

**SPECIAL EVENT PERMIT APPLICATION**  
**VILLAGE OF BAYSIDE**  
**9075 N. REGENT ROAD**  
**BAYSIDE, WI 53217-1800**

VILLAGE HALL 414-206-3915  
POLICE 414-206-3916

Applicant Name \_\_\_\_\_ Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Email: \_\_\_\_\_

Organization Name \_\_\_\_\_ Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Event Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Event Type: Bike Ride \_\_\_ Run/Walk \_\_\_ Parade \_\_\_ Athletic Event \_\_\_ March \_\_\_ Block party \_\_\_ Other \_\_\_

Please provide the following information regarding your event:

Assembly area, starting point, route to be traveled and the termination point (Route map must accompany application)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of participants or types of units comprising the event: \_\_\_\_\_

Map of area for roadblock placement: \_\_\_\_\_

I, the undersigned, have received a copy of Bayside Municipal ordinance 41.165 and agree to comply with the provisions thereof. I understand that prior to receiving approval for my event, I must submit a \$50 application fee and proof of insurance satisfactory to the Village Manager or Village Attorney.

In addition to the \$50 permit application, fees will be assessed by the Department of Public Works based upon the type of event and number of participants. Every effort will be made to assess the fees prior to the event based upon the information provided in the application, however, **the Village reserves the right to assess extra fees after the completion of the event should additional resources be required.**

Applicant's signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*\*\*For Village Use\*\*\*\*\***

Date permit rcvd \_\_\_\_\_ Permit fee received \_\_\_ Yes \_\_\_ No Receipt # \_\_\_\_\_ Estimated Charges \$ \_\_\_\_\_

Additional Charges \$ \_\_\_\_\_ Manager approval \_\_\_\_\_ Police approval \_\_\_\_\_

SeeClickFix Request \_\_\_\_\_ MyBlue request \_\_\_\_\_ Email Applicant when permit is approved date: \_\_\_\_\_