

# STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_

## EVENT INFORMATION

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

Event Organizer/Sponsor \_\_\_\_\_

Is Organizer/Sponsor a 501(c)3 non-profit agency?  Yes  No

If Yes, provide State of Wisconsin Tax Exempt Number \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Primary Contact \_\_\_\_\_

FAX \_\_\_\_\_

Work Phone \_\_\_\_\_

Phone During Event \_\_\_\_\_

E-mail \_\_\_\_\_

Website \_\_\_\_\_

Secondary Contact \_\_\_\_\_

Work Phone \_\_\_\_\_

Phone During Event \_\_\_\_\_

E-mail \_\_\_\_\_

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours \_\_\_\_\_ to \_\_\_\_\_  Yes  No

## EVENT CATEGORY

Run/Walk  Music/Concert  Festival  Rally  Parking

Other \_\_\_\_\_

## LOCATION REQUESTED

Village Park (note specific blocks below)  East Street (indicate either North or South—circle one)

Main Street (indicate either East or West—circle one)  Other (specific streets requested below)

Street Names (Indicate North, South, East, or West): \_\_\_\_\_

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) \_\_\_\_\_

Rain Date(s) \_\_\_\_\_

Event Start Date(s)/Time(s) \_\_\_\_\_

Set-Up Date(s)/Time for Event \_\_\_\_\_

Event End Date(s)/Time(s) \_\_\_\_\_

Take-Down Time \_\_\_\_\_

*[start to streets reopened]*

## APPLICATION SIGNATURE

\_\_\_\_\_ I/We waive the 21-day decision requirement. \_\_\_\_\_ (PLEASE INITIAL)

Your signature below indicates that you have read and understand the instructions and guidelines for a community event. Further, the person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

In addition to the rules and regulations detailed in the permit application instructions and guidelines, Street Use Permits are subject to all applicable ordinances, statues and laws.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# STREET USE FEE SCHEDULE

The cost to have a community event on New Auburn streets varies. All events must pay a non-refundable application fee. Other fees and charges may apply to your event depending on the need for equipment and/or village services. A final event billing will be prepared by village staff. This schedule is subject to change without notice.

## Required Fees

- Street Use Permit Application Fee - non-refundable, must be submitted with the application.
  - Neighborhood Block Party, \$25
  - One Time/one day Event, \$25

## Past Deadline Application fee

- Street Use Event Permit less than 30 days before event, \$25
- Street Use Event Permit with Beer / Wine Sales Permit or a Special Event
- Resolution less than 60 days before event, \$25

## By Permit Fees

- Exclusive Use Resolution, per block requested, \$50 Commercial shoots; video, still, catalog, film \$150/day \$100/half day
- Amplification Permit, \$10
- Temporary Class B "Picnic License" Beer / Wine Selling Permit, \$10

## Street Use Event Vending License

- 1-25 vendors
- 26-100 vendors

## Equipment Rental Fees

- Barrels - trash or recycle: minimum 8 @ \$12.50 each = \$65
- Delivery Charges for Equipment: One-hour minimum at hourly rate (Overtime rates apply for evening and weekends)
- 2-yd Dumpsters, \$300 ea
- No Parking Signs \$1.50/each (temporary)

## Street Closing Supplies from Village Street Crew

- Barricades, first 8 no charge; each additional,
- Traffic Cones, \$1.50 each
- Traffic Signs (e.g., Road Closed) first 4 no charge; each additional \$5.00

## Staff Fees

- Special Duty Police Officers 2 Hour minimum at hourly contracted rate
- Electrician, at hourly rate (Overtime rates apply for evening and weekends)

## Clean-up charges:

- Groups who leave the street(s) in a condition that requires clean up by Village staff will be charged full cost of clean-up.

*\*The contact person is responsible for making arrangements to pick up and return the barricades and "Road Closed" signs required to close the street. Contact Street Crew during Monday-Friday, 8:00 a.m.-3:00 p.m. to make arrangements. For weekend events, equipment pick will be on Fridays between 8:30 a.m.-3:00 p.m. and returned during the same hours the following Monday. You will need a vehicle that can accommodate 12-foot-long barricades.*