

# 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 \_\_\_\_\_