

# Town of Lake Mills Special Events Application and Permit

Permit Number: 20 \_\_\_\_ - \_\_\_\_

Pursuant to Town Ordinances

Date filed	/	/	/
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**APPLICATION INFORMATION:**

Name:	<i>Last:</i>	<i>First:</i>	<i>MI:</i>
Name of Business/Organization or Sponsor (if different):			
Address:	<i>Street:</i>		
<i>City:</i>		<i>State:</i>	<i>Zip Code:</i>
Contact Info:	<i>Phone:</i> ( ) ____ - ____	<i>Home Phone:</i> ( ) ____ - ____	<i>Email:</i>
Driver's License #(required):			

**EMERGENCY CONTACT (if different than above):**

Name:	<i>Last:</i>	<i>First:</i>	<i>MI:</i>
<i>Phone:</i> ( ) ____ - ____		<i>Cell Phone:</i> ( ) ____ - ____	

**EVENT INFORMATION:**

<b>Name of Event:</b>			
Location/address of the event:	<i>Location</i>		
<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
Start:	<i>(Date)</i> ____ / ____ / ____ <i>(Time)</i> ____ : ____ am/pm	End:	<i>(Date)</i> ____ / ____ / ____ <i>(Time)</i> ____ : ____ am/pm

**A description of proposed event, purpose, scope and activities planned:**

**Name, address and phone number(s) of the designated representative(s) who will be responsible and present during event (attach additional sheet if space is needed):**

Name:	<i>Last:</i>	<i>First:</i>	<i>MI:</i>
Address:	<i>Street:</i>		
<i>City:</i>		<i>State:</i>	<i>Zip Code:</i>
<i>Phone:</i> ( ) ____ - ____		<i>Cell Phone:</i> ( ) ____ - ____	

Name:	<i>Last:</i>	<i>First:</i>	<i>MI:</i>
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# Town of Lake Mills

## Special Events Application and Permit

<b>Address:</b>	<i>Street:</i>		
<i>City:</i>		<i>State:</i>	<i>Zip Code:</i>
<i>Phone:</i> (    ) _____ - _____	<i>Cell Phone:</i> (    ) _____ - _____		

**ALCOHOL:** Will alcohol be served or sold? Yes  No  (Separate license required, if yes)

In addition any use of alcohol is subject to State, County and municipal laws and proof of compliance is the burden of the organizers of the event. If not satisfied with the Organizers proof of compliance, the Town reserves the right to cancel the permit or not issue it.

**REFERENCES:**

Address of Municipal or Counties in which applicant has engaged in holding similar events during past three years (attach additional sheets if necessary):

<b>Name of Municipality/County:</b>			
<b>Address:</b>	<i>Street:</i>		
<i>City:</i>		<i>State:</i>	<i>Zip Code:</i>
<i>Phone:</i> (    ) _____ - _____			

**Have you, your business, or sponsor ever been convicted of a crime, statutory violation, or ordinance violation within the last 5 years?** The Town Board will determine if the violation is sufficiently related, to the current event as identified in this application, to be considered when granting or denying this application. YES  NO

(If yes, list date of conviction, law violated and penalty imposed):
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<b>Application fee:</b> See Fee Schedule	<b>Make checks payable to:</b> <b>Town of Lake Mills</b>
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**INFORMATION REQUIRED:**

Attach separate document with a written action plan including all required information listed below

Written action plan must include:

- Size of crowd expected to attend including spectators, participants, event management and staff, vendors and security.
- Noise assessment.
- Duration of the event, including setup and takedown, and operating hours and clean-up plan
- Impact the event will have on traffic, noise, odor, smoke, glare, vibration, litter or visual pollution.
- Location of event and parcel size (Provide detailed map).
- Access and traffic management including signage and route marking plan.

# Town of Lake Mills

## Special Events Application and Permit

- Provision of liability insurance. Written proof of liability insurance or a bond naming the Town of Lake Mills as an additional protected insured is highly recommended.
- Health and Safety plan including: First aid provisions/facilities, fire suppression, a plan if severe weather, facility medical and security alerts were to occur.
- Preliminary site plan.
- Provision of restroom facilities and sewage disposal.
- Provision for on-site security and management.
- Provision for on-site parking plan.
- Temporary structures, facility or location management information including swimming, diving, Fishing and/or boating plan(s) and details on Rock Lake.
- Provision for potable water.
- Provision for dispensing food and drink, including alcoholic beverages.
- Provision for waste disposal.
- Other Pertinent Information not otherwise listed above.

### **INDEMNIFICATION AND HOLD HARMLESS:**

Organizers of Special Events, Marches, and Public Assemblies shall be required to sign an agreement in a form acceptable to the Town in which they agree to indemnify the Town of Lake Mills, and its departments, and hold the Town and its departments, employees, and agents, harmless from any liability to any person resulting from any damage or injury to property or any person which occurs in connection with the permitted event proximately caused by any actions or inactions of the event's organizer, their officers, employees, or agents, or any person under their control insofar as permitted by law.

### **THE INTENT OF THIS SPECIAL EVENT ORDINANCE:**

To protect private property within the Town of Lake Mills; to protect public facilities, roads and natural resources; to promote and protect public health and safety; and, to allocate time and space for multiple and competing uses of Town resources and facilities. The ordinance regulates time, place and manner with respect to the exercise of activities and authorizes the applicant to use or occupy Town facilities as authorized, subject to the rights retained by the Town, including continuing rights of access and physical entry for inspection, monitoring, or for any other purpose consistent with any right or obligation of the Town of Lake Mills.

The applicant is authorized to use, subject to the terms of this permit, Town of Lake Mills regulated lands, roads, facilities and waters subject to the terms of this permit and as described in the exhibits provided with the application.

The applicant shall conduct the authorized activities according to the attached approved plans and exhibits and is subject to any special conditions as specified by the Town of Lake Mills.

The applicant shall comply with all federal, state, county and municipal laws, ordinances and regulations which are applicable to the permitted area(s) or operations covered by this permit.

The applicant shall maintain improvements, roads and facilities to standards of repair, orderliness, neatness, sanitation, and safety acceptable to the Town of Lake Mills. The applicant shall fully repair and bear the expense for all damages, other than ordinary wear and tear, to all Private and Town lands, roads and trails caused by the applicant's activities.

The applicant agrees to allow free and unrestricted access to and upon facilities and lands at all times for all lawful and proper purposes not inconsistent with the intent of the permit or with the reasonable exercise and enjoyment by the applicant of the privileges thereof.

This authorization may be revoked or suspended. Upon expiration or revocation of this permit, the applicant shall immediately begin the removal of all improvements and signage and restore the areas to original condition within

# Town of Lake Mills

## Special Events Application and Permit

\_\_\_\_\_ days unless otherwise agreed to in writing. If the permit applicant fails to remove improvements, they shall become the property of the Town of Lake Mills, but that will not relieve the applicant of the liability for the cost of their removal and the restoration of the site.

This permit is accepted subject to the conditions set forth herein, including any special conditions in any exhibits attached to and/or made a part of this permit.

The applicant shall be liable for any injury, loss or damage to private and public lands and improvements that arise in connection with the use and occupancy authorized by this permit.

**As Petitioner, I understand and will abide by the conditions, requirements, restrictions, and exemptions set forth by the Town of Lake Mills Board.**

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*Name of club or group or event*

\_\_\_\_\_ Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

**Signature of Applicant** and title (for example, member, president, etc.) If none apply then use **agent** of applicant

Who shall also be personally and individually liable for the special event.

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*--OFFICE USE ONLY--*

Certificate of Insurance: submitted with Town: YES  NO

Special Conditions and Requirements, (if any):

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This permit is authorized under Town of Lake Mills Ordinance Number(s): \_\_\_\_\_ which set(s) forth the requirements for actions authorized under this permit. Applicant must conform to the requirements for Special Events as found within the pertinent ordinances.

Fee Paid \_\_\_\_\_ Check # \_\_\_\_\_ Permit # \_\_\_\_\_

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**Signature of Town Chairperson**

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**Date**

**Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_

Security Deposit or Performance Bond to be provided by the applicant (if applicable)

YES  NO  If yes, amount of Deposit, payment type or bond amount:

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All necessary background checks and / or references have been completed. Town of Lake Mills Police Department received a copy of this application on \_\_\_\_\_

**Date final decision sent to applicant / business** \_\_\_\_\_