

Entry (ID 249985)

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Applicant Information

Event Coordinator Name

Mary Grogan-Seleen

Phone



Email



Phone Number of day of the event



Organization Information

Sponsoring Organization's Name

Friends of the Grignon Mansion

Organization Address

1313 Augustine St.
Kaukauna, Wisconsin 54130

Are you a 501(3) C Organization?

Yes

Attach IRS proof of designation



IRS-taxexempt
number46-3.pdf

Will alcohol be sold? (Must be a qualifying non-profit organization see No

application in the above checklist)

Event Information

Name of event Kaukauna Time Capsule

How long is your event? My event is one day only

Date of the Event July 26, 2026

Event start time (include set up time) 1:00 PM

End time (include take down time) 2:00 PM

Total anticipated attendance for event (Please include attendees and staff, volunteers, vendors, etc.) 200

Describe your event and its purpose a 50 year old time capsule will be opened and items from 2026 will be placed in box to be opened in 2076

Do you have a certificate of insurance for your event? (For events larger than 249 people and/or events that require street closure) Yes

Health Department

Will food be prepared and/or served at the event? No

Fire Department Information 920.766.6320

Please upload your plan for medical emergencies here



Emergency-medical-plan-3.pdf

Will you use portable commercial cooking equipment or electrical appliances that draw high amperage? No

Will you use a tent bigger than 400 square-feet? No

Police Department and Street Closures 920.766.6337

Will alcohol be served at your event? No

Are you requiring street closures for your event? No

Will your event be inside or outside? Outside

Please upload a map/route/location



image-of-grignon-grounds-3.pdf

If having a park event, did you reserve the park? No

Event Activities

What type of activities will be part of your event (please check all that apply): Food Trucks

Additional Services & Equipment

I have read the guidelines and policy and agree to the terms within.

Signature Mary Grogan-Seleen

Comments/Notes

Entry Details

 Submitted: **May 26, 2026 at 2:49 pm**

 Entry ID: **249985**

 Entry Key: **rv6nb**

User Information

 IP Address [REDACTED]

 Browser/OS: **Google Chrome 148.0.0.0 / Windows**

 Referrer: **https://kaukauna.gov/special-events/**

