



CITY OF DODGEVILLE
SPECIAL EVENT LICENSE
FEE: \$30.00

APPLICANT INFORMATION

ORGANIZATION/ENTITY NAME: Dodgeville Revitalization/Dodgeville Area Chamber of Commerce

PRIMARY EVENT CONTACT: Jenna Vondra

PHONE: (608) 935-9200

EMAIL: depot@mhtc.net

ALT PHONE:

ADDRESS: 338 N Iowa St.

CITY: Dodgeville

STATE: WI

ZIP: 53533

EVENT INFORMATION

NAME OF EVENT: Home For the Holidays Light Parade

START DATE/TIME: 11/29/2025 16:30

END DATE/TIME: 11/29/2025 19:00

(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):

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.*

Holiday lights parade going from Fountain St. to Chapel St.

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, Dodgeville Chamber of Commerce, organizer of the event: Home For the Holiday Lights Parade*
(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

09/03/2025
Date

Emily Wolfe

From: depot@mhtc.net
Sent: Wednesday, September 17, 2025 10:43 AM
To: Emily Wolfe
Subject: RE: Special Event License - Holiday Parade

Emily,

Yes we are thinking of having it before the parade at 5:45 at the same location.

Route would be the same as last year. Line up on W Fountain St and S Montgomery St. EMS, Fire Trucks line up on E Fountain St. if available. Route would go down Iowa St. to W Chapel St. or Diagonal St. (which every Brandon and the PD would prefer).

Any additional questions let me know.

Thanks,
Jenna

From: Emily Wolfe <deputy@dodgevillewi.gov>
Sent: Tuesday, September 16, 2025 12:04 PM
To: Jenna Vondra <depot@mhtc.net>
Subject: Special Event License - Holiday Parade

Good Afternoon,

After sending the Special Event license application to Brandon Wilhelm for review, he has asked the following additional question:

1. Are you still planning to hold the tree lighting event at the Courthouse this year?
2. Do you by chance have a mapped route of the parade route for this year's event?

Please advise on both questions.

Thanks,

Emily Wolfe

Deputy Clerk/Treasurer
City of Dodgeville
100 E Fountain St
Dodgeville, WI 53533
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deputy@dodgevillewi.gov

