Village of Shorewood Hills
Special Event Street Use Permit Application Guide

The Village of Shorewood Hills may issue a Street Use Permit for community events, provided that certain conditions are met. These conditions have been established to ensure the safety of our community members, as well as to prevent excessive inconvenience to neighboring residents and businesses.

Shorewood Hills contracts with the Madison Fire Department (MFD) for ambulance service and fire protection. MFD may have additional requirements. Events that cross jurisdictional boundaries require permits from all communities involved.

Events with more than 100 participants will require an Emergency Action Plan (EAP). If the event crosses jurisdictional boundaries and an EAP has been developed for the City of Madison, a copy of that plan will be sufficient.

A neighborhood block party permit may be more appropriate if:

- The event is located in a small geographic area.
- The event will only minimally impact traffic.
- If it is anticipated that attendance is less than 100.

Street Use Restrictions

1. Use of a roadway, park or a street closure may be granted (i.e. run/walk, festival, sporting event, etc.).
2. The Village's Noise Regulation ordinance usually restricts events to 7:00 am* to 9:00 pm (* 8:00 am on Saturdays, 10:00 am on Sundays).
3. Organizers will hold the Village of Shorewood Hills harmless from any claims, lawsuits, etc. arising from this function.
4. No open fires are permitted on public property.
5. All structures, tables, etc. must be placed at sides of street and must be easily removable.
6. Items near the curb must not block fire hydrants. Hydrants must be accessible from the street and a 5 foot clearance must be maintained around them.
7. A clear area (no items of any kind) of at least 12 feet of the roadway width shall be maintained through the closed area to ensure emergency vehicle access. Should an emergency occur where emergency vehicles would have to enter the blocked off area, the block party participants will remove any barricades and keep the roadway clear until the emergency is over.
8. Wires, ropes, lights, decorations, volleyball nets, etc. ***shall not*** be erected across the street as to delay the response of emergency vehicles into or through the area.
9. Barricades, if needed, a limited number are available from the Village's Department of Public Works. Barricades will be delivered to the general area indicated. Organizers are responsible for arranging for barricades on the street during the time of the function, and removal of the barricades at the conclusion of the function. Organizers are responsible for the safe return of barricades and will be invoiced for any damaged barricades. If barricades are not available from the Village, party organizers must rent barricades from a private vendor. Barricades must be lighted after dark.
10. Organizers are liable for any damage done to Village property and private property on the site during the event.
11. Organizers are responsible for clean up of the streets to the condition prior to the function.

12. A contact person(s) in charge of the event must be on-site and be available by cell phone or in-person until its conclusion.

Permit Fees

If less than 100 guests/participants $20.00
If greater than 100 guests/participants $50.00
For-profit Event..... $200.00 + costs

Street Use Application Process

1. Fill out the Street Use Permit application form.
2. Indicate the roadway, park or street(s) being used for the event on the attached map or provide you own map.
3. Complete an Emergency Action Plan, if necessary.
4. Mail or drop off the complete application, fee and EAP (if required) to the:
   Shorewood Hills Village Hall
   810 Shorewood Boulevard
   Madison, WI 53705
5. The Village of Shorewood Hills must receive an application at least 60 calendar days before the event to allow for approval of:
   a. Shorewood Hills Police Department
   b. Shorewood Hills Department of Public Works
   c. City of Madison Fire Department (contracted provider of ambulance and fire protection)
   d. Shorewood Hills Board of Trustees

You will receive a permit within three (3) days after the Board of Trustees' approval. The Board usually meets on the third Monday of each month. If the permit is not received by this time, please contact the Village Hall at 267-2680.

Village of Shorewood Hills
Special Event Street Use Permit

Permit No.:
_____-_____.

Event Information

Name of Event: _____ Event Organizer/Sponsor: _____

Does this event cross jurisdictions into the City of Madison or University of Wisconsin? ☐ Yes ☐ No
If Yes, copies of the Emergency Action Plan submitted to the Madison Fire Department may be required.

Is Organizer/Sponsor a 501(c)3 non-profit agency? ☐ Yes ☐ No

If Yes, provide State of WI Tax Exempt Number: _____

Address: _____ City/State/Zip: _____

Primary Contact: _____ Phone during day: _____

e-mail: _____ Phone during event: _____

Secondary Contact: _____ Phone during day: _____

e-mail: _____ Phone during event: _____

Annual Event? ☐ Yes ☐ No Charitable Event? ☐ Yes ☐ No

If Yes, name of charity to receive donations: _____

Estimated Attendance: _____ (certificate of insurance and/or an Emergency Action Plan may be required)

Event Category

☐ Run/Walk ☐ Festival ☐ Music/Concert ☐ Other: _____

Location Requested (indicate street(s) / park being used on attached map)

Street Name(s): _____

Park Name(s): _____

Event Schedule

Date(s) of Event: _____ Rain Date(s): _____

Event Start Date(s)/Time(s): _____ Set-Up Date(s)/Time for Event: _____

Event End Date(s)/Time(s): _____ Take-Down Time: _____
(beginning of take-down to street reopened)

This permit is subject to all ordinances, statutes and laws appropriate in addition to all rules and regulations detailed in this permit application instructions and guidelines. The person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. This permit is subject to all Municipal Ordinances as defined by the Village of Shorewood Hills. The applicant has attached all of the appropriate permit applications for this event.

_____ _____
Applicant's Signature Date

Fee: $_____ Date Received: _____ Received by: _____

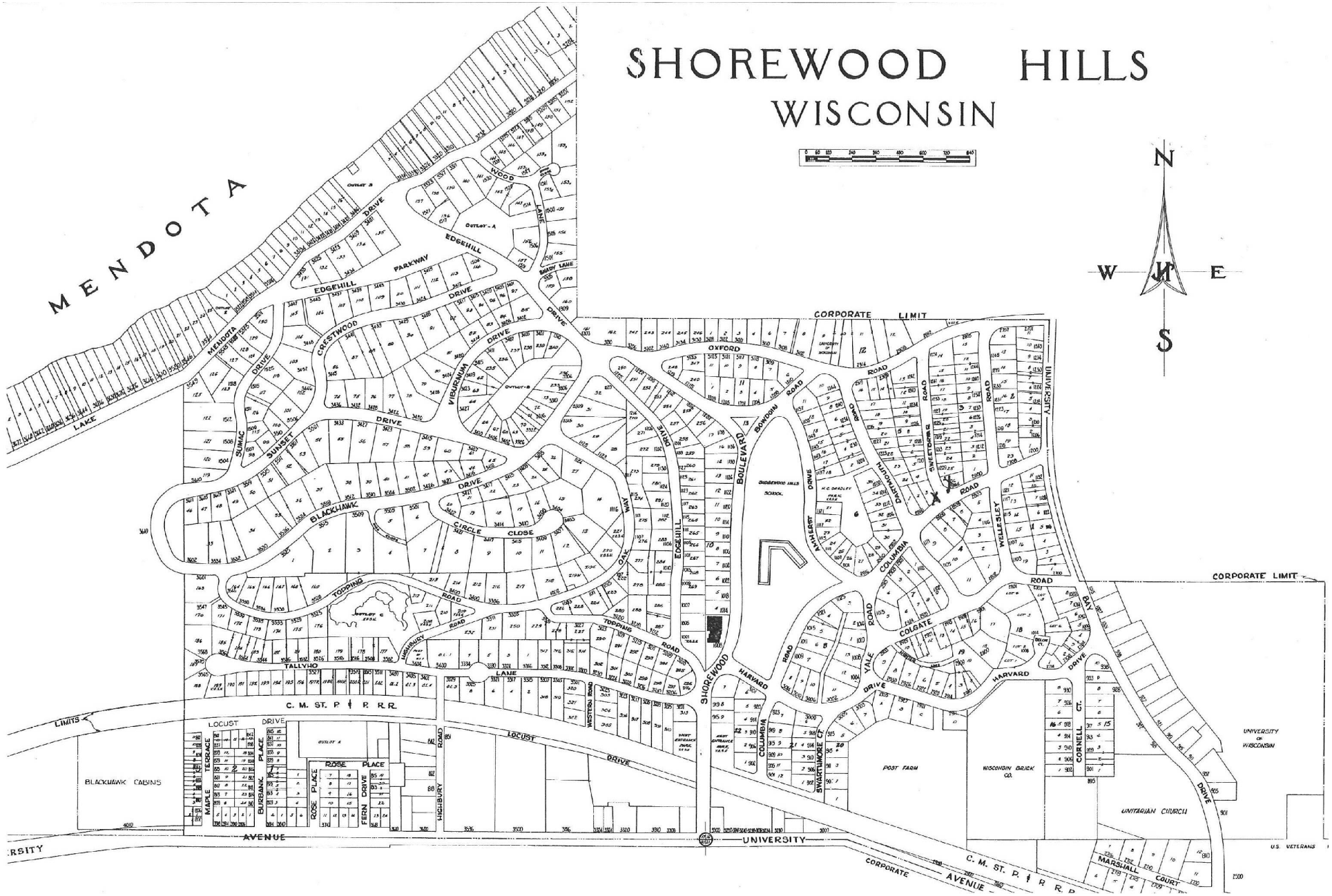
Approved: SHPD: _____ DPW: _____ MFD: _____

Denial recommended by: _____ because _____

Submitted to Village Board on: _____ ☐ Approved ☐ Denied

Signed: _____
Village Clerk or Deputy Clerk

FOR OFFICIAL USE ONLY

Print Form

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