Village of Pardeeville

114 Lake Street
Pardeeville, WI 53954

1-608/429-3121
FAX 1-608/429-3714

SPECIAL EVENTS REVIEW APPLICATION

ENTITY/EVENT NAME:_____

EVENT DATE:_____ RAIN DATE:_____

CONTACT PERSON:_____PHONE:_____

EMAIL ADDRESS:_____

MAILING ADDRESS:_____

ARE THERE ANY CO-SPONSORS? YES____ NO____ WHO?_____

_____

LOCATION OF EVENT (area and/or address)

_____

_____

FULL SCHEDULE/DESCRIPTION OF ALL EVENTS TAKING PLACE (can attach brochure or flyer)

_____

_____

_____

_____

DESCRIBE SECURITY PROTECTION (include police, fire, ambulance on call and location)

_____

_____

_____

DESCRIBE EMERGENCY EVACUATION PLAN (in case of medical emergency, fire, weather, etc.)

_____

_____

_____

_____

ESTIMATED TOTAL IN ATTENDANCE PER DAY:_____

WILL THERE BE ANY VENDORS: YES_____ NO_____

PLEASE LIST VENDORS BY PERSONAL NAME (include company name if available):

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

ENTITY MUST SUBMIT A CERTIFICATE OF LIABILITY INSURANCE (and answer the following):

INSURANCE COMPANY_____

AMOUNT OF INSURANCE_____

PLEASE LIST ANY VILLAGE OWNED EQUIPMENT THAT YOU ARE REQUESTING (traffic cones, signs, barricades, etc.):

_____

_____

_____

PLEASE BE AWARE THAT YOU ARE RESPONSIBLE FOR RETURNING ALL OF THE BORROWED EQUIPMENT OR A REPLACEMENT FEE MAY BE CHARGED BACK TO YOUR ENTITY.

IF THERE ARE ANY FIREWORKS PLANNED YOU WILL NEED TO SUBMIT A SEPARATE FIREWORKS REVIEW APPLICATION.

PLEASE COMPLETE A DIAGRAM ON THE NEXT PAGE FOR THE SPECIAL EVENT OR SUBMIT A MAP WITH A ROUTE OR ANY OTHER NOTATIONS TO HELP EXPLAIN THE LAYOUT OF THE EVENT. INCLUDE ALL DISTANCES FROM STRUCTURES IN THE GENERAL AREA USED AND IF NECESSARY, SHOW A DIAGRAM OF THE STREETS AND AREAS WHERE SIGNS WILL BE PLACED AND INCLUDE ANY REQUESTS FOR LOCATION OF UTILITIES. PLEASE DO NOT PLACE ANY EVENT SIGNS IN THE VILLAGE RIGHT-OF-WAY.

Office Use:
Date Application Submitted:_____
Date of Village Board Approval:_____
Date Sheriff's Dept. Notified:_____
Date Fire Chief Notified:_____
Date EMS Director Notified:_____
Official's Signature:_____

PLEASE DRAW DIAGRAM/MAP FOR SPECIAL EVENT (include all distances from structures in the general area and also show a diagram of the streets and areas where signs will be placed and include any requests for location of utilities) FEEL FREE TO USE ADDITIONAL PAGES.