

# VILLAGE OF BIRCHWOOD

101 N. MAIN STREET  
BIRCHWOOD, WI 54817

# Special Event Permit- DOOLITTLE

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, C/O DAN- 101 N. Main Street, Birchwood WI 54817 at least **thirty (30) days** prior to the "Special Event". No fee to use pavillion.

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. Applicant is responsible/liable for any and all damage done to the Pavilion while in use.
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: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by:

\_\_\_\_\_

Director of Public Works NA

Date

Police Chief NA

Date

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