



# CITY OF OAK CREEK

## APPLICATION FOR SPECIAL EVENT

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

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

Organization Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

- Athletic Activity (tournament, sports event)
- Runs/walks (\$35.00 application fee applies)

- Block Party
- Community/Park Event

Event Date(s): \_\_\_\_\_ Start/End time: \_\_\_\_\_

Name of activity: \_\_\_\_\_ Purpose: \_\_\_\_\_

Assembly area: \_\_\_\_\_ Dispersal area: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_ Or number of parade units: \_\_\_\_\_

Set-up Date/Time: \_\_\_\_\_

Block party location: \_\_\_\_\_

**Please attach a rough drawing that shows the location of the event and placement of barricades (include activities and parking areas, when applicable.)**

**Check Yes or No for each item:**

- | Yes                      | No                       |                                | Yes                      | No                       |                             |
|--------------------------|--------------------------|--------------------------------|--------------------------|--------------------------|-----------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Admission/entry fee charged    | <input type="checkbox"/> | <input type="checkbox"/> | Fireworks/Fires/Candles     |
| <input type="checkbox"/> | <input type="checkbox"/> | Financial gain activity        | <input type="checkbox"/> | <input type="checkbox"/> | Temporary Signage           |
| <input type="checkbox"/> | <input type="checkbox"/> | Concession sales               | <input type="checkbox"/> | <input type="checkbox"/> | Tents                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Vendor displays/sales          | <input type="checkbox"/> | <input type="checkbox"/> | Amplification equipment     |
| <input type="checkbox"/> | <input type="checkbox"/> | Alcohol Consumption            | <input type="checkbox"/> | <input type="checkbox"/> | Musical bands               |
| <input type="checkbox"/> | <input type="checkbox"/> | Portable toilets               | <input type="checkbox"/> | <input type="checkbox"/> | Horses/animals              |
| <input type="checkbox"/> | <input type="checkbox"/> | Street closure                 | <input type="checkbox"/> | <input type="checkbox"/> | Waste/recyclables generated |
| <input type="checkbox"/> | <input type="checkbox"/> | Barricades needed (Qty: _____) |                          |                          |                             |

Applications will not be reviewed for approval until all supporting documentation and fees have been received.

**All Applicants must follow processes outlined in the Special Event Guidelines booklet.**

Check #: \_\_\_\_\_ Cash: \_\_\_\_\_ Rcvd. By: \_\_\_\_\_

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

The approval and granting of a Special Event Permit does not guarantee the availability of any park, area, shelter or pavilion. Those requests must be made through a separate application process at the Recreation Department, also located in City Hall.

**DEPARTMENT REVIEW / APPROVAL / COMMENTS:**

<b>Street Department</b>	
<b>Fire Department</b>	
<b>Police Department</b>	
<b>Aldersperson</b>	
<b>Clerk</b>	
<b>Other</b>	
<b>Attachments</b>	

<b>Date Received</b>		<b>Council Action</b>	Approved / Denied
<b>License Cte. Review</b>			