



CITY OF MEQUON

Dept. of Community Development

Attn: Jac Zader

jzader@ci.mequon.wi.us

262.236.2904

11333 N Cedarburg Road

Mequon, WI 53092

SPECIAL EVENT / TENT EVENT APPLICATION

This application is for any business located in Mequon that is hosting a special event / tent event that utilizes outdoor space. Please complete the information below and return to the address & contact person listed above.

BUSINESS & EVENT CONTACT INFORMATION:	
Business Name:	
Event Contact Person:	
Contact's Ph#:	
Contact's Email:	
Business Address:	

ABOUT THE EVENT:	
Description:	<i>Briefly describe the premise of the event</i>
Timeframe:	<p>Dates: ____/____/____ to ____/____/____</p> <p>Hours: _____ (A.M. / P.M.) to _____ (A.M. / P.M.)</p>
Where:	<p><i>Describe the area of the property the event will utilize (i.e. 12 parking spaces will be blocked off for a 12x18 white tent)</i></p> <p><i>A SITE PLAN shall be provided detailing where the event will be held</i></p>

Please note the following items regarding special event / tent event approvals:

- 1) No directional signage other than an approved banner is permitted.
- 2) Tents shall be removed within 24 hours after an event.
- 3) Parking shall not be permitted outside of dedicated parking spaces on-site without City approval.

Approved

SIGNATURE (DCD)