

# Village of Wind Point

## Street Use Permit Application Form



The streets of the Village are primarily for the use of the public in the ordinary course. However, under proper circumstances, the Village Board may grant a permit for street use, subject to reasonable regulation and control. The street use permit ordinance was enacted pursuant to the general police power granted to the Village under state law to regulate and control the use of streets to the end that the health, safety and general welfare of the public and the good order of the Village can be protected and maintained. A permit is not required for block parties organized by private residents that are contained within an area of 300 lineal feet or less of public street and receive prior approval from the chief of police. **To apply for a permit, submit this application and permit fee at least 45 days prior to the date of the event.**

### APPLICATION CHECKLIST

- Permit application fee (\$50.00).
- Certificate of general liability insurance policy with a minimum limit of \$1,000,000 per occurrence for bodily injury and property damage limits of \$250,000 per occurrence.
- Route map (for walks, runs, races, parades and other similar events).

### APPLICANT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_  
Organization Name: \_\_\_\_\_ Org. Type:  For-Profit  Non-Profit (501(c)\_\_\_\_)  
Home or Org. Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Mailing Address (if different): \_\_\_\_\_

### EVENT INFORMATION

Title of Event: \_\_\_\_\_ Website: \_\_\_\_\_  
Day/Date of Event: \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
Purpose of Event: \_\_\_\_\_  
Day of Event Contact Person: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
Will you charge an admission fee?  Yes  No Approximately how many people will participate? \_\_\_\_\_  
Will alcohol be served or consumed?  Yes  No (If yes, separate alcohol license required, contact Office)  
Will a tent(s) be set up?  Yes  No If yes, list # of tents and size \_\_\_\_\_  
Will music or other audio be amplified?  Yes  No If yes, describe: \_\_\_\_\_  
Detailed description of proposed event (attach additional page, if necessary):

Description of plan for handling refuse collection and after-event clean-up:

**EVENT INFORMATION (CONTINUED...)**

Description of plan for providing event security (if applicable):

Description of the portion(s) of road(s) to be used:

*Attach route map for walks, run, races, parades and similar events.*

Description of signage to be used during event:

Anticipated services – please indicate below any additional equipment or services requested for the event (i.e. traffic control, barricades, police services, Fire/EMS, electricity, water). Additional fees will apply.

**APPLICANT SIGNATURE AND HOLD HARMLESS AGREEMENT**

The information provided in this application is true and correct to the best of my knowledge and belief. I understand that cancellation of any event, for any reason, shall result in the forfeiture of permit fees. I understand that application fees are not refunded in the event the application is not approved. I understand that in addition to the schedule of fees, if any additional Village services are requested or determined to be impacted, an additional fee will be charged for those services, including 20% of administrative costs for incurred by the Village beyond the activities involved with processing the permit. I agree to comply with all applicable state, federal and municipal regulations and ordinances.

As the person requesting the permit, I release, indemnify, and hold harmless the Village of Wind Point, its trustees, agents, and employees from any and all liabilities, claims, injuries and damages resulting from the presence/conduct of myself or my guests. I understand that the Village of Wind Point reserves the right to limit activities that are potentially harmful to the buildings or grounds and to stop such activity.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*For Office Use Only*

DATE FILED: \_\_\_\_\_ AMOUNT PAID: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_ RECEIPTED BY: \_\_\_\_\_

POLICE CHIEF -  APPROVED  DENIED SIGNED: \_\_\_\_\_  
CONDITIONS, ADDITIONAL SERVICES NEEDED, FEES/DEPOSITS:

\_\_\_\_\_

DPW SUPERVISOR -  APPROVED  DENIED SIGNED: \_\_\_\_\_  
CONDITIONS, ADDITIONAL SERVICES NEEDED, FEES/DEPOSITS:

\_\_\_\_\_

VILLAGE BOARD MEETING DATE: \_\_\_\_\_  APPROVED  DENIED  
CONDITIONS: \_\_\_\_\_