

Town of Vermont

Short Term Amusement and Recreation Event Application

A non-refundable application fee of \$25 must accompany this application for events with projected registered participants of 100 or greater. A further administrative fee will be due upon application acceptance. The further fee will be on a sliding fee scale based on the total number of projected registered participants.

- \$0 for events with 0-99 projected registered participants
- \$200 for events with 100 to 250 projected registered participants
- \$300 for events with 251 to 500 projected registered participants
- \$400 for events with 501 to 1000 projected registered participants
- \$500 for events with over 1000 projected registered participants

Application for an Amusement-Recreation Event Permit shall be made to the Town Clerk in writing at least sixty (60) days before the start date of the proposed Amusement or Recreation Event. A late filing fee will double the total permit cost for late applicants.

Appearance before the Town Board may be required. The Town Clerk will place the application on the Town Board agenda only if the proper application fee has been paid. Placement on the agenda does not guarantee issuance of a permit.

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| Name of applicant (must be at least 18 years old) | |
| Address of applicant | |
| Telephone number of applicant | |
| Name of owner of intended location of proposed Amusement or Recreation Event (if different than applicant) | |
| Telephone number of location owner | |
| Sponsoring Organization | |
| Address of Sponsoring Organization | |
| Telephone number of Sponsoring Organization | |
| Name of on-site manager or person in charge | |
| Address | |
| Onsite Telephone number | |
| Type of Activity | |
| Date of Event | |
| Number of Participants | |
| Hours of Event | |
| Location of Event Route | |

Applicants should review page 2 of this applicant, to determine which further conditions and restrictions may apply to their proposed event and which further application requirements must be met.

Applicant Signature _____

Date _____

1. Description and list of uses, activities, business or operation comprising the proposed Amusement or Recreation Event.
2. Description and location of any temporary building or structures to be constructed for use in the proposed Amusement or Recreation Event.
3. Description of parking lots or areas and access routes for vehicular traffic serving the proposed Amusement or Recreation Event.
4. Description and proposed location of any amplification equipment to be used in connection with the proposed Amusement or Recreation Event.
5. Description of any security needs in connection with the proposed Amusement or Recreation Event and a description of how security needs will be met.
6. Description of any amusement rides, amusement attractions or amusement structures in connection with the amusement or recreation and number or date of approval or inspection by Wisconsin Department of Industry, Labor and Human Relations pursuant to Ch. ILHR 34, Wis. Admin. Code.
7. Any public health plans, including supplying water, proposed method of disposing of human waste and other waste material generated by the proposed Amusement or Recreation Event, and post-event cleanup.
8. Fire prevention and emergency medical services plans necessary for the proposed Amusement or Recreation Event.
9. The admission or entry fee or other consideration to be charged or requested for admission to the proposed Amusement or Recreation Event, if applicable.
10. Whether or not food or alcohol will be served or sold at the proposed Amusement or Recreation Event.
11. A detailed description of all public rights-of-way and private property for which the applicant requests the Town to restrict or alter normal parking, vehicular traffic or pedestrian traffic patterns, the nature of such restrictions or alterations and the basis for same.
12. For proposed Amusement or Recreation Events that are to take place on public highways or within rights-of-way: map(s) showing proposed routes and staging areas; specific dates, start times and length of time that each road or highway is expected to be affected by the proposed event; the method that will be used to identify participants, such as license plates, race back tags, wrist bracelets.
13. A description of any services, town personnel, equipment or property which the applicant requests the Town of provide, including the applicant's estimate of the number and type needed and the basis for the estimate.
14. Any and all events must leave no trace and thorough cleanup must be completed within 48 hours of the end-time of the event (this includes the removal of any road stickers/tape/signage). A statement signed by the applicant either agreeing to pay all fees and costs incurred by the Town for cleanup, damages, etc., and meet all other requirements of this section; or representation to the Town that the applicant is duly authorized to make such agreement on behalf of the person or organization holding or sponsoring the proposed Amusement or Recreation Event.
15. Proof of liability insurance or ability to obtain insurance for the proposed Amusement or Recreation Event with minimum limits of \$1,000,000 per occurrence for bodily injury and \$1,000,000 per occurrence for property damage, not in aggregate.