

SPECIAL EVENT PERMIT APPLICATION
VILLAGE OF BAYSIDE
9075 N. REGENT ROAD
BAYSIDE, WI 53217-1800

VILLAGE HALL 414-206-3915
POLICE 414-206-3916

Applicant Name _____ Telephone # _____ Fax # _____

Address _____ City _____ ST _____ ZIP _____

Organization Name _____ Telephone # _____ Fax # _____

Address _____ City _____ ST _____ ZIP _____

Contact Person _____ Telephone # _____ Fax # _____

Address _____ City _____ ST _____ ZIP _____

Event Name _____ Date _____ Time _____

Event Type: ___ Bike Ride ___ Run/Walk ___ Parade ___ Athletic Event ___ March ___ Other _____

Please provide the following information regarding your event:

Assembly area, starting point, route to be traveled and the termination point (Route map must accompany application)

Number of participants or types of units comprising the event

I, the undersigned, have received a copy of Bayside Municipal ordinance 41.165 and agree to comply with the provisions thereof. I understand that prior to receiving for my event I must submit a \$50 application fee and written verification of insurance that is acceptable to the Village Attorney in form and amount, Additionally, the Village must be named as an insured on the policy of insurance.

In addition to the \$50 permit application, fees will be assessed by the Department of Public Safety based upon the type of event and number of participants. Every effort will be made to assess the fees prior to the event based upon the information provided in the application, however, **the Village reserves the right to assess extra fees after the completion of the event should additional resources be required.**

Applicant's signature _____ Printed Name _____ Date _____

For Village Use

Date permit rcvd _____ Permit fee received ___ Yes ___ No Receipt # _____ Estimated Charges \$ _____

Additional Charges \$ _____ Manager approval _____ Police approval _____