



THE VILLAGE OF
COTTAGE GROVE

221 E. Cottage Grove Road
Cottage Grove, WI 53527
608-839-4704

www.vi.cottagegrove.wi.gov

SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned?	_____	Date	_____
FEES ARE NON-REFUNDABLE			

APPLICATION AND PERMIT FEE IS DUE 60 DAYS PRIOR TO YOUR EVENT.

ORGANIZATION INFORMATION

Name of Organization			
Street Address	City	State	Zip
Phone Number			
Event Contact Person (First & Last Name)			
Address	City	State	Zip
Email	Phone Number	Day of Event Phone Number	

EVENT INFORMATION

Name of Event	Date(s) of Event			
Event Start Time	Event End Time			
Location of the Event*				
Will your event take place near a residential neighborhood? <i>If yes, you will be required to notify all adjacent property owners when the event will occur. Circle One</i>			Yes	No
<p>You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used.</p> <p>*If you are using a Village Park, you must reserve the park through the Park/Recreation Department prior to getting your special event permit approved by the Village Board. Call (608) 839-8968.</p>				
Generally describe your event and its purpose				
Based on the class definitions found in the manual, what class is your event? <i>Circle One.</i>		Class I	Class II	
Estimated Number of Participants	Attendees/Spectators	Vendors		

OTHER INFORMATION

Is there an outdoor bar that will serve alcohol? <i>If yes, liquor and bartender licenses are necessary under separate application. Circle One.</i>		Yes	No
Please specify the number of licensed bartenders that will be on site:			
Will you be selling/serving food? <i>If yes, you will need to contact the Dane County Health Department for proper permits. Circle One.</i>		Yes	No
If yes, will the food be distributed by a Food Truck already permitted by the Village?		Yes	No
Will you be selling merchandise? <i>If yes, you will need to obtain a Peddler's Permit under separate application. Circle One.</i>		Yes	No
Will your event need electricity? <i>If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. Circle One.</i>		Yes	No
Will you be setting up any lighting? <i>If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. Circle One.</i>		Yes	No
Will your event require any fencing? <i>If yes, please provide plans for the fencing location and the gates. Circle One.</i>		Yes	No
Does the event involve fireworks? <i>If yes, you will need to obtain a fireworks permit under separate application through the Cottage Grove Fire Department. Circle One.</i>		Yes	No
Does the event involve amplified music? <i>Circle One.</i>		Yes	No
If yes, will the amplified music be a (<i>Circle one</i>):		Band	DJ
Other			
Hours of amplified music:			
Please specify the number of security staff you will be providing for the event:			
Will you need barricades provided by the Village for your event, if so, how many?			
Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, you will need to provide a plan for their proposed locations and the Fire Department and Building Inspection Department may need to inspect these structures prior to the start of your event. Circle One.</i>		Yes	No
Will you be providing portable restrooms and wash stations? <i>Circle One.</i>		Yes	No
<i>If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of? Provide name and contact info for companies providing these services.</i>			
Will you provide parking for participants? <i>Circle One.</i>		Yes	No
<i>If yes, where will parking be available?</i>			
Will you provide a dumpster/clean-up services? <i>Circle One.</i>		Yes	No
<i>If yes, please describe your clean-up and refuse collection plan and provide the name and contact info for the company providing the service.</i>			

OTHER INFORMATION CONTINUED

What other assistance do you foresee needing from the Village (personnel, materials, and/or equipment)?

Have you reviewed and do you have a copy of the Village of Cottage Grove Special Events Manual as well as the Village Special Events Ordinance ? <i>Circle One.</i>	Yes	No
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INSURANCE REQUIREMENTS
 The Special Event Sponsor must obtain liability insurance for an event that includes alcohol, has more than 150 people per day, or involves a road closure. Proof of this insurance with coverage no less than \$1,000,000 which names and endorses the Village, its officers, agents, employees and contractors as an additional insured party is due no later than 20 days before the event.
Are you able to provide these insurance documents, if required? *Circle One.* **Yes** **No**

DEPOSIT REQUIREMENTS
 The applicant may be required to submit to the Village a cleaning/damage deposit of \$200 per day for each scheduled day of the event (or portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event. (This deposit is separate from any deposit required by the Park/Recreation Department for park use).

TERMINATION OF AN EVENT
 The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by Police Department, Fire Department, EMS and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator or designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby agrees to hold the Village, its officers, employees, agents and contractors, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to person or property caused by or resulting directly or indirectly from the acts or omissions of the applicant. Any change to coverage requires Village approval.

Signature of Applicant

Date

For staff use only

Fees collected with application submission:

- _____ **Class I Event**
- _____ **Class II Event**
- _____ **PERMIT FEES CHARGED**

Application forwarded to:

- Deputy Administrator
- Building Inspector
- Fire Chief
- Parks & Rec Director
- Police Chief
- Public Works Director
- EMS

Add'l fees charged by Departments:

- _____ Administration
- _____ Building Inspection
- _____ Fire
- _____ Public Works
- _____ Police
- _____ Security Deposit
- _____ EMS

Village Board approval, if necessary, on:

Police Department approval:*

Fire Department Approval:*

EMS Approval:*

**Comments/concerns should be attached separately*



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SPECIAL EVENT APPLICATION
CONTACT INFORMATION & FEES SHEET

DEPARTMENT CONTACTS:

		Park & Recreation	608-839-8968
Clerk	608-839-4704	Police	608-839-4652
Building Inspection	608-697-7779	Public Works & Utilities	608-839-5813
Fire	608-839-4343	Deer Grove EMS	608-839-5658

VILLAGE PERMIT AND OTHER FEES:

Barricades	Up to 6 barricades - \$35; over 6 barricades - \$70
Class I event	\$300 per day
Class II event	\$150 per day
Electrical Inspection	If a temporary electrical service is needed a permit is required from GEC
EMS service (ambulance on site)	Set by Deer-Grove EMS
Fireworks Permit	No charge; State and local permit required
Garbage cans (55 gallon)	\$10.00 per garbage can
Host Permit	\$20.00 per year
Park Rental Permit	Shelter Rental Required, see Park and Rec fee schedule
Pre-event Safety Inspection	\$75.00 per hour
Security Deposit	\$200.00 per day; May encounter an additional deposit if utilizing a park facility.
Temporary Bartender License	\$30.00
Temporary Class B (Picnic) Beer & Wine Licenses	\$10.00 (Picnic License for Alcoholic Beverages)
Tent Inspection	\$31.65 if under 2500 sq. ft.; per tent, per inspection. Each tent requires separate application.
Transient Merchant Permit	\$20.00 application fee.