



City of Sparta Special Event Permit Application

PERMIT APPLICATION ALONG WITH A **\$50.00 APPLICATION FEE** MUST BE SUBMITTED **AT LEAST 60 DAYS PRIOR TO EVENT**. PLEASE REMEMBER THAT COMPLETION OF THIS FORM **DOES NOT** AUTHORIZE THE EVENT. ALL APPLICATIONS WILL BE REVIEWED BY THE PUBLIC SAFETY COMMITTEE. CONTACT PERSON LISTED BELOW WILL BE NOTIFIED OF THE COMMITTEE'S DECISION.

New Event Repeat Event Repeat Event with Changes (explain changes in description)

Date Received: _____ Fee Received: _____

EVENT ORGANIZER/CONTACT PERSON			
Legal/Real Name:			
Address: Street	City	State	Zip Code
Phone:	Email:		
Name of Associated Organization:			

EVENT INFORMATION	
Event Name:	
Event Location: (please attach a diagram if simple location description is not adequate or other permits require)	
Event Date(s):	Event Times:
Total Anticipated Attendance:	Admission Requirements:
Event Description:	
List at least 2 event coordinators that will be on-site during the event:	Contact phone numbers during event:

If you have multiple activities in your event that include closure or use of right-of-way (i.e. 2 parades or a combination of a parade and a run/walk, etc.) a separate activity summary describing each event is required and must be submitted with this application.

Applicant is responsible for assuring they have all necessary reservations, permits, and licenses prior to hosting the special event. Multiple permits may be required for one event.

Answer all questions regardless the size of the event; incomplete applications will not be processed.

POLICE DEPARTMENT		608-269-3122
Do you require any road closures?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Describe:
Do you require a police escort?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Describe:
Does your event include a run/walk/bike tour/parade/other similar?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Submit a legible route map and turn-by-turn list; include assembly area, starting point, and ending point.
Do you require additional security at your event?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Applicant may request the use of the Police Reserve Unit. Reserve Officer scheduling is subject to availability and may include a fee to the organization. The City retains the right to require the event organizer(s) to hire additional security.
CITY CLERK		608-269-4340
Contact for the following additional licenses, permits, and necessary information		
Will there be food served at the event?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Any mobile food vendor will require an additional license application from the City Clerk (Ord. 12-400)
Will alcohol beverages be sold/served/consumed?	<input type="checkbox"/> YES <input type="checkbox"/> NO	A Temporary Class B Retail License is required to sell or serve alcohol beverages. Eligibility requirements apply. (Ord. 12-27)
Will there be live amplified outdoor music?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Noise is regulated by Ord. 9-8. Event coordinators are responsible for notifying nearby properties so they are aware of the event.
STREET DEPARTMENT		608-269-7873
Do you need barricades for your event?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Barricades may be provided by the City. A cost estimate based on your needs will be provided with your permit and actual costs will be invoiced at the conclusion of the event.
Do you need/have a traffic control plan?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Describe:
Do you need/have a parking plan?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Describe:
PARKS DEPARTMENT		608-269-6322
Is your event taking place at a City park?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, you must reserve park shelters and applicant agrees to abide by all park rules/City Ordinances.
Applicant understands that extraordinary service fees may be billed as a result of the event. Applicant will pay the actual costs for the use of equipment, resources, or services if the event requires more than the reasonable and necessary services provided by the City. This may include overtime costs incurred as a result of the event.	<input type="checkbox"/> YES <input type="checkbox"/> NO	The City will invoice the event organizer after the conclusion of the event. Payment shall be made within thirty (30) days of the invoice.
Reviewed by City Clerk and all fees received	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date:
Reviewed by Police Chief	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:
Reviewed by Public Safety	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: