Permit Fee_____
Permit #._____
Insurance on File_____

**Village of Stetsonville**
**Special Event Permit Application**

Special events are governed by Village Ordinance #2015-270 and organizers are responsible for all necessary permits, trash and litter pickup, and for damage to any property, as well as possible billing for Village services. The organization/organizer agrees to be responsible for the supervision of the event and conduct of persons present.

1. **Name/Description of Event:** _____
   Applicant Name:_____
   Address:_____
   Phone:_____
   Email:_____

   Sponsoring Organizaiton:_____
   Name of Head of Organization:_____
   Address:_____
   Phone:_____
   Email:_____

   Designated Contact Person for Event:_____
   Contact Name:_____
   Address:_____
   Phone:_____(Before Event)_____(Day of Event)

   Date(s) of Event:_____ Time of Requested Use:_____

   Estimated Number of Participants:_____ Spectators:_____

2. **Location of the Event** (Please attach a detailed map or diagram of your event)

   **Street**
   Does the event require streets to be closed? YES NO If yes, which street(s) and when are you requesting they be closed:_____
   _____

   **Park**
   Will event be held in a Village of Stetsonville Park or utilize any park facilities? YES NO
   If yes which Park? American Legion, Pond or Lions Park_____

   Are you requesting exclusive use of the park during this time? YES NO
   If YES, which features? (ball field, concession stand, shelter house, etc.)_____
   _____

**3. Tell Us About Your Event**:

**Alcoholic Beverages**
Will alcoholic beverages be served/sold? YES NO
If yes, you must either amend your current Class B license or obtain a temporary Class B permit if you do not currently hold a license. (Please attach either amendment or temporary application) Please include list of servers or a responsible party for temporary application.

Will you be requesting that open intoxicants be allowed on the streets?
YES NO If yes, which Streets:_____
Dates/Times:_____
_____

**NOTE: It is the responsibility of the Applicant in coordination with the Village Board to post the limit of the area in which open intoxicants will be allowed.**

**Street Use**
Do you require any special parking restrictions? YES NO If yes, please indicate what type and where:_____

Will the event use a tent? YES NO If yes, location and size of tent:_____
_____

How will the tent be anchored? (i.e. stakes, cement barriers)_____

Applicants will be required to organize and obtain dumpster facilities: (please identify location)
_____

What toilet facilities will be made available to your participants? Indoor at:_____
Outdoor, # of units provided and location:_____

Will there be the use of loudspeakers or amplifying devises? YES NO
If yes, proposed use of amplifying devices (i.e. live band, disc jockey):_____
_____

Date and time amplifying devices will be used:_____
_____

Accurate description of area amplifying devices will be used: _____
_____

**NOTICE TO APPLICANT:** The Chief of Police shall have the authority to revoke such permit when he believes such a loudspeaker or amplifying device is becoming a nuisance because of the volume, the method in which it is being used, or the location in which it is being operated. **Any revocation shall be limited to the specific band and will not jeopardize other bands covered by the permit**.

**4.** Safety/Security For Your Event

Do you have the correct level of insurance for your special event? YES NO
Does your event require additional police coverage? YES NO
Does your event require assistance from the Fire Department? YES NO

**Prior to submitting application to the Village of Stetsonville, applicant MUST obtain review/signature by the Fire Department and EMS.**

Fire Department Review By:_____ Date:_____
Comments:_____
_____
_____

EMS Review By: _____ Date: _____
_____
_____

I/We_____ do hereby indemnify, defend and hold the Village and its employees and agents harmless against all claims, liability, loss, damage or any damage to property caused by or resulting from the activities for which the permit is granted.

I/We _____ agree to be responsible for all necessary permits, trash and litter pickup, and for damage to any property, as well possible billing for Village services. Further I/We agree to be responsible for the supervision of the event and conduct of persons present.

Date: _____ _____
Applicant Signature

_____
Head of Sponsoring Organization Signature

NOTICE TO APPLICANT:

The Village Board requires that the applicant attend the meeting of the Village Board at which this application will be considered

APPROVED: _____ DATE:_____
Village President