



TOWN OF WINONA LAKE  
1310 Park Ave., P.O. Box 338  
Winona Lake, Indiana 46590  
(574) 267-7581 Fax (574) 267-4793

## APPLICATION FOR TOWN EVENT

Name of Organization: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Estimated number attending: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact email address: \_\_\_\_\_

Set up time (registration, setting up for event, etc): \_\_\_\_\_

Start time of actual event (5k, race etc): \_\_\_\_\_

Completion time (including tear down & clean up): \_\_\_\_\_

Purpose or type of event (5k, bike race, art fair, etc): \_\_\_\_\_

Location of town you wish to utilize (park, trails, streets, etc): \_\_\_\_\_

Town services you are requesting for event. Circle as many as apply.

POLICE

STREET DEPT. EMPLOYEES

FIRE DEPARTMENT

Additional detail of requested town services: \_\_\_\_\_

Barricades requested? YES \_\_\_\_\_ NO \_\_\_\_\_ (There is an additional fee of \$10 for barricade delivery)

Is this permit for a walk/run or bike race? \_\_\_\_\_ If YES, have you received map(s) of approved routes from the town hall? \_\_\_\_\_ If no, have you submitted a proposed route to Town Manager for approval? \_\_\_\_\_

- No paint allowed on streets
- No activities allowed in Stone Camp
- Traffic cones and arrows are available at the Town Hall (please inquire).

**This permit must be completed and, in the Town Office, at least 30 days prior the event.** The Event Planner is responsible for making arrangements for trash removal and traffic control. If a sign is needed to advertise the event, a sign permit must be obtained.

*Central Dispatch will need to be notified of any street closing for your event (574-267-8622). Please give them location, dates, times of street closin- at least two days prior to street closing.*

I agree and will comply with all requirements. Signed: \_\_\_\_\_

Paid \$50 Registration Fee: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Paid \$10 Barricade Use Fee: \_\_\_\_\_

**APPROVAL OF EVENT DATE AND TIME NEEDS TO BE CONFIRMED BEFORE EVENT PERMIT IS FINALIZED.**