

VILLAGE OF ELM GROVE

13600 JUNEAU BOULEVARD
ELM GROVE, WI 53122
PH: (262) 782-6700

SPECIAL EVENTS PERMIT APPLICATION**

Special Event: As defined by Chapter 180 of Village Code, is "an outdoor assemblage of 200 or more persons at any one time on public or private property for a performance, celebration, commemoration, display and/or sale of goods or other type of social gathering open to the public for free or upon payment of some kind of consideration; it includes, but is not limited to, whether for profit or not, outdoor festivals, flea markets, fun runs, bicycle races, walkathons, marathons, outdoor gatherings on non-residential property involving the use of temporary structures, and other similar type activities that do not require a permanent site or business location and do not compromise public health, safety or welfare."

This application must be filed with the Village Clerk at least **sixty (60) days prior** to the scheduled date of the special event. Please be sure to fill out the reverse side of this form, as incomplete submittals will not be accepted.

Has the proposed event been permitted in a previous year? (circle one) Yes No

Name of Event: Memorial Day Post Parade Party
Date(s) of Event: 5-27-2019 Start Date: 5-27-19 End Date: 5-27-19
Name of Organization (list out contact information for all partners, officers and directors if the organization is a partnership or corporation):
ELM GROVE BUSINESS Association
Address: PO Box 5242 City: Elm Grove State: WI Zip: 53122
Contact Person (Day of event): Ann Marie Bergman
Address: 13545 Watertown Plank Rd City: Elm Grove State: WI Zip: 53122
E-Mail: trafficengineeringjsvc@gmail.com Home Phone: --- Cell Phone: 414-587-3009
Time/date event will begin: 5-27-19 9:00AM Time/date event will end: 5-27-19 3:30 PM
Site plan information. Attach a detailed map/diagram of the event and indicate the location of the following: event vendors (e.g. food, alcohol); parking accommodations (on and off site); proposed road closures; signage.
Estimated attendance at the event: 500± (Note: more than 300 people requires approval from the Village Board of Trustees)
Will there be outdoor music at the event? Yes No
Will alcoholic beverages be served? Yes No
Other submittal items:

- ❖ Written description of event activities.
- ❖ Proof of event notice (Delivery of notice at least three weeks prior to the event to properties within a 500' radius of the event – Village will provide mailing addresses for affected properties)
- ❖ Signage submission including the number, type and required property consent forms (see Chapter 335-42 of the Village Code of Ordinance).
- ❖ Proof of current insurance (to be accepted and approved by the Village Manager or authorized designee)

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.

Signature of applicant: Mary J Ande Date: 3-21-19

**** The Village of Elm Grove is not responsible for the applicant's investing of any monies for purpose of the special event should the application be denied.**

The Elm Grove Business Association will serve food and beverages, including beer, to the public on Memorial Day on the Sendik's parking lot. The event is the "Post Parade Party".

Based on the past years' events, the attendance varies over the hours from 1 – 5 people to 20 – 45 every 15 minutes, people will purchase and eat. Some individuals purchase and move on to the parade route.

Food preparation begins formally around 9:00am and serving begins approximately 10:00am. Food service is completed no later than 3:00. The schedule/activities may change due to weather conditions.

Music will be provided by a DJ, "A Personal Touch", for the duration of the event. *10:00AM - 3:00PM*