VILLAGE OF HOBART
GREATNESS IS GROWING

☐ Special Event Fee: $50 $75 $100

Total Amount Paid: _____

Receipt No._____

Village of Hobart Application for a Special Event

NOTICE: This application must be on file in the Office of the Village Clerk a minimum of 60 days prior to the date of the event.
Phone (920) 896-3802 Fax (920) 869-2048

1. Name/Description of Event: _____

2. Date of Event:_____/_____/_____or, if multiple days, what is Start Date_____/_____/_____End Date:_____/_____/_____

   Time event will start to form:_____AM/PM Actual Start time:_____AM/PM Finish Time:_____AM/PM

3. Name and complete address of Organization/Individual organizing the event:

   _____ Telephone # ( )_____-_____
   Name of Organization, if applicable

   _____ Business phone # ( )_____-_____
   Name (first, middle, and last) of Individual organizing the event

   _____
   Street Address

   _____
   City, State, ZIP

4. Email Address: _____

5. **LOCATION OF THE EVENT** (Please attach a detailed map or diagram of your event)

   _____ Telephone # ( )_____-_____
   Name of Business or Owner

   _____ Business phone # ( )_____-_____
   Name (first, middle, and last) of Individual organizing the event

   _____
   Street Address

   _____
   City, State, ZIP

Will the event be held in a Hobart Park or utilize any park facilities? ☐Yes ☐No If Yes, Which park? _____

Have you reserved the park for this purpose? ☐Yes ☐No If no, please contact the Village Office at (920) 869-3802 to do so immediately.

Does the event require streets to be closed? ☐Yes ☐No If yes, please indicate which street(s): _____

_____

_____

Will the event be held indoors? ☐ Yes ☐ No If yes, what building? _____
Building Name

_____
Street Address

6. **TELL US ABOUT YOUR EVENT:**

Will food be prepared and/or served at the event? ☐ Yes ☐ No If yes, please contact Brown County Health Department.
Approval of this permit requires an approval from the Brown County Health Department.

Will you have a band or amplified music? ☐ Yes ☐ No If yes, a variance permit may be needed.
(The Village of Hobart will be able to provide you additional information on noise and noise ordinances with the Village.)

What is the estimated attendance at your event? Number of participants_____Number of Vendors* _____

Number of Vehicles _____ Maximum number of tickets to be sold, if any? _____

Do you require any special parking restrictions? ☐ Yes ☐ No If yes, please indicates what type, when and where: _____

*Please attach to this application a complete list of sponsors and vendors with contact information for each.

Will a tent or any other temporary structures be used during the event? ☐ Yes ☐ No

If yes, will the tent be larger than 200 square feet? ☐ Yes ☐ No

Will any fireworks or pyrotechnic devices be used during the event? ☐ Yes ☐ No
(Please obtain the proper Fireworks Permit from the Village of Hobart office)

What toilet facilities will be made available to your participants? ☐ Indoor at: _____

☐ Outdoor, # of units to be provided: _____

Location(s) of portable restrooms: _____

Will alcoholic beverages be served/sold? ☐ Yes ☐ No If yes, please contact the Village Clerk for the regulations and application for a "Special Class B" license.

Will your event request the use of a hydrant meter? □ Yes □ No

7. **SAFETY/SECURITY FOR YOUR EVENT:**

Do you have the correct level of insurance for your special event? ☐ Yes ☐ No *(Review Special Events Ordinance)*

Who is the designated contact person of your event?

_____
Name (first, middle, and last)

_____
Street Address

_____
City, State, ZIP

Contact person telephone number: ( )_____-_____(Before the event) ( )_____-_____(Day of the event)
THIS NUMBER MUST BE PROVIDED

8. Other special assistance requested: _____

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all Special Events sponsors must comply with all applicable village ordinances, traffic rules, park rules, state and county health laws, fire codes and liquor licensing regulations. I further understand that an incomplete application shall be cause for denial of the special event permit.

Hold Harmless Indemnification and Defense.
The applicant and/or the organization agrees to indemnify, defend and hold harmless the Village of Hobart and it's officer, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where cause by the sole negligence or willful misconduct of the Village.

_____/_____/_____ _____
Date Signature of Applicant

Fees are Non-Refundable. Submit completed application along with the appropriate fees to:

Village of Hobart
2990 S. Pine. Tree Rd.
Hobart, WI 54155 **Name of Event:** _____

For Office Use Only

Fire ☐ Approved ☐ Denied Reason:_____By:_____

Inspection ☐ Approved ☐ Denied Reason:_____By:_____

Police ☐ Approved ☐ Denied Reason:_____By:_____

Public Works ☐ Approved ☐ Denied Reason:_____By:_____

Insurance required: ☐Yes ☐No Certificate of Insurance on file: ☐Yes ☐No COI expires:_____/_____/_____

Special B License required: ☐Yes ☐No Date of Special B application_____/_____/_____

Date license issued:_____/_____/_____ License No. _____