

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

Name of Event: \_\_\_\_\_

Sponsor(s): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Special Event: \_\_\_\_\_ Time: \_\_\_\_\_

Beginning                      Ending

Assembly Area: \_\_\_\_\_ or Refer to Attached Site Plan

Will a tent be in use at this event? \_\_\_\_\_

Starting Point: \_\_\_\_\_ Ending Point: \_\_\_\_\_

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.): \_\_\_\_\_  
\_\_\_\_\_

**Please Attach a Certificate of Liability Insurance and a Map to the Application.**

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

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**If this permit will accompany a Permit for Temporary Amendment to Liquor Premises or if this event will have live outdoor music, board approval is required.**

Approved: Yes No N/A \_\_\_\_\_

Chief of Police

Approved: Yes No N/A \_\_\_\_\_

Director of Public Works

Approved: Yes No N/A \_\_\_\_\_

Park & Recreation Director

Approved: Yes No N/A \_\_\_\_\_

HAFD Fire Chief must approve if event includes the use of a tent.

Permit Issued: \_\_\_\_\_

Date

\_\_\_\_\_

Clerk/Deputy Clerk

Copies Provided to: **HAFD Fire Chief / Village President / Village Board**