

Brown County Commercial Event Application

Date of Request: Month _____ Day _____, 20_____	
Contact Name	
Company/Organization	
Address	
City, State, Zip	
Home Phone Number	
Cell Phone Number	
Email Address	
Event information (Website/Facebook)	
Event Name	
Event Date(s) Including Set-up and Take down <small>All requests must be received three weeks prior to the event.</small>	
Estimated Number of Attendees	
Attach Tax Exempt Certificate <small>If applicable</small>	
Please note that a certificate of liability insurance naming Brown County Parks as additional insured with \$1,000,00 general liability coverage is required to host an event. If you have questions, please call Nikki Hilker at 448-6495.	
Park Location/Facility	
Buildings Needed	
Grounds Area Needed	
Set-up Date(s)	
Set-up Arrival Time	
Set-up Departure Time	
Event Date 1	
Beginning Time	
Ending Time	
Event Date 2 (Add additional dates)	
Beginning Time	
Ending Time	
Clean-up Date	
Beginning Time	
Ending Time	
Will alcohol be served? (Y / N)	Will food or other products be sold during the event? (Y / N)
Will cooking of food be done on the property? (Y / N)	Will an entrance or participant fee be charged? (Y / N)
*Also contact the City of De Pere at (920) 339-4050, if your event is being proposed at the Fairgrounds.	
Event Comments/Additional Information:	
Return to: Nikki Hilker at Nicole.Hilker@co.brown.wi.us or by mail to: PO Box 23600, Green Bay, WI 54305	

RESERVED FOR COUNTY PARK STAFF:

Date request received: Month _____ Day _____ Year _____ Is this date available? _____

Is this event classified as commercial or non-commercial as defined by policies? _____

Approved or Denied comment: _____

Park Supervisor Approval: _____ Park Director Approval: _____