



Permit Application for Special Event and Use of Village Streets

Village Clerk (608) 924-6861 * Police Department (608) 574-0118 * Streets Department (608) 574-4593

Contact Person Full Name:			
Address:			
Phone:		Email:	
Event Name:	Date of Event:	Event Sponsor:	
Start Time:	Approximate end Time:	Actual Time streets will be used:	
Number of Participants Expected	Number of Spectators Expected	Beer Liquor Present <input type="checkbox"/> Yes <input type="checkbox"/> No	

Type of Support provided by **Event Sponsor** (check all that apply)

<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Support vehicles	<input type="checkbox"/> Medical	<input type="checkbox"/> Barricades
<input type="checkbox"/> Other:			

Type of Support requested to be provided by **Village Personnel** (check all that apply)

<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Support vehicles	<input type="checkbox"/> Medical	<input type="checkbox"/> Barricades
<input type="checkbox"/> Other:			

Please Describe the event and state purpose



PERMIT FEE IS \$ 25.00

This permit is required and shall be issued in accordance with Ordinance 227-5 of the Village of Barneveld Code of Ordinances.

EVENT ROUTE (required information)

In this section list all Village Streets in order that your event will be using

Additional streets should be listed in this format on a separate sheet of paper.
A Map of the Event Route must accompany this application.

PLEASE NOTE: Event officials must coordinate all local road use with the Village of Barneveld Highway department for county trunk roads and state highways. Village of Barneveld does not authorize the use of county roads State Highways, or routes designated other than Village of Barneveld streets.

PERMIT PROCEDURES FOR USAGE OF VILLAGE OF BARNEVELD STREETS

All of the following requirements must be complied with for consideration of a permit.

1. It is necessary that we receive permit requests for use of a village street at least 4 weeks in advance of the scheduled event. It is possible that a permit may not be issued for an untimely permit request.
2. No printed materials should be distributed to the public on intended event routes prior to obtaining permission from all affected governmental units and law enforcement agencies for the use of their roads, streets, or highways for the event(s). There are certain roads and highways which we and other agencies will not allow to be used or crossed for such events; and this may affect planned routes that have been prematurely released to the public.
3. The event sponsor must be covered by adequate liability insurance for this type of event, and must provide this Department with a proper certificate of insurance **AT THE TIME AN EVEN PERMIT IS SUBMITTED**. The certificate should be sent along with the permit request to the address shown on the reverse, and should indicate the following:
 - a. Village of Barneveld, 403 Business Hwy ID, Barneveld WI 53507, shall be added as an additional insured for the event
4. A standard "INDEMNIFICATION/HOLD HARMLESS" Agreement must be signed by a responsible officer of the event sponsor relieving Village of Barneveld from any and all liability that could arise as a result of the event. The Agreement must be signed by a responsible officer of the event sponsor along with the permit request.
5. It is the event sponsor's responsibility to contact and obtain permission from all governmental units and/or law enforcement agencies that would have jurisdictional responsibilities over any part of the route used.



Failure to obtain such permission could result in the village not issuing a permit for the currently scheduled event, or future events on its streets.

6. The event sponsor is also responsible for surveying the intended route prior to the event to look for potential traffic hazards to the participants. Those traffic hazards should be corrected or participants protected by securely closing off those particular hazardous areas to participants. Sponsor shall insure that all participants stay within permitted areas.
7. Normal "rules of the road" must be followed during the event if the public road, street, or highway is open to traffic. Must obey all federal, state and local statutes and regulations.
8. If it is necessary to temporarily close and detour a village street in order to conduct the event, the event sponsor shall be responsible for the erection and removal of all necessary signing, and providing all uniformed police officers that may be required for safe and proper traffic direction. Any and all expense in providing the signing and/or uniformed officers shall be assumed by the event sponsors.
9. No trespassing on private property.
10. No defacing of public property, including pavement markings.
11. Immediately after completion of the event, the event sponsor shall be responsible for removing from the highway and highway right-of-ways any trash, signs, and/or other materials that may have been accumulated or used during the event.
12. Permit Fee is \$25.00. A check or cashier's check in the amount of \$25.00 shall accompany this permit application. Permits may be returned and will not be reviewed unless the appropriate fee accompanies the application.

I certify that the information I have provided on this application is accurate and complete. I further certify that I have notified all other municipal jurisdictions of this event for usage of roads under their jurisdictional authority. I understand that this permit may be denied or revoked for providing false or incomplete information.

Signature	Title	Date

DO NOT WRITE BELOW THIS LINE—FOR OFFICE USE ONLY			
Reviewed by Barneveld Police		Reviewed by Barneveld Streets	
DATE		DATE	
Permit Fee Recv'd		Amount	
Check #		DATE	
Name on check		Address	



**INDEMNIFICATION / HOLD HARMLESS AGREEMENT
FOR USAGE OF PUBLIC HIGHWAYS FOR SPECIAL EVENTS**

1. The event organizer/sponsor recognizes and acknowledges, Village of Barneveld does not control the occurrence, location, duration, participation, or other factors related to the event.
2. The event organizer(s) / sponsor(s) agree to indemnify and hold harmless Village of Barneveld and its' board members, agents, and employees from any/all claims, lawsuits, proceedings, losses, costs, damages, and expenses of every kind or description; including attorney's fees, which may be brought or made on account of injury, death, or damages to or property, which arise out of, in connection with, or as a result of the event.
3. This indemnification and hold harmless agreement is intended to cover, but is not limited to, any and all claims arising out of the acts or omissions, whether sole or joint, negligent or otherwise; of the event organizer(s) and sponsor(s) (including their officer's, agents, or employees) and event participant(s).
4. It is understood this is not a release of liability of Village of Barneveld for any negligent acts or omissions directly by Village of Barneveld, its' officers, agents, or employees.

Hereby acknowledged and agreed to on this _____ day of _____, 20____ by _____
_____, event representative and/or organizer of _____ event to be held in Village
of Barneveld on the dates of _____, inclusive.