TOWN of
HUDSON
ST. CROIX COUNTY, WISCONSIN

980 County Rd A
Hudson, WI 54016
715-386-4263
clerk@hudsonwi.town
www.townofhudsonwi.com

Town of Hudson

Special Event Plan and Permit Application for Occasional Events (Chapter 68)

Please complete all sections of the application so the permit can be processed. Use additional sheets to provide answers if necessary. File with Town Clerk. Occasional Events application are **due at least 60 days** prior to the event.

1. Event Name:_____
2. Event Date(s):_____ Start time:_____AM/PM End time:_____AM/PM
3. Anticipated attendance:_____
4. Was event held in previous years? Yes___No___ Where:_____
   Previous attendance:_____
5. Location of event: (address and legal description)
   _____
6. Owner(s) or leaseholder(s) of property(ies) where event will occur:_____

   Address:_____Phone:_____
   Has the use of the property been approved by owner/lessee(s): Yes_____ No_____
7. Organization holding event:_____
8. Person in charge of the event:_____
   Title or position: _____
   Address:_____
   Phone: Business_____Cell_____
   Email:_____
9. Description of Occasional Event (include event activities and indicate if event is a benefit or charity):
   _____
   _____
   _____
   _____
   _____
   _____
   _____

10. Plans for sale of food and beverages (include name, addresses and telephone numbers of concessionaires and their license and/or permit numbers):

_____

_____

_____

11. Will alcoholic beverages be sold during the event? Yes_____ No_____

If yes, plans for sale of alcoholic beverages:_____

_____

How will area be enclosed where alcohol is served?_____

_____

12. Plans for toilet and lavatory facilities:_____

_____

13. Plans for solid waste disposal:_____

_____

Occasional Events application includes:

a. Adequate insurance liability
b. Provisions for traffic control and/or parking
c. Adequate police, fire and/or security protection, including first aid facilities
d. Adequate provisions to prevent the serving of alcohol to minors
e. Plans for the parking of vehicles
f. Plans for illumination
g. Plans for sound control/amplification
h. Plans for amusement/entertainment
i. Prior events held by applicant, location, size and description and it any municipal code violations and list of approving governmental agency
j. Plans for potable water
k. Plans for medical services
l. Traffic control plan
m. Telephone/communications
n. Law enforcement security
o. Fire protection

Insurance: No later than 10 days before the event, the applicant shall furnish the Town a Certificate of Insurance written by a company licensed in the State of Wisconsin, and covering any and all liability, obligations or claims which may result from operations of the applicant's employees, agents, contractors or subcontractors, and including workers' compensation coverage. The policy shall provide for a minimum of bodily injury and property damage of at least $1,000,000 per occurrence/aggregate, plus a $1,000,000 umbrella. The Town of Hudson shall be named as an additional insured.

Indemnity: I/we agree to indemnify and hold the Town of Hudson, its agents, officers, servants and employees harmless from and against any and all liabilities, damages, claims and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization or corporation, arising in any way as a consequence of the granting of a permit for an occasional event.

The undersigned/applicant acknowledges reviewing the Town of Hudson Chapter 68 Occasional Events ordinance and affirms and agrees that all aspects of the special event described in this application shall comply with all applicable federal, state, county and town laws and ordinances.

Individual: Name:_____

Signature:_____

Date:_____

Organization, group, corporation:

Name of Group:_____

Person in Charge:_____

Signature:_____

Title/Position:_____

Date:_____

Property Owner: Name:_____

Signature:_____

Date:_____

==========

Fees: Application Fee $ 50.00 to be included with application

Date received:_____

Received by:_____

Town Board Action: Approved: (Date)_____Denied (Date)_____

Town Clerk:_____