
Completing the Application

Events application includes the following:

1. Date of event and times;
2. Name and address of organization;
3. Contact person information;
4. Certificate of insurance;
5. Street closure application with map of streets to be used and the direction of the route, if necessary;
6. Parking arrangements, if necessary;
7. Toilet facilities, if necessary, applicant indicates number available;
8. Support service requested (i.e., police, banners, street sweeping, etc.);
9. Sketch of proposed layout plan of areas;
10. A Temporary Class "B"/"Class B" Retailers License is required if beer or wine is sold. Licensed bartender or temporary licensed bartender is required. Applications are available at the City Clerk's office or on-line at www.cityofelkhorn.org must accompany the events application;
11. A permit is required if selling in a City park. Applications are available at the City Hall office or at www.cityofelkhorn.org. and must accompany the events application, if applicable;
12. Security personnel—one Police Officer is required for every 300 people present if alcohol is available, or one Police Officer for every 600 people if alcohol is not available. The events staff review team may modify these ratios, if deemed necessary.

For more information refer to the City of Elkhorn Ordinance 12.10 available at www.cityofelkhorn.org.

Elkhorn City Clerk's Office

cvirrueta@cityofelkhorn.org

262-723-2219

9 S. Broad Street
Elkhorn, WI 53121

Permitting Hours:

8:00 a.m.—4:30 p.m.

Permit and License forms can be
found at:

www.cityofelkhorn.org

**The Clerk's Office cannot
provide legal advice.**

Planning Your Special Event in the City of Elkhorn

ELKHORNTM
W I S C O N S I N



Your Special Event is Welcome in Elkhorn!

Elkhorn is a city that loves to celebrate! Whether the event is a small neighborhood festival, charity run/walk, sporting event or public gathering, the City of Elkhorn is a great place for special events. This Special Events pamphlet was developed to assist you, the Event Organizer, through the permit process. As the Event Organizer it is your responsibility to ensure that event participants are provided with a safe and enjoyable event. It is also your organization's responsibility to make sure that the park or other location and park users and the surrounding neighborhood are also safe and not unduly impacted. It is our goal to assist you in planning a safe and successful event. Please do not hesitate to contact our office at any time during the process.

What types of events need a permit?

According to the City's Ordinance, "an event is any planned occurrence on the **public right-of-way or public premises** which is not within the normal and ordinary use of the public premises" or "which, by nature of the event, may have a greater impact on City services or resources than would have occurred had the event not taken place." If you are unsure if you need a permit, call the Clerk's office to find out.

Events include the following:

- Events that occur as part of local charitable or athletic occurrences on the public right-of-way (e.g., Annual Elkhorn Festival of Summer, Christmas Parade)
- A temporary entertainment and/or amusement activity open to the general public and organized, produced or sponsored that it is not ordinarily conducted on a regular basis.
- Any event requested by any individual or group for the purpose of exercising First Amendment rights related to political, religious or other speech, which requires the City's attention in the form of police protection, traffic control or crowd maintenance; any of which that are to extent that the City must plan in order to adequately protect citizenry or participants in such event from harm or other safety concerns.

Applying for a permit

A completed, signed application form must be filed with the City Clerk at least 45 days prior to the event being held. (See back page for complete instructions.) Applications need to be filed in sufficient time to obtain any permits required by authorities beyond the City of Elkhorn, including, but not limited to, the WI DOT for any necessary street or other closure or other permits. The City will make reasonable accommodation to applicants unable to meet this requirement. A certificate of insurance, naming the City of Elkhorn as Additional Insured must accompany the application. The cost of the permit is \$50.00 payable when the application is turned in. Other fees for street closure, electric hookup, temporary alcohol licenses, etc. will also be payable at that time, if needed.

Obtaining an Events Permit

Permit applications are available at www.cityofelkhorn.org (under Reference Desk) or at the Clerk's Office located at 9. S Broad Street.

Questions on Events or the Application?
Call (262)723-2219 x112