

TOWN OF WAUSAU APPLICATION FOR SPECIAL EVENT PERMIT

Name of Person Applying: _____ Business Name: _____

Business Address: _____

Contact Phone Number: _____ Contact E-Mail Address: _____

Date(s) of Event: _____ Time of Special Event: _____

Please Specify

1. Location on Premises: _____

2. What is the property zoned (please check)? Residential Trans Ag Agricultural Commercial

3. Live Band/DJ/Other Entertainment: Yes No If yes, what type of entertainment: _____

4. Parking Arrangements: _____

5. Type of lighting being provided for the security and protection of the attendees: _____

6. Fenced area, if necessary, for safety and security: Yes, No 7. Type of insurance secured _____

8. Are there adequate bathroom facilities on the property to accommodate the number of people in attendance?

Yes No If no, what is being done to accommodate for more people? _____

9. Restoration plan after the event concludes: _____

10. Will alcohol be served: Yes, No 11. Is there a charge for admission: Yes No

13. Will there be anything for sale at the event? Yes No If yes, what? _____

Explanation of Event: _____

APPLICANTS PLEASE:

- Submit a sketch of any outside setup with this application.
- The Special Event application must be completed and returned to the Town Clerk at least (14) fourteen days prior to a scheduled Town Board monthly meeting.
- No event advertisement is permitted until Town Board approval is obtained.
- Applicant must be present at the Town Board Meeting to answer event questions.
- A minimum fee of \$50 is due at the time of the permit application.
- All Town Board meetings begin at 7:00 p.m. the first Monday of the month.

Return to the Town of Wausau Clerk along with the appropriate fee: Cindy Worden, Town Clerk, 236235 Forest Lawn RD, Wausau WI 54403 715 297 1197

Town of Wausau

SPECIAL EVENT PERMIT

Issued To: _____

Location of Event: _____

For This Date: _____

For This Time: _____

Chairman Approval: _____

Permit No: _____ (Display in Front Window/Door)

Larry Vesely
Zoning Administrator
231302 Shenandoah Ridge RD
Wausau, WI 54403
715 876 9188

The bond permit was approved and issued to _____
at the following _____
location: _____
meeting on _____ (Date)
Signature of the Town of Wausau Clerk _____