

Special Event Permit Application



Village of Union Grove • 925 15th Ave. Union Grove, WI 53182 • Phone: (262) 878-1818 Fax: (262) 878-3782 • E-mail: info@vi.uniongrove.wi.gov • Website: uniongrovewi.gov

To apply for a Special Event Permit, submit this application and any attachments at **least sixty (60) days prior to the proposed event date** to the Village Clerk. Application materials are accepted by mail, in the Municipal Center drop-box or in-person at the Municipal Center during normal business hours (Monday-Friday, 8 a.m. to 4:30 p.m.). Special Event Permits require approval from the Village Board and may require recommendation from any appropriate committees.

Application Checklist *(application will not be considered without this information):*

- ☐ **CERTIFICATE OF LIABILITY INSURANCE** for special events open to the public or exceeding 100 attendees. The insurance policy shall have a minimum limit of \$1,000,000 in place for the special event. For special events where alcohol will be present, the policy shall be endorsed to include liquor liability. The Village of Union Grove shall be named as additional insured and the certificate shall be sent to the Village Clerk's office with this application and all other required documents and fees.
- ☐ **SITE PLAN REQUIREMENT:** All applicants are required to submit a detailed site plan/map.
Site plans/maps must include location, any street closures, barricade, race/parade routes, stages, alcohol sale locations, tents, etc.
- ☐ **Special Event Barricade Fee \$50.00 – advance notice required**

Section A. General Event Information:

Name of Event: _____

Date(s) of Event: _____ Time(s): _____

Event Location: _____

Is the event open to the public? _____ Yes _____ No

Estimated attendance (including participants, staff vendors etc): _____

Section B. Applicant Information:

Organization or Business Name (if applicable): _____

Applicant Name: _____

Full Address: _____

Telephone Number: _____ Day-of-Event Telephone: _____

E-mail Address: _____

Description of the Event: *Describe the event so that officials can determine whether additional services are needed.*

Will there be amplified music at the event? _____ Yes _____ No Hours : _____

Are you proposing the sale of beer and/or wine at the event? _____ Yes _____ No

*** The sale of alcohol requires a separate Temporary Alcohol License issued to bona fide organizations only. If answering yes, please attach a Temporary Alcohol License Application. Questions, contact the Village Clerk.

**** If answering yes, and if required by the State, a copy of the applicant's current Wisconsin Sellers Permit shall be submitted with this application.

Description of plan for handling refuse collection and after-event clean-up:

Other requests or information needed for the event (Include road closures and specific requests include on provided map):

PARK RESERVATIONS: Please check all that apply & complete a Park/Pavilion Reservation Permit if necessary

My event requires usage of: _____ Park _____ Pavilion _____ Both Park & Pavilion
_____ No park reservation necessary

Section D. Certification and Signature

The Applicant attests that all information provided in this application is accurate. The Applicant has read and understands the Special Event Guidelines & Policies document (attached to this application). The Applicant understands they shall immediately notify the Village of any damage to Village and Park property. The Applicant understands they shall be responsible for all damages to Village and Park property caused as a result of a special event. This shall include damages as a result of setup or tear down of a special event. The Applicant shall be responsible for all fees and costs required to collect outstanding damages, including any attorney's fees.

The Applicant for themselves and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless and defend, the Village of Union Grove, a Wisconsin Municipal Corporation located in Racine County, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorneys' fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the Village of Union Grove, and each and every of its elected and appointed officials, employees, representatives, and agents, regardless of when or where, occurring or arising from this event.

Applicant Signature: _____ Date: _____

This Section for Office Use Only:

Date Filed: _____ Permit Fee: \$ _____ Received By: _____

Department Approval or Permit(s) Required:

_____ Park Reservation/Pavilion Reservation: Recreation & Parks Committee

Decision Date: _____ Approved _____ Denied

Comments: _____

_____ Department of Public Works or WWSS Committee

Decision Date: _____ Approved _____ Denied

Comments: _____

_____ Racine County Sheriffs and Fire Department Review

Decision Date: _____ Approved _____ Denied

Comments: _____

_____ Temporary Alcohol License: Village Board Approval

Decision Date: _____ Approved _____ Denied

Permit Comments or Requirements for Approval:

Village of Union Grove Special Event Guidelines and Policies

Two types of special events require permits issued by the Village of Union Grove: (1) Individuals, organizations or agencies using the Village of Union Grove rights-of-way or public premises for public special events; and (2) large crowd special events impacting the public. Both types of special events requiring permits must be approved by the Village Board and may be sent to committee or departments for recommendation prior to Village Board consideration. The following information is intended as an overview of special event guidelines. Additional policies, procedures and ordinances may also apply.

1. Application

All requests for special events must be initiated within the Village Clerk's Office. Forms are available in the Clerk's Office or on the Village website.

The granting of a Special Event Permit does not guarantee the availability of any park or pavilion. Applications for Park/Pavilion Permits must be completed as well.

Along with the application, the applicant must provide a site map of the area showing the location of all facilities and services to include but not limited to, concessions/food vendors, parking, fencing, portable toilets, tents, etc., or map of the route being proposed for a run/walk or parade event including road closures requested.

Applications WILL NOT be reviewed for approval until ALL supporting documentation and fees have been received.

2. Park/City Amenities

Amenities, such as benches, tables, and trash receptacles shall not be moved from their original location without prior approval from the Village of Union Grove. Amenities shall be moved by Union Grove Public Works staff ONLY.

3. Food and Beverages

No alcohol may be possessed or consumed in the park without obtaining a special permit from the Village of Union Grove. Alcohol shall not be sold without obtaining a Temporary Class "B" license approved by the Village Board. If required by the state, the Applicant must also submit a copy of their current Wisconsin Sellers Permit to the Village. Additionally, a written plan shall be submitted to the Village to prevent minors from buying or being given alcoholic beverages. Please contact the Village Clerk to discuss license requirements.

4. Conduct and Other Conditions

The Applicant shall be responsible for the conduct and control of both patrons and participants and shall provide adequate supervision of special event attendees. Applicant shall be present at all times during the rental period. All State laws and Village ordinances shall be followed during the special event.

5. Clean-Up

Set-up, preparation, and clean-up for a special event is the responsibility of the Applicant. Any damage to the grounds, amenities or structures shall be the responsibility of the Applicant. Damage will be billed at a current rate per man-hour for repair and materials. A citation may be issued for damages to the Village property under Sec. 74-30 of the Village's Code of Ordinances.

6. Indemnification.

Applicant shall agree to hold the Village, its elected and appointed officers, and employees harmless from any liability for claims or damages for personal injury or property damage caused by or arising from the negligence of the Applicant or the Applicant's attendees at a special event in the performance of its obligations under these policies and a Special Event Permit.

All obligations of the Village under these policies shall remain subject to the governmental immunities, defenses, and other statutory limitations set forth in Wis. Stat. § 893.80, which shall be applied to both contractual and tort liability of the Village with respect to special events, and nothing herein or in a Special Event Permit constitutes a waiver by the Village of the terms of that statute despite any provision herein to the contrary.

7. Insurance

A certificate of liability insurance is required for special events that are open to the public or exceeding 100 attendees. The insurance policy shall have a minimum limit of \$1,000,000 in place for the special event. For events where alcohol will be present, the policy shall be endorsed to include liquor liability. The Village of Union Grove shall be named as additional insured and the certificate shall be submitted with the permit application and the required fee to the Village Clerk's office. See Sec. 10-2 of the Village of Union Grove's Municipal Code for additional insurance requirements.