

## SPECIAL EVENT PERMIT

FILE NUMBER \_\_\_\_\_

Organization/Sponsor(s) of Event: \_\_\_\_\_

Contact: \_\_\_\_\_  
(First Name) (Last Name)

Address: \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (Zip Code) Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Mapped route (if any): \_\_\_\_\_

Description of event: \_\_\_\_\_

**I/We have read the attached §347-12 Special Event Ordinance and agree to abide by said ordinance. I/We agree to pay for the cost incurred by the Town for the event (50% of anticipated costs due with permit application, remainder due after event once costs are totaled):**

\_\_\_\_\_  
**Signature** **Date**

Deposit Paid: \$ \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Refunded: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS PERMIT WILL BE VALID ONLY FOR:** \_\_\_\_\_ **TO** \_\_\_\_\_  
(Start Date & Time) (End Date & Time)

Approved by Town Clerk: \_\_\_\_\_  
(Signature of Town Clerk/Deputy Clerk) (Date)

Permit: \$150.00 Deposit: \$100.00  
(Please pay with 2 separate checks.)

*Fees approved by Town Board December 22, 2025 for 2026*

## **§347-12. Special events.**

- A. Definition.** A special event is any planned event occurring on the public right-of-way or public premises, including but not limited to parades, processions, pageants, bicycle or foot races, festivals and marches.
- B. Application.** No person, agency or organization may hold a special event as defined in Subsection A above without obtaining a special event permit. Vendors or merchants participating within the context of the special event specifically on the permitted premises may be required to submit a copy of their current Wisconsin seller's permit.
- Applications shall include:
- (1)
    - (a) Mapped routes (if any);
    - (b) Public rights-of-way and public premises proposed for usage during the event;
    - (c) Description of the event and proposed activities; and
    - (d) The sponsor or sponsors of the event, including coordinator or contact person responsible for the event.
  - (2) Special events may also require a reservation or private use permit if the event proposes to utilize a portion of parks, grounds or facilities.
- C. Issuance.** The permit for a special event is issued by the Town Board in consultation and coordination with all pertinent departments of the Town.
- D. Deposits.** A deposit may be required to assure cleanup following the special event.
- E. Fees.** Following acceptance of the application a fee may be determined relative to anticipated additional cost incurred by the Town.
- (1) All fees and deposits are due at the issuance of the special event permit.
  - (2) Exemptions. A permit fee is not required for:
    - (a) Special events sponsored by the Town or otherwise exempted by the Town Board;
    - (b) Special events sponsored by veterans' organizations; and
    - (c) School and civic-oriented events.
  - (3) Refunds. Refunds of permit fees and deposits will be made to the applicant should the event be cancelled 10 days prior to the event.
  - (4) Deposits or balance of the deposit shall be refunded within five days of the conclusion of the event. Should costs to the Town following the event exceed that of the deposit the applicant will pay the Town the additional costs within 30 days of receiving invoice.
- F. Liability.** The liability related to the event and associated sponsored activities are the sole responsibility of the individual, group, organization or agency permitted for the event.
- G. Efforts** shall be made by the permitted person or sponsor(s) of the event not to prohibit traffic from business in the area of the event. It is expected that the applicant will act in good faith with the business community and any residential areas possibly affected by the event.