restoration plan after the event concludes: \_\_\_\_\_
10. Will alcohol be served: ☐ Yes ☐ No 11. Is there a charge for admission: ☐ Yes ☐ No
12. Will there be anything for sale at the event? ☐ Yes ☐ No If yes, what? \_\_\_\_\_

Explanation of Event:

\_\_\_\_\_

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## APPLICANTS PLEASE:

- Submit a sketch of any outside setup with this application.
- The Special Event application must be completed and returned to the Town Clerk at least (14) fourteen days prior to a scheduled Town Board monthly meeting.
- No event advertisement is permitted until Town Board approval is obtained.
- The applicant must be present at the Town Board Meeting to answer event questions.
- A minimum fee of \$50 is due at the time of the permit application.

All Town Board meetings begin at 6:30 p.m. the first Monday of the month.

**Return to the Town of Wausau Clerk along with the appropriate fee:**

**Town of Wausau Clerk  
161484 County Road Z  
Wausau, WI 54403  
715 845-8458**

# Town of Wausau

## SPECIAL EVENT PERMIT

Issued To: \_\_\_\_\_

Location of Event: \_\_\_\_\_

For This Date: \_\_\_\_\_

For This Time: \_\_\_\_\_

Chairman Approval: \_\_\_\_\_

Permit No: \_\_\_\_\_ (Display in Front Window/Door)