Village of Palmyra Special Event Application

To apply for a Special Event Permit, submit your application and any attachments at least 45 days before your event date to the Village Clerk. You can send your materials by mail, drop them off in the Municipal Center drop box, or deliver them in person during business hours (Monday - Thursday, 8:00 a.m. to 4:00 p.m. and Friday from 8:00 a.m. to 12:00 p.m.). Approval from the Village Board is required for Special Event Permits, and recommendations from relevant committees may be necessary. **The Special Event Applicant must attend the Village Board meeting to answer questions about the application. This is necessary for the Village Board to consider the application for approval.**

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

☒ **SITE PLAN REQUIREMENT**: All applicants are required to submit a detailed site plan/map. Site plans/maps must include location, any street closures, barricades, parade routes, stages, alcohol sale locations, tents, etc.

***SPECIAL NOTE**: The Village Board recommends obtaining a **CERTIFICATE OF LIABILITY INSURANCE** for special events open to the public or exceeding 100 attendees. The insurance policy should have a minimum limit of $1,000,000 in place for the special event. For special events where alcohol will be present, the policy should be endorsed to include liquor liability. The Village of Palmyra should also be named as additional insured and the certificate should be sent to the Village Clerk's office with this application and all other required documents and fees.*

Section 1: Application Information

Full Name: Michelle O'Brien

Organization Name (if applicable): Parks & Recreation

Mailing Address: 100 Taft St.

Email Address: Palmyra-Park-Rec@vi.palmyra.wi.gov.

Daytime Phone: 262-468-1174 Cell Phone: _____

Are you a: ☐ Business/Individual OR ☐ Non-Profit Organization

If Non-Profit, Tax Exempt Number (EIN): _____

Section 2: Event Details

Event Name: Music on Main - Vendor Booths

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

P&R will be hosting a vendor market during the Music on Main event June 19 4-8pm.

Event Type (check all that apply):

☐ Walk/Run
☐ Parade
☐ Concert
☐ Festival
☐ Car Show
☐ Farmers' Market
☒ Other: Vendor/Street Market

Proposed Event Date(s): June 19

Alternate Event Date(s): Ø

Event Start Time: 6pM

Setup Start Time: 430pM

Event End Time: 8pM

Cleanup End Time: 830pM

Estimated Attendance: 15 - 10x10 Booths

Section 3: Event Location

Specific Location(s) within the Village: *Examples: [Park Name], Main Street, [Specific Address], etc.*
Using parking spaces on North 3rd st as vendor spaces - blocking off 3rd st from taft → Main.

Is a map of the event layout attached? ☒ Yes ☐ No → permit submitted by Kettle Moraine Blues Band.

Site Plan: Complete page 3 of the application with a drawing of the event area, including a layout of buildings, tents, streets, and other elements that will be utilized 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 — Produce Maybe Baked goods

Will there be vendors? ☒ Yes ☐ No

If yes, how many? 15 Max

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

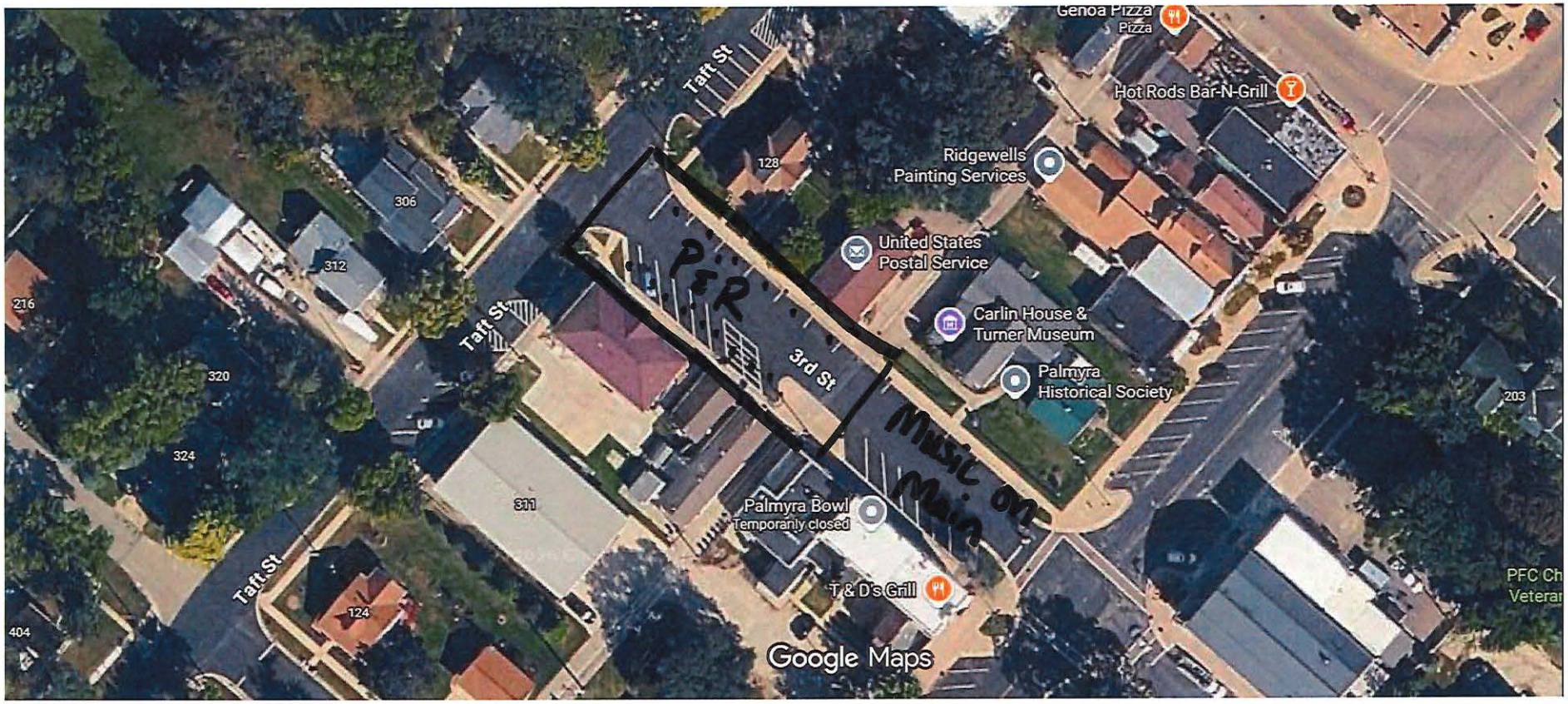
I have read and understand the rules and regulations governing special events in the Village of Palmyra and agree to abide by them.

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: [signature] *Date:* 5.28.26

Google Maps



Imagery ©2026 Airbus, Maxar Technologies, Map data ©2026 Google 50 ft

THIS SECTION FOR OFFICE USE ONLY:

Date Filed: _____ Permit Fee: $_____

Receipted By: _____

Department or Permit(s) Determination:

☐ *Village Board: (Special Event Application)*

Decision Date: _____ ☐ Approved ☐ Denied

Comments: _____

☐ *Village Board: (Temporary Alcohol License)*

Decision Date: _____ ☐ Approved ☐ Denied

Comments: _____

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

Decision Date: _____ ☐ Approved ☐ Denied

Comments: _____

☐ *Department of Public Works or WWSS Committee:*

Decision Date: _____ ☐ Approved ☐ Denied

Comments: _____

☐ *Police, Fire & EMS Department Review:*

Decision Date: _____ ☐ Approved ☐ Denied

Comments: _____

Further Comments or Requirements for Approval:

_____

_____

_____

SITE PLAN