

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. 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 a 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: _____
Organization Name: _____
Organization Type: For-Profit Non-Profit (501(c)___)
Home or Org. Address: _____
Cell 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: _____ Cell 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 Village 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: _____

1. Detailed description of proposed event (attach additional pages, if necessary):

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

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

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

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

2. Description of signage to be used during event:

3. 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: _____

Office Use Only

Date Filed: _____ Amount Paid: _____ Receipt #: _____ Received by: _____ Permit #: _____

Police Chief: Approve Deny Signature _____

Notes: _____

DPW Supervisor: Approve Deny Signature: _____

Notes: _____

Village Board: Meeting Date: _____ Approve Deny Notes: _____