

CITY OF KENOSHA APPLICATION FOR A SPECIAL EVENT

Must be filled out completely and returned to the Park Department

EVENT INFORMATION:

Name/Description of Event: _____

Date of Event: _____ Last Day of Event (if multiple days): _____

Time **Set Up** will begin: _____ AM/PM

Time Event will Start _____ AM/PM Time Event will End: _____ AM/PM

REQUESTED LOCATION OF THE EVENT: _____

Please attach a detailed map or diagram of your event.

If your event requires a complicated, unusual or first time set-up, please contact us to schedule an on-site meeting with the Special Events Supervisor to prevent errors and ensure a successful event.

TELL US ABOUT YOUR EVENT:

- Is this event a fund raiser? _____ Admission/Registration Fee _____
If yes, please note that no admission or registration fees are to be collected on park property without the approval of the Board of Park Commissioners.

- Does the event require streets to be closed? _____ If yes, indicate streets below:

If yes, your application must be approved by the Police Department, Fire Department and Public Works Department.

- Will food be prepared and/or served at the event? _____ If yes, please explain in detail what food service will be provided:

If yes, contact the Kenosha County Health Department at 262-605-6700 for a permit.

- Will fermented malt beverage (beer and wine coolers) be served/sold? _____
If yes, contact the City Clerk's office at 262-653-4020 to obtain a "Special Class B" license. A copy of this license must be given to the Park Department.

- Will you be having a band or amplified music? _____ What type? _____
Please note you must be in compliance with the Noise Ordinance. Bands in any park must be approved by the Board of Park Commissioners.

- Estimated attendance _____
Please note events with over 250 persons will require security to be provided by the organization and a plan submitted to the Park Department prior to the event.

- Do you require special parking restrictions? _____ If yes, please indicate what type, when and where:

- Will a tent or any other temporary structure be erected? _____
If yes, the organization must comply with the Wisconsin Administrative Code pertaining to temporary tent structure. Organization must contact Diggers Hot line no later than three (3) business days prior to the event.

- Will portable restroom facilities be available during your event? _____
Organization is required to supply units and provide the Park Department with the locations where they will be placed.

CLEANUP PLAN:

All Equipment brought into park must be removed within 48 hours. Explain how you will ensure that all debris is properly disposed of and the park and/or facility will be restored to “as good or better” condition than prior to the event.

LIABILITY INSURANCE:

Certificate of Liability Insurance in the amount of \$1,000,000 (one million dollars) must be provided listing the “City of Kenosha” as an additional insured.

EQUIPMENT REQUESTS: Appropriate fees will be charged

_____ Electric* _____ Water _____ # of Benches _____ # of Picnic Tables
 _____ # of Trash Containers _____ Barricades _____ Fencing (must provide location)
 _____ Bleachers _____ Reviewing Stands _____ Show mobile

*Electrical facilities vary by location. You may need to provide generators in order to supply the level of service required for your event. Contact the Park Dept. in advance with any concerns.

Other special requests: _____

CONTACT INFORMATION

Name of the Organization: _____

Address _____ City _____ State _____ Zip _____

E-mail address if available: _____

Non Profit? _____ Tax exempt number (or attach a certificate) _____

Name of person organizing event: _____ Telephone _____

Contact person(s) during your event:

Name _____

Telephone number prior to event: () _____ During event: () _____

I understand the filing of this application does not ensure approval of the application. I also understand that all Special Events sponsors must comply with all applicable city ordinances, traffic rules, park rules and regulations, state health laws, fire codes and liquor licensing regulations. I understand that fees and other requirements may be required from the Park Administration or Board of Park Commissioners during the approval process.

Date: _____

Signature of Applicant: _____