

\$15 Fee Paid: Date: _____

APPLICATION TO HOLD PUBLIC EVENT ON TOWN HIGHWAYS
TOWN OF GRAND RAPIDS
COUNTY OF WOOD, WISCONSIN

Date of Event: _____ Rain Date: _____

Are you representing an organization sponsoring the event? YES (List information below) NO

Organization's Name (Applicant): _____

Organization's Address: _____

Organization's Phone: _____ Fax: _____ e-mail: _____

If the applicant is a partnership, corporation, or limited-liability company, list names,
addresses and telephone numbers for all officers and directors:

Name:	Address:	Phone Number:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Purpose of Event: _____

Type of Event: _____
(Race, motorcade, walkathon, bicycle tour, parade)

Event Organizer's Name (Applicant, if no organization): _____

Event Organizer's Address: _____

Event Organizer's Phone: Home: _____ Work: _____ e-mail: _____

Contact person **day of event**: Name: _____

Contact phone number(s) **day of event**: _____

Name of Event: _____

Location of Event [assembly area(s)]: _____

Time of Event: Start: _____ Finish: _____

Time on Site: Start: _____ Finish: _____ (include set-up and clean-up time)

Estimated number of vehicles, bicycles and/or pedestrians participating: _____

Number of supervisory personnel that will be provided by the applicant; their duties and locations:

Will alcoholic beverages be served? YES NO Will alcoholic beverages be sold? YES NO

Is alcoholic beverage license held by the property owners where event will be held? YES NO

If yes, and property owners do not hold a Class B license, you must either amend your current Class B license or obtain a temporary Class B permit if you do not currently hold a license. (Please attach either amendment or temporary application) You must include a list of licensed servers.

Will a tent(s) or any other temporary structures be used during the event? YES NO

If yes, will the tent(s) be larger than 200 square feet? YES NO

Will tent have attached sides? YES NO

Are vendors, information tables, or volunteer groups a part of your event? Yes (please explain) NO

What provision are being made for traffic and parking? (Be sure to note traffic flow and parking sites on your site plan)
Attach additional sheets if necessary.

What provisions are being made for crowd control and security? Number of law enforcement utilized.
Attach proof of arrangements or name of person contacted for their involvement. Attach additional sheets if necessary.

Will you be having First Aid (EMS) on site YES NO

Will you be having Fire Department coverage on site? YES NO

If no on site coverage for EMS or Fire please notify the town's EMS and Fire service of the date and time of your event.

What provisions are being made for additional restrooms, port-a-potty facilities?
(Be sure to show locations of restrooms and port-a-potty facilities on your site plan)

What provisions are being made for collection and removal of litter and recycling generated by the event?
(Be sure garbage/recycling receptacles or dumpsters are shown on your site map)

Will any portion of the event take place on or cross any town highway or right-of-way?

(A town highway is any road that is maintained by the Town of Grand Rapids, right-or-way is anything within 33' of the center line of a highway) If so what is the route that will be used? **Map must be attached.**

If there is a route how will the route be marked? (No permanent markings may be applied to a town highway or right-of-way)

Site Plan:

Please attach a map that shows the location of:

Food or beverage vendors

Parking (off and on site)

Generators

Restrooms (additional)

Fencing

Dumpsters and recycling container location

Signage location

Tent location

Attach proof of liability insurance as required in Grand Rapids Ordinance # 69, section 69.10.

69.10 - HOLD HARMLESS/INSURANCE.

A. An applicant shall agree in writing to assume the defense of and indemnify and save harmless the Town, its board members, town employees and agents, from all suits, actions, damages or claims to which the Town may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of such parade, race, motorcade, walkathon, or bicycle tour or other event and the activities permitted in connection therewith.

B. An applicant shall provide the Town with evidence of insurance with single limit policy amounts of not less **\$1,000,000, naming the Town as an additional insured.**

Per Town of Grand Rapids Ordinance # 69, any permit may be summarily revoked by the Town Chairman or their designee at any time when by reason of disaster, public calamity, riot or other emergency, the Police Chief, Fire Chief or their designee determines that the safety of the public or property requires such revocation. A permit may also be revoked by the Town Board if they determine that the applicant has committed a material violation of the permit or Grand Rapids Ordinance #69. Notice of such action revoking a permit shall be delivered in writing to the permittee by personal service or by certified mail.

By applying for this special event permit, the organization or entity obtaining such permit (Applicant) agrees to defend, indemnify and hold harmless the Town, its officers, officials, employees and volunteers from all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the activities or operations performed by the Applicant or on the applicant's behalf out of issuance of this Permit, except for injuries and damages caused by the sole negligence of the Town

Signature of Applicant

Date

Printed Name of Applicant