

**TOWN OF RIVER FALLS
SPECIAL EVENTS APPLICATION FORM**

To:
Clerk – TOWN OF RIVER FALLS
W9015 770th Ave
River Falls, WI 54022

Date: _____

Applicant Name: _____

Phone#: _____

Address: _____

Email: _____

This application is made pursuant to Sec. 9.17 of Town of River Falls Code for the purpose of obtaining a permit for the holding of a special event. In accordance with Sec. 9.17 (enclosed) the applicant submits the attached information in writing to allow the Town to evaluate his/her proposal to hold a special event.

1. The name, age, residence, and mailing address of all persons required to sign this application (in the case of a corporation, include a certified copy of its Articles of Incorporation, together with the name, age, residence, and mailing address of each person holding 10% or more of the outstanding stock of said corporation).
 2. The address and legal description of all property upon which the assembly is to be held, together with the name, residence and mailing address of the record owner or owners of all such property.
 3. Proof of ownership of all property upon which the assembly is to be held accompanied by an oath or affirmation of the record owner or owners of the property that the applicant has permission to use such property for an assembly of 300 or more persons.
 4. The nature or purpose of the assembly.
 5. The total number of days and/hours during which the assembly is to be held.
 6. A list of neighbors within ¼ mile that have been contacted regarding the event.
 7. The maximum number of tickets to be sold, if any.
 8. The plans to limit the maximum number of people permitted to assemble.
 9. The plans for fencing the location of the assembly and gates contained in such fences.
 10. The plans for supplying potable water including the source, amount available, and location of outlets.
 11. The plans for providing toilet facilities including the source, the number, location, type, and frequency of service.
 12. The plans for holding, collecting, and disposing of solid waste.
- The plans for roadside cleanup within one (1) mile following the event
13. The Emergency Plan that includes the contacts for Fire Protection, Ambulance and Sheriff.

- 14. The plans, if any, to illuminate the location of the assembly including the source and the amount of power and the location of lamps or lights.
- 15. The plans for parking vehicles including size and location of lots, points of highway access and interior roads, including routes between highway access and parking lots.
- 17. The plans for camping facilities, if any, including a description and their location.
- 18. The plans for security including the number of guards, their deployment, their names, addresses, credentials, and hours of availability.
- 19. The plans for fire protection including the number, type, and location of all protected devices including alarms and extinguishers and the number of emergency fire personnel available to operate the equipment.
- 20. The plans for sound control and sound amplification, if any, including the number, location, and power of amplifiers and speakers.
- 21. The plans for food concessions and concessionaires who will be allowed to operate on the grounds including the names and addresses of all concessionaires and their license or permit numbers.

It is the understanding of the undersigned that this license application will be processed within thirty (30) days of its receipt, and it shall be issued if all conditions required under Sec.9.17 of the Town Code are complied with.

Other Considerations:

- Beer & Bartender license
- Fireworks License
- No Noise leaving the property after midnight.
- Adequate facilities if animals are allowed/involved. Ex: Shade, water, humane conditions.
- Overnight camping – if allowed
- Additional security/crowd control and evacuation plan depending on expected crowd.

The undersigned hereby, on oath or upon affirmation states and submits that the statements contained herein above and those set forth in any attachment are true and correct to the best knowledge of the applicant.

APPLICANTS

By: _____

Fee: \$30.00-Payable to Town of River Falls

Liability Insurance Coverage Provided By: