



9229 W Loomis Rd, Franklin, WI 53132-9630
Telephone: 414-425-7500

City Clerk's Office
Fax: 414-425-6428

**EXTRAORDINARY ENTERTAINMENT & SPECIAL EVENT
APPLICATION**

Application must be received a minimum of 30 working days prior to event.

Applicant Name _____

Name & Description of Event _____

Event Location (address and full description) _____

Owner of Property _____

Day(s) and Dates(s) of Event _____

Start Time _____ End Time _____

Duration of Show (for fireworks displays) _____

Setup Date(s)/Time(s) _____

Breakdown Date(s)/Time(s) _____

Maximum number attending per day _____

Maximum number of tickets to be sold (if any) per day _____

(If corporation, attach certified copy of Articles of Incorporation together with the name, age, residence and mailing address of each person holding more than 10% of the stock.)

Person in Charge of Event Name _____

Address (including City/State/Zip) _____

Home phone _____ Cell _____

E-mail _____ Business phone _____

Fax _____ Business E-Mail _____

1. Provide plans to limit the maximum number of people permitted to assemble.
2. Provide plans for fencing the location of the special event and the gates contained in such fence. A detailed drawing must be submitted as part of this application.
3. Provide plans for supplying potable water, including the source, amount available and location of outlets.
4. Provide plans for providing toilet and lavatory facilities, including the source, number, location, type and means of disposing of waste.

5. Provide plans for holding, collecting & disposal of solid waste material.
6. Provide plans, if any, to illuminate the location, including sources and amounts of power and location of lamps.
7. Provide plans and description for parking vehicles, including size and location of lots, highway ingress/egress, parking lots and shuttle services.
8. Provide plans for telephone services, including source, number and location.
9. Provide plans for security, including number of guards, deployment, names, addresses, credentials and hours of availability.
10. Provide plans for fire protection, including number, type and locations of all protective devices, including alarms & extinguishers, number of emergency fire personnel available.
11. Provide plans for sound control and amplification, including numbers, locations and power of amplifiers & speakers.
12. Provide plans for food and beverage concessions and concessionaires, including names, addresses and license or permit numbers.
13. Provide plans and specific descriptions for each of any other type of vendor or provider of amusements or entertainments, including names, addresses and license or permit numbers.
14. Provide Certificate of Insurance no later than 10 days prior to the event. (Wording: "City of Franklin as Additional Insured" is required on certificate.)
15. \$100.00 nonrefundable license & administration fee payable with application.
 bond letter of credit cash deposit
 (due no later than 10 days prior to the event, based upon anticipated cost of services)
 _____ Police services
 _____ Fire services
 _____ Registered Sanitarian (non-staff) services, if needed
 _____ Total estimated costs

Applicant agrees to indemnify and save harmless the City of Franklin from and against any and all liabilities, claims, demands, judgments, losses and/or all suits at law or in equity, costs and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization or corporation, arising in any way as a consequence of the granting of a license for this special event. Applicant affirms that the statements contained in this application are true and correct to the best knowledge of Applicant.

Date _____

Signature of Applicant

RECEIVED _____ REPORTED TO COUNCIL _____ LICENSE # _____ SERVICE FEE TO BE INVOICED _____