



TEMPORARY SPECIAL EVENT LICENSE APPLICATION

VILLAGE OF EGG HARBOR PO BOX
175
7860 STATE HWY 42, EGG HARBOR WI 54209

Any person applying for a temporary event license shall file with the Village Administration office at least 15 days prior to the date of the event.

EVENT NAME & LOCATION (Address & Full Description): _____

OWNER OF THE PROPERTY: _____

PURPOSE OF EVENT: _____

EVENT DATE(S): _____

EVENT TIME(S): _____

EVENT SPONSOR/COORDINATOR: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

TENT(s) _____ Please provide site plan specifying size and placement on property

MUSIC _____ START _____ END _____ AMPLIFIED: Y ___ N ___

Use of amplification equipment is subject to compliance with section § 96.02 Loud and Unnecessary Noise Prohibited of the Village of Egg Harbor Municipal Code (attached). Violations are subject to penalties.

PARKING

Event parking must be primarily contained on site or by arrangement with nearby property owner(s) for same.

Property on which parking will be located: _____

Number of attendees expected _____

Number of spaces available _____

Number of traffic-control personnel _____

Shuttle service provided? Y ___ N ___

Please describe your arrangements for parking and traffic control: _____

Please list other methods (sawhorses, colored tape, signage, etc.) you will utilize to restrict and direct parking:

If off-site parking is arranged, property owner(s) should indicate agreement here:

SIGNAGE

Temporary event signage is subject to temporary signs provisions as outlined in Chapter 155 Sign Regulations of the Village of Egg Harbor Municipal Code. Please reach out to Village Administration staff if you plan to utilize temporary signage for your event. Additional permits and fees may be required.

THE FOLLOWING ITEMS SHALL BE ATTACHED TO THIS APPLICATION:

1. A park rental form, security deposit, and event site plan if the event is intended to be held in a Village park.
2. Site plan, if tent is to be utilized for event.
3. An itemized list of all types of merchandise intended to be offered for sale.
4. A current State tax ID and seller's permit (for non-profit organization, a tax-exempt certificate)
5. Application fee of \$175 if the event is not a Village-wide event (Please make checks payable to the Village of Egg Harbor, mail checks to the Village of Egg Harbor Administration Office at P.O. Box 175 Egg Harbor, WI 54209)
6. A certificate of insurance written by a company licensed in the State of Wisconsin, covering any and all liability or obligations which may result from the operations by the applicant's employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with ch. 101, Wis. Stats. The certificate shall provide that the company will furnish the Village with a 10-day prior written notice of cancellation, nonrenewal or material change. The insurance shall be written in comprehensive form and shall protect the applicant and Village against 71 claims arising from injuries to members of the public or damage to property of other arising out of any act or omission of the applicant, its employees, agents, contractors and subcontractors. The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000.00 per person/aggregate. NOTE: The Village may, at its discretion, required increased comprehensive insurance coverage for a particular event depending on the location, effect on traffic flow, expected number of attendees and other factors related to the safety and general welfare of the public.

I understand that failure to provide any or all documents and fees required by this application will result in the denial of my application by the Village of Egg Harbor.

I understand that my event and displays must be compliant with the requirements as outlined in Chapter 113: Outdoor Displays, Chapter 111: Transient Merchants, Chapter 96 Peace and Order, and Chapter 155 Sign Regulations of the Village of Egg Harbor Municipal Code. I accept full liability as event sponsor and absolve the Village from responsibility with regard to theft, loss, damage, or liability from the event.

I, the event sponsor/coordinator, agree to indemnify and save harmless the Village from and against all liabilities, claims, demands, judgements, losses, and all suits at law or in equity, costs and expenses, including reasonable attorney fees, for injury or death of any person or loss of 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 a special temporary event.

Signature: _____

Date: _____

Approved By:	Date:
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**Event permit is subject to current Village ordinances when issued, changes or deviations from the signed event application need to be approved prior to the date of event.*



TEMPORARY EVENT LICENSE INFORMATION

VILLAGE OF EGG HARBOR PO BOX
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LICENSE REQUIRED.

A temporary special event license and fee (required for non-Village wide approved events) shall be required for any temporary special event, as defined as follows: a temporary entertainment and amusement activity open to the general public and organized, produced, or sponsored by a person which event is extraordinary in that it is not ordinarily conducted on a daily or regular normal average use basis as a lawful use of the premises upon which such event is to occur, cannot be held completely within the confines of an existing property's maximum seating capacity, and for which event it is reasonably anticipated that the number of persons attending will at any time exceed the maximum occupancy of the existing seating capacity or will substantially exceed the regular normal average patronage and traffic generated otherwise attending such premises as a result of its regular normal average and lawful use.

License is valid only for the duration of the event as described on the temporary special event license application. A license is required for each temporary special event.

Businesses shall be issued no more than two (2) temporary event licenses per calendar year. Temporary special events shall be limited to a length of three consecutive calendar days, not including event set up and take down. Village-wide events as described in Chapter 113.01 of the Village of Egg Harbor municipal code do not require a temporary event license fee.

EXCEPTIONS. (License not required)

Any regularly established place of worship, stadium, athletic field, arena, auditorium, coliseum, or other permanently established places of assembly for special events which it is reasonably anticipated that the number of persons attending will not exceed by more than 250 people **or** the maximum seating capacity of the structure where the assembly is held.

APPLYING FOR A LICENSE.

Submit a Temporary Event License Application and fee for non-Village wide events to the Village of Egg Harbor Administration Office.

Fee: \$175 Filing/Payment Options:

1. File by mail and include a check made payable to the Village of Egg Harbor
2. File in person and pay by check or cash

No applications or fee payments will be accepted at any events.