



EVENT PERMIT APPLICATION

Application Submission Date (must be 30 days before event): _____

Location for Event: _____

APPLICANT INFORMATION

Full Name _____ Phone Number _____
Email _____ Date _____

EVENT INFORMATION

Event Name _____ Event Date _____ Event Time _____

Organization Name _____ Non-Profit Yes No

Organization Registered Address _____ City _____ State _____ Zip _____

Event Contact Name _____ Event Contact Phone Number _____

Event Type Walk/Run Parade Concert Car Show Sport Event
 If Other Please Specify _____

Brief Description of Event

Estimated attendance at the event _____ Will alcohol be served? Yes No

Event Start (from) _____ (to) _____
(date) (time) (date) (time)

Event Setup (from) _____ (to) _____
(date) (time) (date) (time)

City Services Requested Madison Police Madison Fire Public Works Parks

POLICY ACKNOWLEDGEMENT

1. The flow of vehicular and/or pedestrian traffic must not be interfered with.
2. Private businesses must not be interfered with.
3. No trespassing on private property.
4. No violent or noisy conduct will be permitted.
5. No candy, trinkets, or other favors will be thrown from any float or group in a parade.
6. Grantee whose signature appears below accepts full and complete responsibility for the actions and conduct of each and every member of this activity.

Signature _____ Date _____

OFFICE USE ONLY

Approved Denied

Arts Board _____ Public Works/Parks _____ MPD _____
Events at Madison Square Center for the Arts only

Completed application needs to be taken to the Madison Business Network Office at 2023 Main Street or scanned and emailed to bmcdonald@madisonthecity.com. For more information: 601-856-7060.