



EVENT PERMIT APPLICATION

APPLICATION MUST BE SUBMITTED 30 DAYS PRIOR TO EVENT

Date for Event: _____

Location for Event: _____

APPLICANT INFORMATION

Full Name _____ Phone Number _____
Email _____ Application Date _____
Address _____ City _____ State _____ Zip _____
Organization Name (if applicable) _____ Non-Profit ☐ Yes ☐ No

EVENT INFORMATION

Event Name _____ Event Time _____

Event Type
(Select all that apply)

☐

Walk/Run

☐

Parade

☐

Concert

☐

Car Show

☐

Sporting Event

☐

If Other Please Specify _____

Description of
Event

Estimated attendance at the event _____ Will alcohol be served? ☐ Yes ☐ No

Event Start (from) _____ (date) (time) (to) _____ (date) (time)

Event Setup (from) _____ (date) (time) (to) _____ (date) (time)

City Services Requested
(Select all that apply)

☐

Madison Police

☐

Madison Fire

☐

Public Works

☐

Parks

List Types of Services _____

POLICY ACKNOWLEDGEMENT

1. The flow of vehicular and/or pedestrian traffic must not be interfered with.
2. Private businesses must not be interfered with.
3. No trespassing on private property.
4. No violent or noisy conduct will be permitted.
5. No candy, trinkets, or other favors will be thrown from any float or group in a parade.
6. Grantee whose signature appears below accepts full and complete responsibility for the actions and conduct of each and every member of this activity.

Signature _____ Date _____

OFFICE USE ONLY

☐

Approved

☐

Denied

Arts Board _____ Bot. Garden _____ PW/Parks/Fire _____ MPD _____

Completed application needs to be taken to the Madison Business Network Office at 2023 Main Street or scanned and emailed to bmcdonald@madisonthecity.com. For more information: 601-856-7060.