



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			
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: _____