



VILLAGE OF ELM GROVE
13600 Juneau Blvd.
Elm Grove WI 53122
Phone 262-782-6700 Fax 262-782-8714

NON - PROFIT

PARK ACTIVITY PERMIT APPLICATION

This application must be filed with the Village Clerk at least twenty days prior to the scheduled date of the activity.

Has the proposed activity been permitted in a previous year? (circle one): Yes No (if ~~Yes~~, please request a re-issuance form)

Name of activity:

Date(s) of activity: _____ Times of activity: _____

Name of Organization *(list contact information for all partners, officers and directors if the organization is a partnership or corporation. Attach another sheet if necessary)*: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person (Day/Dates of activity):

Address: _____ City: _____ State: _____ Zip: _____

E-Mail: _____ Home Phone: _____ Cell Phone: _____

Site plan information. *Attach a detailed map/diagram of the activity location or identify desired location. i.e. tennis courts, soccer fields. State parking accommodations (on and off site)*

Estimated attendance for the activity: _____

Will there be outdoor music at the event? Yes _____ No _____. Amplified noise may be allowed weekdays 7:30 a.m. . 9:00 p.m. and weekends 7:30 a.m. . 11:00 p.m. Please indicate what type you expect to use.

Will alcoholic beverages be served? Yes _____ No _____. A special permit is required.

Other submittal items:

- ❖ Proof of non-profit status (if not on file at Village Hall.
- ❖ Written description of event activities.
- ❖ Signage submission including the number and type.
- ❖ Proof of current insurance (to be accepted and approved by the Village Manager or authorized designee.
- ❖ Any other information which may be required.

