City of Green Lake

SPECIAL EVENT FORM

Permit Required

If you wish to hold a special event on city property (i.e. in one of our parks or city streets) you must complete a Special Event Application at least 45 days prior to the event. All permits must be approved by the city before you can proceed, so please check with us for rules, regulations, and availability before you begin to plan your event.

Events that fall under this category are open to the public, might have an admission fee, or involve something more than an ordinary family picnic. Examples of Special Events include parades, street dances, 5K's, festivals, fundraisers, concerts, etc. If you are looking to rent just a park shelter for a birthday party, family reunion, graduation party, etc. you do not need a Special Event Permit, you can simply rent a shelter by visiting the City of Green Lake website.

You must also secure Special Event Insurance and provide a certificate of insurance listing the city as additional insured, in order to have an event on city property. Please contact us if you have questions about obtaining special event insurance.

Please be sure to review the City of Green Lake Special Event Ordinance Section 7-15-1.

Important

Your certificate of insurance must be for $1,000,000 General Aggregate, the description must have the event and date listed, and the City must be listed as Additional Insured in the Certificate Holder box.

If city employee staff time is needed for event, such as putting up barricades, cleaning, etc., these costs will be billed to you after your event is complete.

Completed documents and fees can be mailed to:

City of Green Lake
Attn: Clerk
534 Mill Street
PO Box 216
Green Lake WI 54923-0216

SPECIAL EVENT APPLICATION

Incomplete applications will not be accepted or will be returned to the applicant. Submitting an application does NOT guarantee the application will be approved. Application MUST be submitted WITH PAYMENT a MINIMUM of 45 DAYS PRIOR TO EVENT.

SECTION 1– APPLICANT INFORMATION

Information about the person applying to have a special event or applying on behalf of an organization

Applicant Name:_____ Phone: _____
Email:_____
Address: _____State_____
Zip_____

SECTION 2– ORGANIZATION INFORMATION

Information about the organization having the special event, if applicable

Organization's Name:_____ Phone:_____
Email:_____
Address: _____State_____
Zip_____Applicant's Relationship to Organization_____

SECTION 3– EVENT INFORMATION

Name of Event_____
Type of Event : Carnival____ Festival_____ Public Entertainment____
Run/Walk/Marathon_____ Parade____ (see approved parade routes)
Civil Demonstration_____ Other (describe)
Parade Route: Include map with your application of where you would like the parade to be held.
Location of
Event_____
Event Date(s)
_____
Total Expected Attendance_____ Event Start Time _____Event End Time_____
Additional Event Info (purpose, activity, who can participate, annual event or first time, etc.)_____
_____

SECTION 4– CITY SERVICES REQUESTED

Street Closure _____Traffic Control _____ Barricades (qty)_____
Trash Containers (qty)_____ Picnic Tables (qty)_____ Temporary Fencing (Y/N)

City Fee for Staff time to set-up/takedown requested services (@ $50/staff hr.)

Acknowledgement for possible post event City Billing: _____ (initials of applicant)

I have attached the following:

☐ Special Event Fee - $25.00 - $_____

☐ Park Reservation Permit $ _____

☐ **Street Closure Permit $ _____

☐ Liquor License Application $ _____

****Maps locating roads to be closed are to be attached to the Street Closure Permit above**** DPW labor hours at $50.00 per hour. **Minimum-$50.00 Deposit to be paid at time of application.** ____ hours at $50.00/hr =$_____ Initials of DPW department head _____	Police Dept. labor hours at $75.00 per hour. **Minimum-$75.00 Deposit to be paid at time of application (if road closure/traffic control needed)** ____hours at $75.00/hour = $_____ Initials of PD department head _____
TOTAL SPECIAL EVENT FEES-	$

Request for complete or partial waiver of fees from the City Council - $_____	**Any fees waved by the Council requires the City of Green Lake to be named as a co-sponsor on all event advertising.**

The applicant warrants that all information contained on this application is accurate and it is understood and agreed that the applicant/organization shall hold the City of Green Lake, its officers agents, employees, and volunteers harmless from all damages, costs or expenses in law or equity that may arise or occur as a result of damages to property or personal injury received by reason of or in the course of using or occupying a city owned facility. Further, the applicant/organization shall be responsible for any damage or loss sustained to the grounds, buildings, furnishings or equipment occurring or clean- up required as a result of the applicant/organization's use of City owned facility.

_____ _____

Applicant Signature Date

Received: _____ Receipt #: _____

Referred to Common Council: _____ Date of Approval: _____