



STREET USE APPLICATION

Event: Hometown Halloween
 Sponsored by: City of Menasha FEM
 Responsible Person: Joanne Roush
 Address: Menasha City Hall
140 Main St. #3
Menasha 54952

Street Use Date: 10/29/15
 Start Time: 3 PM
 End Time: 7 PM
 Number of Units: 3 N/A
 (Parades)

Email Address: menashamarket@ci.menasha.wi.us Phone: 920-967-3644

Street Route: Milwaukee St. from Main north to US Bank driveway.
 Description of Use (attach map): FOR SAFE CROSSING / PARKING FIRE TRUCKS & SQUAD CARS.

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 CIVVIC Policy No. _____
 (Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured).

Date: 9/28/15 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. 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 April 3, 2015)

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

Scheduled Common Council Review Date: 10-19-15
 Approved: _____ Denied: _____

APPROVAL:

Police Dept. [Signature] Fire Dept. [Signature] Public Works Dept. MR City Attorney _____