



SPECIAL EVENT PERMIT APPLICATION

Event Name: _____ Date: _____

Location: _____

Start time: _____ Approximate end time: _____

Number of participants expected: _____ Number of spectators expected: _____

Beer or Liquor present: Yes No

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Type of support provided by **Event Sponsor** (if any):

Traffic Control Medical Support Vehicles Barricades Other: _____

Type of support requested from **Village Personnel** (if any):

Traffic Control Medical Support Vehicles Barricades Other: _____

Description of Event and affected areas:

*Please attach additional sheets if needed – Event Route Map **must** accompany this application.*

PLEASE NOTE: Event officials must coordinate all local road use with the Village of Barneveld Highway department for county trunk roads and state highways. Village of Barneveld does not authorize the use of county roads, State Highways, or routes designated other than Village of Barneveld streets.

Permit Procedures – all of the following requirements must be complied with for consideration of permit.

1. It is necessary that we receive permit request for use of Village Spaces (streets/parks) at least 4 weeks in advance of scheduled event. It is possible that a permit may not be issued for an untimely permit request.
2. Event Sponsor must provide proof of liability insurance for this type of event with the application.
3. A **\$25 non-refundable permit** fee is due with application. Permits may be returned and will not be reviewed unless the appropriate fee accompanies this application.

4. No printed materials should be distributed to the public prior to obtaining permission form all affected governmental bodies and law enforcement agencies for the use of roads/streets, highways or parks for the event(s). There are certain rads and highways which we and other agencies will not allow to be used or crossed for such events; and this may affect planned routes that have been prematurely released to the public.
5. All state statutes and laws regarding Rules of the road must be followed if the road remains open during the event.
6. If the event requires traffic control or detours, the Event Sponsor will be responsible for the expense of providing and posting of all detour signage and routes and providing all uniformed police officers that may be required for safe and proper traffic direction.
7. Event Sponsor is responsible for surveying the intended route and location of the event prior to event date for potential traffic hazards to the participants and contacting the appropriate agency to mitigate those hazards. Sponsor shall ensure that all participants stay within permitted areas.
8. Normal "rules of the road" must be followed during the event if the public road, street or highway is open to traffic. Participants must obey all federal, state and local statues and regulations.
9. No trespassing on private property.
10. No defacing of public property, including pavement markings.
11. Immediately after the completion of the event, the Event Sponsor shall be responsible for removing from the event location(s) any trash, signs, and/or other materials that may have accumulated or used during the event.

Hold Harmless Agreement for use of Village Streets

1. The event sponsor recognizes and acknowledges that the Village of Barneveld does not control the occurrence, location, duration, or other factors relating to the event.
2. The event sponsor agrees to Hold Harmless, the Village of Barneveld, its Board Members, its agents and employees from any/all claims, lawsuits, proceedings, and expenses of any kind or descriptions including attorney fees which may be brought or made on account of injury, death, damages because of the event.
3. I certify that the information I have provided on this application is accurate and complete. I certify that I have notified all other municipal jurisdictions of this event for usage of roads under their jurisdiction authority. I understand that this permit may be denied or revoked for providing false or incomplete information.

Signature: _____ **Date:** _____

For Office Use Only

Date Received:	<input type="checkbox"/> Granted <input type="checkbox"/> Denied	Reason for Denial
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Police Chief: _____ Date: _____

Public Works Director: _____ Date: _____
