

Town of Hudson

Special Event Plan and Permit Application for Occasional
Events

Please complete all sections of the application so the permit can be processed. Use additional sheets to provide answers if necessary. File with Town Clerk. **Occasional Events application due 60 days prior to event.**

Event Name: _____

1. Event Date(s): _____ Start time: _____ AM/PM End time: _____ AM/PM

2. Anticipated attendance: _____

3. Was event held in previous years? Yes ___ No ___ Where: _____
Previous attendance: _____

4. Location of event:(address and legal description)

5. Owner(s) or leaseholder(s) of property(ies) where event will occur _____

Address: _____ Phone: _____

Has the use of the property been approved by owner/lessee(s) Yes No

7. Organization holding event: _____

8. Person in charge of the event: _____

Title or position: _____

Address: _____

Phone: Business _____ Cell _____

Email: _____

9. Description of Special Event (include event activities and indicate if event is a benefit or charity)

10. Plans for sale of food and beverages: (include name, addresses and telephone numbers of concessionaires and their license and/or permit numbers.)

11. Will alcoholic beverages be sold during the event? Yes No

If yes, plans for sale of alcoholic beverages: _____

How will area be enclosed where alcohol is served? _____

12. Plans for toilet and lavatory facilities: _____

13. Plans for solid waste disposal: _____

Occasional Event application shall include:

- a. Adequate insurance liability
- b. Provisions for traffic control and/or parking
- c. Adequate police, fire and/or security protection, including first aid facilities
- d. Adequate provisions to prevent the serving of alcohol to minors
- e. Plans for the parking of vehicles
- f. Plans for illumination
- g. Plans for sound control/amplification
- h. Plans for amusement/entertainment
- a. Prior assemblies held by applicant, location, size and description and if any municipal code violations and list of approving governmental agency.
- b. Plans for potable water
- c. Plans for medical services
- d. Traffic control plan
- e. Telephones/communications
- f. Law enforcement security
- g. Fire Protection

Insurance: No later than 10 days before the assembly, the applicant shall furnish the Town a Certificate of Insurance written by a company licensed in the State of Wisconsin, and covering any and all liability, obligations or claims which may result from operations of the applicant's employees, agents, contractors or subcontractors, and including workers' compensation coverage. The policy shall provide for a minimum of bodily injury and property damage of at least \$1,000,000 per occurrence/aggregate, plus a \$1,000,000 umbrella. The Town of Hudson shall be named as an additional insured.

Indemnity: I/we agree to indemnify and hold the Town of Hudson, its agents, officers, servants and employees harmless from and against any and all liabilities, damages, claims 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 permit for a special event.

The undersigned/applicant acknowledges receipt of a copy of the Town of Hudson Occasional Events ordinance and affirms and agrees that all aspects of the special event described in this application shall comply with all applicable federal, state, county and town laws and ordinances.

Individual: Name: _____
Signature: _____
Date: _____

Organization, group, corporation:
Name of Group: _____
Person in Charge: _____
Signature: _____
Title/Position: _____
Date: _____

Property Owner: Name: _____
Signature: _____
Date: _____

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Fees: Application Fee \$ _____ Date received: _____
Received by: _____

Town Board Action: Approved: (Date) _____ Denied (Date) _____
Town Clerk: _____