VILLAGE OF ALLOUEZ

RUNS/WALKS SPECIAL EVENT APPLICATION/PERMIT

Parks and Recreation Department · 1900 Libal St. · Allouez, WI 54301

This application must be submitted for approval no less than four (4) weeks prior to date of the event.

Complete the following information:

Re-occuring event ____YES ___NO (New applications must be approved by the Village Board)
**As of August 7, 2010 the Village Administrator, with department head recommendation, is authorized to approve reoccurring events. Village Board will be notified of the event.*

ORGANIZATION/LEAGUE NAME:_____

____**Individual** ____**Partnership** ____**Corporation** ____**Association**

Main Contact:_____ Email: _____

Address:_____ City/State/Zip:_____

Primary Phone:_____ Other Phone:_____

EVENT INFORMATION

Date of Event:_____ **Time of Event:** Start Time:_____am/pm End Time:_____am/pm

Number of participants/spectators expected:_____

Location or route of event (please include map)_____

How will the route be marked? _____
How will route monitors be identified?_____

Other traffic control provisions?_____

Will you need stand-by rescue services? ☐ YES ☐ NO
** If stand-by Allouez rescue squad service is requested, $375.00 per hour is charged. If you request police coverage, you must contact Brown County Sheriff's Department and arrange for coverage with them. Allouez does not provide police coverage.

Will you be selling any goods? ☐ YES ☐ NO
**If yes a vendor permit is required and village board approval.

Conditions of Permit:

1. All street intersections along the event route are to be supervised by person 19 years of age or older.
2. Events will allowed only during daylight hours.
3. No events will be allowed during regular week day rush hours.
4. The Village of Allouez will not provide barricades for any events; however the Village will provide traffic cones on an availability basis. The cones must be picked up and returned by the event sponsors. The Village will charge for any missing traffic cones. The village may require a cash deposit from which the cost of missing cones will be deducted.
5. The permitee at its sole cost shall obtain and maintain general liability insurance for the activity in the minimum amount of $1,000,000.00 for damages arising out of personal injuries to any one person and $250,000.00 for damages to property, in any one accident, and shall furnish the Village with a certificate of insurance naming the Village as an additional insured <u>not less than five (5) business days prior to the start of the event</u>. The permitee (and in case of individuals, partnership and associations, the names responsible person and the person signing this agreement) shall indemnify and save harmless the Village and its officers, employees, and representatives, against any and all injuries and damages to persons and property, and shall defend, indemnify and save harmless the Village and its officers, employees and representatives from any and all claims, demands, suits, actions, costs, expenses and proceedings of every kind and nature, including any claims for injuries and/or damages caused either I while or in part by the negligence of the Village, its officers, employees or representatives, which in any way results from or arise out of such activity.

_____ _____
Signature of Responsible Person Date

Date of Approval by Village: _____ Signature of Administrator: _____

STAFF APPROVAL: Review for other events that may conflict with this request, street repairs/construction that may interfere or if rescue services are requested. *<u>Please approve with signature and date below.</u>*

Public Works Director_____ Assistant Fire Chief_____

Park and Recreation Director_____ DEO Officer_____