



SPECIAL EVENTS LARGE SCALE STREET USE PERMIT

Sound Permit Included

Closing more than 3 blocks

Required 60 days prior to event

Fee: \$160 (non-refundable)

NAME OF EVENT:	ESTIMATED ATTENDANCE:
EVENT DATE(s) and Time(s):	
APPLICANT INFORMATION:	
Name:	
Address:	
Phone #:	
Email:	New Event: YES / NO How many years in Fitchburg: _____
SPONSORING ORGANIZATION (if applicable):	
Name of Organization:	
Address:	
Email:	
Website:	
SOUND PERMIT INFORMATION:	NAME(s) OF EVENT DAY CONTACT:
Type of Equipment being Used:	Name: _____ Phone #: _____
Location of Sound Equipment:	Name: _____ Phone#: _____
Time(s) for Amplified Sound: ____:____ to ____:____	Name: _____ Phone#: _____
REQUIRED INFORMATION (must be attached with application at time of submittal):	
Site Plan <input type="checkbox"/> Security Plan <input type="checkbox"/> Route Map (proposed) <input type="checkbox"/> Traffic Control Plan <input type="checkbox"/> Park <input type="checkbox"/>	Proof of Insurance <input type="checkbox"/> (required 10 days prior to event)
Schedule of Events <input type="checkbox"/> Park Reservation, Permit # _____	

Additional permits are required for the following activities (applications available on website & Clerk's office):

- Sale of beer and/or wine - Class "B" Picnic Beer/Wine License - \$10
Temporary operator licenses also required - \$10 each

I, _____ (applicant or agent) declare under penalties of law that the information provided in this application is true and correct to the best of my knowledge.

Signature of Applicant _____ **Date:** _____

****SEE REVERSE SIDE OF APPLICATION FOR BARRICADE INFORMATION****

**Return completed application and application fee to:
City of Fitchburg, 5520 Lacy Road, Fitchburg, WI 53711**

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Date Received: _____ Check #: _____ Cash: _____

Receipt #: _____ Pre-Meet Approvals _____ Date: _____

Pre-Meet Approvals _____ Date: _____

BARRICADE INFORMATION

If traffic control devices are required for this event, the City may have a supply available for community events. These signs and barricades are designed to be light weight to be handled easily by an adult. The sponsor of the event is responsible for picking up the required equipment and placing at the locations of the approved traffic control plan. The equipment is available at the City maintenance facility at 2373 S. Fish Hatchery Rd from 7 AM to 3 PM. To Reserve Barricades: Contact Public Works/Street Department at mark.hodel@fitchburgwi.gov – please include “Special Events Barricades” in the subject line.

NO PARKING INFORMATION

If “No Parking” signs are being used, they must state the hours of event and be removed by event coordinator immediately upon completion of event.