BROWN COUNTY REQUEST FOR AN EVENT APPLICATION

PLEASE NOTE THAT A CERTIFICATE OF LIABILITY INSURANCE NAMING BROWN COUNTY PARKS AS ADDITIONAL INSURED WITH $1,000,000 GENERAL LIABILITY COVERAGE IS REQUIRED TO HOST AN EVENT.

CONTACT NAME - COMPANY/ORGANIZATION			
MAILING ADDRESS			
PHONE NUMBER & EMAIL ADDRESS			
EVENT INFORMATION (WEBSITE/FACEBOOK)			
EVENT NAME			
ESTIMATED NUMBER OF ATTENDEES			
PARK LOCATION	CHOOSE ONE		
PARK AREAS WITHIN THE ABOVE PARK YOU ARE REQUESTING TO USE	**BUILDINGS**	**GROUNDS AREAS**	
EVENT SET-UP DETAILS	**SET-UP DATES**	**ARRIVAL TIME**	**DEPARTURE TIME**
DAY OF EVENT DETAILS	**EVENT DATES**	**ARRIVAL/EVENT TIMES**	**EVENT SHUTDOWN TIME**
EVENT CLEAN-UP DETAILS	**CLEAN-UP DATE**	**ARRIVAL TIME**	**DEPARTURE TIME**
WILL AN ENTRANCE OR PARTICIPANT FEE BE CHARGED?	**WILL ALCOHOL BE SERVED?**	**WILL FOOD OR OTHER PRODUCTS BE SOLD DURING THE EVENT?**	**WILL COOKING OF FOOD BE DONE ON THE PROPERTY?**

Return by email to Nicole.Hilker@browncountywi.gov or by mail to: PO Box 23600, Green Bay, WI 54305

OFFICE USE ONLY			
DATE RECEIVED:	ARE DATES REQUESTED AVAILABLE?	IS THE EVENT CLASSIFIED AS COMMERCIAL OR NON-COMMERCIAL AS DEFINED BY POLICY?	APPROVED? DENIED?

Business Manager Approval: _____ *Park Director Approval:* _____