

Resolution No. 03-045  
AMENDING RESOLUTION NO. 03-004  
A RESOLUTION APPROVING AND ADOPTING  
AGREEMENT APPLICATION BETWEEN  
THE VILLAGE OF ROSEVILLE  
AND  
INDEPENDENT PARTIES WISHING TO UTILIZE  
SPECIFIC VILLAGE PROPERTY OR ROADWAY  
FOR TEMPORARY  
FESTIVAL, PARADES, CELEBRATIONS, ETC.

Whereas, the Village of Roseville recognizes the necessity and practicality of implementing a written application form for the purpose of agreeing on how Village Property is used and maintained while hosting festival, parades, seasonal celebrations, special events and the like; and

NOW THEREFORE, be it and it hereby resolved that,

SECTION ONE: The Village Administrator is authorized to dispense said application to requesting party and take completed to council for approval.

SECTION TWO: A fee of \$25.00 upon approval of application with the village.

**VILLAGE OF ROSEVILLE**  
**Application for a Special Event Permit**

**Applications must be received at least 30 days prior to your event date(s).**  
**Incomplete applications cannot be processed and submitting an application does not guarantee you will be issued a Special Event Permit.**

EVENT INFORMATION

Name of Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date(s) \_\_\_\_\_

Hours of Operation: From \_\_\_\_\_ To \_\_\_\_\_

**The organization is responsible that everything is removed off Village Streets within 24 hours of event-ended hour, other equipment from Village parks, and or property within a reasonable, soon as possible period.**

Set up time requested

AM or PM to

AM or PM

Tear down time

AM or PM to

AM or PM

Contact Person & Phone Number: \_\_\_\_\_

Second Contact Person & Phone Number \_\_\_\_\_

Request for: (check one)

\_\_\_\_\_ Parade

\_\_\_\_\_ Street or Streets

\_\_\_\_\_ Village Park (Maple St)

\_\_\_\_\_ Other...Purpose of the event \_\_\_\_\_

If your community event involves miscellaneous vendors, amusement ride companies, etc. – complete the following, if not go to Section II to continue.

**SECTION I** Must be completed if applicable to your event

Number of Vendors: \_\_\_\_\_

Number of Inflatables/Attractions/Rides: \_\_\_\_\_

Do you plan to sell alcohol? Yes \_\_\_\_\_ No \_\_\_\_\_

Water and Electrical Services are ONLY available at the Village Park (EXCLUDING POOL AREA)

How many hook up's for water? \_\_\_\_\_

How many hook up's for electricity? \_\_\_\_\_

How will you collect and remove trash generated by your event?

Name of Refuse Company \_\_\_\_\_

You are responsible for providing portable restrooms to accommodate your event attendees and participants:

Name of Company supplying restrooms: \_\_\_\_\_

SECTION II Must be filled out if applicable

**PARADE PROCESSION OR OTHER MOVING ASSEMBLAGE**

Parade Date: \_\_\_\_\_ Parade Time: \_\_\_\_\_

PARADE ROUTE

Beginning Location: \_\_\_\_\_

Ending Location: \_\_\_\_\_

Desired Route (Specify directions as to North, South, etc. using a separate sheet if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Units (how many at the time of applying)

\_\_\_\_\_

**SECTION III**

**SECURITY FOR SPECIAL EVENTS**

The sponsoring organization or individual is responsible for providing adequate security and/or crowd control both during the event and overnight (during event dates) by hiring special duty police officers, Certified Fire Department Personnel or private security company. (Special duty police officers are "Off duty" officers WHO MUST BE HIRED AND PAID FOR BY YOU AND/OR YOUR SPONSORING ORGANIZATION). Arrangements must be completed before submitting your event request to Council.

List below on type of security that will be provided with their name and security certification with their place of employment.

**SECTION IV**

**\*\*\*LIST ANY ADDITIONAL REQUEST OR SERVICES NOT COVERED BY THIS APPLICATION THAT YOU OR YOUR ORGANIZATION WOULD LIKE**

**FOR COUNCIL TO CONSIDER:**

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**SECTION V**

**ACKNOWLEDGEMENT**

Barricades and other traffic control devise required for street and alley closures, parades, etc. are the responsibility of the sponsoring organization or individual.

The sponsoring organization or individual is responsible for renting adequate containers and for providing all labor and materials necessary to maintain a clean, orderly condition both during and after the event. Sponsoring organization or individual not returning village property in the same condition as it was secured before their event shall be billed for clean up or repair services as recommended by the village administrator.

The sponsoring organization or individual is responsible for assuring that grease, ash, and gray water generated by food venders is contained and disposed of in accordance with Health Department regulations. Under no circumstances should grease or gray water be dumped anywhere on village property, streets or drains.

All materials, supplies, and equipment required for an event must be provided by the sponsoring organization or individual. (i.e.: trash boxes, water containers, tables, chairs, banners, etc.....)

I, the applicant understand that I am responsible to provide all information necessary to meet the conditions and requirements of the application process and that by providing such information is no guarantee that my proposed event will be issued a permit by the Village of Roseville. I further accept responsibility to hold free and harmless the Village of Roseville and meet all requirements to make proposed event safe and successful. I verify that I have read and understand this application and the conditions under which my request will be considered.

I, \_\_\_\_\_, on behalf of \_\_\_\_\_,

Contact person

Name of organization

do hereby agree to comply with all terms, rules, and regulation relating to the issuance of this special events permit.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*ATTACH ALL REQUIRED SUPPORT MATERIALS. FAILURE TO DO SO  
WILL RESULT IN APPLICATION NOT BEING PROCESSED IN TIMELY  
MANNER.**

**FOR OFFICE USE ONLY:**

Date received \_\_\_\_\_ Received by \_\_\_\_\_

All support materials included? \_\_\_\_\_ Date Presented to Council: \_\_\_\_\_

Copy sent to: \_\_\_\_\_ Police \_\_\_\_\_ Fire \_\_\_\_\_ Other

Date of Council approval: \_\_\_\_\_ Date Fee Received: \_\_\_\_\_

Reason, if not approved: \_\_\_\_\_

\_\_\_\_\_

