



TOWN OF EAST TROY

N9330 Stewart School Road
East Troy, Wisconsin 53120
Telephone 262-642-5386
www.townofeasttroywi.gov

Special Event Permit Application

Resident \$30 per day / Non-Resident \$50 per day

Date Received: _____ Fee Paid (if applicable): _____

Applicant Information

Applicant: _____

Organization: _____

Authorized Representative (if different from above): _____

Address: _____

Phone: home: _____ cell: _____

Email: _____

Insurance (homeowners/liability) Name: _____ Ph: _____

Location Information ☐ Jim Byrnes Memorial Park ☐ Army Lake

Property owner name: _____

Mailing Address: _____

Address of property (event): _____

Event Information

Purpose/type of event: _____

Date of event: _____ Start time: _____ End time: _____

Designated contact person(s) during event: _____

Anticipated Attendance: _____

Cell phone: _____ Other Phone: _____

Description of special accommodations for the special event:

Emergency Services

Entertainment Vendors

Fencing

Fire Protection

Food and Beverage

Lighting

Parking

Potable water

Toilet

Security

Sound

Waste Disposal

Other

Please identify participating vendors or contractors if applicable.

Continue on additional page if needed.

Vendor/Agent

Business Name

Address

Phone

License or permit #

Vendor/Agent

Business Name

Address

Phone

License or permit #

NOTES

This permit provides a notice to the Town of East Troy prior to the proposed event according to Town Ordinance 2024-9 pertaining to special events. A minimum of 60 days notice is required. The Town may place restrictions if the Town believes that the proposed event may unduly affect neighbors or other residents of the Town of East Troy.

No application for a special events permit shall be accepted as filed until the Town Clerk determines that the information in the application is complete and sufficient. Upon completion of this investigation, the Clerk shall distribute copies of the application to the Town Board of Supervisors and the Emergency Services Board.

No special events permit may be issued unless the applicant agrees, by signing this application, to indemnify the Town of East Troy from any liabilities as a consequence for granting this permit.

Each applicant for a special events license shall furnish to the Town, no later than 10-days prior to the special event, a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the Town attorney and covering any and all liability or obligations which may result from the operations by the applicant's employees, agents, contractors or subcontractors, and including workman's compensation coverage in accordance with ch. 101, Wis, Stats. The certificate shall provide that the company will furnish the Town with a 10-day prior written notice of cancellation, non-renewal or material change. The insurance shall be written in comprehensive form and shall protect the applicant and Town against all claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors and subcontractors. The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000.00 (One million dollars) per person/aggregate.

In addition, a special event licensee shall be responsible for and pay to the Town of East Troy a fee for all Town fire and police services provided by the Town for the special event. The police and fire services shall not exceed the actual cost of providing the services. The licensee shall pay the Town within 10 days of the date of the itemized invoice prepared by the Town for the licensee following the special event. The licensee shall provide the Town Board of Supervisors with all of the information necessary to determine the level of services required. After reviewing such reports, upon which the applicant may be heard, the Town Board may specify as a condition of the license, that the applicant deposit a security with the Town in the form of a guarantee payment, letter of credit or cash deposit, in a form approved by the Town attorney and in an amount determined to be sufficient to guarantee payment for the anticipated cost of providing police, fire and emergency services for the special event. The licensee shall provide the security deposit no later than 10 days prior to the event. This security deposit shall allow the Town to withdraw upon it in case of any default in payment by the licensee. The Town shall return any remaining balance of a cash deposit to the licensee. Any determined deficiency for such service fees beyond the security deposit shall be a lawfully collectible debt of the licensee to the Town. The Town shall be entitled to all costs of collection, including attorney fees, and may impose a lien against the special event premises or legally owned Town property by the licensee, to be placed upon the tax roll of such property.

AGREEMENT

I, _____ (undersigned applicant), hereby agree to hold the event described on this application in conformity and compliance with all Town of East Troy ordinances and all state and federal laws. I recognize that any part of this event will not cause an unreasonable disturbance and shall not permit the sound or the assembly to carry unreasonably beyond the enclosed premises or building in which the event will take place.

I also acknowledge that the proposed activity is a single event that does not constitute a regular activity on the premises. I will assume all responsibility for obtaining any relevant permits from Walworth County or other jurisdictions having oversight of the premises.

I agree to indemnify and save harmless the Town of East Troy from and against all liabilities, claims, demands, judgments, losses and all suits at law or in equity, costs and expenses, including reasonable attorney fees, for injury or death of any person, firm, organization or corporation, arising in any way as a consequence of the granting of this special events permit.

I swear that the statements contained herein are true and correct to the best of my knowledge.

Date of application _____

Applicant (print) _____ (signed) _____

ADMINISTRATIVE REVIEW

Town of East Troy
Police Department

Town of East Troy
Town Board

Chief of Police

Town Chairman

Circle one: Approved Denied

Circle one: Approved Denied

Date _____

Date _____

CHAPTER 12.60
TOWN OF EAST TROY PARK

§ 12.60.010. Intent.

It is the intent of this chapter to provide a procedure for applying for applications to reserve use of the Town park pavilion and to place regulations regarding the use of Town park property.

(2008 code § 12.07(1))

§ 12.60.020. Regulations.

The following regulations shall apply to all Town park property. Such regulations shall at all times be posted at the entrance to all Town parks and shall be deemed additional regulations in addition to those specifically set forth for specific Town properties.

1. Usage of Town properties may be prohibited or restricted at any time by direction of the Town Board, subject to posting of the same.
2. Any Town park property that is available for usage by individuals shall be subject to the following rules:
 - a. Town parks shall only be open during daylight hours, but additional restrictions may be posted by direction from the Town Board. Any Town park or Town owned property shall be referred to as "park" hereinafter.
 - b. Park users shall dispose of all litter and trash in the waste receptacles provided. Picnic areas shall be cleaned up before leaving the area.
 - c. No weapons of any kind are permitted in the park. Hunting and trapping are prohibited in the park.
 - d. Cooking shall be permitted only on the grills that are provided. Open fires are not permitted in the park.
 - e. Any wildlife, plants or animals that may be encountered are to be protected and shall not be disturbed.
 - f. Motorized vehicles are prohibited in the park.
 - g. Bicycles are permitted only on designated pathways.
 - h. Groups may obtain permits for special events at the shelter or other areas and will have preferential use for areas that they have reserved. Reservations are to be made in advance at the Town Hall.
 - i. All garbage, refuse and property of any type or nature shall be removed immediately following usage of any park or area in such parks.
 - j. Failure to comply with these regulations shall be punishable as provided by Town ordinances.

3. No weapons of any kind are permitted in the park and no hunting or trapping is allowed in the park, or upon any lands owned by the Town of East Troy, except as follows:
 - a. A "weapon," as defined in a concealed carry permit as a handgun, an electric weapon as defined in Wis. Stat. § 941.295(1c)(a), a knife other than a switchblade knife under Wis. Stat. § 941.24 or a billy club, is permitted under this section pursuant to Wis. Stat. § 175.60(1)(j) as long as the possessor has a valid concealed carry permit and photographic identification on his or her person. Failure to carry or display a concealed carry permit and photo ID as required may subject the violator to a fine of not more than \$25.00.
 - b. A "handgun," as mentioned above, does not include a machine gun, a short barreled rifle or a short barreled shotgun pursuant to Wis. Stat. § 175.60(1)(bm).
 - c. No shooting of any weapon is allowed in the park unless it is done in self-defense or any other lawful use as permitted by law.

(2008 code § 12.07(2); Ord. 2016-10 § 1; Ord. 2019-4 § 1)

§ 12.60.030. Applications for reservations or applications for special uses for any park area.

1. Any group or organization within the Town may apply for a reservation to use areas on an exclusive or reserved basis by filing an application form approved by the Town Board. To the extent applicable, the application forms for reserving the Town Hall shall apply and all regulations under Chapter 12.80 ETMC are incorporated herein by reference. Fees and deposits shall apply under this section, except as hereinafter specifically provided.
2. The Town Clerk may approve applications for use of the pavilion area in the Town Park located immediately adjacent and north of the Town Hall, subject to the limitations set forth in Chapter 12.80 ETMC. Any request for exclusive use extending beyond the pavilion area may be deferred by the Town Clerk to the Town Board or its authorized representative.
3. Fees. The Clerk may exempt fees for governmental or civic associations as set forth in Chapter 12.80 ETMC. Fees for individuals, private groups or other organizations shall be \$100.00 per day of usage, which fee shall accompany the application. The bond set forth under Chapter 12.80 ETMC shall also accompany the application. All applicants must comply with the provisions of all Town ordinances, including Chapter 12.80 ETMC, the special event ordinances (Chapters 5.10 and 12.65 ETMC) and any posted rule or regulation approved and posted by the Town Board.
4. The recreational easement connected to the Town Park and generally located in the Beulah Lake Farms Subdivision and adjacent properties may be used subject to the rules posted for such usage and all ordinances and laws applicable thereto.

(2008 code § 12.07(3))

§ 12.60.040. Enforcement.

Failure to comply with these regulations shall be punishable as provided by any specific ordinance and fined a fine applicable thereto, and any violation of Chapters 5.10 and 12.80 ETMC and this chapter, or the application underlying the same, shall be as subject to fines, forfeitures, imposition of fees, cost recovery provisions and any county or state law, as specifically provided therefor or as provided for under the general fine and forfeiture provisions under the Town of East Troy Municipal Code. Individuals that may be cited shall include the applicant, including any organization or business constituting the applicant, the individuals signing as a representative and/or responsible party for the application and any individual(s) found to be in violation of any of the foregoing. The bond or cash posted as a part of the application may be held pending disposition of such charges and may be directly accessed in payment for any conviction and fine or forfeiture imposed thereby. This chapter shall be liberally construed to permit the Town to recover any costs associated with remedying any violation or collection of any fine or forfeiture imposed by law.

(2008 code § 12.07(4))