TOWN OF COTTAGE GROVE

Parade, Procession or Race Application

Pursuant to the ordinances of the Town of Cottage Grove, Dane County, Wisconsin, the following information must be provided to the Town Clerk before issuance of a permit to conduct a parade, procession or race. A deposit of $500 is required with the application, $100 of which will be retained to cover cost of administration of the permit. The remaining $400 will be returned to the applicant as long as no additional costs are deemed incurred by the Town due to event.

PLEASE PRINT OR TYPE

Applicant Name: _____
LAST FIRST MI

Address: _____
STREET NUMBER, NOT P.O. BOX CITY STATE ZIP

Phone Number: (____) _____ - _____ Email Address: _____

If the event is to be conducted by or for any person other than the applicant, the applicant must file with the Town Clerk a written communication from the person proposing to hold the race or parade authorizing the applicant to apply for the permit.

Name of person responsible for conducting the event: _____

Address: _____
STREET NUMBER, NOT P.O. BOX CITY STATE ZIP

Phone Number: (____) _____ - _____

Name of Organization (if any): _____

Name of Authorized and Responsible Head of Organization: _____

Organization Address: _____
STREET NUMBER, NOT P.O. BOX CITY STATE ZIP

Organization Phone#: (_____) _____ - _____ Email Address: _____

Date of the Event: Date: _____ Time: _____ Duration: _____

Please describe the Event: (Parade, Procession or Race? Foot traffic or other vehicles?)

_____

Number of participants or units? _____

I have read and understand Town of Cottage Grove Ordinance 9.10 concerning parades, processions and races in the Town of Cottage Grove, Dane County, Wisconsin, and agree to abide by those rules. I further state that the information I have provided above is true and correct.

Signature: _____ Date: _____

Clerk's Use Only

☐ Deposit Amount: $500 paid by Cash / Check #: _____ on date: _____

☐ Deposit Amount Returned $ _____ on date: _____

☐ Map indicating the route, including starting point, ending point and participant parking location

☐ Traffic control route, including any required County or State Permits

☐ Plan to address any emergency services that may be required

☐ Sample letter notifying property owners along the route of the event
Approved by Town Board on: _____

☐ Stuffed, stamped envelopes required: _____ provided by date: _____

☐ Date Permit Approved by Town Board: _____

☐ Date Permit and Application transmitted to Police Department: _____