



**TOWN OF SCHERERVILLE  
SPECIAL EVENT PERMIT APPLICATION**

*PLEASE CIRCLE ALL THAT APPLIES AND FILL IN ALL QUESTIONS:*

Date Submitted \_\_\_\_\_

Sponsor's Name \_\_\_\_\_

Sponsor's Address \_\_\_\_\_

Person in charge \_\_\_\_\_

Business Telephone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Fax Number \_\_\_\_\_

Type of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Date of Event \_\_\_\_\_ Hours of Event \_\_\_\_\_

Alcoholic Beverages: **yes no beer wine other**

State Permit Required. **Please attach copy of permit from state**

Outdoor Music: **yes no**

Security: **yes no how many** \_\_\_\_\_

Parking: **Please attach parking plan for review**

Insurance: **Please attach certificate**

Signage: **yes no** (If yes, please attach rendering. Maximum 30 sq. ft. allowed)

**MEETING REQUIRED / PLEASE SET TIME AND DATE WITH TOWN MANAGER**

DATE \_\_\_\_\_ TIME \_\_\_\_\_

OCCUPANCY LIMIT \_\_\_\_\_ To be determined by Fire Chief

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
TOWN COUNCIL PRESIDENT

\_\_\_\_\_  
TOWN COUNCIL WARD MEMBER

\_\_\_\_\_  
TOWN COUNCIL MEMBER

\_\_\_\_\_  
POLICE CHIEF

\_\_\_\_\_  
FIRE CHIEF

\_\_\_\_\_  
TOWN MANAGER

\_\_\_\_\_  
CLERK TREASURER

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

**FEE: \$100** Receipt # \_\_\_\_\_