

**St. Croix County
1101 Carmichael Road
Hudson, WI 54016**

Special Event Application

Submit to the County Clerk a minimum of 60 days prior to the event

State Sales Tax Number:

Check all that apply to the Event

1. Name of Applicant or Organization	<input type="checkbox"/> Parade	<input type="checkbox"/> Festival/Circus/Fair	<input type="checkbox"/> Tents or fabric shelters
	<input type="checkbox"/> Race	<input type="checkbox"/> Vehicle Use	<input type="checkbox"/> Food/concessions
	<input type="checkbox"/> Run/Walk	<input type="checkbox"/> Animals	<input type="checkbox"/> Electrical Wiring
	<input type="checkbox"/> Athletic	<input type="checkbox"/> Alcohol	<input type="checkbox"/> Fireworks/Pyrotechnics
2. Mailing Address of Applicant or Organization	<input type="checkbox"/> Political	<input type="checkbox"/> Sound/PA Equip	<input type="checkbox"/> Open Flame
	<input type="checkbox"/> Fee/donation	<input type="checkbox"/> Temp Structures	<input type="checkbox"/> Roads/Highway use/closure
	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> EMS needed	<input type="checkbox"/> Hired Security

4. Address of Place to Have Special Event (street, city, zip): Attach proposed course map for race/run/walk/parade. Route must be approved.

Event Manager

Name	Age	Home Address	Phone

Event Date(s) and Times

Setup Date & Times	Event Date(s) & Times	Takedown Date & Times

Describe event, state the purpose of event

(Large text area for event description)

Estimated number of participants:	Beer/Liquor Present?	Sold or Given Away?
Estimated number of spectators:	Permit number to sell alcohol:	
Admission/Participation Fee:	Event Open to General Public or ticketholders only?	

Describe Security, Crowd Control or Traffic concerns

(Large text area for security/crowd control/traffic concerns)

If Applicable to Event, please attach

<input type="checkbox"/> Administration Fee	<input type="checkbox"/> If outdoor, evidence of intended control (fencing, barricades..)
<input type="checkbox"/> NonProfit Charter - copy	<input type="checkbox"/> Sanitation plan
<input type="checkbox"/> Certificate of corporate standing	<input type="checkbox"/> Plan to supply potable water
<input type="checkbox"/> Proposed Map of course/parade route	<input type="checkbox"/> Plan to supply EMS and copy of contract
<input type="checkbox"/> Certificate of Insurance - County as Additional Insured	<input type="checkbox"/> Plan for post event clean-up and trash removal
<input type="checkbox"/> Hold Harmless Indemnification Agreement	<input type="checkbox"/> Plan to address security concerns
<input type="checkbox"/> Copy of liquor permit or application	<input type="checkbox"/> Plan to mitigate Parking & Traffic congestion
<input type="checkbox"/> Copy of local fire permit	<input type="checkbox"/> Public Health Special Event Campground Application
<input type="checkbox"/> Parks - Group Arrangement Form	<input type="checkbox"/> Public Health Application for Temporary Food Svc Permit
<input type="checkbox"/> Copy of DOT permit to close Highway	<input type="checkbox"/> Noise Abatement Permit

Contact Numbers

County Agencies	Non-County Agencies
County Clerk --715-386-4609	City of Hudson Directory, 715-386-4765
Risk Management -- 715-381-4302	City of New Richmond, 715-246-4268
Sheriff's Department -- 715-381-4918	Village of Hammond, 715-796-2727
Highway Department -- 715-245-4202	Village of Baldwin, 715-684-3426
Parks Department -- 715-386-4750	WI Department of Transportation, 800-590-1868
Public Health -- 715-246-8361	