

# VILLAGE OF HOLMEN

## SPECIAL EVENT APPLICATION AND PERMIT

Name of Event: \_\_\_\_\_

Sponsor(s): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Special Event: \_\_\_\_\_ Time: \_\_\_\_\_  
Beginning Ending

Assembly Area: \_\_\_\_\_

Starting Point: \_\_\_\_\_ Ending Point: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Describe Security Protection/Traffic Control (Include Police, Fire, and First Responders): \_\_\_\_\_  
\_\_\_\_\_

Describe Emergency Evacuation Procedures (In case of medical emergency, fire, weather, etc.): \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Attach a Certificate of Liability Insurance and a Map to the Application.**

Approved: Yes No N/A \_\_\_\_\_  
Chief of Police

Approved: Yes No N/A \_\_\_\_\_  
Director of Public Works

Approved: Yes No N/A \_\_\_\_\_  
Park & Recreation Director

Permit Issued: \_\_\_\_\_  
Date Clerk/Deputy Clerk

Copies Provided to: Village President / Village Board

**Note: If block party request, an insurance certificate is not required.**