

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 241 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 (if "yes", please request a re-issuance form)

Name of Event: _____

Date(s) of Event: _____ **Start Date:** _____ **End Date:** _____

Name of Organization (list contact information for all partners, officers and directors if the organization is a partnership or corporation):

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

Contact Person (Day of event): _____

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

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

Time/date event will begin: _____ **Time/date event will end:** _____

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: _____ (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 335-47 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: _____ Date: _____

Approved: _____ (Village Manager or authorized designee) Date: _____

**** 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.**

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Special Events Planning Checklist (check all that apply):

- Road closures/barricades (for use on public property)
- Signage
- Generators
- Vendors (e.g. food; beverage)
- Contact Waukesha County Division of Environmental Health