



317 S. MAIN ST.
JEFFERSON, WISCONSIN 53549
674-7700



Circuses, Menageries, Pony or Dog Shows

**APPLICATION MUST BE SUBMITTED 30 DAYS IN
ADVANCE!**

Fee: \$50.00 Per Day
Amount Enclosed: _____

Sponsors of Event: _____

Contact Name: _____

Mailing Address: _____

Telephone Number: _____

Date of Birth: _____ Social Security #: _____

Drivers License or Other Form of Identification: _____

Event Location: _____ Date: _____

Please attach the following:

***Written Description** – Including the proposed use, activities, business or operations to occur on the festival site as part of the festival, the festival events scheduled, hours and dates of operation, projected attendance in total including peak days and hour, if alcoholic beverages are to be served a complete description of the vending site, hours of operation and proposed means of preventing minors from frequenting and loitering near areas where beverages are served and consumed.

***Crowd Safety and Security Plan** – Including description of security plans for maintaining order and preserving safety, private security, public police/sheriff and fire protection, rescue and emergency squad protection, fire extinguishers, and communication system to be utilized in emergencies. *(Please attach applicable information.)*

***Site Plan** – A fully dimensioned and scaled plan no larger than 11”x17” showing location of activity areas, parking, access and any temporary and/or permanent structures.

***Insurance** – Attach a certificate of insurance or an insurance commitment naming the City of Jefferson, its agents, officers, and employees as additional insured on applicable liability insurance for the festival, with limit of not less than \$1,000,000 per occurrence and \$1,000,000 in the aggregate

Has applicant submitted an application form with the City in the past two years? _____

If so, please describe event, including dates: _____

Last three cities in which you have held a similar event: _____



I certify that all information provided on this form is true and correct. I am familiar with the laws, ordinances and regulations and I hereby agree, if granted said permit, to obey all provisions of said laws. I agree to comply with all applicable building, electrical and plumbing codes. I hereby authorize employees of the City of Jefferson to obtain information and records from law enforcement agencies, or other sources, to verify the information contained in this application.

Signature

Date

Subscribed and sworn to before me
this ____ day of _____, _____

Notary Public
My commission expires _____

Staff: At time of application, please take a COLOR copy of the photo identification and collect the necessary fee.



Application Date: _____ City Clerk Approval: _____

Police Chief Approval: _____ Attached Below

Comments: _____

Board Approval Date: _____ Conditions of Approval: _____
