

# TOWN OF POYGAN PUBLIC/PRIVATE GATHERING PERMIT

## Applicant Information:

Permit # \_\_\_\_\_ Application Date \_\_\_\_\_

Applicant \_\_\_\_\_ SSN \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_ Marital Status \_\_\_\_\_

Occupation \_\_\_\_\_ Place of Employment \_\_\_\_\_

Property Owner \_\_\_\_\_ Event Location \_\_\_\_\_

Has Applicant been convicted of any crime, misdemeanor or violation of any municipal ordinance other than traffic violations? Dates, Nature of offense, Punishment or Penalty assessed. \_\_\_\_\_

## Event information:

Date of event \_\_\_\_\_ Duration of Gathering Requested \_\_\_\_\_

Contact Person (During Event) \_\_\_\_\_ Phone (During Event) \_\_\_\_\_

Relationship to Property Owner \_\_\_\_\_

Number of people (male) \_\_\_\_\_ (female) \_\_\_\_\_ Number of Vehicles \_\_\_\_\_ Number of Animals \_\_\_\_\_

Purpose of Gathering \_\_\_\_\_

Nature of Activities \_\_\_\_\_

Describe Housing Facilities (campsites require a permit from Winnebago County prior to issuance of this permit.)

Describe Parking Arrangements \_\_\_\_\_

Sanitary facilities (minimum 1 permanent or portable toilet for each 50 persons, or portions thereof, of each sex).

Sanitary facilities must be of the type approved by the Wisconsin Department of Health and Social Services and Winnebago County.

Number of sanitary facilities (male) \_\_\_\_\_ (female) \_\_\_\_\_

Describe provisions for disposition and disposal of sewage, \_\_\_\_\_

Describe provisions for refuse (garbage) collection/disposal. \_\_\_\_\_

Applicant is required to maintain complete and accurate records of actual attendance and financial transactions which shall be made available to the Town Board, or its representative, and to preserve such records until the bond of the applicant has been discharged,

Gross Revenues Expected (from donations, fees, sales, contributions, gifts, ect.)\_\_\_\_\_

Expenses to be incurred (rents, reimbursements, fees, wages, entertainment, sanitary, food, etc.)\_\_\_\_\_

**Permit Fees:**

A. Attendance Fees:

Number of persons attending \_\_\_\_\_ x \$ per person = \_\_\_\_\_

B. Supervision Fees:

Hundreds of persons attending \_\_\_\_\_ x \$100.00 x \_\_\_\_\_ days = \_\_\_\_\_

C. Inspection Fees: \$ (inspection prior to and following event for the release of bond) = \$50.00

**Bond Requirements:**

Permitted is required to file with the Town of Poygan as Obligee a bond with the sureties to be approved by the Town of Poygan Board of Supervisors. Minimum bond requirement, \$2,500.00. In lieu of a bond, applicant may submit s deposit of a minimum of \$2,500.00, to the Town of Poygan, to be held until final inspection of property and financial records has been completed and approved.

Said bond/deposit shall be conditioned that the licensee shall fully comply with all of the provisions presented in the “ Ordinance to Regulate all Public or Private Gatherings Within the Town of Poygan, Winnebago County, Wisconsin,” Upon violation of any of the provisions presented therein, said bond/deposit shall be forfeited and the amount of said bond/deposit shall be paid to the Town of Poygan as liquidated damages.

Permittee agrees to accept any and all liability for injury or damages that directly or indirectly result from, but not limited to, the event, site conditions, campsites, animals in attendance, actions of attendees, actions of entertainers, event security, event conditions, sale or illegal possession of alcohol, drugs or any other illegal substance as determined by State or Local Authorities.

Permittee further agrees not to hold the Town of Poygan liable in any way, shape or form for damages or injury directly or indirectly resulting from his/her choice to sponsor said event.

**Authorized Signature:**

By signing this permit I hereby declare that I have read and understand the “Ordinance to Regulate all Public or Private Gatherings Within the Town of Poygan, Winnebago County, Wisconsin” and conditions presented in this permit and agree to abide by the terms set forth therein.

I further declare that the information provided herein is accurate and understand that I shall be prosecuted for providing false information should any portion of the information I provided be deemed intentionally misrepresented.

\_\_\_\_\_ Total Permit Fee received\_\_\_\_\_

Signature

Date

\$2,500.00deposit received\_\_\_\_\_

Permit issued by:\_\_\_\_\_ Title\_\_\_\_\_ Date\_\_\_\_\_

