

OLIN TERRACE USE PERMIT

FEES: \$30.00 (NON-REFUNDABLE)

1.	Name:
2.	Address:
3.	Telephone Number:
4.	Name of Organization (if applicable):
5.	Address of Organization (if applicable):
6.	Telephone Number of Organization (if applicable):
7.	Authorized Officers of the Organization (if applicable):
8.	Event Date(s):
9.	Event Start Time:
10.	Event End Time:
11.	Approximate number of people expected to participate in the use of the space:
12.	Detailed and accurate description of the proposed use, including the exact space for which use is requested:
13.	Description of any recording or sound amplification equipment to be used in connection with the proposed use:
14.	Designation of any City-owned facilities and equipment to be utilized:
15.	Describe your crowd control plan:

An application for a permit shall be filed thirty (30) days prior but no less than fourteen (14) days prior to the proposed use.

The deadline for filing may be waived by the Chief of Police or designee if after due consideration of the date, time, nature of use, anticipated number of participants, City services required, the Chief or designee determine that the Team will have sufficient time to objectively review the application, provide a safe and successful use and ensure the comfort, convenience, and safety of the general public.

Signature of Applicant

Date

SUBSCRIBED AND SWORN TO BEFORE ME:
this _____ day of _____, 20____

(Clerk/Notary Public)

My commission expires: _____

<i>OFFICE USE ONLY</i>
CONDITIONS:

<i>OFFICE USE ONLY</i>	
Fire Department	Monona Terrace
Police	Clerk
Engineering	Other
Parks	
Streets	DATE:

_____ **Approved**

_____ **Notified Mayor, City Attorney, Monona Terrace Board**

_____ **Denied**

Reason for Denial: _____
