

# Checklist for Public Events Scheduled at Boaz Community Park

Organization/Group Name: \_\_\_\_\_

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

Contact Person's Address: \_\_\_\_\_

Event Name: \_\_\_\_\_

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

Type(s) of Activity at Event: \_\_\_\_\_

Facilities requested (yes, no, ?): **Contact person must phone the Village President at 608-479-0616 **prior to the event** if there are any changes of facilities requested or changes to type(s) of activity, including fireworks.**

\_\_\_\_\_ vehicle track

\_\_\_\_\_ horse arena

\_\_\_\_\_ ball diamond

\_\_\_\_\_ general grounds

\_\_\_\_\_ concession stand

\_\_\_\_\_ Crow's Nest

\_\_\_\_\_ Community Building

### Fees/Donations (to be determined by Village Board)

Concession Stand \$ \_\_\_\_\_ (\$30/day if group cleans, \$50/day minimum if Village cleans; group may plug in refrigerators and freezer 24 hours prior to the event; \$5 for each additional day of cold storage)

Community Building \$ \_\_\_\_\_ (\$50/day for residents, \$90/day for nonresidents; Board should verify with Gladys that the building is available)

High-Attendance \$ \_\_\_\_\_ additional donation is requested after the event (for high-attendance events)

Will your organization be setting off fireworks? \_\_\_\_\_ (a Fireworks Permit needs to be issued **before** any fireworks may be used)

The Village Board has determined that a **Certificate of Insurance for general liability** is required / is not required for the type(s) of activity listed. (check one)

The Certificate of Insurance must be in the Clerk's office by \_\_\_\_\_ or the event will not be allowed. (date)

Will a Temporary "Class B"/Class "B" Alcohol Beverage License be needed? \_\_\_\_\_

If so, Temporary "Class B"/Class "B" License will not be granted without presenting a **completed application** and a **Certificate of Insurance for Liquor Liability**. The Certificate of Insurance must include

- a policy number
- a minimum of **\$500,000** in Liquor Liability
- the date(s) of the event (or a date range that includes the date(s) of the event)
- the name of the organization/group applying for the license as the insured

The completed license application and Certificate of Insurance for liquor liability must be in the Clerk's office by the \_\_\_\_\_ meeting of the Village Board, and a **designated representative of group/organization needs to be present at this Board meeting.**

Signature of contact person: \_\_\_\_\_ Date: \_\_\_\_\_