



VILLAGE OF FOX POINT SPECIAL EVENT PERMIT

Applicant Name		Address	
Email		Phone #	
Organization Name		Phone #	
Address			
Event Name		Date	Time
Event Type		# of participants	

Please provide the following information regarding your event: assembly area, starting point, route to be traveled, and termination point. A route map must accompany this application.

I, the undersigned, understand that prior to receiving approval for my event, ***I must submit a \$150 application fee and proof of insurance*** satisfactory to the Village Manager or Village Attorney.

If additional resources (Police Department / Public Works) is required, the Village reserves the right to assess additional fees prior to any event. Any additional fees must be paid prior to Village approval.

Applications will be placed on the next Village Board agenda following receipt of the above-mentioned items. The Village Board meets on the second Tuesday of the month. All materials must be received by 12:00 noon on the Monday the week prior to the Tuesday meeting.

Applicant Signature

Date

Office Use Only

Date received: _____ \$150 fee received: ___ Yes ___ No

Additional charges: _____ Payment received: ___ Yes ___ No

Manager approval: _____ Police approval: _____