



SPECIAL EVENT LICENSE APPLICATION

APPLICANT INFORMATION

Information about the person applying for the license

Name: _____ Date of Birth: _____

Address : _____

Email: _____ Phone Number: _____

ORGANIZATION INFORMATION

Information about the organization holding the event, if applicable

Name: _____

Address : _____

Email: _____ Phone Number: _____

If organization is tax exempt, provide FEIN: _____

EVENT INFORMATION

Name of Event : _____

Description of Event:

Date of Event (list each date if a multi-day event): _____

Event Start Time: _____ Event End Time: _____

Total Anticipated Attendance:

Location of Event:

Street names, intersections, and specific blocks including alleys, parking stalls, and sidewalks that will be closed or impaired from normal use as a result of the event (please include a diagram): _____

Circle Type of Activities Being Planned (NOTE: some activities may require additional licenses):

Alcohol Amplified Music Auction Dance Market (flea, farmers, etc.) Food Vendors
Non-Food Vendors Parade Protest Rally Speeches Unamplified Music Walk/Run/ Bicycle, etc.

ACKNOWLEDGEMENTS:

- Application Deadline:** License requests must be submitted at least 60-calendar days prior to the event for events involving a public right-of-way or if the applicant intends to request a waiver of costs for City Services.
- Agree to the Special Events Policies attached.**
- Insurance Requirements:** Proof of insurance coverage is required with the application. Applicant understands that the City of Mauston must be named as an additional insured. Minimum required limits are contractual liability with minimum limits of \$300,000 for injury or death of one person, \$50,000 for property damage, and \$1,000,000.00 coverage for the event - additional insurance may be required for certain events. This can be waived if sponsors wish it to be a municipality-sponsored event.
- Payment of City Services:** If the City estimates that the City costs for the event exceed \$500, the City may require the applicant to provide a bond to the City Clerk prior to the license being issued. The applicant must pay itemized actual costs of city services over \$500 within 30-calendar days of demand. The applicant may request that costs be waived.
- ADA Accessible:** The applicant is responsible for ensuring the event is ADA compliant to the extent required by law.
- Discrimination Prohibited:** No applicant or event shall discriminate against any vendor, customer, event participant, or other people by reason of race, color, creed, handicap, age, sex, religion, national origin, ancestry, marital status, or other forms of discrimination prohibited by the laws of the State of Wisconsin or United States of America.
- Emergency Access Routes:** The applicant must ensure there is an unobstructed access lane of at least 18 feet wide and continuous for the duration of the event, including during set-up and clean-up.
- Set Up/Clean Up:** Set-up for an event cannot occur more than one hour prior to the event unless the event is on private property or advance approval has been given by the City. The applicant is responsible for the clean-up after the event and must ensure there are enough waste, recycling, and toilet facilities available during the event. Clean-up must be completed within 1 hour after the event unless the event is occurring on private property or advance approval has been given by the City.
- Termination of Event:** A license may be terminated by City before or during the event if the health, safety, and welfare of the general public appear to be endangered by activities generated as a result of the event or if the event is in violation of the Mauston Municipal Code or other rule or regulation. The City Administrator, Fire Chief, Police Chief, or Director of the City's Public Works Department shall have the authority to terminate the license.

By signing below, I certify that (i) I am at least 18 years of age, (ii) that I have read and understand the above acknowledgments, (iii) that I am responsible for ensuring the event complies with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations and any other applicable laws, rules and regulations, (iv) that I am authorized to apply for this license on behalf of the organization holding the event (if applicable), and (v) that the information contained in this application is true to the best of my knowledge. I understand that intentionally providing false or misleading information in this Application may lead to civil or criminal penalties. INDEMNIFICATION: BY SIGNING BELOW I ACKNOWLEDGE THAT FOR GOOD AND VALUABLE CONSIDERATION, I, ON BEHALF OF MYSELF AND THE ORGANIZATION, IF APPLICABLE, AGREE TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF MAUSTON AND ITS OFFICERS, OFFICIALS, EMPLOYEES, AND, AGENTS FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, DAMAGE, EXPENSES AND, COSTS, INCLUDING ATTORNEY FEES, ARISING OUT OF THE ACTIVITIES PERFORMED AS DESCRIBED HEREIN, CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT OR OMISSION OF THE APPLICANT/ORGANIZATION, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY ANY OF THEM OR ANYONE WHOSE ACTS ANY OF THEM MAY BE LIABLE.

Signature: _____ 

Approvers:

Dated this _____ day of _____, _____.

City Administrator

Public Works Director

City Fire Chief

City Police Chief

Comments: