

City of Lake Mills

Special Events Permit Application

This permit, along with insurance information and fees, must be returned to City Hall a minimum of 45 days before your event. Requests for waived fees need City Council approval. Sponsorship by the City may be requested. Insurance may be submitted no later than two weeks before the event date.

The following must be included with your application:

- A \$40 nonrefundable processing fee must accompany this application. Fees may also be required for other City services, licenses or permits. Please make checks payable to CITY OF LAKE MILLS. You may also pay with cash, money order or debit/credit card. A convenience fee of 3% will be applied when paying by debit or with credit card.
- A Certificate of Insurance is required by the City for every event and must list the event date and have the City listed as an Additional Insured (not just Certificate Holder). Please contact Sandra Bell with questions about obtaining special event insurance.
- A notated map of your special event, including but not limited to streets/property to be used or closed, barricades, signs, event route, placement of temporary structures, equipment, facilities, and locations of first responders must be included.
- Please include any additional information we would need to consider your application, including any special requests not outlined on this application. Additional charges for city services may require a deposit. See page #3 for list of associated charges and fees.

Event Description

Attach a separate sheet of paper if necessary.

Event Contact Information

Event Name: _____ Organization: _____

Date of Event: _____ Mailing Address: _____

Times of Event: _____

Event location(s): _____

Estimated Event Attendance: _____

Estimated Number of Vehicles: _____

Contact Person: _____ Alternative Contact Person: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Event Details

Select the type of event you wish to host:

Block Party	<input type="checkbox"/>	Parade	<input type="checkbox"/>	Triathlon/Biking Event	<input type="checkbox"/>
Carnival	<input type="checkbox"/>	Public Entertainment	<input type="checkbox"/>	Other (please explain)	<input type="checkbox"/>
Farmers Market	<input type="checkbox"/>	Run/Walk	<input type="checkbox"/>		

Please answer the following questions regarding your event:

Will you need to set up ahead of time? Yes No
 If so, provide time(s) and date(s):
 Are you planning a rain date for your event? Yes No
 If yes, provide time(s) and date(s):
 Are you a bona fide tax-exempt nonprofit entity? Yes No
 If so, provide your tax-exempt number and attach proof of status.
 Are you a commercial/corporate entity? Yes No
 Have you hosted this event before in the City? Yes No
 Is this an annual event? Yes No

City Department Contact Information

The following city contacts are provided to assist you when filling out this application.

Department	Contact	Email	Phone
Building & Zoning	Troy Evenson	tevenson@ci.lake-mills.wi.us	920-648-2344
City Attorney	Dan Drescher	ddrescher@ci.lake-mills.wi.us	
City Clerk	Misty Quest	mquest@ci.lake-mills.wi.us	
DPW	Randall Myrum	pwdirector@ci.lake-mills.wi.us	
Finance	Sandra Bell	sbell@ci.lake-mills.wi.us	
Front Office	Rachel Italiano	ritaliano@ci.lake-mills.wi.us	
Parks	Eric Schreiner	parks@ci.lake-mills.wi.us	
Fire Department	Chief Jason Russ	firechief@ci.lake-mills.wi.us	920-648-5117
Police Department	Chief Steve Schroeder	sschroeder@ci.lake-mills.wi.us	920-648-2354

Event Activities & Services

Choose which of the following services and activities your event will require and/or involve. **You must submit a safety plan with your special event permit application. Your special event will not be approved until the plan is deemed adequate by all parties.** Safety plans should include exit routes, assembly areas in case of fire, shelter areas for inclement weather, and other emergency/evacuation plans. Parking/traffic control plans should include details about the use of barricades, street closures, signs and anything else deemed appropriate by either the event organizer or the City. Please include your safety and parking/traffic control plans on a separate sheet.

If you are requesting law enforcement staffing at your event, please contact the Chief of Police to determine what resources are needed. The Chief will determine if sworn officers or JCEC/CSO may be used. Events involving the sale of alcohol require at least one law enforcement officer to be assigned to the event. More may be needed based on attendance expectations and/or the type of event.

If you are requesting fire and/or EMS staffing at your event, please contact the Fire Chief to determine what resources are needed.

Activity	Department Contact
Tents (Large tents may require separate permit)	Building & Zoning
Signs/banners (Attach map of locations and description)	
Field reservation (Submit reservation form and fee)	Front Office
Park shelter reservation (Submit reservation form and fee)	
Electricity	DPW/Parks/Utility Billing Clerk
Waste/recyclables Generated	
First responder presence (Specify types and provide reasoning)	Fire/Police Chiefs DPW/Police Chief
Barricades/signs	Fire Chief
Fireworks/pyrotechnics (separate permit required)	Police Chief
Live media coverage (parking plan required)	Police Chief
Pedestrian control	Fire/Police Chiefs
Safety plan	DPW/Fire Chief/Police Chief
Street closures	
Parking/traffic control plan	DPW/Fire Chief/Police Chief
Alcohol sales/Food consumption (separate permit required)	City Clerk
Amplification equipment (separate permit required)	City Clerk/Parks
Food preparation/food concessions (separate permit required)	City Clerk/Fire Chief/Parks
Additional dumpsters (provided by event organizer)	Parks
Amusement rides	
Boats/snowmobiles/ATVs	
Financial gain activity (admission/entry fees/donations/concession sales/vendor sales/sales)	
Live animals	
Music (bands/DJs/sound system)	
Portable toilets (provided by event organizer)	

Submission Checklist

Complete the checklist before submitting your special event application. Is the following information included?

Yes	No	Activity
		Notated maps of the area(s) to be used
		Any additional licenses and permits
		Additional fees for city services (staffing, inspections, etc.)
		Field/shelter reservation form with applicable fees
		Detailed parking/traffic control plan
		First responder type & reasoning (on separate sheet)
		Detailed safety plan
		Certificate of insurance
		\$40 nonrefundable processing fee
		All sections of this application are complete and legible
		Application submitted at least 45 days before event

The applicant warrants that all information contained in this application is accurate and it is understood and agreed that the application/organization shall hold the City of Lake Mills, its officers, agents, employees and volunteers harmless from all damages, costs or expenses in law or equity that may arise or occur as a result of damages to property or personal injury caused by the events or its participants. I am submitting this application at least 45 days before my event.

The applicant understands and agrees that the \$40 processing fee is nonrefundable and refunds for additional charges and fees are at the discretion of the City Manager.

Signature of Applicant

Date