



CITY OF WISCONSIN DELLS
APPLICATION FOR
SPECIAL EVENT and /or STREET CLOSING PERMIT

- Date Application Submitted: Application Fee \$200 Receipt No.
• Application must be submitted to City Clerk no less than 10 days before the next Common Council meeting.
• Applications may not be amended after approval, unless done so by the Police Chief or designee.

1. Applicant Information

Applicant's Name
Organization/Business (if any)
Address (include city/zip)
Contact Phone Number Email

2. Event Purpose

Event Name or Title: Repeat Event? Yes No
Organization Associated with Event (if applicable) Non-profit Event? Yes No
Purpose of Event (Include detailed description of event/activities)

3. Event Information & Assembly

Date(s) of the Actual Event
Date/Time event will assemble Date/Time event will begin
Time event will end Time event will disband
Event website (if any)
Name of contact person on day of event Cell

LIST STREETS/AREA TO BE CLOSED - ATTACH MAP OF PROPOSED CLOSURES & INDICATE PROPOSED USES:

Number of Barricades Needed & Locations (if applicable)

Will this event include: Fireworks? Beer/Wine Sales?
If yes, please list who will be obtaining those permits/licenses:

*Approximate maximum number in attendance at one time

Attendance estimate based on?

Traffic Assistance Needed: Yes No If yes, location and time(s):

4. Entertainment/Amplified Music or Announcing

Any amplified music or announcing: Yes No

Describe entertainment area/location (if applicable) _____

5. Public Safety

Traffic Assistance Needed: Yes No If yes, location and time(s): _____

Police/Security Needed (may be assigned based on event details) No Yes, location & purpose _____

EMS / Fire Dept. Needed (may be assigned based on event details) No Yes, location & purpose _____

6. Sanitation & Utilities

Temporary Electric Service needed: Yes No

Number of bathroom stall accommodations, if required: _____Men _____Women _____ Unisex _____ Handicapped Accessible

7. Vendors

Merchandise and/ or Food Vendors: _____ no _____ yes, approximate number: _____

8. Parking Impact

List the number of parking stalls, and/or what parking lot(s) that will be affected and during what time:

Municipal Code Chapter 24 Special Events Regulations

24.04 WHEN APPLICATION MUST BE MADE

A written application for a permit for any parade or special event shall be made by one of the organizers to the City Clerk on a form provided by the Clerk no less than 10 days in advance of the last regularly scheduled council meeting prior to the proposed event.

24.06 RECOMMENDATIONS OF GOVERNMENTAL AGENCIES

The Clerk shall submit a copy of the application to the Chief of Police and the Director of Public Works as well as any other affected departments. These departments shall report their findings to the Council at the next regularly scheduled Council meeting.

24.11 FEE

There shall be paid at the time of filing the application for a parade or special event permit a fee as established by resolution adopted pursuant to section 2.05.

24.12 CHARGE FOR INCREASED COSTS

Where the Police Chief and/or the Director of Public Works determines that the cost of municipal services incident to the staging of the parade or special event will be increased, the Council may require the permittee to pay an additional fee in the amount equal to the increased cost for the municipal services.

Applicant Signature

I hereby make an application for a Special Event and/or Street Closing Permit as detailed above. I agree to abide by the requirements of all City Ordinances and State Laws.

Print Name _____

Signature _____ Date _____

FOR OFFICE USE ONLY:

Date Application Received by City Clerk: _____

Clerk's Initials _____

Map provided

Amount Due _____

Date Paid: _____

Department Routing:

Police _____ Fire _____ DPW _____ EMS _____

Common Council Meeting Date _____: Approved Denied