



VILLAGE OF ELM GROVE

13600 Juneau Blvd.

Elm Grove WI 53122

Phone 262-782-6700 Fax 262-782-8714

FOR PROFIT, PERSONAL, OR BUSINESS

PARK ACTIVITY PERMIT APPLICATION

This application must be filed with the Village Clerk at least sixty 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/type 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:

- ❖ 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).

- ❖ Evidence of mailing to property owners within a 500 foot radius of the event at least three weeks prior to the beginning of activity and at least one week prior to review by the Recreation Committee. A copy of such notice must be furnished to the Village Clerk.
- ❖ Any other information which may be required.

The Village Manager may require specific conditions which require cleanup and/or damage repair of public and private property in the vicinity of the location. A cash deposit may be required as a condition to assure such cleanup and/or damage repair is satisfactorily accomplished within 24 hours.

Fees:

Security Deposit

\$50 for a group over 50 people

Permit Fee

\$10 daily

15% discount if 10 or more days are reserved

30% discount if reserved for a three month season

I/We the undersigned will assume all responsibility for the proper care and utilization of the Village of Elm Grove park area and/or facilities, including all equipment and grounds contained therein, in accordance with the policies and rules of the Village of Elm Grove. Any deposit refunds will be sent within one month of the end of the event. All Village activities (i.e. youth/adult sports, special events) supersede any outside reservation. All attempts will be made to avoid scheduling conflicts. Reservations do not include exclusive use of playgrounds.

I understand the filing of this application does not ensure the issuance of this license and further that additional information may be required. I hereby certify that the foregoing facts are true to the best of my knowledge.

Applicant Signature

Date

For Department Use Only

Date Fee Received _____

Permit Fee _____ Cash/Check _____

Other Fees _____ Deposit cash/check _____

Total Fees _____ Received by _____

Approved by Village Manager/Village Clerk

Date