

Village of Ephraim
EVENT APPLICATION

Village Ordinance **22.01 Event Ordinance**, states The purpose of this chapter is to establish standards for the conducting of events in the Village of Ephraim. It is the intent of the Village to permit events that are well planned and not unreasonably disruptive.

Permit Fee: **\$25 per event**

Event Description _____

Event Sponsor/Coordinator _____

Mailing Address/Phone _____

Proposed Event and Date(s) _____

Event Location _____

Is Attendance by Invitation Only: Yes (private) No (public)

- If event will take place on public Property a certificate of liability insurance or proof of short term event coverage may be required .
- Fireworks displays require a separate permit application with approval from the Fire Chief

Tent(s) _____ (Please specify size, color and placement on property)

Music _____ Start _____ End _____ Amplified? _____

If you have vendors at your event:

Number of Vendors: _____ Number of Food/Drink Vendors: _____

Do you require your vendors to submit certificates of insurance? Yes No

Do you require your vendors to submit sellers' permit information? Yes No

RESTROOM FACILITIES

Please describe where you will have portable and/or permanent restroom facilities for the event. (It is recommended you have at least one restroom facility per 1,000 square feet of outdoor event space).

PARKING

Event parking must be primarily contained on site or by arrangement with nearby property owner(s) for same.

Property on which parking will be located: _____

Number of people expected _____ Number of spaces available _____

Number of traffic-control personnel _____ Shuttle Service? _____

Please describe your arrangements for parking and traffic control:

On an attached parking plan, please locate the parking facilities, traffic control personnel, the parking restriction methods and signage.

Please list other methods (sawhorses, colored tape, etc.) you will utilize to restrict and parking in conjunction with signs:

If off-site parking is arranged, property owner(s) should indicate agreement here

_____ Date: _____
Parking-Site Sponsor

_____ Date: _____
Parking-Site Sponsor

_____ Date: _____
Parking-Site Sponsor

SIGNAGE (Please attach sketch or photo of each sign)

If this is a public event, you are allowed 18 square feet of signage for your event. Signs that are *solely* parking or directional signs need not be counted within that 18 square. You are encouraged to have ample signage regarding parking requirements to prevent parking on the roadways and direct parking to the prescribed area.

