

City of Medford
639 South Second Street
Medford, WI 54451
(715)748-4321

PARADE/SPECIAL EVENT APPLICATION

Fee: _____

1. Organization: _____

Contact Name: _____ Phone: (____) _____

Address: _____

2. On-Site Manager: _____ Phone: (____) _____

Address: _____

If the parade or special event is to be conducted by or for any person other than the applicant, the applicant for such permit shall file with the City Clerk a communication in writing from the person proposing to hold the parade or special event authorizing the applicant to apply for the permit on his/her behalf.

3. Date of the Parade/Event: _____

4. Start Time: _____ End Time: _____

SPECIAL EVENT

1. General Description: _____

2. Location: _____

3. Number & Type of Participants: (i.e., artists at Art Fair; tables at Flea Market: _____

6. Special Parking or Traffic Restrictions Required: _____

PARADE

1. Assembly Area: _____

2. Disassembly Area: _____

3. Assembly Time: _____ Disassembly Time: _____

4. Starting Point: _____ Ending Point: _____

5. Route: _____

6. March Units Anticipated:

- a. Bands _____
- b. Floats _____
- c. Motor Vehicles (Other than Floats) _____
- d. Animals or Animal Drawn Vehicles _____
- e. Oversized Vehicles _____
- f. Marching or Walking Units _____
- g. Other _____

7. Special Parking or Traffic Restrictions Required: _____

Applicant's Signature

Date

To Be Completed By City Clerk

Date Received: _____ Fee Paid: _____

Review:	(A)	Police Department Modification Recommended: _____ _____	Approve	Disapprove
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(B)	Fire Department Modification Recommended: _____ _____	Approve	Disapprove
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(C)	Public Works Department Modification Recommended: _____ _____	Approve	Disapprove
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(D)	Electric Utility Modification Recommended: _____ _____	Approve	Disapprove
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Final Action Modification Recommended: _____ _____	Approve	Disapprove
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Date Issued: _____