



## Application for a Special Event

NOTICE: This application must be on file in the Office of the Town Clerk a minimum of 30 days prior to the date of the event.

Phone (920) 336-2814 Fax (920) 336-5565

1. Name of Event/Description: \_\_\_\_\_

2. Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_ or, if multiple days, what is Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_

End Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Start: \_\_\_\_\_ AM/PM Finish time: \_\_\_\_\_ AM/PM

3. Address of the Event ( Please attach a detailed site plan or diagram of your event)

Will the event be held indoors? Yes/No Or outdoors? Yes/No

4. Name of property owner: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

5. Organizer of the Event (Business or Person)

6. Contact Person for the day of the event (This person shall be on site and available at all times during the event should issues or complaints arise). \_\_\_\_\_

Contact person Telephone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

7. Does the event have ample off street parking? Yes / No

8. Will this event require parking on side of road? Yes / No

If parking on the town road(s) is required it shall be allowed only on the side of the road of the event. NO PARKING signs shall be placed on the opposite side of the road and shall be removed each day after the event.

9. What is the estimated attendance at your event? \_\_\_\_\_ # of vehicles? \_\_\_\_\_

10. Number of participants (exhibitors and/or staff) \_\_\_\_\_

11. Will food be prepared and/or served at the event? Yes/No

12. Will alcoholic beverages be served? Yes/No (cannot be sold without license)

13. What toilet facilities will be made available to your participants? \_\_\_\_\_

\_\_\_\_\_  
Location of portable restrooms must be shown on site plan.

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

If yes, tent must meet 40' front yard setback.

15. Will you have a band or amplified music? Yes/No If yes, during what hours? \_\_\_\_\_

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 town 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 Town of Rockland 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 for whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the town.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature of applicant \_\_\_\_\_

This form must be approved or denied prior to the event by the:

Town Clerk \_\_\_\_\_ (sign & date) Approve/Deny

Town Chairman \_\_\_\_\_ (sign & date) Approve/Deny

Town Zoning Administrator \_\_\_\_\_ (sign & date) Approve/Deny