

Town of Delavan Special Event Permit

Name of Organization: _____

Address: _____ City: _____ State: _____ Zip _____

Contact Person: _____

Phone Number: _____

Date of Event: _____

Type of Event: _____

Comments/Requests: _____

Mapped Routes: All permit applications for Special Events featuring foot or bicycle races, runs, rides, or parades shall include a detailed map of the proposed route for approval by the Police Department and the Hwy. Dept. Proposed routes may be altered at the discretion of the Police Department and/or the Hwy. Dept. In the event the organizers or sponsors of any Special Event deviate from the route submitted, without approval from the Town, the organizers or sponsors of such Special Event may be denied a permit for any Special Event in the future.

Permit issued to: _____
Name of Organization

This _____ day of _____ 20 _____

By: _____
Town Chair Signature

By: _____
Fire Chief Signature

By: _____
Police Chief Signature

**Town of Delavan
Special Event Permit**

Special Event Permit Cost Recovery Agreement

I hereby understand and agree that as Applicant, I will be responsible for all applicable fees payable by the Applicant in connection with the issuance of a Special Event Permit. I further understand and agree to be responsible for any additional or consequential costs to the Town of Delavan as a result of my event, including but not limited to Fire, Police or other professional services, which are deemed necessary for Public Safety and welfare in connection with my event. At all times, the Town shall attempt to minimize any additional costs so as to not unjustly increase the expense of this process. All fees not paid at the time of application shall be paid within thirty days of invoicing. If payment is not made, said fees and costs may be assessed against any real property I own in the Town as a Special Charge or otherwise recovered as a breach of contract as the law may allow.

Date

Town Chair

Date

Applicant

Date

Applicant