



CITY OF GREEN BAY APPLICATION FOR SPECIAL EVENT PERMIT

Answer all questions completely. Please print clearly.

This application must be on file in the Risk Management Division at least **60 days prior** to the event.
City of Green Bay, 100 North Jefferson St. Room 500, Green Bay, WI 54301

- 1.) Request is for: Parade Run/Walk Exhibition Other: _____
- 2.) Name of Event: _____ Date of Event: _____ Rain Date: _____
- 3.) Name of Sponsoring Organization: _____
Address: _____ City: _____ State: _____ Zip Code: _____
- 4.) Contact Person: _____ Phone: _____ Fax: _____ E-mail: _____
Address: _____ City: _____ State: _____ Zip Code: _____
- 5.) Assembly Time: _____ Start Time: _____ End Time: _____
Specific location of event: _____
- 6.) Is a map of the event route attached: Yes No Are street closures required: Yes No
List of streets that will need to be closed: _____
- 7.) Estimated number of Participants: _____ Spectators: _____ Vehicles: _____ Animals: _____
- 8.) Food prepared/served at event? Yes No If so, contact Brown County Health Department (448-6400)
- 9.) Will alcoholic beverages be served? Yes No If so, what type(s): _____
- 10.) Will tents or other temporary structures be erected? Yes No If so, where: _____
- 11.) Will the event utilize any Green Bay Park Facilities? Yes No If so, which: _____
- 12.) Check which services are needed: Cleanup Barricading Garbage Pick-up Street Sweeping
If yes, please explain: _____
- 13.) Will any fireworks or other pyrotechnic devices be used during the event? Yes No
If yes, please explain: _____
- 14.) Is any other special assistance from the City needed: Yes No If yes, please explain: _____

I hereby certify that the foregoing facts concerning my Special Event are true to the best of my knowledge:

Signature of Applicant

Date

FOR CITY USE ONLY

Date application received: _____

Certificate of Insurance on file with required coverage:

Yes No

Liquor License required: Yes No

City Departments to be Notified: GBPD GBFD PRF

DPW Mayor Transit Other

Event Classification: Low Hazard

Medium Hazard

High Hazard

Special Hazard

Permit Fee: \$25.00

\$50.00

\$250.00

\$500.00

Comments: _____

Application: **Approved**

Denied

Safety Manager

Date Approved