



N64W23760 Main Street  
Sussex, Wisconsin 53089  
Phone (262) 246-5200  
FAX (262) 246-5222  
Email: [info@villagesussex.org](mailto:info@villagesussex.org)  
Website: [www.villagesussex.org](http://www.villagesussex.org)

**AGENDA  
VILLAGE BOARD  
BUDGET WORKSHOP  
VILLAGE OF SUSSEX  
TUESDAY, SEPTEMBER 12, 2023  
5:30 PM  
SUSSEX CIVIC CENTER- BOARD ROOM 2<sup>nd</sup> FLOOR  
N64W23760 MAIN STREET**

1. Roll call.
2. Consideration and possible action on rental for Fall Family Fun Fest by Nick Buerger on September 23, 2023.
3. Discussion on 2024 Budget.
3. Adjournment

Anthony LeDonne  
Village President

Jeremy Smith  
Village Administrator

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Jeremy Smith at 246-5200.



# Application for a Special Event

## Sussex Parks & Recreation Department

N64 W23760 Main Street - Sussex, WI 53089

Phone: 262-246-5200 Fax: 262-246-5222

Email: info@villagesussex.org

A Special Event is defined as an event with more than 200 people. Reservations must be made 45 days in advance and are subject to an approval process. Special Events Rentals are required to complete the appropriate rental application as well. Special Event Permit Fee - Non-refundable \$25.00

### ORGANIZATION INFORMATION - Answer all questions completely

Name of Organization: Forward Financial Group  
Address: W248 N5233 Executive Dr. Suite 500 City, State, Zip: Sussex, WI 53089  
Website: www.forwardfg.com Tax Exempt Number (attach proof): \_\_\_\_\_

### CONTACT INFORMATION

Event Contact Person: Nick Buerger Email: nbuerger@forwardfg.com  
Day Phone: 262-444-5401 Evening Phone: \_\_\_\_\_ Cell Phone: 414-801-0988  
Alternate Contact: Michelle Tveten Email: michelle@forwardfg.com  
Day Phone: 262-444-5401 Evening Phone: \_\_\_\_\_ Cell Phone: 262-707-2302

### EVENT INFORMATION - Answer all questions completely

Name of Event: Fall Family Fun Fest  
Date(s) of Event: September 23, 2023  
Date(s) of Rental (including set-up/take-down): September 23, 2023  
Event Hours: (include both your set-up time and clean up time) 12:00pm - 6:00pm  
Estimated Parking Needs: 50-100 spots Estimated Attendance: 250-500  
Location of Event:  Village Park  Armory Park  Civic Center

What contact information can be given out for more information? Nick

Check the following applicable components of your event:

- |   |   |
|---|---|
| <input type="checkbox"/> Baseball/Softball Tournament       | <input type="checkbox"/> Fireworks Display                              |
| <input type="checkbox"/> Fundraiser                         | <input type="checkbox"/> Overnight Camping                              |
| <input type="checkbox"/> Sell concessions/Sales of Any Kind | <input checked="" type="checkbox"/> Attracts more than 200 people       |
| <input type="checkbox"/> Food Trucks                        | <input checked="" type="checkbox"/> Amusement Rides, <u>Inflatables</u> |
|   | <input type="checkbox"/> Tractor Show/Pull                              |
|   | <input type="checkbox"/> Parade or Run/Walk event                       |

Please describe the purpose of your event, list any additional activities at your event or special requests:

Family Fun event with donations to Sussex Area Outreach Services. Event will include games and activities for children and 2 bounce houses.

