

## VILLAGE OF GREENDALE APPLICATION EXTRAORDINARY ENTERTAINMENT & SPECIAL EVENT

Application must be received a minimum of 45 working days prior to event. Approval should be obtained before advertising for any event. Any advertising for an event before it is approved by the Village is done at the risk of the event organizer.

Event Location (address and full description)

Owner of property

Purpose of Event

Date(s) and Time(s)

Setup date(s)/time(s)

Breakdown date(s)/time(s)

Maximum number attending per day

Maximum number of tickets to be sold (if any) per day

Applicant

If corporation, attach certified copy of Articles of Incorporation together with the name, age, residence and mailing address of each person holding more than 10% of the stock.

Address (including City/State/Zip)

Home phone

Cell Phone

Email

Business Phone

Fax

Business Email

Alternate Contact

Address (including City/State/Zip)

Home phone

Cell Phone

Email

Business Phone

Fax

Business Email

1. Provide plans to limit the maximum number of people permitted to assemble. (Include attachments if necessary)

IT IS IMPORTANT THAT YOU IDENTIFY THE AREAS AND LOCATIONS OF ITEMS LISTED BELOW. A SITE MAP IS REQUIRED TO BE FILLED IN AS ACCURATELY AS POSSIBLE. AFTER FILLING OUT THE REQUESTED INFORMATION, (1 THROUGH 13) REFER TO THE ITEM REQUIREMENTS AREA FOR EVENT NEEDS.

**2.** Provide plans for fencing the location of the special event and the gates contained in such fence. A detailed drawing or site plan must be submitted as part of this application. (Include attachments if necessary) *Does your event require temporary signage? Does the event require roads to be closed? Will the event require the use of barricades?*

**3.** Provide plans for supplying potable water, including the source, amount available and location of outlets. (Include attachments if necessary)

**4.** Provide plans for providing toilet and lavatory facilities, including the source, number, location, type and means of disposing of waste. (Include attachments if necessary).

**5.** Provide plans for holding, collecting & disposal of solid waste material. (Include attachments if necessary) *How many garbage cans will the event need? How many recycling containers will the event need? List the locations of garbage cans and recycling containers or attach map. List the arrangements for cleanup / trash removal. Will cleanup be done by volunteers? Have you contracted with a private business to provide cleanup (i.e. street sweeper, cleaning company, etc.)? Contact/company name and phone number for cleanup arrangements. What date will cleanup be completed by? Does the event require any dumpsters?*

**6.** Provide plans, if any, to illuminate the location, including sources and amounts of power and location of lamps. (Include attachments if necessary)

**7.** Provide plans and description for parking vehicles, including size and location of lots, highway ingress/egress, parking lots and shuttle services. Barricades and closure or directional signage (Include attachments if necessary)

**8.** Provide plans for security, including number of guards, deployment, names, addresses, credentials and hours of availability. (Include attachments if necessary)

**9.** Provide plans for fire protection, including number, type and locations of all protective devices, including alarms & extinguishers, number of emergency fire personnel available.

**10.** Provide plans for sound control and amplification, including numbers, locations and power of amplifiers & speakers. (Include attachments if necessary) *Does the event require a portable sound system? Will there be a live band or bands? Provide contact/company name and phone number providing sound setup. Describe the type of bands/entertainment.*

**11.** Provide plans for the sale or free distribution of food, alcoholic and non-alcoholic beverage concessions and concessionaires, including names, addresses and license or permit numbers. (Include attachments if necessary) *Will there be beer or fermented malt beverages sold and served at the event? Have the appropriate licenses been applied for? Have you made arrangements for licensed*

*bartenders to work at your event? Have you applied for Temporary Bartender's Licenses? Will the event include the sale of food from vendors?*

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**12.** Provide plans and specific descriptions for each of any other type of vendor or provider of amusements or entertainments, including names, addresses and license or permit numbers. (Include attachments if necessary)

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**13.** Provide Certificate of Insurance no later than 10 days prior to the event. (Include attachments if necessary)

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**14.** Provide a detailed request as to any assistance you are asking from the Village for this event. (Include attachments if necessary)

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## ITEM REQUIREMENTS AREA

Please note the requirements of your event that will require the Village of Greendale to supplier. IT IS IMPORTANT THAT YOUR INFORMATION IS ACCURATE. The Village cannot support any last minute requirements. The following requirements as requested are final 1 month before the event.

REQUESTED ITEMS	QUANTITY	REQUESTED ITEMS	QUANTITY
Round Tables	<input style="width: 100%; height: 15px;" type="text"/>	Recycling Cans	<input style="width: 100%; height: 15px;" type="text"/>
Rectangular Tables	<input style="width: 100%; height: 15px;" type="text"/>	Bleachers	<input style="width: 100%; height: 15px;" type="text"/>
Chairs	<input style="width: 100%; height: 15px;" type="text"/>	Lights	<input style="width: 100%; height: 15px;" type="text"/>
Barricades	<input style="width: 100%; height: 15px;" type="text"/>	Extension Cords	<input style="width: 100%; height: 15px;" type="text"/>
Directional Signs	<input style="width: 100%; height: 15px;" type="text"/>	Gang Plugs	<input style="width: 100%; height: 15px;" type="text"/>
Tents size and number	<input style="width: 100%; height: 15px;" type="text"/>	Generator	<input style="width: 100%; height: 15px;" type="text"/>
Dumpster	<input style="width: 100%; height: 15px;" type="text"/>	Loomis Overpass Banner	<input style="width: 100%; height: 15px;" type="text"/>
Trash Cans	<input style="width: 100%; height: 15px;" type="text"/>	Other:	<input style="width: 100%; height: 15px;" type="text"/>

Applicant agrees to indemnify and save harmless the Village of Greendale from and against any and all liabilities, claims, demands, judgments, losses and/or all suits at law or in equity, costs and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization or corporation, arising in any way as a consequence of the granting of a license for this special event. Applicant affirms that the statements contained in this application are true and correct to the best knowledge of Applicant.

Date

Signature of Applicant

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Department Review and Acknowledgement						
Manager	Police	Fire	Inspection	Health	Clerk/Treasurer	DPW