



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

SPECIAL EVENT PERMIT APPLICATION

DRAFT 2023

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned?	_____	Date	_____
FEES ARE NON-REFUNDABLE			

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 USA Club Rugby 7s National Championship	Date(s) of Event August 8-9, 2026
Event Start Time 8:00am	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
<p>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.</p> <p>*If you are using a Village Park, you must reserve the park through the Park/Recreation Department prior to getting your special event permit approved by the Village Board. Call (608) 839-8968.</p>	
Generally describe your event and its purpose For a 4th year in a row we'll have the privilege of hosting the USA Club 7v7 Adult National Championship. This event has been world class and a positive addition to our track record as a facility and as a town and city. This event is heavily backed by Destination Madison, the Sports Commission and the Mayor.	
Based on the class definitions found in the manual, what class is your event? <i>Circle One.</i>	<input checked="" type="radio"/> Class I <input type="radio"/> Class II
Estimated Number of Participants 500	Spectators 300
Vendors Yes	

OTHER INFORMATION

Is there an outdoor bar that will serve alcohol? <i>If yes, liquor and bartender licenses are necessary under separate application. Circle One.</i>		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? <i>If yes, you will need to contact the Dane County Health Department for proper permits. Circle One.</i>		<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? <i>If yes, you will need to obtain a Peddler's Permit under separate application. Circle One.</i>		<input checked="" type="radio"/> Yes	No
Will your event need electricity? <i>If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. Circle One.</i>		Yes	<input checked="" type="radio"/> No
Will you be setting up any lighting? <i>If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. Circle One.</i>		Yes	<input checked="" type="radio"/> No
Will your event require any fencing? <i>If yes, please provide plans for the fencing location and the gates. Circle One.</i>		Yes	<input checked="" type="radio"/> No
Does the event involve fireworks? <i>If yes, you will need to obtain a fireworks permit under separate application through the Cottage Grove Fire Department. Circle One.</i>		Yes	<input checked="" type="radio"/> No
Does the event involve amplified music? <i>Circle One.</i>		<input checked="" type="radio"/> Yes	No
If yes, will the amplified music be a (<i>Circle one</i>):		Band	<input checked="" type="radio"/> DJ
Other			
Hours of amplified music:	Roughly 8		
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)? <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>		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
<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>			
Will you provide parking for participants? <i>Circle One.</i>		<input checked="" type="radio"/> Yes	No
<i>If yes, where will parking be available?</i>			
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
<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>			
Same as prior years. The park will be left how it was found.			

