



# 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  
(Select all that apply)  
☐ 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  
(Select all that apply)

## 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

Econ. Dev. \_\_\_\_\_ Public Works/Parks \_\_\_\_\_ MPD \_\_\_\_\_

Completed application needs to be taken to the Madison City Hall  
at 120 Montgomery Street. For more information: 601-856-7116.