

# Town of Stephenson

## Parade/Event Permit Application



Please fill in all requested information completely or indicate any items that are not-applicable to the application. Incomplete or illegible applications will be rejected.

Completed application must include documentation detailing the parade/event route and/or event activities must be included. Application fee of \$250.00 (unless waived) must be submitted with the application. \$200 will be refunded unless additional costs to the Town of Stephenson are incurred.

### Event/Parade Information

Name of Event: \_\_\_\_\_

Name of Sponsoring Organization: \_\_\_\_\_

Contact Person/Phone for Event: \_\_\_\_\_

Applicants Name: \_\_\_\_\_

Applicants Address: \_\_\_\_\_

*Street Address*

*City*

*State*

*Zip*

Home Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Type of Event: Parade \_\_\_ Walk/Run \_\_\_ Race \_\_\_ Other Event \_\_\_\_\_

Date of Event: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Approximate Ending Time: \_\_\_\_\_

Setup Time: \_\_\_\_\_ Approximate Number of Units/Participants: \_\_\_\_\_

Description of the Event: \_\_\_\_\_

\_\_\_\_\_

Has the parade/event been reviewed and approved by all necessary authorities? YES \_\_\_ NO \_\_\_

Will the parade/event require closure of any town roads beyond indicated duration? YES \_\_\_ NO \_\_\_

Will the parade/event require additional services from the Town of Stephenson? YES \_\_\_ NO \_\_\_

If Yes, Specify: Fire Protection: \_\_\_\_\_ Public Works \_\_\_\_\_ Other \_\_\_\_\_

If yes, please explain the anticipated type(s) of services needed: \_\_\_\_\_

Are Emergency Medical Services required? YES \_\_\_ NO \_\_\_ If YES, have you contacted Twin Bridge Rescue Squad, Inc. and have they agreed to cover the event as required? YES \_\_\_ NO \_\_\_

If Twin Bridge Rescue Squad is unavailable have you contact other EMS Resources? YES \_\_\_ NO \_\_\_

Will the event require the use of Town of Stephenson Park or Hall space? YES \_\_\_ NO \_\_\_

*\*\* If yes, you must obtain addition event permit(s)/approvals prior to the event*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date of Application*

*For Town of Stephenson Use Only*

Date Received by Town Clerk: \_\_\_\_\_

Date Presented to Town Board: \_\_\_\_\_

Date of (Circle one): APPROVAL \_\_\_\_\_ DENIAL \_\_\_\_\_

Permit Issued and Number: \_\_\_\_\_ Applicant Notified: \_\_\_\_\_

Notifications Provided to: Town Board: \_\_\_ Sheriff's Dept: \_\_\_ Fire Department: \_\_\_

Pubic Works: \_\_\_ Media: \_\_\_ TBRS: \_\_\_ CRS: \_\_\_

## **Additional Information**

### **Additional Regulations:**

1. **NO** intoxicated person shall operate, or assist in the operation of any unit in the parade.
2. **NO** alcoholic beverages will be allowed on or in any parade unit.
  - This does not apply to vehicles that transport alcoholic beverages as part of their business.
  - No one may have in their possession an empty alcoholic beverage container.
  - No one may drink any liquid from an alcoholic beverage container.
  - Disorderly acts of any kind may result in citations being issued to those responsible.
  - ***Discourteous and potentially dangerous driving or operation of unit is prohibited and may result in citations being issued to the drivers responsible.***

The inclusion of overly long or wide vehicles or units is discouraged. If the length or width of any unit is deemed to be a safety concern to spectators, that unit shall not be allowed in the parade. (Note: The parade sponsors/organizers are responsible for monitoring this as units register for the parade).

Cost of the permit is \$250.00 per day payable upon submitting application and is subject to approval by the Town of Stephenson Town Board. \$200 will be returned to the event organizer if no additional costs are incurred by the Town of Stephenson, which would be billed to your Organization by the Town of Stephenson, payable upon receipt.

Please contact the Town Clerk with questions regarding possible additional expenses at (715) 854-2942 or (715) 854-3869.

If you have any questions, or need some additional information, please feel free to contact the Town Clerk at (715) 854-2942 or (715) 854-3869.

***The Stephenson Town Board wants each and every parade to be an enjoyable event for all, yet as safe as we can make it.***