

VILLAGE OF BIRCHWOOD

101 N. MAIN STREET
BIRCHWOOD, WI 54817

Special Event Permit

Please fill out all the required information completely. **Attach a sketch with the location of all "Diverted Uses" (streets, sidewalk or public property affected by the "Special Event")**. Application must be signed by the applicant and returned to the Village Hall, 101 N. Main Street, Birchwood WI 54817 at least **thirty (30) days** prior to the "Special Event".

Name of Event: _____

Nature/Purpose of the Special Event: _____

This is a Profit Non-Profit Event *(Please Check One)*

Who will benefit from the proceeds of this event?: _____

Date(s) of event: _____ Hours of Event: From: _____ To: _____

Rain Date(s) of event: _____ Hours of Event: From: _____ To: _____

Location of event: _____

Estimated attendance for event: _____

Describe the placement of any structures or facilities to be located in the diverted use areas: _____

Signs and barricades following city, state, and federal regulations must be supplied by the event organizer.

Will security be needed for the event? Yes or No? *(Please Circle One)*

If yes, who will provide the security for the event?: _____

Additional Requirements

1. Applicant is responsible for the entire clean-up of the "Diverted Use" areas
2. Prior to the event the applicant shall file with the city proof of liability insurance for the event in the amount of at least \$1,000,000.
3. **HOLD HARMLESS AGREEMENT:** The applicant agrees to defend, indemnify, and hold the Village of Birchwood, including all officials and employees, harmless from any liability or claim that may arise from this "Special Event" and any damage to the "Diverted Use" area.

Name of Applicant: _____

Contact Person: _____

(If different from applicant)

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

Phone: _____

Phone: _____

Signature: _____

Non-Refundable Application Fee: _____

Date: _____

Date Application Received: _____

Approved by: _____

Receipt Number: _____

Director of Public Works

Date

Police Chief

Date

Date approved application was provided to Village Clerk and Fire Chief: _____