

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

13. Will there be anything for sale at the event? Yes No If yes, what? _____

Explanation of Event: _____

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.
- 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 to:
161484 County Road Z, Wausau, WI 54403**

TOWN OF WAUSAU

SPECIAL EVENT PERMIT

Issued To: _____

Location of Event: _____

Date of Event: _____

Time of Event: _____

Chairman Approval: _____

Date signed: _____

Permit No: _____(Display in Front Window/Door)