

Village of Palmyra Special Event Application Effective 1-1-2026

Event Start Time: _____

Setup Start Time: _____

Event End Time: _____

Cleanup End Time: _____

Estimated Attendance: _____

Section 3: Event Location

Specific Location(s) within the Village: *Examples: [Park Name], Main Street, [Specific Address], etc.*

Is a map of the event layout attached? ☐ Yes ☐ No

Site Plan: Use a separate sheet to include a drawing of the event area with a layout of buildings, tents, streets, etc. that will be used during your event.

Section 4: Event Services and Activities

Will alcohol be served or sold? ☐ 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.*

Will food be served or sold? ☐ Yes ☐ No

Will there be vendors? ☐ Yes ☐ No

If yes, how many? _____

Will there be amplified sound (e.g., microphones, loudspeakers, music)? ☐ Yes ☐ No

Will fireworks be included in the event? ☐ Yes ☐ No

****If yes, additional permits and documentation are required.*

SECTION 4A: TO BE COMPLETED BY PUBLIC SAFETY DIRECTOR & PUBLIC WORKS DIRECTOR:

Will this event require additional village services? ☐ Yes ☐ No

If yes, please check all that apply: ☐ Police ☐ Fire ☐ EMS ☐ Public Works

Section 5: Applicant Certification and Signature

I have read and understand the rules and regulations governing special events in the Village of Palmyra and agree to abide by them.

I agree to indemnify and hold harmless the Village of Palmyra for any and all claims, damages, or losses resulting from this event. I understand and shall immediately notify the Village of any damage to Village and Park property. I understand that I will 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.

I attest that all information provided in this application is accurate. I understand that incomplete applications may be rejected and that a permit is required before the event can take place.

Applicant Signature: _____ *Date:* _____

THIS SECTION FOR OFFICE USE ONLY:

Date Filed: _____ Permit Fee: \$ _____

Received By: _____

Department or Permit(s) Determination:

☐ *Park Reservation/Pavilion Reservation: Recreation & Parks Committee:*

Decision Date: _____

☐ Approved ☐ Denied

Comments: _____

☐ *Department of Public Works or WWSS Committee Decision Date:*

Decision Date: _____

☐ Approved ☐ Denied

Comments: _____

☐ *Police, Fire & EMS Department Review Decision Date:*

Decision Date: _____

☐ Approved ☐ Denied

Comments: _____

☐ *Temporary Alcohol License: Village Board Approval:*

Decision Date: _____

☐ Approved ☐ Denied

Comments or Requirements for Approval:
