

**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:	<b>Check all that apply to the Event</b>		
1. Name of Applicant or Organization	<input type="checkbox"/> Parade	<input type="checkbox"/> Festival/Circus/Fair	<input type="checkbox"/> Tents or fabric shelters
2. Mailing Address of Applicant or Organization	<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
	<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**

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**

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

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