



APPLICANT INFORMATION

ORGANIZATION/ENTITY NAME: _____

PRIMARY EVENT CONTACT: _____ PHONE: (____) _____ - _____

EMAIL: _____ ALT PHONE: (____) _____ - _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

EVENT INFORMATION

NAME OF EVENT: _____

START DATE/TIME: ____/____/____ : ____ am/pm END DATE/TIME: ____/____/____ : ____ am/pm

(Include set-up and tear-down/clean-up time. A 48-hr notice is required if event time changes or is cancelled.
If notice is NOT given, costs may be assessed for loss of City Staff time)

GENERAL EVENT TYPE:

- Parade Block Party Expo Other (Describe): _____

EXEPECTED NUMBER OF ATTENDEES: _____

USE OF STREETS: Are Street Barricades Required? Yes No

State or County Approval Required? Yes No

(For Events involving or crossing State or County Highways)

DESCRIPTION: Include a detailed description of all event activities such as vending, music, selling of food or alcohol beverages, location and use of tents, stages, sound amplification or other equipment, and attach a detailed plan for clean-up after the event, steps to be taken to prevent vehicular traffic from going through the area (if necessary), and steps that will be done to ensure underage people in are not served alcohol (if applicable). If using public streets, a detailed map MUST be provided with this application. Include additional pages if necessary.

Multiple horizontal lines for providing a detailed description and map.

ADDITIONAL MATERIALS

With your application please include the following materials:

- A detailed map if street use is involved with the event.
- Certificate of Liability Insurance for general liability coverage (minimum of \$300,000 for the injury or death of any one person, \$50,000 for property damage, and \$1,000,000 aggregate coverage for the event).
- Additional applications as needed: Alcohol Licensing, Vending Permits, Facility Use or Pavilion rental agreements

ACKNOWLEDGEMENT

- If applicable, I understand that I may be required to set up barricades at the locations designated by the City and to take down the barricades after the event. Generally, barricades may be set in place no earlier than ½ hour before the start of the event and must be removed immediately following the event and returned to the location designated by the City no more than 1 hour after the conclusion of the event.*
- I understand that pursuant to [Chapter 12.05](#) of the municipal code, I may be charged for the cost of “Extraordinary Services” provided by the City that exceed \$500 as a result from the Special Event.*
- I certify that I have read and understand [Chapter 12.05](#) of the municipal code, and agree to adhere to all of the rules and requirements outlined in the ordinance.*
- I certify that all information provided on this application is true and correct.*
- I, _____, organizer of the event: _____
(insert name/organization) (insert name of event)
shall indemnify, hold harmless, and defend City of Dodgeville, its officers, agents, and employees from and against all claims, damages, losses, and expenses, including attorneys' fees, which arise from or out of the above specified event.*

Signature of Applicant

Date