

**VILLAGE OF HOLMEN
SPECIAL EVENT APPLICATION AND PERMIT**

- Village Board approval is required if this event will include live outdoor music or accompany a Temporary Alcohol License (WI DOR Form AB-220)
- If an establishment is amending its liquor premises to include live outdoor music, use Application and Permit for Temporary Amendment to Liquor Premises for Specific Event form.

Name of Event: _____
Sponsor(s): _____
Contact Person: _____
Address of Event: _____
Phone: _____ E-mail: _____
Date(s) of Special Event: _____ Time: _____ to _____
Assembly Area: _____ *Refer to attached site plan
Starting Point: _____ Ending Point: _____
Will a tent be in use? _____ Will this event have live outdoor music? _____
Estimated Attendance: _____

Describe Security Protection/Traffic Control (Include Police, Fire, and First Responders):

Describe Emergency Evacuation Procedures (In case of medical emergency, fire, weather, etc.):

I assume all responsibility with this permit in case of any accident.

Signed: _____ Date: _____

Please Attach a Certificate of Liability Insurance and a site plan to this Application.

Note: For a block party application, an insurance certificate is not required.

Approved: Yes No _____
Chief of Police

Approved: Yes No _____
Director of Public Works

Approved: Yes No _____
Park & Recreation Director

Approved: Yes No N/A _____
HAFD Fire Chief must approve if event includes the use of a tent.

* Approved / Denied by Board: N/A Approved Denied _____
Date

Permit Issued: _____
Date Clerk/Deputy Clerk

*Board approval required only for events that include live outdoor music