



210 Cottonwood Avenue  
 Hartland WI 53029  
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[www.villageofhartland.com](http://www.villageofhartland.com)

## SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned	_____	Date	_____
<b>FEES ARE NON-REFUNDABLE</b>			

**APPLICATION AND PERMIT FEES ARE DUE 60 DAYS PRIOR TO YOUR EVENT**

ORGANIZATION INFORMATION				
Name of Organization				
Street Address	City	State	Zip	
Phone Number	Are you a 501(c)3 Organization?		Yes	No
Event Contact Person (First & Last Name)				
Address	City	State	Zip	
Email	Phone Number	Day of Event Phone Number		
If applicant is a partnership, provide names, addresses and phone numbers for all partners. Provide names, addresses and phone numbers for all officers and directors if corporation or members if applicant is a limited-liability company.				

EVENT INFORMATION		
Name of Event	Date(s) of Event	
Event Start Time	Event End Time	
Location of the Event*		
Will your event take place in a Village of Hartland Park?	Yes	No
<b><i>You MUST attach a detailed map/diagram of your event indicating the specific location and layout for event including vendors, generators, parking, proposed road closures, structures and portable toilets.</i></b>		
<b><i>*If you are using a Village Park, you must complete the Park Facility Reservation Application and reserve the park facility prior to getting your special event permit approved by the Village Board.</i></b>		

OTHER INFORMATION			
Generally describe your event and its purpose			
Estimated Number of Participants	Spectators	Vendors	
Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i>			Yes No
Will you be selling/serving food?			Yes No
Will you have food trucks? <i>If yes, you will need to obtain Outside Food Vendor Permits under separate application.</i>			Yes No
If yes, how many food trucks will be at the event?			
Will you be selling merchandise? <i>If yes, you will need to obtain a Solicitor's Permit under separate application.</i>			Yes No
Does the event involve fireworks? <i>If yes, you will need to obtain a Fireworks Permit under separate application.</i>			Yes No
Does the event involve amplified music?			Yes No
If yes, will the amplified music be a:			Band DJ
Hours of amplified music:			
<b>Noise is regulated within the Village of Hartland. The Village ordinance states that no person shall make loud noise such as may tend to unreasonably annoy or disturb the peace and quiet of another in the vicinity. Music for special events shall terminate at 9:00 p.m. if the event held Sunday through Thursday and at 11:00 p.m. if the event is held on a Friday, Saturday or holiday weekend.</b>			
Is street closure requested?			Yes No
Hours of street closure:			
Diagram for Street Closure Provided?			Yes No
Will you need barricades provided by the Village for your event?			Yes No
How many barricades needed for your event?			
"Road Closed" signs requested?			Yes No
Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, You will need to provide a plan for their proposed locations and the Department of Public Works will need to inspect these structures prior to the start of your event. Tents over 400 sq. feet will require inspection by the Building Inspector.</i>			Yes No
Will you be providing portable restrooms and wash stations?			Yes No

**OTHER INFORMATION CONTINUED**

*If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of?*

Will you provide parking for participants?

Yes

No

*If yes, where will parking be available?*

Will you provide a dumpster/clean-up services?

Yes

No

*If yes, please describe your clean-up and refuse collection plan.*

Will the event require additional security?

Yes

No

Will you have an emergency plan in the event of severe weather?

Yes

No

Will the event require first aid and/or emergency responders?

Yes

No

**INSURANCE REQUIREMENTS**

The Special Event Sponsor will obtain liability insurance for the event. Proof of this insurance with coverage no less than \$1,000,000, must list the Village of Hartland as an additional insured party and is due no later than 20 days before the event.

Are you able to provide these insurance documents?

Yes

No

**DEPOSIT REQUIREMENTS**

For events to held in a Village Park: The applicant may be required to submit to the Village a refundable deposit based on number of attendees (see Park Facility Reservation Application). The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event.

**TERMINATION OF AN EVENT**

The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by the Hartland Police Department and/or Fire Department and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby agrees to hold the Village, its officers, employees, agents and contractors, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to person or property caused by or resulting directly or indirectly from the activities for which the permit is granted. Any change to coverage requires Village approval. The applicant is responsible for obtaining all necessary reservations, permits and licenses.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

**For staff use only**

*Park/Rec. Board approval, if necessary, on:*  
 \_\_\_\_\_

*Application forwarded to:*

- Administrator
- Building Inspector
- Fire Chief
- Police Chief
- Public Works Director
- Rec Director

*Village Board approval, if necessary, on:*  
 \_\_\_\_\_

*Date:* \_\_\_\_\_

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.				
Fire				
Police				
Public Works				
Rec				

**Fees**

_____ Outside Food Vendors	_____ Special Event Permit	<b>TOTAL FEES</b> _____
_____ Park Facility Fees	_____ Temp. Bartender's	
_____ Solicitor's Permit(s)	_____ Temp. Class B	

All requirements for this special event have been met.

**Village Administrator approval**  
 \_\_\_\_\_

**Date**  
 \_\_\_\_\_