



VILLAGE OF BROOKLYN
APPLICATION FOR SPECIAL EVENT PERMIT
(For events on Village property with over 100 participants)

Public/special events are governed by village ordinances 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. A fee of \$25.00 and a deposit of \$250.00 will apply, except for local non-profit organizations. Additional fees may be charged for damage to grounds, buildings, and/or failure to pick up litter generated from the event.

NAME OF APPLICANT/ORGANIZATION:

Applicant/Organization Name: _____

Address: _____

Contact name: _____

Phone: _____

Email: _____

EVENT INFORMATION:

Name/Description of Event _____

Location of Event: _____

(MUST attach a detailed map or diagram of event, including specific layout)

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

Rain Date: _____ Estimated Attendance: _____

I / We _____ do hereby hold harmless and indemnify the Village and its Officers, Agents, and Employees against any loss, cost, expense, injury, damage or liability incurred by reason of any personal injury or property damage sustained by any person, caused or resulting from the issuance of this permit.

Date: _____

Applicant Signature: _____

| | | |
|--|-----|----|
| <p>1. Does the event require street to be closed? If Yes – Which street(s) and when are you requesting them to be closed? Street _____ Date/Time _____</p> <p>NOTE: Application shall include copy of approve permit from the State of Wisconsin for any parades or special events occurring on a state highway</p> | YES | NO |
| <p>2. Will the event be held in a Village Park or utilize a park facility? If yes, circle one – Legion or Smithfield</p> | YES | NO |
| <p>3. Do you need extended park hours? If yes -- indicate desired time _____</p> | YES | NO |
| <p>4. Do you require any special parking signs? If yes – please indicate what type and where: _____</p> | YES | NO |
| <p>5. Will you need fencing or barricades? If yes – include what type of fencing/barricades on separate sheet</p> | YES | NO |
| <p>6. Will alcoholic beverages be served/sold? If yes – you must either amend your current Class B licenses or you must obtain a Temporary Class B Permit (Picnic Beer Permit), subject to the requirements. Forms obtained from Village Clerk.</p> | YES | NO |
| <p>7. Will the event use a tent? If yes – location and size of tent _____ (attach diagram/sketch) How will tent be anchored (stakes/cement barriers) _____</p> | YES | NO |
| <p>8. Will there be a need for additional refuse or recycling containers? If yes – applicant will be required to organize and obtain dumpster facilities at applicant expense</p> | YES | NO |
| <p>9. Will any fireworks or pyrotechnic devices be used during the event? If yes- Fireworks permit is required – Forms from Village Clerk</p> | YES | NO |
| <p>10. Do you plan to provide portable toilets? NOTE: Ratio of 1 to 100 or 1 to 50 for alcohol infused events</p> | YES | NO |
| <p>11. Will there be the use of loudspeakers or amplifying devices? If yes – what type of amplifying devices? _____ Proposed use (i.e., live band/disc jockey): _____</p> | YES | NO |
| <p>12. Do you have the correct level of insurance for special event? Village of Brooklyn requires a minimum of \$1 million Liability policy, rider should be attached to this application and list Village of Brooklyn as additional insured</p> | YES | NO |
| <p>13. Does your event require additional security? If yes – you will need to contract with a private company and report the name and contact person to the Village of Brooklyn</p> | YES | NO |

Please attach any additional documents for consideration

| Department | Comments |
|---------------|----------|
| PW | |
| Police | |
| Fire | |
| EMS | |

APPROVAL

This application has been reviewed by Public Works and Police Department. Subject to the payment of any fees and the receipt of proof of comprehensive general liability insurance naming the Village of Brooklyn as an additional insured, the Village Board approves this application.

DATE: _____

Public Works: _____ Police: _____

Fire: _____ EMS: _____

President: _____

DATE FEE PAID: _____

DATE PROOF OF INSURANCE RECEIVED: _____

DATE PRIVATE SECURITY INFORMATION RECEIVED: (If applicable) _____