



## SPECIAL EVENT & STREET USE PERMIT

### APPLICANT & ORGANIZATION INFORMATION

Date of Application:	<b>Permit Fee: \$10.00</b>
Applicant Name:	Organization Name:
Applicant Address:	Organization Address:
Applicant Phone & Email:	Organization Phone & Email:

### EVENT INFORMATION

Name of Event:		
Date(s) of Event:	Total days of event:	
Estimated Start & End Time Each Day:		
Location of Event:	# of days needed prior to event for setup:	
	# of days needed after for cleanup:	
	Estimated attendance:	

### ***Please Answer the Following Questions:***

<b>1. Does the event require street to be closed?</b> If Yes – Which street(s) and when are you requesting them to be closed? Street _____ Date/Time _____ <b>NOTE:</b> Application shall include copy of approve permit from the County if on applicable.	YES	NO
<b>2. Will you need barricades?</b> If Yes, will you need the Public Works Dept. to place them on the roads? _____ <b>NOTE:</b> there may be additional charges if staff is required to come in on a weekend to set up, otherwise they will be placed on the side of the road for the event to take care of.	YES	NO
<b>3. Will alcoholic beverages be served/sold?</b> If yes – you must obtain a Temporary Class B Permit (Picnic Beer Permit), subject to the requirements. Forms obtained from Village Clerk. (fee of \$10.00)	YES	NO
<b>4. Will there be a need for additional refuse or recycling containers?</b> If yes, please explain: _____ <b>NOTE:</b> The Village will invoice the organization for additional dumpster charges. Extra garbage containers will be brought from other locations if needed for no additional charge.	YES	NO

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<b>5. Will any fireworks or pyrotechnic devices be used during the event?</b> If yes- Fireworks permit is required – Forms from Village Clerk (no add'l charge)	YES	NO
<b>6. Do you have the correct level of insurance for special event?</b> Please provide a copy of the certificate of liability.	YES	NO
<b>7. Does your event require additional security?</b>	YES	NO

*Public/special events are governed by the Village of Tigerton and organizers are responsible for all necessary permits, trash and litter pickup, and for damage to any property, as well as possible billing for village services. The organization/organizer agrees to be responsible for the supervision of the event and conduct of persons present. Additional fees may be charged for damage to grounds, buildings, and/or failure to pick up litter generated from the event.*

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Office Use Only:**

Application Submitted to Clerk on: \_\_\_\_\_

Reported to Board on: \_\_\_\_\_

Certificate of Insurance Received on: \_\_\_\_\_

**Permit Cost Summary:**

\_\_\_\_ Permit (\$10.00)    \_\_\_\_ Picnic License (\$10.00)    Total Due: \_\_\_\_\_    Date Paid: \_\_\_\_\_

Is the Village required to provide any of the following?    Additional Police  
Costs will be invoiced to the organization running the event.

Garbage Dumpsters

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## Special Event & Street Use Permit

Permit issued to: \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Dates: \_\_\_\_\_

Street(s) Closed: \_\_\_\_\_

Permit Issued on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Trisha Hoffman, Village Clerk

Village Seal