



Marathon City – Administrator
 311 Walnut Street PO Box 487
 Marathon City, WI 54448
 (715) 443-2221

Submission Date:	
Accepted By:	
Approval Date:	
Approved By:	

SPECIAL EVENT PERMIT APPLICATION

Event Information	
Event Coordinator Name:	
Mailing Address:	
Email Address:	
Phone Number:	Date of Event:
Approximate Number of Attendees:	Time of Event:
Event Location:	Event Purpose:
Party Responsible for Clean-up:	
Is Street Closure Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what Street(s)?

General Application Requirements		
Applications will not be accepted until the applicant has met with Village Staff to review the application and determine if all necessary information has been provided. Applications are due by noon of the Tuesday two weeks prior to the License Approval meeting. All information from the check list below must be included.		
<input type="checkbox"/> Complete Attached Information Sheet	<input type="checkbox"/> Proof Of Insurance	<input type="checkbox"/> Fees Paid

Applicant Acknowledgement	
I certify by my signature that all information presented herein is true and correct to the best of my knowledge. I give permission for the staff of Marathon City to collect information to be used as part of the license review process. I further agree to withdraw this application if substantive false or incorrect information has been included.	
Signature:	Date:

Special Event Permit Fees	
<i>Permit Type</i>	<i>Fee</i>
Street Use Permit	<input type="checkbox"/> \$50.00
Special Event Fee	<input type="checkbox"/> \$50.00
Park Rental Fee	<input type="checkbox"/> \$30.00
Picnic License Fee	<input type="checkbox"/> \$10.00

PERMIT REVIEW

Is a Street Use Permit Required? Yes No

Is proposed street a main artery or high traffic area? Yes No

Is traffic control required? Yes No If yes, what type?

Has proof of insurance been provided? Yes No

Is Village named as secondary insured? Yes No

Will alcohol be sold during event? Yes No

Has picnic license been applied for? Yes No Has license been approved? Yes No

Has a licensed operator been listed? Yes No

Has law enforcement been contacted? Yes No

Has proposed area been reviewed prior to approval? Yes No

Has permit fee been paid? Yes No

Is permit approved? Yes No