



# SPECIAL EVENT PERMIT APPLICATION

**DO NOT ADVERTISE FOR AN EVENT BEFORE OBTAINING WRITTEN APPROVAL FROM THE VILLAGE OF PRAIRIE DU SAC.  
READ ENTIRE APPLICATION BEFORE SUBMITTING IT.**

## **WHAT REQUIRES A SPECIAL EVENT PERMIT?**

A Special Event Permit Application must be completed, submitted and approved by the Village of Prairie du Sac, along with any fees and/or down payments, to reserve public right-of-way or public premises including, but not limited to, parades, processions, bicycle or foot races, festivals or celebrations; and any event occurring on public property in which alcoholic beverages are to be served which requires the issuance of a temporary Class "B" retailer's license and/or amplified sound or music will be used. This application may also be used to request a temporary exemption to the Village's Loud and Unnecessary Noise Prohibited (Sec. 9-2-9) and/or permission to have amplified sound in Village Parks (Sec. 4-6-1).

## **IF YOU ARE WISHING TO RESERVE ONE OF THE FOLLOWING:**

- An Individual Park Pavilion – Please contact Village Hall at 608-643-2421 or complete the request form at [www.prairiedusac.net](http://www.prairiedusac.net)
- Veterans' Memorial Park Camping or Pavilion – Please contact the VFW at 608-643-6848.
- An Athletic Field – Please contact Sauk Prairie Recreation Department at 608-643-0520.

If you are uncertain as to whether or not you should complete this application, please contact the Village Hall at 608-643-2421.

## **General Information**

Applicant information: Person's Name(s): \_\_\_\_\_  
Firm/Organization Name (if any): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ e-mail: \_\_\_\_\_

Event information: Event Name: \_\_\_\_\_  
Setup Date/Time: \_\_\_\_\_ Breakdown Date/Time: \_\_\_\_\_  
Event Start Date/Time: \_\_\_\_\_ Event End Date/Time: \_\_\_\_\_  
Event Location: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_  
Is the event open to the public? YES or NO (circle) Entry Fee? YES or No (circle)

Event Description: Provide a detailed description of your event. Additional documentation may be attached.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All event features are subject to the approval of the Village of Prairie du Sac. The Village reserves the right to consult with the Sauk Prairie Police Department and the Village may require public safety presence at your event; additional costs will be associated with this support. Additionally, certain event features such as street closures and those mentioned below may require separate permits or licenses.



**Alcohol:**

Are you serving and/or selling alcohol at your event? NO or YES (circle)

Subject to State Law - Alcohol may be distributed free-of-charge at private by invitation events only. To distribute or sell alcohol to the public, a municipal alcohol license is required as well as licensed operators. A certificate for \$1,000,000 in both general liability and liquor liability insurance is also required, naming the Village of Prairie du Sac as an additional insured party. Any event involving the sale of alcoholic beverages may involve additional costs and support from the Sauk Prairie Police Department. Separate application(s) and fee(s) are required. Temporary Class B Alcohol Application available at Village Hall or [www.prairiedusac.net](http://www.prairiedusac.net).

**Amplified Sound and/or Exemption to Noise Ordinance:**

Are you requesting permission to have amplified sound? NO or YES (circle)

Are you requesting exemption from the noise ordinance? NO or YES (circle)

Hours of amplification/noise: from \_\_\_\_\_ to \_\_\_\_\_

Describe the purpose and plans for amplified sound and/or noise (attach additional pages if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Equipment Requests:**

Are you requesting any equipment from the Village? NO or YES (circle)

If yes, please discuss your needs for Village owned equipment with the Village, e.g. barricades, garbage cans, picnic tables, recycling containers and utility needs. Your event is subject to costs associated with equipment requests. The applicant is responsible for providing sufficient portable restrooms and dumpsters (must include recycling) to accommodate the size of the group.

If Yes, list equipment you are requesting:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Maps:**

***Failure to attach a map with your application will result in a delay in processing your permit.*** If your event is a run, walk or other activity in which participants follow a course, you must attach a separate map of the proposed route. All proposed routes are subject to Village approval. If you plan to include any of the previously-mentioned features at your event, please attach a site map. The site map should indicate the relative location of the following: all sources of amplified sound, tents and canopies, stages, inflatables, portable toilets, dumpsters, fences, barricades and other structures, proposed driving paths for all equipment and supply vehicles and alcohol, food and merchandise service. All site maps are subject to the approval of the Village.



**Structures:**

The Village must be consulted if you are planning to erect, install or use any of the following structures: banners, barricades, dumpsters, fencing, portable restrooms, stages and or tents. It is the responsibility of the permit holder to obtain structures, which may require a separate permit. The holder of the permit is responsible for calling Diggers Hotline (811) prior to any approved digging or stake/post driving.

**Public Safety:**

Depending on the size and activities of your proposed event, the Village may require the presence of public safety at your event. The Sauk Prairie Police Department, Prairie du Sac Fire Department or Sauk Prairie Ambulance presence may also be required at your event. Costs of coverage by either a private company or public agency will be the responsibility of the applicant.

**Fireworks:**

No person may possess or use fireworks without permit from the Village President or from an official or employee of the Village as designated by the Village Board. A fireworks permit may be issued only to the following: public authority, fair association, amusement park, park board, civic organization, group of resident or nonresident individuals, or agricultural producer for the protection of crops from predatory birds or animals. A map must be submitted detailing the launch location for the fireworks and adequate and appropriate safety zone (You must have at a minimum 70 feet of separation – land and water – for each 1 inch diameter shell). Separate \$50.00 fee per license required.

Date of Fireworks: \_\_\_\_\_ Launch Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Launch Location: \_\_\_\_\_ Diameter of Shell: \_\_\_\_\_

**Insurance Requirements:**

A Certificate of Insurance for \$1,000,000 in general liability insurance is required naming the Village of Prairie du Sac as an additional insured party for: special events occurring on Village property or within public right-of-way; for the issuance of temporary alcohol licenses; and/or for fireworks permit.

Are you providing a Certificate of Insurance naming the Village as an additional insured party for your event? NO or YES (circle)

**Agreement**

By submitting this application, the applicant agrees to indemnify and save the Village harmless from and against all liabilities, claims, demands, judgments, losses, costs, and expenses, including reasonable attorney fees, for injury or death of any person or damage to any property arising from the holding of such special event. The applicant agrees to pay permit fee within 5 days of the permit approval. The permit fee shall include estimated additional costs of the event to the Village and Police Department for additional labor and/or equipment required for the event. Refunds due to overestimation of additional Village or Police costs will be made within 5 working days after the event, no interest will be paid on refunded amounts. Refunds of permit fee, less any costs incurred by the Village, may be obtained upon written request if event is canceled. The applicant for the special event permit shall not be responsible for additional fees if actual costs for additional labor and/or equipment exceed the permit fee. The applicant agrees to clear the route or location of the special event of any signs, litter, materials or equipment left as a result of the event within 24 hours of the event’s completion. Applicant will be responsible for any damage to any public premises other than normal wear and tear.



Signatures

By signing and dating below, I/We:

- 1. Have reviewed and understand the requirements summarized in this application;
2. Have read, understand, and accept my/our responsibilities under the Agreement section above;
3. Have submitted an application that is true, correct, and complete to the best of my/our knowledge.
4. Acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application;
5. Understand that if this application is approved, we agree to abide by this application, approved plans, and required conditions associated with approval;
6. Understand that failure to provide the required Certificate of Insurance will revoke the approval; and
7. Understand that the failure to abide by the Village's ordinances and/or the conditions of approval may risk having the approval being revoked.

Signature of Applicant

Date

Signature of Co-Applicant

Date

Record of Administrative Procedures (to be completed by Village)

- Verification that permit is needed (check one): Yes No
Pre-application conference with Village Administrator or designee (optional)
Date of conference: Participants:
Pre-application conference with Village Board (optional) Date of Conference:
Application and required map(s) filed with Village Date filed:
Application fee of \$ received by Village Date received:
Certificate of Insurance received by Village Date received:
All other required fees received by Village
Application and submitted plans verified as being complete Date verified:
Village Action
Status (circle one): Approval as presented Approval with conditions Denial
Applicant notified of Village Board action
Date:
Name of Village staff person who notified Applicant:

Any applicant who has been denied a special event permit or has had an application modified, may, upon written request to the Village Administrator, have the denial reviewed by the Village Board's Administrative Committee. The Administrative Committee may affirm, reverse or modify the initial action on the application. Such determination by the Administrative Committee shall constitute final action.