

TOWN OF OCONOMOWOC SPECIAL EVENT APPLICATION

Applications for Special Events must be submitted to the Town Clerk's office 60 days in advance of the Special Event

Tax Key No. _____
CU File No. _____
Date Approved _____

Name of Event _____

Date of Event _____ Hours _____

Location event will be held _____

1. Name of Business _____
Address _____
Daytime Phone _____

2. Name of Owner _____ Name of Operator _____
Address _____ Address _____

3. Zoning District _____ Conditional Use Permit No. _____

Has a Conditional Use been issued for the subject property? Yes _____ No _____

If yes, does the conditional use permit authorize the event requested? Yes _____ No _____

If no, has the event been authorized by other agencies? Yes _____ No _____

If yes, what agents? _____

Has this event been held previously? Yes _____ No _____

If yes, when? _____ How many attended? _____

4. Outside Event? Yes _____ No _____ Boat Moorings? Yes _____ No _____

If yes, please explain _____

Hours outside _____

Number of people expected to attend the event _____

Number of mooring sites available _____

Number of parking spots available _____

Other sites for parking _____

5. Special Outdoor Lighting and/or signs for event? (Locate on a Site Plan)

Type _____ Location _____

6. Is there any food or bar service outside? Yes _____ No _____
(Locate on Exterior Site Plan)

Current WI Sellers Permit # _____

Name of agent, partner or owner _____

Phone number(s) where they can be reached during the event _____

NOTE: The Town Board and the Town Police must approve your request to serve intoxicating liquor and malt beverages outside unless it is a part of your Plan of Operation or stated on your Conditional Use Permit.

7. Fencing for Special Event (Locate on exterior Site Plan) Yes _____ No _____
8. Is there any type of music? Yes _____ No _____
If yes, where? _____ Hours _____
Non-Amplified Live _____ Amplified _____
9. Refuge Disposal and Sanitary Facilities for large crowd (Locate on Site Plan.)
10. Does this Special Event involve the sale of any items other than food or drink? Yes ___ No ___
If yes, please submit list of all items sold.
11. Do you plan to hire private security for the event: Yes _____ No _____
Name and Phone Number _____

12. Other items to consider which are not listed above: _____

Along with the completion of this form, a scaled plan of the interior of the structure and a site plan must be submitted indicating size and location of all existing structures and dimensions of the parcel, location of all parking, lights, dumpsters, fencing and screening, outside seating and location of any special outdoor activities, piers, and any other items requested by the Town and County for this Special Event.

Operator Signature _____ Date _____

Owner Signature _____ Date _____

Town Approval Signature _____ Date _____

County Approval Signature _____ Date _____