



### STREET USE APPLICATION

Event: Hometown Halloween  
 Sponsored by: City of Menasha FFM  
 Responsible Person: Joanne Roush  
 Address: Menasha City Hall  
140 Main St. Menasha  
 Email Address: menashamarket@ci.menasha.wi.us Phone: 967-3644

Street Use Date: 10/30/14  
 Start Time: 4:00 PM  
 End Time: 6:00 PM  
 Number of Units: N/A  
 (Parades)

Street Route: Milwaukee St./Main to <sup>WI. US</sup> bank driveway - for parking  
 Description of Use (attach map) Fire truck & police cars - safe crossing for kids

**Liability Insurance has been secured in the amount of \$ \_\_\_\_\_ with the City of Menasha named as the additional insured. This is primary insurance.**  
 Insurance Company CINMIC Policy No. \_\_\_\_\_  
 (Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured)

Date: 9/30/14 Applicant's Signature: Joanne Roush

**Permit Fee:** Each application for a Street Use Permit shall be accompanied by a fee of \$25.00 along with a Special Event Fee of \$25.00. Please make checks payable to City of Menasha.

**Note to events planning to use City Parks and/or greenspace:** Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

**TO BE COMPLETED BY CITY STAFF** (Revised February 4, 2013)

Scheduled Park & Recreation Board Review Date: \_\_\_\_\_  
 Not Required:  Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Scheduled Common Council Review Date: 10-20-14  
 Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

**APPROVAL:**  
 Police Dept. JS/g Fire Dept. \_\_\_\_\_ Public Works Dept. MR City Attorney \_\_\_\_\_