

**APPLICATION FOR USE OF TOWN OF DUNN ROADS, PARKS, OR LAND
FOR A PUBLIC ACTIVITY, BIKE OR FOOT EVENT**

Name of individual or organization requesting use: _____

Address: _____

Telephone contact: _____ Email contact: _____

Description of event: _____

Number of participants expected: _____ Date of Event: _____ Start/End Time of Event: _____

REQUIREMENTS FROM INDIVIDUAL OR ORGANIZATION

When the Town has received your completed application and **copies of ALL of the required items**, they will consider your request for use of any town roads. Please contact Dane County Highway for permission to use CTH MN, CTH AB, CTH B. Contact the Wisconsin Department of Transportation for US HWY 51.

Police Contact **If your event utilizes county roads, please contact Deputy John Vandeburgt at 608-416-9219.*

PLEASE COMPLETE EACH ITEM BELOW AND RETURN THE APPLICATION WITH ALL REQUIRED DOCUMENTS AND BOXES CHECKED OFF.

FEE:

Fee of **\$50.00** paid with this application at least 45 days prior to the event. (Check payable to Town of Dunn or paid on-line.)

INSURANCE:

Certificate of Insurance in the amount of **\$1,000,000.00** listing the Town of Dunn as additional insured.

NOTIFICATION TO TOWN OF DUNN RESIDENTS: (SIGNAGE REQUIRED)

- *Place signage at all road intersections on affected roads a minimum of 10 days prior to the event to alert residents of the event. Signs should be posted near existing traffic signs on affected roads whenever possible.*
- Suggested sign size at least 18 inches x 12 inches with large, bold, clear wording with the message stating what the event is, the date, and "Slow Traffic" to be noted on the top half of the sign to ensure that information is easy to read. Your logo may follow. Please see sample.
- Please provide a digital copy of your sign to the Town Hall to azacharias@townofdunnwi.gov

SAFETY PLAN:

For **all** events provide a safety plan that includes:

- Constant patrol of the event to watch for problems and correct them.
- Provisions for bathrooms and water during the event.
- Written rules provided to all participants and the Town that require participants to keep roads open, allow automobile traffic to pass, respect private property, use only provided bathroom facilities, and refrain from littering.

For road, bike or foot events provide a written traffic safety plan that includes:

- Map of the event route or activity area.
- Guards with safety vests, flags, and cell phones or radios stationed at main intersections and crossings.
- Roads are not closed at any time.
- Traffic cones and warning signs must be at each intersection.
- Signs around the course at neighboring crossroads to inform traffic that an event is in progress/extra caution is needed.

POST EVENT FOLLOW-UP:

- I agree to provide any necessary clean-up following the event.
- I will NOT use permanent paint on Town Roads. Temporary/wash-off paint may be applied, and I will fully remove any paint markings within one week after the event.

TOWN OF DUNN FOR OFFICE USE ONLY

Confirmation from town Highway Foreman that event will not involve lands or roads that are under construction. _____ Initials

Permit is **Approved** **Denied** **Conditions of approval* _____

Email completed form to Lt. Triggs _____