



# SPECIAL EVENT APPLICATION

Village of Caledonia - Clerk's Office  
 5043 Chester Lane, Racine, WI 53402  
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 Phone: (262) 835-6414  
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## EVENT ORGANIZER INFORMATION

Organization/Group Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Applicant's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ D.O.B: \_\_\_\_\_  
 Applicant's Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Vendor Name(s): \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Vendor Address/Place of Business: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ \*Submit a List for Multiple Vendors\*

## EVENT INFORMATION:

New Special Event  Recurring Special Event

Event Type: *(Check all that apply)*  Festival/Carnival/Amusement  Parade/Run/Walk/Bike Ride  
 Concert/March/Public Assembly Other \_\_\_\_\_

Event/Activity Name: \_\_\_\_\_

Purpose: \_\_\_\_\_

Location of Event and Attach Site Map: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Start/End time: \_\_\_\_\_

Set-up Date/Time: \_\_\_\_\_ Clean-up Time: \_\_\_\_\_

Assembly Area: \_\_\_\_\_

Proposed Parking and Access including disabled facilities (Attach Plan): \_\_\_\_\_

Proposed Security (Attach Plan): \_\_\_\_\_

Proposed Temporary Construction *if necessary* (Attach Plan): \_\_\_\_\_

Proposed Utility and Sanitary Uses *if necessary* (Attach Plan): \_\_\_\_\_

Proposed Vending Sites for Alcohol Consumption *if necessary* (Attach Plan): \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ or Number of Parade Units: \_\_\_\_\_

## Check Yes or No for each item:

Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>	Medical/Evacuation Plan <i>(requires Fire/Police approval)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Hold Harmless Agreement	<input type="checkbox"/>	<input type="checkbox"/>	Fireworks <i>(requires special permit)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Beer/Wine Sales <i>(requires special permit and license)</i>	<input type="checkbox"/>	<input type="checkbox"/>	Bon Fire <i>(requires Fire approval and protection)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Portable Toilets (not provided by Village)	<input type="checkbox"/>	<input type="checkbox"/>	Carnival/Amusement Rides <i>(requires state license)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Tents <i>(requires special permit)</i>	<input type="checkbox"/>	<input type="checkbox"/>	Amplification Equipment/Musical Bands <i>(requires special permit)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Street Closure (Requires permit; Quantity of barricades: _____)	<input type="checkbox"/>	<input type="checkbox"/>	Animals (Description _____ Quantity _____)
<input type="checkbox"/>	<input type="checkbox"/>	Electricity Needed	<input type="checkbox"/>	<input type="checkbox"/>	Surety Bond
<input type="checkbox"/>	<input type="checkbox"/>	Security/Police Escort/Add'l Police Svcs <i>(requires Police approval)</i>			
<input type="checkbox"/>	<input type="checkbox"/>	Concessions/Mobile/Food Prepared or Served <i>(please see Racine County Health for the proper permits)</i>			

~Please See Reverse Side~

The person/group named on this application will be responsible for the conduct of the special event and for facility condition. We will not deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, creed, national origin, handicap or religion.

The applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless the VILLAGE OF CALEDONIA, a Wisconsin Municipal corporation located in Racine County, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel and attorney fees, which I have or may, at any time incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the VILLAGE OF CALEDONIA, and each and every of its elected and appointed officials, employees, and agents, regardless of when or where, occurring or arising from this event.

***The undersigned acknowledges receipt of the Special Events Guidelines. It is the applicant's responsibility to read and determine the sections that apply to their event and comply with Chapter 12 Of Title 7 Licensing And Regulation Of Festivals, Amusement Parks, And Carnivals Of The Code Of Ordinances Of The Village Of Caledonia, Racine County, Wisconsin***

Date \_\_\_\_\_ Applicant's signature \_\_\_\_\_

## **SPECIAL EVENT FEES**

### **SPECIAL EVENT APPLICATION FEES:**

Larger Event (over 750 in attendance) **\$100\* (non-refundable application fee)**

*\*Application fee will double if applications are not submitted within the required review time established in the Special Event Application. The Village reserves the right to deny a Special Event application if the application is submitted too close to the event.*

### **ADDITIONAL FEES/COSTS:**

Events requiring police services exceeding the availability of on-duty personnel may be billed the actual costs incurred.

Events requiring fire services exceeding the availability of on-duty personnel may be billed the actual costs incurred.

### **FOR OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ Recommended Department Due Date: \_\_\_\_\_

Application Fee: \_\_\_\_\_ Total amount paid: \_\_\_\_\_

Date Inspected By Police Department \_\_\_\_\_ Pass/Fail

Date Inspected By Fire Department \_\_\_\_\_ Pass/Fail

Date Inspected By Building Inspector and/or Public Services Director \_\_\_\_\_ Pass/Fail

Proof of Required State Inspections? Yes/No