



755 Fellows Rd • PO Box 428  
Genoa City, WI 53128  
(262) 279-6472 Opt. 5  
www.vi.genoacity.wi.gov

## EVENTS PERMIT APPLICATION

Please fill in all blanks completely, as incomplete applications will be rejected.  
Applications must be submitted **AT LEAST 60 DAYS** prior to the proposed event date(s).

**Applicant Name:** \_\_\_\_\_ **Organization Name:** \_\_\_\_\_

### Section I - What type of Permit(s) will your event require?

- ☐ **Parade Permit.** Required for any parade on public property.
- ☐ Map or description of the requested route to be traveled.
- ☐ **Public Assembly Permit.** Required for any public gathering on public or private property. Fee required.
- ☐ **Street Use Permit.** Required for any event using a public street. Per Sec. 97-7 of the municipal code, this application must include the following attachments:
- ☐ Certificate of Comprehensive General Liability Insurance with the Village, its employees and agents as additional insured with coverage for contractual liability with minimum limits of \$500,000 per occurrence for bodily injury and property damage limits of \$250,000 per occurrence.
- ☐ Petition signed by more than half of the residential dwelling units and/or commercial units residing along that portion of the street designated for the proposed use or whose property is denied access by virtue of the granting of the permit.
- ☐ **Park Permit.** Required for reserving the use of a park facility or shelter for an event lasting more than one day.
- ☐ **Veteran's Park/Memorial Park/Anders-** Additional rental fees apply.
- Certificate of Comprehensive General Liability Insurance with the Village, its employees and agents as additional insured with coverage for contractual liability with minimum limits of 1,000,000 per occurrence.
- A Hold Harmless and Indemnity Agreement will be required of each applicant.
- Please indicate which park facility** \_\_\_\_\_.

### Section II – Applicant Information

1. Applicant Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_
2. Organization Name: \_\_\_\_\_
3. Organization Type: ☐ For Profit ☐ Non-Profit (501(c) \_\_\_\_\_) Tax ID: \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_
5. City, State, Zip: \_\_\_\_\_
6. Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_
7. Applicant's Driver's License #: \_\_\_\_\_ State license issued: \_\_\_\_\_

### **Section III – Event Information**

1. Title of Event: \_\_\_\_\_

2. Date(s) of Event: \_\_\_\_\_

3. Location(s) of Event: \_\_\_\_\_

4. Hours: \_\_\_\_\_  
Start Time End Time

5. Event Chair/Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

6. Day of Event Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

7. Is the event open to the public? ☐ Yes ☐ No

8. Will you charge an admission fee? ☐ Yes ☐ No

9. Estimated Attendance Number: \_\_\_\_\_

10. Basis for Estimate: \_\_\_\_\_

11. Will you be setting up a tent? ☐ Yes ☐ No

*If yes, list the location, size, Rental Company, and proof of completion of locates.*

\_\_\_\_\_  
\_\_\_\_\_

12. Will there be any animals? ☐ Yes ☐ No

*If yes, what type and how many:* \_\_\_\_\_

13. Detailed description of proposed event with map of exact location of the event and/or route.

14. Description of plan for handling refuse collection and after-event clean-up:

15. Description of plan for providing event security (if applicable):

16. Will your event include the sale of beer and/or wine? ☐ Yes ☐ No  
*If yes, please attach a completed Temporary Alcohol License & Operator License Application.*

17. Will you or any other vendors be selling food or merchandise? ☐ Yes ☐ No  
*If yes, please attach list of proposed vendors, including business name and type of food/merchandise sold.*

#### **Section IV – Street Use**

☐ Check if this section does not apply.

1. Description of the portion(s) of road(s) to be used:

2. Description of signage to be used during event:

#### **Anticipated Services**

*Please indicate below any additional services you are requesting for your event. Estimated Fees or Deposits for these services may be required prior to issuance of permit(s).*

- |                                            |                |
|--------------------------------------------|----------------|
| <input type="checkbox"/> Electricity       | Explain: _____ |
| <input type="checkbox"/> Water             | Explain: _____ |
| <input type="checkbox"/> Traffic Control   | Explain: _____ |
| <input type="checkbox"/> Police Services   | Explain: _____ |
| <input type="checkbox"/> Fire/EMS Services | Explain: _____ |
| <input type="checkbox"/> Other             | Explain: _____ |

## **Section V– Signature of Applicant**

“The information provided in this application is true and correct to the best of my knowledge and belief. I understand that cancellation of any event, for any reason, shall result in the forfeiture of permit fees. I understand that application fees are not refunded in the event the application is not approved. I understand that in addition to the schedule of fees, if any additional Village services are requested or determined to be impacted, an additional fee will be charged for those services. I agree to comply with all applicable state, federal and municipal regulations and ordinances.”

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### ***Office Use Only***

## **Section VI – Fees**

| <b><u>Application and Permit Fees</u></b> | <b><u>Unit Fee</u></b>            | <b><u>Applicable Fee</u></b> |
|-------------------------------------------|-----------------------------------|------------------------------|
| • Administrative Fee                      | \$25.00                           | _____                        |
| • Parade Permit Application Fee           | \$25.00 ( <i>non-refundable</i> ) | _____                        |
| • Street Use Permit Fee                   | \$50.00                           | _____                        |
| • Fireworks Events Permit Fee             | \$150.00 ( <i>per event</i> )     | _____                        |
| • Police Services                         | TBD                               | _____                        |
| • DPW Services                            | TBD                               | _____                        |
| • Fire/EMS Services                       | TBD                               | _____                        |

| <b><u>Park Reservation Permit - Veteran's Park</u></b> | <b><u>Fee</u></b> | <b><u>Non-Profit Fee</u></b> |       |
|--------------------------------------------------------|-------------------|------------------------------|-------|
| • Large Pavilion with Serving Room                     | \$200.00          | \$75                         | _____ |
| • Large Pavilion without Serving Room                  | \$150.00          | \$60                         | _____ |
| • Small Pavilion                                       | \$125.00          | \$50                         | _____ |
| • Memorial Park/Anders                                 | TBD               |                              | _____ |

**Total PAID with Application:**     \$ \_\_\_\_\_

**(cash or check only payable to: Village of Genoa City)**

Date Filed with Clerk: \_\_\_\_\_ Payment with Application: \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Additional Fees Collected: \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

**Departmental review (all that apply):**

☐ Police Chief: ☐ Approved ☐ Denied Signed: \_\_\_\_\_

Additional services needed: \_\_\_\_\_

Additional fees or deposit: \_\_\_\_\_

☐ Fire Chief: ☐ Approved ☐ Denied Signed: \_\_\_\_\_

Additional services needed: \_\_\_\_\_

Additional fees or deposit: \_\_\_\_\_

☐ Street Dept: ☐ Approved ☐ Denied Signed: \_\_\_\_\_

Additional services needed: \_\_\_\_\_

Additional fees or deposit: \_\_\_\_\_

**Board review:**

☐ Board: Meeting Date(s): \_\_\_\_\_ ☐ Approved ☐ Denied

Reasons/Conditions: \_\_\_\_\_

**Clerk's Office Completion:**

Total add'l fee/deposit to be collected: \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Permit(s) issued: ☐ Parade/PA ☐ Street Use ☐ Park Permit

Date of issue: \_\_\_\_\_ Deposit Returned: \$ \_\_\_\_\_ Deposit withheld: \$ \_\_\_\_\_

**Reason withheld:**

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