



VILLAGE OF ALLOUEZ

RUNS/WALKS AND SPECIAL EVENT APPLICATION/PERMIT

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

Application Submittal fee: \$25 for Allouez Residents/ \$50 for Non-Allouez Residents

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

Complete the following information:

Is this a re-occurring 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

EVENT NAME: _____

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: _____

Please provide the Village with brief information on your event (i.e. what is your event, what groups/charities does it support, etc.)

Blank lines for event description

Please answer the following questions:

1.) Is this event a run/walk? [] YES [] NO

** If YES, please continue with questions below. If NO please skip to question 2.

1a.) Location or route of event (please include map) _____

1b.) How will the route be marked? _____

1c.) How will route monitors be identified? _____

1d.) Other traffic control provisions? _____

2.) Will you need stand-by rescue services? [] YES [] NO

** If YES 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.

3.) Will you be selling any goods? [] YES [] NO

**If YES a vendor permit is required and village board approval. Extra fees will apply for this.

4.) Will you be selling any alcohol? [] YES [] NO

**If YES a temporary sellers permit is required and village board approval. Extra fees will apply for this.

5.) Will you be requiring any Village Facilities? [] YES [] NO

**If YES please complete a Facility Reservation Form. Extra fees will apply for this.

6.) Will you be requiring any Village Athletic Fields or Courts? [] YES [] NO

**If YES please complete an Athletic Facility Reservation Form. Extra fees will apply for this.

