

**Town of Rutland Road Event Permit
785 Center Rd Stoughton WI 53589**

APPLICATION FOR A SPECIAL EVENT/NEIGHBORHOOD EVENT PERMIT

For Parades, Runs, Walks, Bicycle Events, Triathlons, Festivals, Neighborhood Events, etc. which may impact the use of township roads. There is no fee for this permit.

REQUIRED INFORMATION Please include the following information/materials regarding the event with your application:

1. Certificate of Insurance naming the Town of Rutland as an additional insured in the amount of a minimum of \$1M – at least 30 days prior to event

APPLICATION PROCEDURES

1. Application and all required materials shall be submitted to the Town Clerk a minimum of 45 days prior to the event.
2. Upon verification of the application the Town Clerk shall submit the application to the Town Board for further review. The applicant will be required to attend a Town of Rutland Board Meeting at which the event application will be reviewed for approval.

Name of individual requesting use:

Name of Organization, if applicable. _____

Address:

Telephone:: Email::

Description of event Please include event dates, rain dates if applicable, set up time, start time, end time and brief event description:

APPLICANT SIGNATURE PLEASE READ CAREFULLY BEFORE SIGNING I agree to provide any necessary clean-up following the event. I will NOT use permanent paint on Town Roads. Temporary/wash-off paint/chalk may be applied, and I will fully remove any paint markings within one week after the event. I understand the application and event requirements and agree to adhere to all applicable federal, state, and municipal laws in addition to the requirements on the application. I agree to pay any invoices received from the Town of Rutland for staff time at the event within 30 days of the invoice date. I understand that failure to adhere to any application requirements or any federal, state or municipal laws involving the event will result in the denial of the application or immediate termination of the event. The violation of federal, state or municipal laws will be subject to applicable fines and penalties.

Applicant Signature _____ Date _____

Approved by _____ as Town of Rutland Official

Date _____

There is no fee for the Road Event Permit