

DODGEVILLE

At the heart of it all!

CITY OF DODGEVILLE
SPECIAL EVENT LICENSE
FEE: \$30.00

APPLICANT INFORMATION

ORGANIZATION/ENTITY NAME:

PRIMARY EVENT CONTACT: Mary Jo Benish

PHONE: 341-8595

EMAIL: mjcj5@hotmail.com

ALT PHONE:

ADDRESS: 510 W Walnut

CITY: Dodgeville

STATE: WI

ZIP: 53533

EVENT INFORMATION

NAME OF EVENT: Argall & Hessling Graduation Party

START DATE/TIME: 5/1/2026 08:02

END DATE/TIME: 5/24/2610 08:03

*(Include set-up and tear-down/clean-up time. A 48-hr notice is required if event time changes or is cancelled.
If notice is NOT given, costs may be assessed for loss of City Staff time)*

GENERAL EVENT TYPE:

Parade

Block Party

Expo

Other (Describe): Graduation Party

EXEPECTED NUMBER OF ATTENDEES: 200

USE OF STREETS: Are Street Barricades Required? Yes

State or County Approval Required? Yes

(For Events involving or crossing State or County Highways)

DESCRIPTION: *Include a detailed description of all event activities such as vending, music, selling of food or alcohol beverages, location and use of tents, stages, sound amplification or other equipment, and attach a detailed plan for clean-up after the event, steps to be taken to prevent vehicular traffic from going through the area (if necessary), and steps that will be done to ensure underage people in are not served alcohol (if applicable). If using public streets, a detailed map MUST be provided with this application. Include additional pages if necessary.*

I am requesting permission to temporarily close a part of Vern Street for my son Isaiah's and Andrew Hesslings graduation party. We would like to place a 20' x 40' tent on the street with tables and chairs underneath for guests. The setup will not block any neighboring driveways, and those neighbors have been contacted and have given us their approval. If we determine that the tent cannot be secured in the street, we will place the tent in our yard and use the street only for light activities such as cornhole, other games, and additional seating. We plan to begin setup early in the morning on May 23 and will have everything taken down and the street fully cleared by 10am on May 24. We appreciate your consideration and will be sure the area remains safe, clean, and accessible if needed.

ADDITIONAL MATERIALS

With your application please include the following materials:

- A detailed map if street use is involved with the event.
- Certificate of Liability Insurance for general liability coverage (minimum of \$300,000 for the injury or death of any one person, \$50,000 for property damage, and \$1,000,000 aggregate coverage for the event).
- Additional applications as needed: Alcohol Licensing, Vending Permits, Facility Use or Pavilion rental agreements

ACKNOWLEDGEMENT

- If applicable, I understand that I may be required to set up barricades at the locations designated by the City and to take down the barricades after the event. Generally, barricades may be set in place no earlier than ½ hour before the start of the event and must be removed immediately following the event and returned to the location designated by the City no more than 1 hour after the conclusion of the event.*
- I understand that pursuant to Chapter 12.05 of the municipal code, I may be charged for the cost of "Extraordinary Services" provided by the City that exceed \$500 as a result from the Special Event.*
- I certify that I have read and understand Chapter 12.05 of the municipal code, and agree to adhere to all of the rules and requirements outlined in the ordinance.*
- I certify that all information provided on this application is true and correct.*
- I, Mary Jo Benish, organizer of the event: Graduation Party*
(insert name/organization) (insert name of event)

shall indemnify, hold harmless, and defend City of Dodgeville, its officers, agents, and employees from and against all claims, damages, losses, and expenses, including attorneys' fees, which arise from or out of the above specified event.

Signature of Applicant

05/01/2026
Date