



THE VILLAGE OF  
**COTTAGE GROVE**

221 E. Cottage Grove Road  
Cottage Grove, WI 53527  
608-839-4704, FAX: 608-839-4698

[www.vi.cottagegrove.wi.gov](http://www.vi.cottagegrove.wi.gov)

# SPECIAL EVENT PERMIT APPLICATION

DRAFT 2023

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned?	_____	Date	_____
<b>FEES ARE NON-REFUNDABLE</b>			

**APPLICATION AND PERMIT FEE IS DUE 90 DAYS PRIOR TO YOUR EVENT.**

## ORGANIZATION INFORMATION

Name of Organization Madison United Rugby			
Street Address 448 Clark Street	City Cottage Grove	State WI	Zip 53527
Phone Number (203) 506-5041	Are you a 501(c)3 Organization? <i>Circle one</i>		<input checked="" type="radio"/> Yes <input type="radio"/> No
Event Contact Person (First & Last Name) Brad Dufek			
Address 448 Clark Street	City Cottage Grove	State WI	Zip 53527
Email murugbydirector@gmail.com	Phone Number (203) 506-5041	Day of Event Phone Number	

## EVENT INFORMATION

Name of Event Memorial 10v10 Tournament	Date(s) of Event August 1, 2026
Event Start Time 9:00am	Event End Time 5:00pm
Location of the Event* Wisconsin Rugby Sports Complex & Bakken Park	
Will your event take place near a residential neighborhood? <i>If yes, you will be required to notify all adjacent property owners when the event will occur. Circle One</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used.</b> <b>*If you are using a Village Park, you must reserve the park through the <a href="#">Park/Recreation Department</a> prior to getting your special event permit approved by the Village Board. Call (608) 839-8968.</b>	
Generally describe your event and its purpose  The Wisconsin Rugby Club hosts every year to pay tribute to past players and club members who are no longer with us.	
Based on the class definitions found in the manual, what class is your event? <i>Circle One.</i>	<input checked="" type="radio"/> <b>Class I</b> <input type="radio"/> <b>Class II</b>
Estimated Number of Participants 250	Spectators 150
Vendors N/A	

**OTHER INFORMATION**

Is there an outdoor bar that will serve alcohol? <b><i>If yes, liquor and bartender licenses are necessary under separate application. Circle One.</i></b>		Yes	<input checked="" type="radio"/> No
Please list the number of Village of Cottage Grove licensed bartenders that will be on site:			
Will you be selling/serving food? <b><i>If yes, you will need to contact the Dane County Health Department for proper permits. Circle One.</i></b>		<input checked="" type="radio"/> Yes	No
If yes, will the food be distributed by a Food Truck already permitted by the Village staff?		<input checked="" type="radio"/> Yes	No
Will you be selling merchandise? <b><i>If yes, you will need to obtain a Peddler's Permit under separate application. Circle One.</i></b>		<input checked="" type="radio"/> Yes	No
Will your event need electricity? <b><i>If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. Circle One.</i></b>		Yes	<input checked="" type="radio"/> No
Will you be setting up any lighting? <b><i>If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. Circle One.</i></b>		Yes	<input checked="" type="radio"/> No
Will your event require any fencing? <b><i>If yes, please provide plans for the fencing location and the gates. Circle One.</i></b>		Yes	<input checked="" type="radio"/> No
Does the event involve fireworks? <b><i>If yes, you will need to obtain a fireworks permit under separate application through the Cottage Grove Fire Department. Circle One.</i></b>		Yes	<input checked="" type="radio"/> No
Does the event involve amplified music? <i>Circle One.</i>		Yes	<input checked="" type="radio"/> No
If yes, will the amplified music be a ( <i>Circle one</i> ):		Band	DJ
Other			
Hours of amplified music:			
Please list the number of security staff you will be providing for the event:		6	
Will you need barricades provided by the Village for your event, if so, how many?		No	
Will you be erecting any tents, canopies or other temporary structure(s)? <b><i>If yes, You will need to provide a plan for their proposed locations and the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event. Circle One.</i></b>		Yes	<input checked="" type="radio"/> No
Will you be providing portable restrooms and wash stations? <i>Circle One.</i>		Yes	<input checked="" type="radio"/> No
<b><i>If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of? Provide name and contact info for companies providing these services.</i></b>			
Will you provide parking for participants? <i>Circle One.</i>		Yes	<input checked="" type="radio"/> No
<b><i>If yes, where will parking be available?</i></b>			
See attached diagram, pulled from Parks & Recreation and our planning from last Summer.			
Will you provide a dumpster/clean-up services? <i>Circle One.</i>		<input checked="" type="radio"/> Yes	No
<b><i>If yes, please describe your clean-up and refuse collection plan and provide the name and contact info for the company providing the service.</i></b>			
Same as prior years. The park will be left how it was found.			

**OTHER INFORMATION CONTINUED**

What other assistance do you foresee needing from the Village (personnel, materials, and/or equipment)?

Possibility for parking setup outside of baseball field and stocking/refilling shelter restrooms.

Have you reviewed and do you have a copy of the <b>Village of Cottage Grove Special Events Manual</b> as well as the <b>Village Special Events Ordinance</b> ? <i>Circle One.</i>	Yes	No
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**INSURANCE REQUIREMENTS**

The Special Event Sponsor must obtain liability insurance for an event that includes alcohol, has more than 150 people per day, or involves a road closure. Proof of this insurance with coverage no less than \$1,000,000 which names and endorses the Village, its officers, agents, employees and contractors as an additional insured party is due no later than 20 days before the event.

**Are you able to provide these insurance documents, if required?** *Circle One.*

Yes	No
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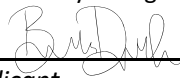
**DEPOSIT REQUIREMENTS**

The applicant may be required to submit to the Village a cleaning/damage deposit of \$200 per day for each scheduled day of the event (or portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event. (This deposit is separate from any deposit required by the Park/Recreation Department for park use).

**TERMINATION OF AN EVENT**

The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by Police Department, Fire Department, EMS and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby agrees to hold the Village, its officers, employees, agents and contractors, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to person or property caused by or resulting directly or indirectly from the activities for which the permit is granted. Any change to coverage requires Village approval.

  
*Signature of Applicant*

 February 9, 2026  
*Date*

**For staff use only**

*Fees collected with application submission:*

\$300 **Class I Event**

**Class II Event**

\$625 **PERMIT FEES CHARGED**

*Application forwarded to:*

Deputy Administrator

Building Inspector

Fire Chief

Parks & Rec Director

Police Chief

Public Works Director

EMS

*Add'l fees charged by Departments:*

\_\_\_\_\_ Administration

\_\_\_\_\_ Building Inspection

\_\_\_\_\_ Fire

\$125 Parks & Recreation

\_\_\_\_\_ Police

\$200 Security Deposit

\_\_\_\_\_ EMS

*Village Board approval, if necessary, on:*

\_\_\_\_\_

*Police Department approval\*:*

\_\_\_\_\_

*Fire Department Approval\*:*

\_\_\_\_\_

*EMS Approval\*:*

\_\_\_\_\_

*\*Comments/concerns should be attached separately*