

**Agenda**  
**Board of Parks Commission Meeting**  
**625 52<sup>nd</sup> Street, Room 204**  
**Monday, May 13, 2024**  
**5:00 pm**

Chairperson:	Eric Haugaard	Vice Chairperson:	Jan Michalski
Commissioner:	Rocco J. LaMacchia, Sr.	Commissioner:	Kelly MacKay
Commissioner:	Rollin Pizzala		

Call to Order  
Roll Call  
Citizens Comments

Approval of the minutes of the meeting held on April 22 & May 6, 2024.

1. Request from Women’s & Children’s Horizons for a Donation & Issuance of a Pool Gift Certificate (*Family 4/pk Daily Admission*) at their Strike Out Abuse (*May 18, 2024*).
2. Request from Northwest Territory Alliance for use of Simmons Island Park on July 13-14, 2024 to have:
  - a. the Rebels & Red Coats A Revolutionary Experience Event
  - b. Set Up July 12 at 8am - 11pm
  - c. Take Down July 15 at 8am
  - d. Pyrotechnic Devices
  - e. Amplified Sound
  - f. Merchandise Vendors
  - g. Temporary Structures
  - h. Close Part of Kennedy Drive (*District 2*)
3. Request from Education Youth Development Outreach/Regimen Barber Collective for use of Pennoyer Park Bandshell on Saturday, June 15, 2024 and Civic Center Park on Wednesday, June 19, 2024 to have:
  - a. Begin Cancer Walk from Pennoyer Park Bandshell (*District 1*)
  - b. Juneteenth Proclamation at Civic Center Park (*District 2*) (*Also referred to PW*)
4. Request from City of Kenosha for use of Roosevelt Park on Tuesday, August 6, 2024 to have:
  - a. the National Night Out Event
  - b. Set Up at 8am
  - c. Food Vendors
  - d. Games
  - e. Amplified Sound (*District 8*)

5. Request from City of Kenosha for use of Lincoln Park and Concession Building on Saturday, September 28, 2024 to have:
  - a. the Time to Fly Kite Fest
  - b. Food Vendors
  - c. Games
  - d. Amplified Sound (*District 12*)
  
6. Request from Kenosha Community Sailing Center for use of Simmons Island Beach on Saturday, August 24, 2024 to have:
  - a. the Lakefest Event
  - b. Extend Park Hours until 11pm
  - c. Games
  - d. Signage
  - e. Amplified Sound (*District 2*) (*Also referred to PW & Water*)
  
7. Request from the Kenosha Public Library for use of Library Park on Friday, June 21, 2024 to have:
  - a. the Summer at Simmons Series Rock Out with Outreach Event
  - b. Crafts (*District 2*)
  
8. Request from the Kenosha Public Library for use of Library Park on Friday, July 19, 2024 to have:
  - a. the Summer at Simmons Series KPL Summer Olympics Event
  - b. Games (*District 2*)
  
9. Request from the Kenosha Public Library for use of Library Park on Friday, August 2, 2024 to have:
  - a. the Summer at Simmons Series Drum Circle Event
  - b. Public Entertainment (*District 2*)
  
10. Distribution Easement Underground Between the City of Kenosha and Wisconsin Electric Power Company dba We Energies at
  - a. 6200 10th Ave (*Bain Park*) (*District 3*)
  - b. 8730 22nd Ave (*Anderson Park*) (*District 9*)
  - c. 5707 3rd Ave (*Southport Marina Park*) (*District 2*)
  - d. 1700 84th Pl (*Red Arrow Park*) (*District 13*)
  
11. Request for Fee Waivers of Athletic Facility Rentals from the Kenosha Special Olympics at Lincoln Park. (*District 12*)

## COMMISSIONERS' COMMENTS

IF YOU ARE DISABLED AND NEED ASSISTANCE, PLEASE CALL 653-4020 BY NOON BEFORE THIS MEETING TO MAKE ARRANGEMENTS FOR REASONABLE ON-SITE ACCOMMODATIONS.

**BOARD OF PARK COMMISSIONERS**  
**Minutes of Meeting held on Monday, April 22, 2024**

The regular meeting of the Board of Park Commissioners was held on Monday, April 22, 2024 in Room 204. The meeting was called to order at 5:18PM by Chairperson Haugaard.

At roll call the following members were present: Commissioners Michalski, LaMacchia, MacKay, and Pizzala. Staff members in attendance were: Katie Elder, Director of Parks; Brian Cater, Director of Public Works; Greg Bolt, Deputy Director of Parks/City Engineer; Barb Brattin, Library Director and Kris Kochman, Community Relations Liaisons.

Citizen Comments: Nick Spittlemeister, Velosport Association, spoke regarding having an event in the city.

Approval of the minutes of the meeting held on April 8, 2024. It was moved by Alderperson Michalski, seconded by Alderperson MacKay to approve. Motion carried unanimously.

1. Request from Veterans of America Motorcycle Club for a Donation & Issuance of a Washington Park Municipal Golf Gift Certificate (*Foursome walking weekdays only*) at their Rock for VetsEvent (*April 27, 2024*).  
Public Hearing: None  
It was moved by Alderperson LaMacchia, seconded by Alderperson Michalski to approve. Motion carried unanimously.
2. Request from Rotary Club of Kenosha for use of Lincoln & Red Arrow Parks on July 11 – 14, 2024 (*Rain Date July 18 – 21, 2024*) to have:
  - a. The Rotary Club of Kenosha Softball Tournament
  - b. Use of Ball Diamonds, Tennis Courts and Concession Building
  - c. Set Up on July 9, 2024
  - d. Take Down on July 16, 2024
  - e. Extend the Park Hours to 11pm
  - f. Food Vendors
  - g. Amplified Sound
  - h. Games
  - i. Sell Fermented Malt and/or Wine Beverages
  - j. Temporary Structures & Signage (*District 12 & 13*)Public Hearing: Brian Cater, past President of Rotary, spoke.  
It was moved by Alderperson Michalski, seconded by Alderperson LaMacchia to approve. Motion carried unanimously.
3. Request from Lemon Street Gallery for use of Union Park on Sundays, June 16, July 21, August 18, September 15 and October 20, 2024 (Rain Dates June 23, July 28, August 25, September 22, October 27, 2024) to have:
  - a. The Kenosha Art Market
  - b. Set Up at 8am
  - c. Food & Merchandise Vendors
  - d. Artwork Displays/Sales
  - d. Public Entertainment (*District 10*)Public Hearing: Brenna Eaves spoke.  
It was moved by Alderperson LaMacchia, seconded by Alderperson Michalski to approve. Motion carried unanimously.

4. Request from The InCrowd LLC for use of Pennoyer Park/Bandshell on Saturdays, May 25th, June 22nd, July 27th August 24th & September 28th, 2024 to have:
  - a. The Keno Nite Market
  - b. Food and Merchandise Vendors
  - c. Artwork Displays/Sales
  - d. Amplified Sound
  - e. Temporary Structures
  - f. Signage
  - g. Games
  - h. Bonfire
  - i. Sell Fermented Malt and/or Wine Beverages (*District 1*) (*Also referred to PW*)Public Hearing: Jaramine Brantley spoke.  
It was moved by Alderperson LaMacchia, seconded by Alderperson Michalski to approve. Motion carried unanimously.
  
5. Request from City of Kenosha for Use of Wolfenbuttel Park on July 4-7, 2024 to have:
  - a. the Celebrate America Event
  - b. Set Up at 8 am on July 1
  - c. Take Down on July 8
  - d. Food and Merchandise Vendors
  - e. Games, Rides & Carnival
  - f. Amplified Sound
  - g. Fireworks
  - h. Sell Fermented Malt and/or Wine Beverages
  - j. Temporary Structures (*District 2*) (*Also referred to PW*)Public Hearing: Kris Kochman spoke.  
It was moved by Alderperson LaMacchia, seconded by Alderperson Michalski to approve. Motion carried unanimously.
  
6. Agreement By and Between the Board of Park Commissioners and ELCA Outreach Center, Inc. for the 2024 Summer Program at Cicchini Park (*6505 17th Avenue*). (*District 12*)  
Public Hearing: Barb Brattin & Karl Erickson (ELCA CEO) spoke.  
It was moved by Alderperson Michalski, seconded by Alderperson MacKay to approve. Motion carried unanimously.
  
7. Agreement By and Between the Board of Park Commissioner and Kenosha Young Men's Christian Association Inc. for the 2024 Summer Program at:
  - a. Lincoln Park (*6900 18th Avenue*) (*District 12*)
  - b. Columbus Park (*2003 54th Avenue*) (*District 7*)Public Hearing: Barb Brattin spoke.  
It was moved by Alderperson Michalski, seconded by Alderperson LaMacchia to approve. Motion carried unanimously.
  
8. Request from Lakeshore Pedal Tours/Kenosha Beach House to install signage at Simmons Beach House (*5001 4th Ave*). (*District 2*)  
Public Hearing: None  
Staff: Katie Elder spoke.  
It was moved by Alderperson Michalski, seconded by Alderperson LaMacchia to approve without anchoring into the brick. Motion carried unanimously.

9. Donation Agreement By and Between the Board of Park Commissioners and PCF for Lincoln Park Basketball Courts (6900 18th Ave). (District 12)  
Public Hearing: None  
Staff: Katie Elder spoke.  
It was moved by Alderperson LaMacchia, seconded by Alderperson Michalski to approve. Motion carried unanimously.

COMMISSIONERS' COMMENTS: Commissioner Michalski spoke about Earth day & help clean up.

ADJOURNMENT: There being no further business to come before the Board of Park Commission, it was moved by Commissioner Michalski, seconded by Commission LaMacchia and unanimously carried to adjourn at 5:42PM.

**BOARD OF PARK COMMISSIONERS**  
**Minutes of a Special Meeting held on Monday, May 6, 2024**

The special meeting of the Board of Park Commissioners was held on Monday, May 6, 2024 in Room 204. The meeting was called to order at 6:54PM by Chairperson Haugaard.

At roll call the following members were present: Commissioners Michalski, LaMacchia, MacKay, and Pizzala. Staff members in attendance was: Katie Elder, Director of Parks

Citizen Comments: None

1. Approval of CIP Amendment to transfer \$3,000 from PK-93-003 to PK-21-002 to complete Washington Pool platform repairs. *(Also referred to Finance)*

Public Hearing: None

Staff: Katie Elder spoke.

It was moved by Alderperson LaMacchia, seconded by Alderperson Pizzala to approve. Motion carried unanimously.

COMMISSIONERS' COMMENTS: None

ADJOURNMENT: There being no further business to come before the Board of Park Commission, it was moved by Commissioner Michalski, seconded by Commission LaMacchia and unanimously carried to adjourn at 6:57PM.

# Strike Out Abuse

## *Bowl-a-thon*

May 18, 2024 | 12:00pm-2:00pm

GRC Bowling | 5411 Green Bay Road, Kenosha WI

## Team Packet

### Our Mission Statement

The mission of Women and Children's Horizons is to provide support, shelter, education, training and healing services to victims of sexual and domestic abuse, their families and the community.

### What is the Strike Out Abuse Bowl-a-thon?

The Strike Out Abuse Bowl-a-thon is one of our top fundraisers designed to bring the community together for a day of bowling with families and friends while raising money for Women and Children's Horizons.

The event will take place at GRC Bowling in Kenosha. It will include two hours of bowling and shoe rental along with pizza and soda for each lane. A raffle and silent auction with awesome prizes will be held e day of the event. Prizes will be awarded to participants who solicit top donations for the event.

### How Does the Event Raise Money?

Bowling teams pay a registration fee of \$40 for a team of 4. Prior to the event, teams are encouraged to raise money for their team's total contribution. To assist with fundraising efforts, WCH will provide you with your own team website where people can go to contribute online and give credit to your team's total. For ideas on how to raise money, please refer to the "Fun-raising" information page included in this packet. You may also get sponsors for your team as another way to contribute to this event. Please refer to the sponsorship information page included in this packet to find out more!

### How Will Your Contribution Help?

The Strike Out Abuse Bowl-a-thon will raised funds to support the emergency shelter and other services that WCH provides at no charge to victims of domestic and sexual violence and their families.

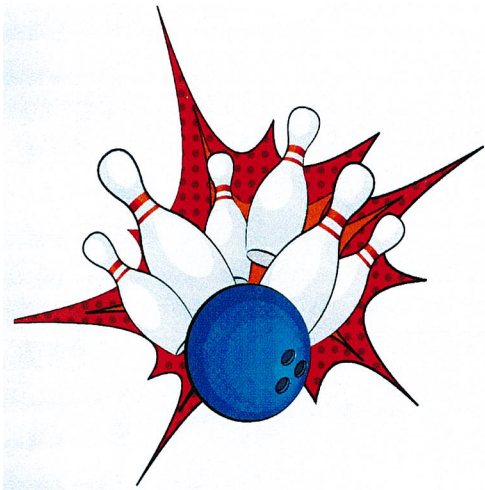
***To sign up your team, please scan the code below, call 262-656-3500 or email Kate at [kcothell@wchkenosha.org](mailto:kcothell@wchkenosha.org).***

SCAN ME



WOMEN AND CHILDREN'S  
HORIZONS

*Advocating for Victims of Domestic and Sexual Violence*



# Strike Out Abuse *Bowl-a-thon*

## Team "Fun"raising Information

Date: May 18, 2024

Time: 12:00p-2:00pm

Location: GRC Bowling

**Thank you for participating in the Strike Out Abuse Bowl-a-thon!**

### What is the purpose of the Strike Out Abuse Bowl-a-thon?

The purpose of this bowling event is to raise money for those we serve whose lives are/ have been impacted by domestic and sexual violence, and at the same time have a great time doing it. Not only will you be raising money to benefit WCH, but you can earn prizes too!

### How do I raise money?

You can use this packet when asking your friends (or neighbors relatives, people at school or work, people at church, etc.) for a donation to WCH before you bowl. Bring this kit and funds raised with you to the event. We are asking people to set a goal of \$50 per bowler, or roughly \$200 per team.

There are many different creative ways to fundraise for your team. A few examples are:

- Post a link to your team's fundraising page on Facebook or other social media. Make it easy to donate online!
- Hold a coin drive at your school, workplace or church. One easy goal to set is to fill a 20 ounce soda bottle with coins. Did you know that the average a 20 ounce bottle filled with coins equals about \$100? It's true!
- Hold a bake sale. Everyone loves a sweet treat.
- Partner with a local business. Ask them to put out a collection can near the register, or you can even ask them to sponsor your team. Your employer may be willing to sponsor your team as well!

**There will be awards for the Top Individual Fundraiser and Top Fundraising Team.**

***If you have any questions please contact Kate at WCH at 262-656-3500 or [kcothell@wchkenosha.org](mailto:kcothell@wchkenosha.org).***

SCAN ME



WOMEN AND CHILDREN'S  
HORIZONS

*Advocating for Victims of Domestic and Sexual Violence*





## DEPARTMENT OF PARKS

May 7, 2024

TO: Eric Haugaard, Chairperson of Park Commission (District 1)

CC: Alderperson Siel (District 2)  
Kris Kochman, Community Relations Liaison

FROM: Katie Elder, CPRP  
Director of Parks

RE: Park Commission: Request from North West Territory Alliance for use of Simmons Island Park and the closure of Simmons Island Drive and Kennedy Drive on July 13-14, 2024 to hold the Rebels and Roadcoats: A Revolutionary Experience. (District 2)

**BACKGROUND/ANALYSIS**

North West Territory Alliance is requesting from the Board of Park Commission the use of Simmons Island Park and the closure of Simmons Island Drive and Kennedy Drive on July 13-14, 2024 to:

- a. Hold the Rebels and Roadcoats: A Revolutionary Experience
- b. Have set up on July 12, 2024 from 8AM-11PM
- c. Have takedown on July 15, 2024 from 8AM-12PM
- d. Close Simmons Island Drive and part of Kennedy Drive on July 13-14, 2024 in accordance with Fire Department restrictions
- e. Have Temporary Structures (Tents and Portable Restrooms)
- f. Have Amplified Sound (Announcements/Speeches)
- g. Have Pyrotechnic Devices (Muskets) under the direction of the Bureau of Fire Prevention.
- h. Have Public Entertainment (Band & Theatre)

Event hours will be 10AM-5PM on July 13th and 10AM-4PM on July 14th. Setup will take place beginning at 8AM on July 12th (except for road closures) and take down is scheduled for July 15th from 8AM.. \*\*\*Road closure would be in place on July 13-14, 2024 only during event hours.

Assuming availability, as determined by City Staff, the requested equipment will be supplied by the Department of Parks and Public Works Department.

The event description: No description on application.

**If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.**

1. Approved Operation of the following activities:
  - a. Have Temporary Structures (Tents and Portable Restrooms)
  - b. Have Amplified Sound (Announcements/Speeches)
  - c. Have Pyrotechnic Devices (Muskets) under the direction of the Bureau of Fire Prevention.
  - d. Have Public Entertainment (Band & Theatre)
2. Closure of Simmons Island Drive and part of Kennedy Drive must be closed adhering to all restrictions in accordance with Kenosha Fire Department requirements which include, but are not limited to, maintaining a minimum of 12 feet access at all times, no structures other than tents are allowed in the roadway for this event, and all items placed in the roadway must be easily moved if Emergency personnel are required.
3. Applicant must work with the Bureau of Fire Prevention for the use of Pyrotechnic Devices (Muskets). Applicants must obtain all necessary permits and additional insurance as directed by Kenosha Fire Department.
4. Per [WI State Statute 182.0175](#), the applicant is responsible for planning and performance of any type of ground penetration and excavation by providing advanced notice to Digger's Hotline (call 1.800.242.8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location.
5. Applicants are responsible for litter and debris and the site must be picked up at the end of the event.
  - a. Applicants are required to place all recyclables and trash in designated areas as determined by the Department of Parks. Recycling shall comply with the City of Kenosha recycling rules ([Code of General Ordinances 5.119](#) (H. Recyclable materials)). All other items shall be placed in the trash containers. If Recycling Containers are contaminated by items, other than those listed, applicants may be subject to additional charges.
6. The City can only authorize uses of City owned property or public rights-of-way. Any activity shown on private property must be authorized by the owner.
  - a. Applicants will be responsible for any damage caused to City property as a result of this event.
7. Submission of an Operational & Security Plan and Safety & Evacuation Plan (per NFPA 1 Chapter 10) is required and must be approved by the City Staff. These plans shall be submitted within 30-60 days prior to the start of the event. Please note the event will not be allowed to begin until approval is obtained and final authorization letter is executed.
8. Event Organizers must receive prior permission from the Department of Public Works (a minimum of 14 days prior to the event) for any request for directional markings on any structure, fixture, surface within the City's jurisdiction. If the request is approved, by the Department of Public Works, only the use of dry stick sidewalk-type chalks. All spray paints and spray chalks of any kind regardless of the claims by the manufacturer will be strictly prohibited. The use of such products will result in the organization being billed for all costs incurred to remove marks and/or restore the clean appearance of city paved surfaces and face the possible loss of permit privileges in the future. To establish the locations within the event area, organizers of all future events will be required to limit the use of markings to temporary signs on lathe or similar posts or the use of dry stick sidewalk-type chalks only. There will be no exceptions allowed for weather-related reasons or other.
9. The Applicant must:
  - a. Supervise all persons using the location under authority of the Special event permit.
  - b. Reimburse the City for any costs incurred in enforcing Permit Standards and Conditions within 30 days of receiving an invoice.
    - i. Event is subject to the annual fee table upon approval by Committee(s)
  - c. Procure any license or other permits required for this activity.
  - d. Obtain approval from City Development for any on site signage and obtain any necessary permits.
  - e. Provide private security for traffic issues, parking and/or crowd control.
10. Procure and maintain one (1) or more liability insurance policy(ies) written by one (1) or more insurance company(ies) licensed to do business in the State of Wisconsin as required by paragraph L of the Special Event Ordinance. The endorsements need to be filed in addition to the Certificate. These must be received fourteen (14) days prior to the event start date.
11. The event will be required to meet all requirements in the Code of General Ordinances for the City of Kenosha that are in effect at the time of the event.
12. Compliance with applicable Federal, State, County and City laws, rules and regulations including licensing conditions and operational requirements contained within Sections 5.04, 6.05, 12.02, 12.03, 12.04, 12.05, 13.03, 13.035, and 14.025.

PS# 15260132



Application for a Special Event Permit\*  
Form #ADM400 (rev. 12/2021)

\*Subject to Change

- Nonrefundable Fee: \$100 if submitted 45 days or more before an event
- Nonrefundable Fee: \$500 if submitted 30-45 days before an event
- Applications for an event less than 30 days away will not be considered*
- Fee waived by ordinance

Before completing this application, carefully read the Special Event Planning Guide found at [www.kenosha.org](http://www.kenosha.org)

Event Name: Rebels and ~~Red~~ Red coats: A Revolutionary Experience

Event Date(s) Requested: July 12, 13 + 14 Rain Date(s): n/a

A. Event Organization July 12 is setup, Event is July 13 + 14

1. Organization's Name: North West Territory Alliance

2. Does this organization hold not-for-profit status?  No  Yes (Please provide verification of 501(c) 3 status by submitting organization's IRS determination letter which outlined your tax-exemption or call IRS Customer Service at 1-877-829-5500 to request a copy). *Required to receive non-profit rate for equipment rental.*

3. Organization's Address: 1401 Godfrey Dr. City: Normal State: IL Zip: 61761

4. Contact Person: Marvin Rasch

5. Contact Phone: 309-846-7839 Contact Email: raschmarvin@gmail.com

B. Event Location

1. Location (check all that apply):

- City Street
- City Sidewalk
- City Park
- City-Owned Building\*
- City Owned Parcels
- Water Utility Property
- Airport Property
- Transit Property

Name & Address of the park, and any building\* (includes shelter, concession area, bandshell, etc.):

Simmons Island Park

2. Does the event require any streets to be closed?  Yes  No

Name of street: Simmons Island Road  
Kennedy Drive From: July 13 To: July 14

3. Type of street use requiring closure:  Parade  Run or Walk  Other: Pedestrian Foot Traffic

4. Attach a scaled site plan of the event location and include the following if applicable:  Site Plan Attached

- Fences
- Beer Garden
- Waste Containers
- Stages
- Temporary Structures (tents, trailers, etc.)
- Entrances/Exits
- Staging Areas
- Portable Toilets
- Signage
- Volunteer Check-in
- Vendor locations
- Routes & Traffic Lanes (including barricades)
- Parking (including handicapped spaces)
- Street parking restrictions

**C. Event Operation Plan & Details**

1. Attach additional pages for events more than 3 days. Each day's event times must be listed.

SET-UP DATE	DAY 1 EVENT DATE	DAY 2 EVENT DATE	DAY 3 EVENT DATE	TEAR-DOWN DATE
July 12	July 13	July 14	<del>July 14</del>	July 15
SET-UP TIME	DAY 1 START & END TIMES	DAY 2 START & END TIMES	DAY 3 START & END TIMES	TEAR-DOWN TIME
8am-11pm	10am-5pm	10am-4pm		8am-noon

2. Estimated Number of Attendees Per Day: 500

3. Event Description (provide a brief description of the event; attach additional pages if needed):

4. Indicate if the event will have any of the following (check all that apply):

- Food Vendors
- Merchandise Vendors
- Artwork Displays/Sales
- Signage
- Animal Rides
- Petting Zoo
- Rides
- Announcements/Speeches
- Fireworks\*
- Bonfire\*
- Pyrotechnic Devices\* *muskets*
- Horse Drawn Vehicles\*\*
- Carnival
- Circus
- Games
- Public Entertainment
- Other: \_\_\_\_\_
- Sports tournament (list type: softball, hardball, rugby, etc.): \_\_\_\_\_
- Band
- DJ
- Theatre

\*If approved by the Parks Commission, an Open Burning/Fireworks Permit may be obtained a minimum of fourteen (14) business days before the event. For details, contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109.

\*\*The event must be in compliance with Chapter 14.025 C & D of the Code of General Ordinances.

**D. Beer/Wine**

1. Will beer and/or wine be served or sold at the event?  Yes  No (If no, skip to section E.)  
**Event staff or security will check identification and issue wristbands to anyone age 21 and older who wishes to purchase beer or wine.**

2. Name of organization applying for the Temporary Class "B" Retailer's License: \_\_\_\_\_  
 Contact the City Clerk-Treasurer's office at 262-653-4020 or by emailing [cityclerk@kenosha.org](mailto:cityclerk@kenosha.org) a minimum of 30 days prior to the event to obtain a Temporary Class "B"/"Class B" Retailer's License.

3. Specify, for each day of sale, the start and end times when beer/wine will be sold. Attach additional sheets if needed for more than 3 days. Note: If the event is in a Park, all beer/wine sales after 10 p.m. must get approval from the Board of Parks Commission.

Day 1 Date of beer/wine sales	Day 2 Date of beer/wine sales	Day 3 Date of beer/wine sales
Start Time	Start Time	Start Time
End time	End time	End time

**E. Food/Merchandise**

1. Will food be sold or served at your event?  Sold  Served  No Food

Contact the Kenosha County Health Department at 262-605-6700 or by emailing Mark Melotik at [mark.melotik@kenoshacounty.org](mailto:mark.melotik@kenoshacounty.org) or Brad Wozniak at [brad.wozniak@kenoshacounty.org](mailto:brad.wozniak@kenoshacounty.org) for information on the safe handling of food and beverages.

Contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109 a minimum of fourteen (14) business days prior to the event in order to coordinate inspections for the day of the event.

2. Will vendors sell merchandise at the event?  Yes  No

◆ If yes to either food or merchandise, complete a Vendor List and submit it at least fourteen (14) days prior to the event to Administration. A copy will be sent to the Health Department and the Fire Department.

**F. Equipment Rental**

1. Will the event need: Electricity  Yes  No Water  Yes  No

Service for electric and water varies by location. The organizer may be required to provide their own generators in order to have sufficient electricity required for the event.

2. Indicate requests for any of the following City-provided rental equipment (check all that apply).

**Supplies are limited and granted upon availability.**

<input type="checkbox"/> Bleachers	# requested _____	<input type="checkbox"/> Benches	# requested _____
<input checked="" type="checkbox"/> Barricades	# requested <u>8</u>	<input type="checkbox"/> Picnic Tables	# requested _____
<input checked="" type="checkbox"/> Trash Carts	# requested <u>20</u>	<input type="checkbox"/> Traffic Cones	# requested _____
<input checked="" type="checkbox"/> Recycling Carts	# requested <u>10</u>	<input type="checkbox"/> Traffic Signs	# requested _____
<input type="checkbox"/> Showmobile (2 available)	# requested _____	<input type="checkbox"/> Generator (1 available and only with Showmobile)	
<input type="checkbox"/> Reviewing Stands	# requested _____		
<input type="checkbox"/> Fencing			

How many 50 foot sections of snow fencing? \_\_\_\_\_ How many 6 foot sections of white plastic portable fencing? \_\_\_\_\_

**G. Temporary Structures**

1. Will the event have any temporary structures or signage?  Yes  No (If no, skip to section H.)  
Temporary structures are defined as anything that penetrates the ground by stakes, tools, or other equipment such as tents. The proposed location of the structure(s) must be noted on the site plan.

2. In addition to City Equipment, what other type of temporary structures will be at the event (check all that apply)?

Tents  Inflatables  Staging  Trailers  Dunk Tank  Signage\*  
(larger than 10x10 pop up)

Portable restrooms/ handwash stations  Other (Please Explain): \_\_\_\_\_

\*Any signage must comply with Chapter 15 of the City's code of general ordinances. Include an example of proposed signage. For any questions on signage, contact City Development at: 262-653-4030.

3. I understand that if the event has any temporary structures, I must call Digger's Hotline no later than three (3) business days prior to the event.  Yes Ortiz Initial

\*\*\*VERY IMPORTANT\*\*\*

WI State Statute 182.0175 requires that the Event Organizer responsible for the planning and performance of any type of ground penetration and excavation provide advanced notice to Digger's Hotline (call 1-800-242-8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location. There are no exceptions.

H. Security

Event organizers are responsible for providing safety and security for all attendees. Measures must be taken to maintain order and enforce all laws, rules, and regulations pertinent to the event. The Kenosha Police and Fire Departments shall have the discretion to modify the required security plan as they deem necessary; and may recommend denial of the Special Event Permit if the security plan is inadequate.

1. Briefly describe security measures: Volunteers from NW Territory Alliance

2. Is approval for overnight security requested for the event?  Yes  No

3. Will the event have private security?  Yes  No

4. Will private security at the event be armed?  Yes  No

5. Private Security Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

6. Are the services of the City of Kenosha Police personnel requested? (if so, contact Kenosha Police: 262-605-5216)  Yes  No

7. One member of the organization's security personnel or the organization's contact person must be designated "Head of Security" who can be reached at any time.

Name of Designated Head of Security: Marvin Rash

Head of Security's Phone Number: 309-846-7839

**\*REQUIRED: Detailed security and operational plan:**

Attached  Will be submitted a minimum of 14 business days before the event.

I. Insurance

The Special Event Organizer shall, at a minimum, procure and maintain during the term of the Special Event occurrence based insurance policies, hereinafter specified insuring the Special Event and all associated Special Event activities. The Reviewing Authority may require additional coverages and/or increased coverage when deemed necessary. Certificates of Insurance must reflect:

a. Commercial General Liability:

General Aggregate - Two Million Dollars (\$2,000,000.00)  
Each Occurrence - One Million Dollars (\$1,000,000.00)

b. Automobile Liability: (When required as a permit condition)

Combined single limit coverage for bodily injury and property damage per accident in the amount of One Million Dollars (\$1,000,000.00).

c. Liquor Liability Coverage (When alcohol is approved for the Special Event)

General Aggregate - One Million Dollars (\$1,000,000.00)  
Each Occurrence - One Million Dollars (\$1,000,000.00)

d. Umbrella Liability in the following amounts over the Commercial General Liability and Automobile Liability amounts listed herein: (When required as a permit condition)

Two Million Dollars (\$2,000,000.00) per person  
Two Million Dollars (\$2,000,000.00) aggregate

e. Endorsements: The policy must be endorsed to name "The City of Kenosha, its elected officials, representatives, employees and agents" as additional insured. You must provide a copy of the actual endorsement.

The Commercial General Liability coverages required herein may be subject to a deductible or self-insured retention. If the Commercial General Liability insurance coverage policy has a deductible or self-insured retention, said deductible or self-insured retention cannot exceed \$5,000.00. The Umbrella Liability policy shall not contain exclusions or exceptions not present in the General Liability insurance policy.

**Certificate of Liability Insurance:**

Attached  Will be submitted a minimum of fourteen (14) business days before the event by the responsible agent on behalf of the event organization.

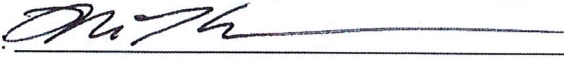
**J. Hold Harmless**

The Indemnity and Hold Harmless Agreement must be signed by an authorized agent of the organization presenting the event, and filed as a condition of approval.

a)

- I understand the filing of this application does not ensure the issuance of this licenses.
- I also understand that all Special Event Organizers and Vendors must comply with applicable Federal, State, County, and City laws, rules, and regulations.
- I further understand that an incomplete application may cause a delay in processing or a denial of the event.
- I have reviewed the Code of General Ordinance Chapter 12.06 "Special Event Permit"

Print Name of Authorized Agent: Marvin Rasch

Signature: 

Date: 1/5/2024

**INDEMNITY AND HOLD HARMLESS AGREEMENT**

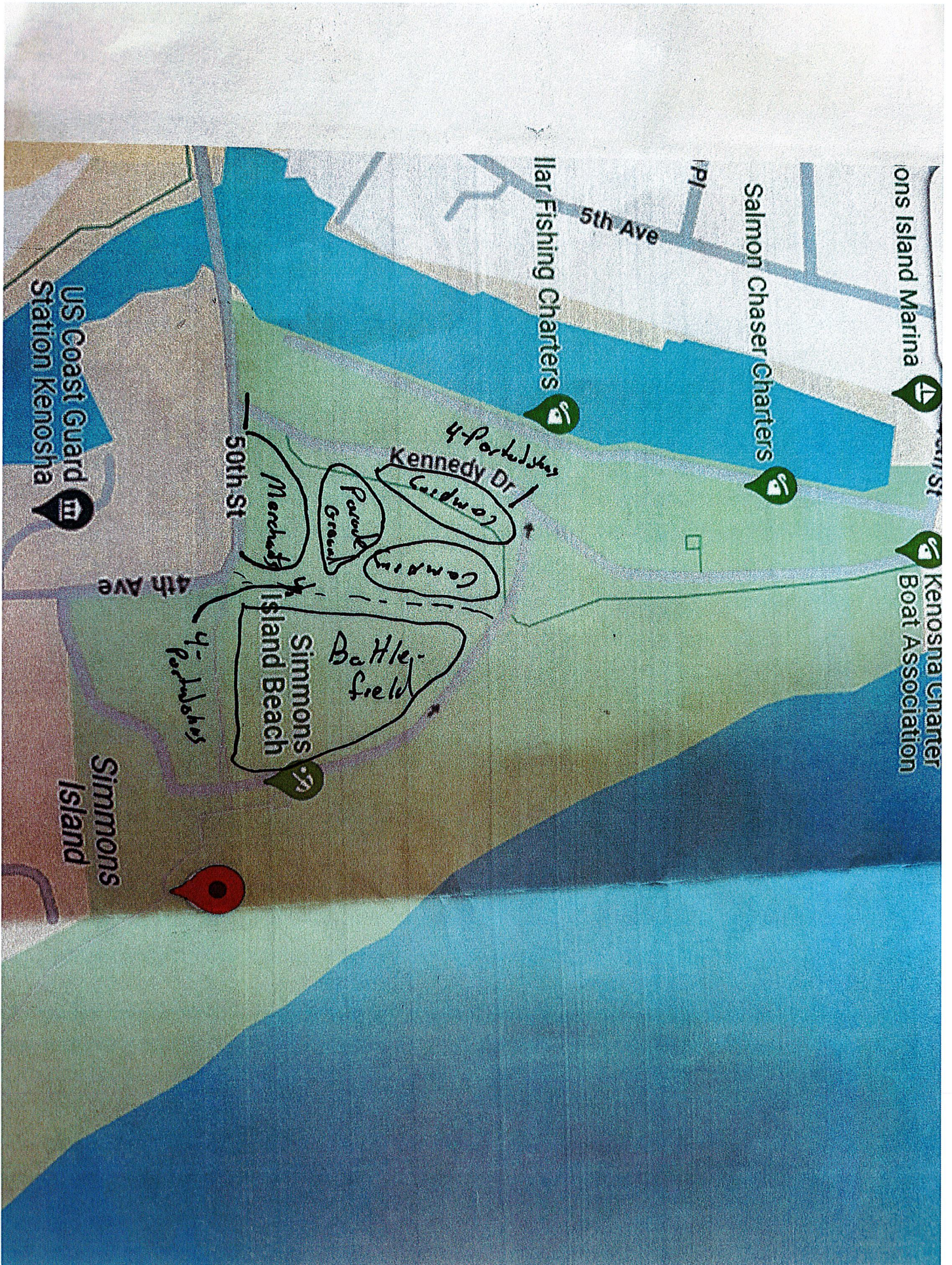
**SPECIAL EVENT APPLICATION  
CITY ORDINANCE CHAPTER 12.06**

Marvin Rasch  
Authorized Agent of Special Event Organizer

Special Event Organizer does hereby agree that it will indemnify, defend and hold harmless the City of Kenosha, the City of Kenosha Board of Public Works, and the City of Kenosha Board of Parks Commission and their respective officers, agents and employees (collectively "Indemnitees") against any and all claims, liability, loss, charges, damages, costs, judgments, settlement expenses and attorney's fees, which any of them may hereafter sustain, incur or be required to pay as a result of incidents occurring on property or as a result of any operations, works, acts or omissions performed on property by Special Event Organizer, its officers, employees, contractors, subcontractors, independent contractors, agents, invitees or permitted users, or resulting from the Special Event Organizers failure to perform or observe any of the terms, covenants and conditions of this Agreement, or resulting from any conditions of property or improvements thereon by reason of any of which any person suffers personal injury, death or property loss or damage. Upon the filing with the City of Kenosha, the City of Kenosha Public Works Committee, or the City of Kenosha Board of Park Commission of a claim for damages arising out of any incident(s) which Special Event Organizer herein agrees to indemnify, defend and hold Indemnitees harmless, Special Event Organizer shall be notified of such claim, and in the event that Special Event Organizer does not pay, settle or compromise such claim, then the Special Event Organizer shall undertake the legal defense of such claim both on behalf of Special Event Organizer and Indemnitees. It is specifically agreed, however, that Indemnitees, at their own cost and expense, may participate in the legal defense of any such claim, but shall have no right to control settlement under circumstances wherein the full amount of the settlement shall be paid by Special Event Organizer and/or its insurers. Any judgment, final beyond all possibility of appeal, which may be rendered against Indemnitees for any cause for which Special Event Organizer is liable hereunder shall be conclusive against Special Event Organizer as to liability and amount of damages. This provision shall survive expiration or termination of this agreement to the extent necessary to effectuate its purpose.

 1/5/2024  
Applicant Signature Date

Please sign, date and return the completed application to:  
**City of Kenosha Administration**  
625 - 52<sup>nd</sup> Street  
Room 300  
Kenosha, WI 53140





**Total Barricades Needed : 6**

— 2 Barricades per Closure Location ( 2 Locations)



May 9, 2024

Northwest Territory Alliance  
Attn: Marvin Rash  
raschmarvin@gmail.com

RE: Rebels & Red Coats

To whom it may concern:

Your request will be reviewed by the Board of Parks Commission. The meeting is scheduled for:

**Monday, May 13, 2024**  
**5:00 p.m.**  
**Room 204**  
**Kenosha Municipal Building, 625-52nd Street**

You and/or your representative are required to appear.

If you have any questions, you may contact the Department of Parks at 262-653-4080.

Sincerely,



Diane S. Hoff  
Secretary of the Parks Commission

cc: Board of Parks Commission  
Katie Elder, Director of Parks – w/a



## DEPARTMENT OF PARKS

May 7, 2024

TO: Eric Haugaard, Chairperson of Park Commission (District 1)  
Jack Rose, Chairperson of Public Works Committee (District 15)

CC: Alderperson Haugaard (District 1)  
Alderperson Siel (District 2)  
Alderperson Mackay (District 7)  
Kris Kochman, Community Relations Liaison

FROM: Katie Elder, CPRP                      Brian Cater, PE  
Director of Parks                      Director of Public Works

RE: Park Commission: Request from Education Youth Outreach and Regimen Barber Collective for use of Pennoyer Park Bandshell on June 15, 2024 and use of Civic Center Park on June 19, 2024 to hold the Juneteenth Kenosha Festival and Activities. (Districts 1 & 2)

Public Works Committee: Request from Education Youth Outreach and Regimen Barber Collective for use of 13th Court from 54th Street to 52nd Street and City Sidewalks on June 15, 2024 to hold the Juneteenth Kenosha Festival and Activities. (District 7)

**BACKGROUND/ANALYSIS**

Education Youth Outreach and Regimen Barber Collective is requesting from the Board of Park Commission the use of Pennoyer Park Bandshell to start procession to Boys & Girls Club on June 15, 2024 and use of Civic Center Park on June 19, 2024 to:

and from the Public Works Committee the use of 13th Court from 54th Street to 52nd Street and City Sidewalks on June 15, 2024 to

- a. Hold the Juneteenth Kenosha Festival and Activities
- b. Have set up on June 15, 2024 from 6AM
- c. Hold the event on June 15, 2024 beginning at 6AM
- d. Close 13th Court from 54th Street to 52nd Street on June 15, 2024 of event in accordance with Fire Department restrictions
- e. Have Food and Merchandise Vendors
- f. Have Artwork Displays/Sales
- g. Have Temporary Signage and Structures (Tents, Inflatables, Staging, Trailers, Dunk Tank and Portable Restrooms)
- h. Have Animal Rides, Petting Zoo
- i. Have Amplified Sound (Announcements/Speeches)
- j. Have Carnival, Games
- k. Have Public Entertainment (Band, DJ)
- l. Have a Sports Tournament (list type)
- m. Sell Fermented Malt and/or Wine Beverages [wristbands for 21+ or restricted area]

Event hours on June 15, 2024 will be 6AM-7PM. Setup will take place beginning at 6AM on the day of the event (except for road closures) and take down is scheduled following the completion of the event. \*\*\*Road closure would be in place on June 15, 2024 only during event hours through take down.

Event hours on June 19, 2024 will be 12PM-1:15PM. Setup will take place beginning at 11:30AM on the day of the event and take down is scheduled following the completion of the event.

Assuming availability, as determined by City Staff, the requested equipment will be supplied by the Department of Parks and Public Works Department.

The event description: "Cancer awareness walk from Pennoyer Park Bandshell to Juneteenth Kenosha Festival with vendors, activities and entertainment. Juneteenth proclamation reading and program on June 19, 2024."

**If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.**

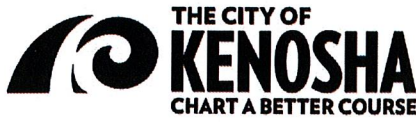
1. Approved Operation of the following activities:
  - a. Have Food and Merchandise Vendors
  - b. Have Artwork Displays/Sales
  - c. Have Temporary Signage and Structures (Tents, Inflatables, Staging, Trailers, Dunk Tank and Portable Restrooms
  - d. Have Animal Rides, Petting Zoo
  - e. Have Amplified Sound (Announcements/Speeches)
  - f. Have Carnival, Games
  - g. Have Public Entertainment (Band, DJ)
  - h. Have a Sports Tournament
  - i. Sell Fermented Malt and/or Wine Beverages [wristbands for 21+ or restricted area]
2. Closure of 13th Court from 54th Street to 52nd Street must be closed adhering to all restrictions in accordance with Kenosha Fire Department requirements which include, but are not limited to, maintaining a minimum of 12 feet access at all times, no structures other than tents are allowed in the roadway for this event, and all items placed in the roadway must be easily moved if Emergency personnel are required.
  - a. Submit a copy of the notification to all affected properties to Kris Kochman a minimum of 7-days prior to the event.
  - b. Traffic control must be set up in accordance with the attached traffic control plan and upon completion of the event returned back to lawn park areas or locations that the City left them for use.
  - c. A sample of the "NO PARKING" sign will be supplied along with a color sample. The applicant is responsible for having the signs printed, supplying the lath for posting and placing the signs along sections as depicted on the attached map. These signs must be posted, by the event organizer, at least 24 hours before each event. Applicants are responsible for their removal upon completion of the event.
3. Vendor list with contact information must be submitted a minimum of 14 business days before the event to Kenosha Fire and Kenosha County Health.
  - a. Event Organizers may reach out to Kenosha County Public Health staff who are available to review plans and have discussion for any event.
  - b. The applicant must contact the Fire Prevention Bureau at 262.653.4410 or 262.653.4109 a minimum of fourteen (14) days prior to the event in order to coordinate inspections for the day of the event. All food trucks with grease laden vapors are required to have a fire suppression unit in their trucks per City Ordinance and State Fire Code.
4. Applicants must obtain a Temporary Class "B" license from the City Clerk-Treasurer's office. They can be contacted at 262.653.4020 or by emailing [cityclerk@kenosha.org](mailto:cityclerk@kenosha.org). Applicants must apply a minimum of 30 days prior to the event.
5. All signage must comply with Chapter 15 of the Code of General Ordinances.
6. Per [WI State Statute 182.0175](#), the applicant is responsible for planning and performance of any type of ground penetration and excavation by providing advanced notice to Digger's Hotline (call 1.800.242.8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location.
7. Applicants are responsible for litter and debris and the site must be picked up at the end of the event.
  - a. Applicants are required to place all recyclables and trash in designated areas as determined by the Department of Parks. Recycling shall comply with the City of Kenosha recycling rules ([Code of General Ordinances 5.119](#) (H. Recyclable materials)). All other items shall be placed in the trash containers. If Recycling Containers are contaminated by items, other than those listed, applicants may be subject to additional charges.
8. The City can only authorize uses of City owned property or public rights-of-way. Any activity shown on private property must be authorized by the owner.
  - a. Applicants will be responsible for any damage caused to City property as a result of this event.
9. Submission of an Operational & Security Plan and Safety & Evacuation Plan (per NFPA 1 Chapter 10) is required and must be approved by the City Staff. These plans shall be submitted within 30-60 days prior to the start of the event. Please note the event will not be allowed to begin until approval is obtained and final authorization letter is executed.
10. Event Organizers must receive prior permission from the Department of Public Works (a minimum of 14 days prior to the event) for any request for directional markings on any structure, fixture, surface within the City's jurisdiction. If the request is approved, by the Department of Public Works, only the use of dry stick sidewalk-type chinks. All spray paints and spray chinks of any kind regardless of the claims by the manufacturer will be strictly prohibited. The use of such products will result in the organization being billed for all costs incurred to remove marks and/or restore the clean appearance of city paved surfaces and face the possible loss of permit privileges in the future. To establish the locations within the event area, organizers of all future events will be required to limit the use of markings to temporary signs on lath or similar posts or the use of dry stick sidewalk-type chinks only. There will be no exceptions allowed for weather-related reasons or other.
11. The Applicant must:

## CONDITIONS OF APPROVAL

May 13, 2024

**If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.**

- a. Supervise all persons using the location under authority of the Special event permit.
  - b. Reimburse the City for any costs incurred in enforcing Permit Standards and Conditions within 30 days of receiving an invoice.
    - i. Event is subject to the annual fee table upon approval by Committee(s)
  - c. Procure any license or other permits required for this activity.
  - d. Obtain approval from City Development for any on site signage and obtain any necessary permits.
  - e. Provide private security for traffic issues, parking and/or crowd control.
12. Procure and maintain one (1) or more liability insurance policy(ies) written by one (1) or more insurance company(ies) licensed to do business in the State of Wisconsin as required by paragraph L of the Special Event Ordinance. The endorsements need to be filed in addition to the Certificate. These must be received fourteen (14) days prior to the event start date.
13. The event will be required to meet all requirements in the Code of General Ordinances for the City of Kenosha that are in effect at the time of the event.
14. Compliance with applicable Federal, State, County and City laws, rules and regulations including licensing conditions and operational requirements contained within Sections 5.04, 6.05, 12.02, 12.03, 12.04, 12.05, 13.03, 13.035, and 14.025.



Application for a Special Event Permit\*  
Form #ADM400 (rev. 12/2021)

\*Subject to Change

Nonrefundable Fee: \$100 if submitted 45 days or more before an event

Nonrefundable Fee: \$500 if submitted 30-45 days before an event

Applications for an event less than 30 days away will not be considered  
Fee waived by ordinance

Before completing this application, carefully read the Special Event Planning Guide found at [www.kenosha.org](http://www.kenosha.org)

Event Name: Juneteenth Kenosha Festival and activities

Event Date(s) Requested: June 15th, 19th, 22nd

Rain Date(s): June 22nd

A. Event Organization

1. Organization's Name: Education Youth Outreach and Regimen Barber Collective

2. Does this organization hold not-for-profit status?  No  Yes (Please provide verification of 501(c) 3 status by submitting organization's IRS determination letter which outlined your tax-exemption or call IRS Customer Service at 1-877-829-5500 to request a copy). Required to receive non-profit rate for equipment rental.

3. Organization's Address: 1345 52nd Street City: Kenosha State: WI Zip: 53140

4. Contact Person: Alvin D. Owens

5. Contact Phone: 773.517.6568 Contact Email: Juneteenthkeno@gmail.com

B. Event Location

1. Location (check all that apply):

- City Street
- City Sidewalk
- City Park
- City-Owned Building\*
- City Owned Parcels
- Water Utility Property
- Airport Property
- Transit Property

Name & Address of the park, and any building\* (includes shelter, concession area, bandshell, etc.):  
13th Court between 52nd through 54th → Penney's Park / Civic Center

2. Does the event require any streets to be closed?  Yes  No

Name of street: 13th Court From: 6am To: 9pm

3. Type of street use requiring closure:  Parade  Run or Walk  Other: Vendor market

4. Attach a scaled site plan of the event location and include the following if applicable:  Site Plan Attached

- Fences
- Beer Garden
- Waste Containers
- Stages
- Temporary Structures (tents, trailers, etc.)
- Entrances/Exits
- Staging Areas
- Portable Toilets
- Signage
- Volunteer Check-in
- Vendor locations
- Routes & Traffic Lanes (including barricades)
- Parking (including handicapped spaces)
- Street parking restrictions

**C. Event Operation Plan & Details**

1. Attach additional pages for events more than 3 days. Each day's event times must be listed.

SET-UP DATE	DAY 1 EVENT DATE	DAY 2 EVENT DATE	DAY 3 EVENT DATE	TEAR-DOWN DATE
6/15	6/15	6/19	<del>6/22</del> pending	Same dates
SET-UP TIME	DAY 1 START & END TIMES	DAY 2 START & END TIMES	DAY 3 START & END TIMES	TEAR-DOWN TIME
6am	6am-7pm	11am-3pm	<del>11am-330pm</del>	Same dates

2. Estimated Number of Attendees Per Day: 500plus

7 pm

3. Event Description (provide a brief description of the event; attach additional pages if needed):

- CANER Awareness WALK - from PENNYKER PARK BANDSHELL to Sunteach
- June 15th KENOSHA Festival - Vendors, Activities, Entertainment
- Site MAP ATTACHED.

4. Indicate if the event will have any of the following (check all that apply):

- |  |   |  |   |
|--|---|--|---|
| <input checked="" type="checkbox"/> Food Vendors | <input checked="" type="checkbox"/> Merchandise Vendors   | <input checked="" type="checkbox"/> Artwork Displays/Sales | <input checked="" type="checkbox"/> Signage                             |
| <input checked="" type="checkbox"/> Animal Rides | <input checked="" type="checkbox"/> Petting Zoo   | <input type="checkbox"/> Rides                             | <input checked="" type="checkbox"/> Announcements/Speeches              |
| <input type="checkbox"/> Fireworks*              | <input type="checkbox"/> Bonfire*   | <input type="checkbox"/> Pyrotechnic Devices*              | <input type="checkbox"/> Horse Drawn Vehicles**                         |
| <input checked="" type="checkbox"/> Carnival     | <input type="checkbox"/> Circus   | <input checked="" type="checkbox"/> Games                  | <input checked="" type="checkbox"/> Public Entertainment                |
| <input checked="" type="checkbox"/> Other: _____ | <input checked="" type="checkbox"/> Sports tournament (list type: softball, hardball, rugby, etc.): _____ | <input checked="" type="checkbox"/> Band                   | <input checked="" type="checkbox"/> DJ <input type="checkbox"/> Theatre |

\*If approved by the Parks Commission, an [Open Burning/Fireworks Permit](#) may be obtained a minimum of fourteen (14) business days before the event. For details, contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109.

\*\*The event must be in compliance with [Chapter 14.025 C & D](#) of the Code of General Ordinances.

**D. Beer/Wine**

1. Will beer and/or wine be served or sold at the event?  Yes  No (If no, skip to section E.)  
**Event staff or security will check identification and issue wristbands to anyone age 21 and older who wishes to purchase beer or wine.**

2. Name of organization applying for the Temporary Class "B" Retailer's License: Regimen Barber Collective  
 Contact the City Clerk-Treasurer's office at 262-653-4020 or by emailing [cityclerk@kenosha.org](mailto:cityclerk@kenosha.org) a minimum of 30 days prior to the event to obtain a [Temporary Class "B"/"Class B" Retailer's License](#).

3. Specify, for each day of sale, the start and end times when beer/wine will be sold. Attach additional sheets if needed for more than 3 days. Note: If the event is in a Park, all beer/wine sales after 10 p.m. must get approval from the Board of Parks Commission.

Day 1 Date of beer/wine sales	Day 2 Date of beer/wine sales	Day 3 Date of beer/wine sales
6/15		
Start Time 1030a	Start Time	Start Time
End time 5pm	End time	End time

**E. Food/Merchandise**

1. Will food be sold or served at your event?  Sold  Served  No Food

Contact the Kenosha County Health Department at 262-605-6700 or by emailing Mark Melotik at [mark.melotik@kenoshacounty.org](mailto:mark.melotik@kenoshacounty.org) or Brad Wozniak at [brad.wozniak@kenoshacounty.org](mailto:brad.wozniak@kenoshacounty.org) for information on the safe handling of food and beverages.

Contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109 a minimum of fourteen (14) business days prior to the event in order to coordinate inspections for the day of the event.

2. Will vendors sell merchandise at the event?  Yes  No

◆ If yes to either food or merchandise, complete a Vendor List and submit it at least fourteen (14) days prior to the event to Administration. A copy will be sent to the Health Department and the Fire Department.

**F. Equipment Rental**

1. Will the event need: Electricity  Yes  No Water  Yes  No

*Service for electric and water varies by location. The organizer may be required to provide their own generators in order to have sufficient electricity required for the event.*

2. Indicate requests for any of the following City-provided rental equipment (check all that apply).

**Supplies are limited and granted upon availability.**

- |  |                       |   |                                     |
|--|-----------------------|---|-------------------------------------|
| <input checked="" type="checkbox"/> Bleachers        | # requested <u>9</u>  | <input checked="" type="checkbox"/> Benches                               | # requested <del>12</del> <u>20</u> |
| <input checked="" type="checkbox"/> Barricades       | # requested <u>8</u>  | <input checked="" type="checkbox"/> Picnic Tables                         | # requested <u>12</u>               |
| <input checked="" type="checkbox"/> Trash Carts      | # requested <u>12</u> | <input checked="" type="checkbox"/> Traffic Cones                         | # requested <u>12</u>               |
| <input checked="" type="checkbox"/> Recycling Carts  | # requested <u>12</u> | <input checked="" type="checkbox"/> Traffic Signs                         | # requested <u>6</u>                |
| <input type="checkbox"/> Showmobile (2 available)    | # requested _____     | <input type="checkbox"/> Generator (1 available and only with Showmobile) |                                     |
| <input checked="" type="checkbox"/> Reviewing Stands | # requested _____     |   |                                     |
| <input checked="" type="checkbox"/> Fencing          |                       |   |                                     |

How many 50 foot sections of *snow* fencing? \_\_\_\_\_ How many 6 foot sections of *white plastic portable* fencing? 40

**G. Temporary Structures**

1. Will the event have any temporary structures or signage?  Yes  No (If no, skip to section H.)  
Temporary structures are defined as anything that penetrates the ground by stakes, tools, or other equipment such as tents. The proposed location of the structure(s) must be noted on the site plan.

2. In addition to City Equipment, what other type of temporary structures will be at the event (check all that apply)?

- Tents (larger than 10x10 pop up)  Inflatables  Staging  Trailers  Dunk Tank  Signage\*  
 Portable restrooms/ handwash stations  Other (Please Explain): \_\_\_\_\_

\*Any signage must comply with Chapter 15 of the City's code of general ordinances. Include an example of proposed signage. For any questions on signage, contact City Development at: 262-653-4030.

3. I understand that if the event has any temporary structures, I must call Digger's Hotline no later than three (3) business days prior to the event.  Yes N/A Initial \_\_\_\_\_  
**\*\*\*VERY IMPORTANT\*\*\***

**WI State Statute 182.0175 requires that the Event Organizer responsible for the planning and performance of any type of ground penetration and excavation provide advanced notice to Digger's Hotline (call 1-800-242-8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location. There are no exceptions.**



**H. Security**

Event organizers are responsible for providing safety and security for all attendees. Measures must be taken to maintain order and enforce all laws, rules, and regulations pertinent to the event. The Kenosha Police and Fire Departments shall have the discretion to modify the required security plan as they deem necessary; and may recommend denial of the Special Event Permit if the security plan is inadequate.

1. Briefly describe security measures: Private security firm Top Flight and also Kenosha Police Depart

2. Is approval for overnight security requested for the event?  Yes  No

3. Will the event have private security?  Yes  No

4. Will private security at the event be armed?  Yes  No

5. Private Security Company Name: Top Flight Security Phone #: 262.583.9005

6. Are the services of the City of Kenosha Police personnel requested? (if so, contact Kenosha Police: 262-605-5216)  
 Yes  No

7. One member of the organization's security personnel or the organization's contact person must be designated "Head of Security" who can be reached at any time.

Name of Designated Head of Security: Nate Foster

Head of Security's Phone Number: 262.583.9005

**\*REQUIRED: Detailed security and operational plan:**

Attached  Will be submitted a minimum of 14 business days before the event.

**I. Insurance**

The Special Event Organizer shall, at a minimum, procure and maintain during the term of the Special Event occurrence based insurance policies, hereinafter specified insuring the Special Event and all associated Special Event activities. The Reviewing Authority may require additional coverages and/or increased coverage when deemed necessary. Certificates of Insurance must reflect:

a. Commercial General Liability:

General Aggregate - Two Million Dollars (\$2,000,000.00)  
Each Occurrence - One Million Dollars (\$1,000,000.00)

b. Automobile Liability: (When required as a permit condition)

Combined single limit coverage for bodily injury and property damage per accident in the amount of One Million Dollars (\$1,000,000.00).

c. Liquor Liability Coverage (When alcohol is approved for the Special Event)

General Aggregate - One Million Dollars (\$1,000,000.00)  
Each Occurrence - One Million Dollars (\$1,000,000.00)

d. Umbrella Liability in the following amounts over the Commercial General Liability and Automobile Liability amounts listed herein: (When required as a permit condition)

Two Million Dollars (\$2,000,000.00) per person  
Two Million Dollars (\$2,000,000.00) aggregate

e. Endorsements: The policy must be endorsed to name "The City of Kenosha, its elected officials, representatives, employees and agents" as additional insured. You must provide a copy of the actual endorsement.

The Commercial General Liability coverages required herein may be subject to a deductible or self-insured retention. If the Commercial General Liability insurance coverage policy has a deductible or self-insured retention, said deductible or self-insured retention cannot exceed \$5,000.00. The Umbrella Liability policy shall not contain exclusions or exceptions not present in the General Liability insurance policy.

**Certificate of Liability Insurance:**


Attached  Will be submitted a minimum of fourteen (14) business days before the event by the responsible agent on behalf of the event organization.

**J. Hold Harmless**

The Indemnity and Hold Harmless Agreement must be signed by an authorized agent of the organization presenting the event, and filed as a condition of approval.

a)

- I understand the filing of this application does not ensure the issuance of this licenses.
- I also understand that all Special Event Organizers and Vendors must comply with applicable Federal, State, County, and City laws, rules, and regulations.
- I further understand that an incomplete application may cause a delay in processing or a denial of the event.
- I have reviewed the [Code of General Ordinance Chapter 12.06 "Special Event Permit"](#)

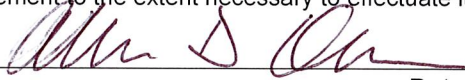
Print Name of Authorized Agent: L: Gratic State Farm Alvin D. Owens  
 Signature:  Date: 4-23-24

**INDEMNITY AND HOLD HARMLESS AGREEMENT**

**SPECIAL EVENT APPLICATION  
CITY ORDINANCE CHAPTER 12.06**

Alvin Owens  
 Authorized Agent of Special Event Organizer

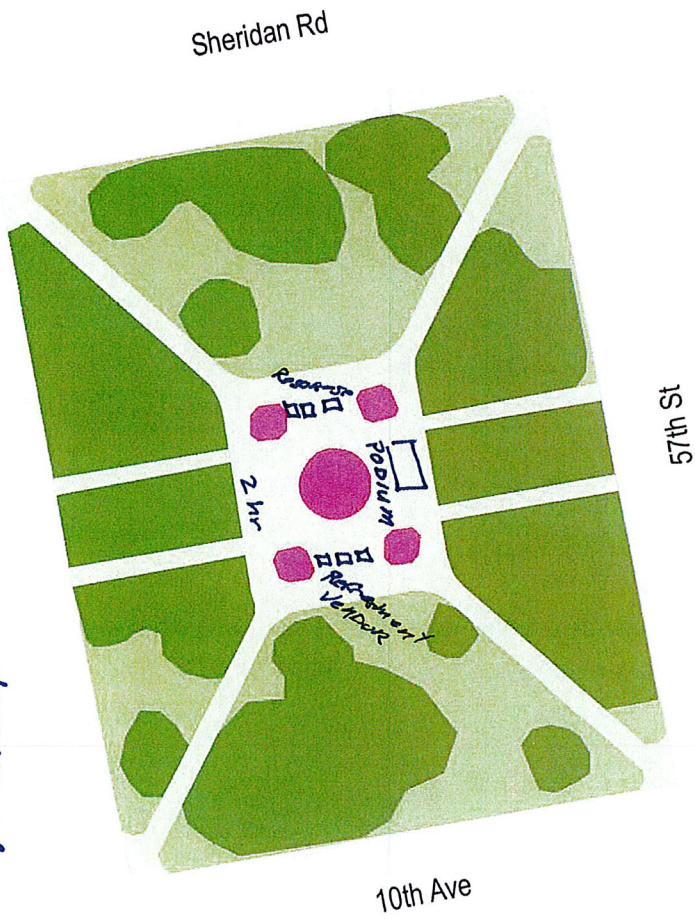
Special Event Organizer does hereby agree that it will indemnify, defend and hold harmless the City of Kenosha, the City of Kenosha Board of Public Works, and the City of Kenosha Board of Parks Commission and their respective officers, agents and employees (collectively "Indemnitees") against any and all claims, liability, loss, charges, damages, costs, judgments, settlement expenses and attorney's fees, which any of them may hereafter sustain, incur or be required to pay as a result of incidents occurring on property or as a result of any operations, works, acts or omissions performed on property by Special Event Organizer, its officers, employees, contractors, subcontractors, independent contractors, agents, invitees or permitted users, or resulting from the Special Event Organizers failure to perform or observe any of the terms, covenants and conditions of this Agreement, or resulting from any conditions of property or improvements thereon by reason of any of which any person suffers personal injury, death or property loss or damage. Upon the filing with the City of Kenosha, the City of Kenosha Public Works Committee, or the City of Kenosha Board of Park Commission of a claim for damages arising out of any incident(s) which Special Event Organizer herein agrees to indemnify, defend and hold Indemnitees harmless, Special Event Organizer shall be notified of such claim, and in the event that Special Event Organizer does not pay, settle or compromise such claim, then the Special Event Organizer shall undertake the legal defense of such claim both on behalf of Special Event Organizer and Indemnitees. It is specifically agreed, however, that Indemnitees, at their own cost and expense, may participate in the legal defense of any such claim, but shall have no right to control settlement under circumstances wherein the full amount of the settlement shall be paid by Special Event Organizer and/or its insurers. Any judgment, final beyond all possibility of appeal, which may be rendered against Indemnitees for any cause for which Special Event Organizer is liable hereunder shall be conclusive against Special Event Organizer as to liability and amount of damages. This provision shall survive expiration or termination of this agreement to the extent necessary to effectuate its purpose.

 4-23-24  
 Applicant Signature Date

Please sign, date and return the completed application to:

**City of Kenosha Administration**  
**625 - 52<sup>nd</sup> Street**  
**Room 300**  
**Kenosha, WI 53140**

Juneteenth Proclamation Reading & Program  
 Presented By (Kenosha Youth (Ed/Youth program))  
 1130am Set-up  
 12noon - 115pm program  
 115- 145pm cleanup

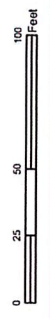


Alvin D. Owens  
 773-517-6568

**Civic Center Park**

Park : 1 acre  
 Dedicated : 1922-1930  
 900 57th Street  
 Kenosha, WI 53140

For all park rental inquiries  
 please call 262.653.4050  
 or visit kenosha.org.



May 9, 2024

Education Youth Outreach  
Attn: Alvin Owens  
juneteenthkeno@gmail.com

RE: Juneteenth

To whom it may concern:

Your request will be reviewed by the Board of Parks Commission. The meeting is scheduled for:

**Monday, May 13, 2024**  
**5:00 p.m.**  
**Room 204**  
**Kenosha Municipal Building, 625-52nd Street**

You and/or your representative are required to appear.

If you have any questions, you may contact the Department of Parks at 262-653-4080.

Sincerely,



Diane S. Hoff  
Secretary of the Parks Commission

cc: Board of Parks Commission  
Katie Elder, Director of Parks – w/a



DEPARTMENT OF PARKS

May 7, 2024

TO: Eric Haugaard, Chairperson of Park Commission (District 1)

CC: Alderperson Keeling (District 8)  
Kris Kochman, Community Relations Liaison

FROM: Katie Elder, CPRP  
Director of Parks

RE: Park Commission: Request from City of Kenosha for use of Roosevelt Park on August 6, 2024 to hold the National Night Out. (District 8)

**BACKGROUND/ANALYSIS**

City of Kenosha is requesting from the Board of Park Commission the use of Roosevelt Park on August 6, 2024 to:

- a. Hold the National Night Out
- b. Have Food Vendors
- c. Have Amplified Sound (Announcements/Speeches)
- d. Have Games
- e. Have Public Entertainment (DJ)

Event hours will be 5PM-7PM. Setup will take place beginning at 8AM on the day of the event and take down is scheduled following the completion of the event.

Assuming availability, as determined by City Staff, the requested equipment will be supplied by the Department of Parks.

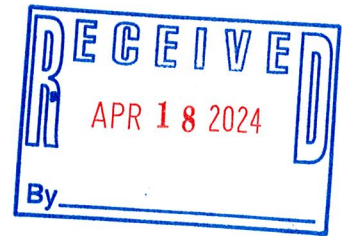
The event description: "DJ, refreshments, games and activities."

## CONDITIONS OF APPROVAL

May 13, 2024

**If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.**

1. Approved Operation of the following activities:
  - a. Have Food Merchandise Vendors
  - b. Have Amplified Sound (Announcements/Speeches)
  - c. Have Games
  - d. Have Public Entertainment (DJ)
2. Vendor list with contact information must be submitted a minimum of 14 business days before the event to Kenosha Fire and Kenosha County Health.
  - a. Event Organizers may reach out to Kenosha County Public Health staff who are available to review plans and have discussion for any event.
  - b. The applicant must contact the Fire Prevention Bureau at 262.653.4410 or 262.653.4109 a minimum of fourteen (14) days prior to the event in order to coordinate inspections for the day of the event. All food trucks with grease laden vapors are required to have a fire suppression unit in their trucks per City Ordinance and State Fire Code.
3. No Tents larger than 10'x10' are allowed unless an application for "Temporary Structures", is submitted and approved.
4. Per [WI State Statute 182.0175](#), the applicant is responsible for planning and performance of any type of ground penetration and excavation by providing advanced notice to Digger's Hotline (call 1.800.242.8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location.
5. Applicants are responsible for litter and debris and the site must be picked up at the end of the event.
  - a. Applicants are required to place all recyclables and trash in designated areas as determined by the Department of Parks. Recycling shall comply with the City of Kenosha recycling rules ([Code of General Ordinances 5.119](#) (H. Recyclable materials)). All other items shall be placed in the trash containers. If Recycling Containers are contaminated by items, other than those listed, applicants may be subject to additional charges.
6. The City can only authorize uses of City owned property or public rights-of-way. Any activity shown on private property must be authorized by the owner.
  - a. Applicants will be responsible for any damage caused to City property as a result of this event.
7. Submission of an Operational & Security Plan and Safety & Evacuation Plan (per NFPA 1 Chapter 10) is required and must be approved by the City Staff. These plans shall be submitted within 30-60 days prior to the start of the event. Please note the event will not be allowed to begin until approval is obtained and final authorization letter is executed.
8. Event Organizers must receive prior permission from the Department of Public Works (a minimum of 14 days prior to the event) for any request for directional markings on any structure, fixture, surface within the City's jurisdiction. If the request is approved, by the Department of Public Works, only the use of dry stick sidewalk-type chalks. All spray paints and spray chalks of any kind regardless of the claims by the manufacturer will be strictly prohibited. The use of such products will result in the organization being billed for all costs incurred to remove marks and/or restore the clean appearance of city paved surfaces and face the possible loss of permit privileges in the future. To establish the locations within the event area, organizers of all future events will be required to limit the use of markings to temporary signs on lathe or similar posts or the use of dry stick sidewalk-type chalks only. There will be no exceptions allowed for weather-related reasons or other.
9. The Applicant must:
  - a. Supervise all persons using the location under authority of the Special event permit.
  - b. Reimburse the City for any costs incurred in enforcing Permit Standards and Conditions within 30 days of receiving an invoice.
    - i. Event is subject to the annual fee table upon approval by Committee(s)
  - c. Procure any license or other permits required for this activity.
  - d. Obtain approval from City Development for any on site signage and obtain any necessary permits.
  - e. Provide private security for traffic issues, parking and/or crowd control.
10. Procure and maintain one (1) or more liability insurance policy(ies) written by one (1) or more insurance company(ies) licensed to do business in the State of Wisconsin as required by paragraph L of the Special Event Ordinance. The endorsements need to be filed in addition to the Certificate. These must be received fourteen (14) days prior to the event start date.
11. The event will be required to meet all requirements in the Code of General Ordinances for the City of Kenosha that are in effect at the time of the event.
12. Compliance with applicable Federal, State, County and City laws, rules and regulations including licensing conditions and operational requirements contained within Sections 5.04, 6.05, 12.02, 12.03, 12.04, 12.05, 13.03, 13.035, and 14.025.



Application for a Special Event Permit\*  
Form #ADM400 (rev. 12/2021)  
\*Subject to Change

- Nonrefundable Fee: \$100 if submitted 45 days or more before an event
- Nonrefundable Fee: \$500 if submitted 30-45 days before an event
- Applications for an event less than 30 days away will not be considered*  
Fee waived by ordinance

Before completing this application, carefully read the Special Event Planning Guide found at [www.kenosha.org](http://www.kenosha.org)

Event Name: National Night Out  
Event Date(s) Requested: 8/6/2024 Rain Date(s): \_\_\_\_\_

**A. Event Organization**

- 1. Organization's Name: City of Kenosha
- 2. Does this organization hold not-for-profit status?  No  Yes (Please provide verification of 501(c) 3 status by submitting organization's IRS determination letter which outlined your tax-exemption or call IRS Customer Service at 1-877-829-5500 to request a copy). *Required to receive non-profit rate for equipment rental.*
- 3. Organization's Address: 625 52nd St. City: Kenosha State: WI Zip: 53140
- 4. Contact Person: Alds. Dyson, Ferree and Keeling
- 5. Contact Phone: 262-653-4177 Contact Email: district6@kenosha.org = Ferree

*district8@kenosha.org = Keeling  
district12@kenosha.org = Dyson*

**B. Event Location**

- 1. Location (check all that apply):
- City Street  City Sidewalk  City Park  City-Owned Building\*
- City Owned Parcels  Water Utility Property  Airport Property  Transit Property

Name & Address of the park, and any building\* (includes shelter, concession area, bandshell, etc.):  
Roosevelt Park, 6801 34th Ave.

- 2. Does the event require any streets to be closed?  Yes  No
- Name of street: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

- 3. Type of street use requiring closure:  Parade  Run or Walk  Other: \_\_\_\_\_

- 4. Attach a scaled site plan of the event location and include the following if applicable:  Site Plan Attached

- Fences  Entrances/Exits  Volunteer Check-in
- Beer Garden  Staging Areas  Vendor locations
- Waste Containers  Portable Toilets  Routes & Traffic Lanes (including barricades)
- Stages  Signage  Parking (including handicapped spaces)
- Temporary Structures (tents, trailers, etc.)  Street parking restrictions

**C. Event Operation Plan & Details**

1. Attach additional pages for events more than 3 days. Each day's event times must be listed.

SET-UP DATE	DAY 1 EVENT DATE	DAY 2 EVENT DATE	DAY 3 EVENT DATE	TEAR-DOWN DATE
8/6/24	8/6/24			8/6/24
SET-UP TIME	DAY 1 START & END TIMES	DAY 2 START & END TIMES	DAY 3 START & END TIMES	TEAR-DOWN TIME
8 am	5-7 pm			7-9 pm

2. Estimated Number of Attendees Per Day: 500

3. Event Description (provide a brief description of the event; attach additional pages if needed):

DJ, refreshments, games and activities.

4. Indicate if the event will have any of the following (check all that apply):

- Food Vendors     Merchandise Vendors     Artwork Displays/Sales     Signage
- Animal Rides     Petting Zoo     Rides     Announcements/Speeches
- Fireworks\*     Bonfire\*     Pyrotechnic Devices\*     Horse Drawn Vehicles\*\*
- Carnival     Circus     Games     Public Entertainment
- Other: \_\_\_\_\_     Sports tournament (list type: softball, hardball, rugby, etc.): \_\_\_\_\_     Band     DJ     Theatre

\*If approved by the Parks Commission, an [Open Burning/Fireworks Permit](#) may be obtained a minimum of fourteen (14) business days before the event. For details, contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109.

\*\*The event must be in compliance with [Chapter 14.025 C & D](#) of the Code of General Ordinances.

**D. Beer/Wine**

1. Will beer and/or wine be served or sold at the event?  Yes     No (If no, skip to section E.)  
**Event staff or security will check identification and issue wristbands to anyone age 21 and older who wishes to purchase beer or wine.**

2. Name of organization applying for the Temporary Class "B" Retailer's License: \_\_\_\_\_  
 Contact the City Clerk-Treasurer's office at 262-653-4020 or by emailing [cityclerk@kenosha.org](mailto:cityclerk@kenosha.org) a minimum of 30 days prior to the event to obtain a [Temporary Class "B"/"Class B" Retailer's License](#).

3. Specify, for each day of sale, the start and end times when beer/wine will be sold. Attach additional sheets if needed for more than 3 days. Note: If the event is in a Park, all beer/wine sales after 10 p.m. must get approval from the Board of Parks Commission.

Day 1 Date of beer/wine sales	Day 2 Date of beer/wine sales	Day 3 Date of beer/wine sales
Start Time	Start Time	Start Time
End time	End time	End time



**E. Food/Merchandise**

1. Will food be sold or served at your event?  Sold  Served  No Food

Contact the Kenosha County Health Department at 262-605-6700 or by emailing Mark Melotik at [mark.melotik@kenoshacounty.org](mailto:mark.melotik@kenoshacounty.org) or Brad Wozniak at [brad.wozniak@kenoshacounty.org](mailto:brad.wozniak@kenoshacounty.org) for information on the safe handling of food and beverages.

Contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109 a minimum of fourteen (14) business days prior to the event in order to coordinate inspections for the day of the event.

2. Will vendors sell merchandise at the event?  Yes  No

- ◆ If yes to either food or merchandise, complete a Vendor List and submit it at least fourteen (14) days prior to the event to Administration. A copy will be sent to the Health Department and the Fire Department.

**F. Equipment Rental**

1. Will the event need: Electricity  Yes  No Water  Yes  No

Service for electric and water varies by location. The organizer may be required to provide their own generators in order to have sufficient electricity required for the event.

2. Indicate requests for any of the following City-provided rental equipment (check all that apply).

**Supplies are limited and granted upon availability.**

- |  |                       |  |                       |
|--|-----------------------|--|-----------------------|
| <input type="checkbox"/> Bleachers                           | # requested _____     | <input checked="" type="checkbox"/> Benches  | # requested <u>30</u> |
| <input type="checkbox"/> Barricades                          | # requested _____     | <input checked="" type="checkbox"/> Picnic Tables                                    | # requested <u>25</u> |
| <input checked="" type="checkbox"/> Trash Carts              | # requested <u>10</u> | <input type="checkbox"/> Traffic Cones   | # requested _____     |
| <input checked="" type="checkbox"/> Recycling Carts          | # requested <u>10</u> | <input type="checkbox"/> Traffic Signs   | # requested _____     |
| <input checked="" type="checkbox"/> Showmobile (2 available) | # requested <u>1</u>  | <input checked="" type="checkbox"/> Generator (1 available and only with Showmobile) |                       |
| <input type="checkbox"/> Reviewing Stands                    | # requested _____     |  |                       |
| <input type="checkbox"/> Fencing                             |                       |  |                       |

How many 50 foot sections of *snow* fencing? \_\_\_\_\_ How many 6 foot sections of *white plastic portable* fencing? \_\_\_\_\_

**G. Temporary Structures**

1. Will the event have any temporary structures or signage?  Yes  No (If no, skip to section H.)  
Temporary structures are defined as anything that penetrates the ground by stakes, tools, or other equipment such as tents. The proposed location of the structure(s) must be noted on the site plan.

2. In addition to City Equipment, what other type of temporary structures will be at the event (check all that apply)?

- Tents  Inflatables  Staging  Trailers  Dunk Tank  Signage\*  
*(larger than 10x10 pop up)*
- Portable restrooms/ handwash stations  Other (Please Explain): \_\_\_\_\_

\*Any signage must comply with Chapter 15 of the City's code of general ordinances. Include an example of proposed signage. For any questions on signage, contact City Development at: 262-653-4030.

3. I understand that if the event has any temporary structures, I must call Digger's Hotline no later than three (3) business days prior to the event.  Yes <sup>KK</sup> \_\_\_\_\_ Initial

\*\*\*VERY IMPORTANT\*\*\*

WI State Statute 182.0175 requires that the Event Organizer responsible for the planning and performance of any type of ground penetration and excavation provide advanced notice to Digger's Hotline (call 1-800-242-8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location. *There are no exceptions.*

**H. Security**

Event organizers are responsible for providing safety and security for all attendees. Measures must be taken to maintain order and enforce all laws, rules, and regulations pertinent to the event. The Kenosha Police and Fire Departments shall have the discretion to modify the required security plan as they deem necessary; and may recommend denial of the Special Event Permit if the security plan is inadequate.

1. Briefly describe security measures: KPD will be at the event

2. Is approval for overnight security requested for the event?  Yes  No

3. Will the event have private security?  Yes  No

4. Will private security at the event be armed?  Yes  No

5. Private Security Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

6. Are the services of the City of Kenosha Police personnel requested? (if so, contact Kenosha Police: 262-605-5216)  
 Yes  No

7. One member of the organization's security personnel or the organization's contact person must be designated "Head of Security" who can be reached at any time.

Name of Designated Head of Security: KPD officer TBD

First M.I. Last

Head of Security's Phone Number: \_\_\_\_\_

**\*REQUIRED: Detailed security and operational plan:**

Attached  Will be submitted a minimum of 14 business days before the event.

**I. Insurance**

The Special Event Organizer shall, at a minimum, procure and maintain during the term of the Special Event occurrence based insurance policies, hereinafter specified insuring the Special Event and all associated Special Event activities. The Reviewing Authority may require additional coverages and/or increased coverage when deemed necessary. Certificates of Insurance must reflect:

a. Commercial General Liability:

General Aggregate - Two Million Dollars (\$2,000,000.00)

Each Occurrence - One Million Dollars (\$1,000,000.00)

b. Automobile Liability: (When required as a permit condition)

Combined single limit coverage for bodily injury and property damage per accident in the amount of One Million Dollars (\$1,000,000.00).

c. Liquor Liability Coverage (When alcohol is approved for the Special Event)

General Aggregate - One Million Dollars (\$1,000,000.00)

Each Occurrence - One Million Dollars (\$1,000,000.00)

d. Umbrella Liability in the following amounts over the Commercial General Liability and Automobile Liability amounts listed herein: (When required as a permit condition)

Two Million Dollars (\$2,000,000.00) per person

Two Million Dollars (\$2,000,000.00) aggregate

e. Endorsements: The policy must be endorsed to name "The City of Kenosha, its elected officials, representatives, employees and agents" as additional insured. You must provide a copy of the actual endorsement.

The Commercial General Liability coverages required herein may be subject to a deductible or self-insured retention. If the Commercial General Liability insurance coverage policy has a deductible or self-insured retention, said deductible or self-insured retention cannot exceed \$5,000.00. The Umbrella Liability policy shall not contain exclusions or exceptions not present in the General Liability insurance policy.

**Certificate of Liability Insurance:**

Attached  Will be submitted a minimum of fourteen (14) business days before the event by the responsible agent on behalf of the event organization.

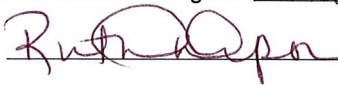
**J. Hold Harmless**

The Indemnity and Hold Harmless Agreement must be signed by an authorized agent of the organization presenting the event, and filed as a condition of approval.

a)

- I understand the filing of this application does not ensure the issuance of this licenses.
- I also understand that all Special Event Organizers and Vendors must comply with applicable Federal, State, County, and City laws, rules, and regulations.
- I further understand that an incomplete application may cause a delay in processing or a denial of the event.
- I have reviewed the [Code of General Ordinance Chapter 12.06 "Special Event Permit"](#)

Print Name of Authorized Agent: Ruth Dyson


Signature:  Date: 4/19/24

**INDEMNITY AND HOLD HARMLESS AGREEMENT**

**SPECIAL EVENT APPLICATION  
CITY ORDINANCE CHAPTER 12.06**

\_\_\_\_\_  
Authorized Agent of Special Event Organizer

Special Event Organizer does hereby agree that it will indemnify, defend and hold harmless the City of Kenosha, the City of Kenosha Board of Public Works, and the City of Kenosha Board of Parks Commission and their respective officers, agents and employees (collectively "Indemnitees") against any and all claims, liability, loss, charges, damages, costs, judgments, settlement expenses and attorney's fees, which any of them may hereafter sustain, incur or be required to pay as a result of incidents occurring on property or as a result of any operations, works, acts or omissions performed on property by Special Event Organizer, its officers, employees, contractors, subcontractors, independent contractors, agents, invitees or permitted users, or resulting from the Special Event Organizers failure to perform or observe any of the terms, covenants and conditions of this Agreement, or resulting from any conditions of property or improvements thereon by reason of any of which any person suffers personal injury, death or property loss or damage. Upon the filing with the City of Kenosha, the City of Kenosha Public Works Committee, or the City of Kenosha Board of Park Commission of a claim for damages arising out of any incident(s) which Special Event Organizer herein agrees to indemnify, defend and hold Indemnitees harmless, Special Event Organizer shall be notified of such claim, and in the event that Special Event Organizer does not pay, settle or compromise such claim, then the Special Event Organizer shall undertake the legal defense of such claim both on behalf of Special Event Organizer and Indemnitees. It is specifically agreed, however, that Indemnitees, at their own cost and expense, may participate in the legal defense of any such claim, but shall have no right to control settlement under circumstances wherein the full amount of the settlement shall be paid by Special Event Organizer and/or its insurers. Any judgment, final beyond all possibility of appeal, which may be rendered against Indemnitees for any cause for which Special Event Organizer is liable hereunder shall be conclusive against Special Event Organizer as to liability and amount of damages. This provision shall survive expiration or termination of this agreement to the extent necessary to effectuate its purpose.

 4/19/24  
Applicant Signature Date

Please sign, date and return the completed application to:  
**City of Kenosha Administration**  
**625 - 52<sup>nd</sup> Street**  
**Room 300**  
**Kenosha, WI 53140**





DEPARTMENT OF PARKS

May 7, 2024

TO: Eric Haugaard, Chairperson of Park Commission (District 1)

CC: Alderperson Dyson (District 12)  
Kris Kochman, Community Relations Liaison

FROM: Katie Elder, CPRP  
Director of Parks

RE: Park Commission: Request from City of Kenosha for use of Lincoln Park on September 28, 2024 to hold the Time to Fly Kite Fest. (District 12)

**BACKGROUND/ANALYSIS**

City of Kenosha is requesting from the Board of Park Commission the use of Lincoln Park on September 28, 2024 to:

- a. Hold the Time to Fly Kite Fest
- b. Have Food Vendors
- c. Have Amplified Sound (Announcements/Speeches)
- d. Have Games
- e. Have Public Entertainment (DJ)

Event hours will be 11:30AM-2PM. Setup will take place beginning at 10AM on the day of the event and take down is scheduled following the completion of the event.

Assuming availability, as determined by City Staff, the requested equipment will be supplied by the Department of Parks.

The event description: "Kite flying demonstrations, refreshments, games and activities."

**If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.**

1. Approved Operation of the following activities:
  - a. Have Food Vendors
  - b. Have Amplified Sound (Announcements/Speeches)
  - c. Have Games
  - d. Have Public Entertainment (DJ)
2. Vendor list with contact information must be submitted a minimum of 14 business days before the event to Kenosha Fire and Kenosha County Health.
  - a. Event Organizers may reach out to Kenosha County Public Health staff who are available to review plans and have discussion for any event.
  - b. The applicant must contact the Fire Prevention Bureau at 262.653.4410 or 262.653.4109 a minimum of fourteen (14) days prior to the event in order to coordinate inspections for the day of the event. All food trucks with grease laden vapors are required to have a fire suppression unit in their trucks per City Ordinance and State Fire Code.
3. No Tents larger than 10'x10' are allowed unless an application for "Temporary Structures", is submitted and approved.
4. Per [WI State Statute 182.0175](#), the applicant is responsible for planning and performance of any type of ground penetration and excavation by providing advanced notice to Digger's Hotline (call 1.800.242.8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location.
5. Applicants are responsible for litter and debris and the site must be picked up at the end of the event.
  - a. Applicants are required to place all recyclables and trash in designated areas as determined by the Department of Parks. Recycling shall comply with the City of Kenosha recycling rules ([Code of General Ordinances 5.119](#) (H. Recyclable materials)). All other items shall be placed in the trash containers. If Recycling Containers are contaminated by items, other than those listed, applicants may be subject to additional charges.
6. The City can only authorize uses of City owned property or public rights-of-way. Any activity shown on private property must be authorized by the owner.
  - a. Applicants will be responsible for any damage caused to City property as a result of this event.
7. Submission of an Operational & Security Plan and Safety & Evacuation Plan (per NFPA 1 Chapter 10) is required and must be approved by the City Staff. These plans shall be submitted within 30-60 days prior to the start of the event. Please note the event will not be allowed to begin until approval is obtained and final authorization letter is executed.
8. Event Organizers must receive prior permission from the Department of Public Works (a minimum of 14 days prior to the event) for any request for directional markings on any structure, fixture, surface within the City's jurisdiction. If the request is approved, by the Department of Public Works, only the use of dry stick sidewalk-type chalks. All spray paints and spray chalks of any kind regardless of the claims by the manufacturer will be strictly prohibited. The use of such products will result in the organization being billed for all costs incurred to remove marks and/or restore the clean appearance of city paved surfaces and face the possible loss of permit privileges in the future. To establish the locations within the event area, organizers of all future events will be required to limit the use of markings to temporary signs on lathe or similar posts or the use of dry stick sidewalk-type chalks only. There will be no exceptions allowed for weather-related reasons or other.
9. The Applicant must:
  - a. Supervise all persons using the location under authority of the Special event permit.
  - b. Reimburse the City for any costs incurred in enforcing Permit Standards and Conditions within 30 days of receiving an invoice.
    - i. Event is subject to the annual fee table upon approval by Committee(s)
  - c. Procure any license or other permits required for this activity.
  - d. Obtain approval from City Development for any on site signage and obtain any necessary permits.
  - e. Provide private security for traffic issues, parking and/or crowd control.
10. Procure and maintain one (1) or more liability insurance policy(ies) written by one (1) or more insurance company(ies) licensed to do business in the State of Wisconsin as required by paragraph L of the Special Event Ordinance. The endorsements need to be filed in addition to the Certificate. These must be received fourteen (14) days prior to the event start date.
11. The event will be required to meet all requirements in the Code of General Ordinances for the City of Kenosha that are in effect at the time of the event.
12. Compliance with applicable Federal, State, County and City laws, rules and regulations including licensing conditions and operational requirements contained within Sections 5.04, 6.05, 12.02, 12.03, 12.04, 12.05, 13.03, 13.035, and 14.025.



Application for a Special Event Permit\*  
Form #ADM400 (rev. 12/2021)

\*Subject to Change

- Nonrefundable Fee: \$100 if submitted 45 days or more before an event
- Nonrefundable Fee: \$500 if submitted 30-45 days before an event
- Applications for an event less than 30 days away will not be considered*  
Fee waived by ordinance

Before completing this application, carefully read the Special Event Planning Guide found at [www.kenosha.org](http://www.kenosha.org)

Event Name: Time to Fly Kite Fest

Event Date(s) Requested: Sept. 28, 2024

Rain Date(s): \_\_\_\_\_

A. Event Organization

1. Organization's Name: City of Kenosha

2. Does this organization hold not-for-profit status?  No  Yes (Please provide verification of 501(c) 3 status by submitting organization's IRS determination letter which outlined your tax-exemption or call IRS Customer Service at 1-877-829-5500 to request a copy). *Required to receive non-profit rate for equipment rental.*

3. Organization's Address: 625 52nd St. City: Kenosha State: WI Zip: 53140

4. Contact Person: Kris Kochman

5. Contact Phone: 262-653-4177 Contact Email: kkochman@kenosha.org

B. Event Location

1. Location (check all that apply):

- City Street
- City Sidewalk
- City Park
- City-Owned Building\*
- City Owned Parcels
- Water Utility Property
- Airport Property
- Transit Property

Name & Address of the park, and any building\* (includes shelter, concession area, bandshell, etc.):  
Lincoln Park, 6900 18th Ave.

2. Does the event require any streets to be closed?  Yes  No

Name of street: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

3. Type of street use requiring closure:  Parade  Run or Walk  Other: \_\_\_\_\_

4. Attach a scaled site plan of the event location and include the following if applicable:  Site Plan Attached

- Fences
- Entrances/Exits
- Volunteer Check-in
- Beer Garden
- Staging Areas
- Vendor locations
- Waste Containers
- Portable Toilets
- Routes & Traffic Lanes (including barricades)
- Stages
- Signage
- Parking (including handicapped spaces)
- Temporary Structures (tents, trailers, etc.)
- Street parking restrictions

**C. Event Operation Plan & Details**

1. Attach additional pages for events more than 3 days. Each day's event times must be listed.

SET-UP DATE	DAY 1 EVENT DATE	DAY 2 EVENT DATE	DAY 3 EVENT DATE	TEAR-DOWN DATE
9/28/24	9/28/24			9/28/24
SET-UP TIME	DAY 1 START & END TIMES	DAY 2 START & END TIMES	DAY 3 START & END TIMES	TEAR-DOWN TIME
10 am	11:30 am-2 pm			2-3 pm

2. Estimated Number of Attendees Per Day: 500

3. Event Description (provide a brief description of the event; attach additional pages if needed):

Kite flying demonstrations, refreshments, games and activities

4. Indicate if the event will have any of the following (check all that apply):

- Food Vendors     Merchandise Vendors     Artwork Displays/Sales     Signage
- Animal Rides     Petting Zoo     Rides     Announcements/Speeches
- Fireworks\*     Bonfire\*     Pyrotechnic Devices\*     Horse Drawn Vehicles\*\*
- Carnival     Circus     Games     Public Entertainment
- Other: \_\_\_\_\_     Sports tournament (list type: softball, hardball, rugby, etc.): \_\_\_\_\_     Band     DJ     Theatre

\*If approved by the Parks Commission, an [Open Burning/Fireworks Permit](#) may be obtained a minimum of fourteen (14) business days before the event. For details, contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109.

\*\*The event must be in compliance with [Chapter 14.025 C & D](#) of the Code of General Ordinances.

**D. Beer/Wine**

1. Will beer and/or wine be served or sold at the event?  Yes     No (If no, skip to section E.)  
**Event staff or security will check identification and issue wristbands to anyone age 21 and older who wishes to purchase beer or wine.**

2. Name of organization applying for the Temporary Class "B" Retailer's License: \_\_\_\_\_  
 Contact the City Clerk-Treasurer's office at 262-653-4020 or by emailing [cityclerk@kenosha.org](mailto:cityclerk@kenosha.org) a minimum of 30 days prior to the event to obtain a [Temporary Class "B"/"Class B" Retailer's License](#).

3. Specify, for each day of sale, the start and end times when beer/wine will be sold. Attach additional sheets if needed for more than 3 days. Note: If the event is in a Park, all beer/wine sales after 10 p.m. must get approval from the Board of Parks Commission.

Day 1 Date of beer/wine sales	Day 2 Date of beer/wine sales	Day 3 Date of beer/wine sales
Start Time	Start Time	Start Time
End time	End time	End time



**E. Food/Merchandise**

1. Will food be sold or served at your event?  Sold  Served  No Food

Contact the Kenosha County Health Department at 262-605-6700 or by emailing Mark Melotik at [mark.melotik@kenoshacounty.org](mailto:mark.melotik@kenoshacounty.org) or Brad Wozniak at [brad.wozniak@kenoshacounty.org](mailto:brad.wozniak@kenoshacounty.org) for information on the safe handling of food and beverages.

Contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109 a minimum of fourteen (14) business days prior to the event in order to coordinate inspections for the day of the event.

2. Will vendors sell merchandise at the event?  Yes  No

◆ If yes to either food or merchandise, complete a Vendor List and submit it at least fourteen (14) days prior to the event to Administration. A copy will be sent to the Health Department and the Fire Department.

**F. Equipment Rental**

1. Will the event need: Electricity  Yes  No Water  Yes  No

Service for electric and water varies by location. The organizer may be required to provide their own generators in order to have sufficient electricity required for the event.

2. Indicate requests for any of the following City-provided rental equipment (check all that apply).

**Supplies are limited and granted upon availability.**

- |  |                      |   |                       |
|--|----------------------|---|-----------------------|
| <input type="checkbox"/> Bleachers                           | # requested _____    | <input type="checkbox"/> Benches  | # requested _____     |
| <input type="checkbox"/> Barricades                          | # requested _____    | <input checked="" type="checkbox"/> Picnic Tables                         | # requested <u>12</u> |
| <input checked="" type="checkbox"/> Trash Carts              | # requested <u>8</u> | <input type="checkbox"/> Traffic Cones                                    | # requested _____     |
| <input checked="" type="checkbox"/> Recycling Carts          | # requested <u>8</u> | <input type="checkbox"/> Traffic Signs                                    | # requested _____     |
| <input checked="" type="checkbox"/> Showmobile (2 available) | # requested <u>1</u> | <input type="checkbox"/> Generator (1 available and only with Showmobile) |                       |
| <input type="checkbox"/> Reviewing Stands                    | # requested _____    |   |                       |
| <input type="checkbox"/> Fencing                             |                      |   |                       |

How many 50 foot sections of *snow* fencing? \_\_\_\_\_ How many 6 foot sections of *white plastic portable* fencing? \_\_\_\_\_

**G. Temporary Structures**

1. Will the event have any temporary structures or signage?  Yes  No (If no, skip to section H.)  
Temporary structures are defined as anything that penetrates the ground by stakes, tools, or other equipment such as tents. The proposed location of the structure(s) must be noted on the site plan.

2. In addition to City Equipment, what other type of temporary structures will be at the event (check all that apply)?

- Tents  Inflatables  Staging  Trailers  Dunk Tank  Signage\*  
(larger than 10x10 pop up)
- Portable restrooms/ handwash stations  Other (Please Explain): \_\_\_\_\_

\*Any signage must comply with Chapter 15 of the City's code of general ordinances. Include an example of proposed signage. For any questions on signage, contact City Development at: 262-653-4030.

3. I understand that if the event has any temporary structures, I must call Digger's Hotline no later than three (3) business days prior to the event.  Yes <sup>KK</sup> \_\_\_\_\_ Initial

\*\*\*VERY IMPORTANT\*\*\*

WI State Statute 182.0175 requires that the Event Organizer responsible for the planning and performance of any type of ground penetration and excavation provide advanced notice to Digger's Hotline (call 1-800-242-8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location. *There are no exceptions.*

**H. Security**

Event organizers are responsible for providing safety and security for all attendees. Measures must be taken to maintain order and enforce all laws, rules, and regulations pertinent to the event. The Kenosha Police and Fire Departments shall have the discretion to modify the required security plan as they deem necessary; and may recommend denial of the Special Event Permit if the security plan is inadequate.

1. Briefly describe security measures: City staff will be on site

2. Is approval for overnight security requested for the event?  Yes  No

3. Will the event have private security?  Yes  No

4. Will private security at the event be armed?  Yes  No

5. Private Security Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

6. Are the services of the City of Kenosha Police personnel requested? (if so, contact Kenosha Police: 262-605-5216)  
 Yes  No

7. One member of the organization's security personnel or the organization's contact person must be designated "Head of Security" who can be reached at any time.

Name of Designated Head of Security: Kris Kochman

First

M.I.

Last

Head of Security's Phone Number: TBD

**\*REQUIRED: Detailed security and operational plan:**

Attached  Will be submitted a minimum of 14 business days before the event.

**I. Insurance**

The Special Event Organizer shall, at a minimum, procure and maintain during the term of the Special Event occurrence based insurance policies, hereinafter specified insuring the Special Event and all associated Special Event activities. The Reviewing Authority may require additional coverages and/or increased coverage when deemed necessary. Certificates of Insurance must reflect:

a. Commercial General Liability:

General Aggregate - Two Million Dollars (\$2,000,000.00)

Each Occurrence - One Million Dollars (\$1,000,000.00)

b. Automobile Liability: (When required as a permit condition)

Combined single limit coverage for bodily injury and property damage per accident in the amount of One Million Dollars (\$1,000,000.00).

c. Liquor Liability Coverage (When alcohol is approved for the Special Event)

General Aggregate - One Million Dollars (\$1,000,000.00)

Each Occurrence - One Million Dollars (\$1,000,000.00)

d. Umbrella Liability in the following amounts over the Commercial General Liability and Automobile Liability amounts listed herein: (When required as a permit condition)

Two Million Dollars (\$2,000,000.00) per person

Two Million Dollars (\$2,000,000.00) aggregate

e. Endorsements: The policy must be endorsed to name "The City of Kenosha, its elected officials, representatives, employees and agents" as additional insured. You must provide a copy of the actual endorsement.

The Commercial General Liability coverages required herein may be subject to a deductible or self-insured retention. If the Commercial General Liability insurance coverage policy has a deductible or self-insured retention, said deductible or self-insured retention cannot exceed \$5,000.00. The Umbrella Liability policy shall not contain exclusions or exceptions not present in the General Liability insurance policy.

**Certificate of Liability Insurance:**

Attached  Will be submitted a minimum of fourteen (14) business days before the event by the responsible agent on behalf of the event organization.

**J. Hold Harmless**

The Indemnity and Hold Harmless Agreement must be signed by an authorized agent of the organization presenting the event, and filed as a condition of approval.

a)

- I understand the filing of this application does not ensure the issuance of this licenses.
- I also understand that all Special Event Organizers and Vendors must comply with applicable Federal, State, County, and City laws, rules, and regulations.
- I further understand that an incomplete application may cause a delay in processing or a denial of the event.
- I have reviewed the [Code of General Ordinance Chapter 12.06 "Special Event Permit"](#)

Print Name of Authorized Agent: Kris Kochman

Signature: *Kris Kochman* Date: 4-18-24

**INDEMNITY AND HOLD HARMLESS AGREEMENT**

**SPECIAL EVENT APPLICATION  
CITY ORDINANCE CHAPTER 12.06**

Kris Kochman

Authorized Agent of Special Event Organizer

Special Event Organizer does hereby agree that it will indemnify, defend and hold harmless the City of Kenosha, the City of Kenosha Board of Public Works, and the City of Kenosha Board of Parks Commission and their respective officers, agents and employees (collectively "Indemnitees") against any and all claims, liability, loss, charges, damages, costs, judgments, settlement expenses and attorney's fees, which any of them may hereafter sustain, incur or be required to pay as a result of incidents occurring on property or as a result of any operations, works, acts or omissions performed on property by Special Event Organizer, its officers, employees, contractors, subcontractors, independent contractors, agents, invitees or permitted users, or resulting from the Special Event Organizers failure to perform or observe any of the terms, covenants and conditions of this Agreement, or resulting from any conditions of property or improvements thereon by reason of any of which any person suffers personal injury, death or property loss or damage. Upon the filing with the City of Kenosha, the City of Kenosha Public Works Committee, or the City of Kenosha Board of Park Commission of a claim for damages arising out of any incident(s) which Special Event Organizer herein agrees to indemnify, defend and hold Indemnitees harmless, Special Event Organizer shall be notified of such claim, and in the event that Special Event Organizer does not pay, settle or compromise such claim, then the Special Event Organizer shall undertake the legal defense of such claim both on behalf of Special Event Organizer and Indemnitees. It is specifically agreed, however, that Indemnitees, at their own cost and expense, may participate in the legal defense of any such claim, but shall have no right to control settlement under circumstances wherein the full amount of the settlement shall be paid by Special Event Organizer and/or its insurers. Any judgment, final beyond all possibility of appeal, which may be rendered against Indemnitees for any cause for which Special Event Organizer is liable hereunder shall be conclusive against Special Event Organizer as to liability and amount of damages. This provision shall survive expiration or termination of this agreement to the extent necessary to effectuate its purpose.

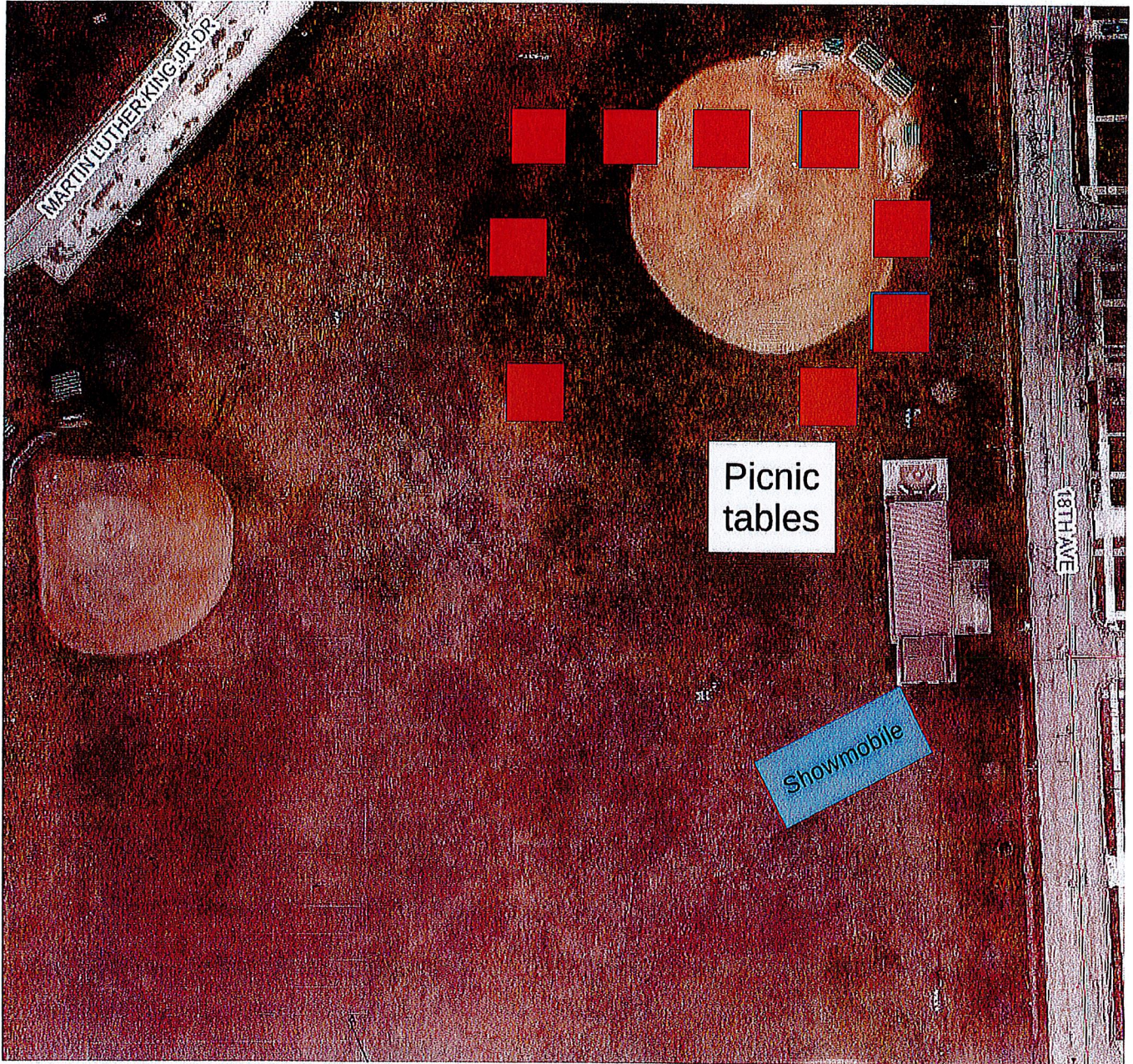
*Kris Kochman* 4-18-24  
Applicant Signature Date

Please sign, date and return the completed application to:

**City of Kenosha Administration**  
**625 - 52<sup>nd</sup> Street**  
**Room 300**  
**Kenosha, WI 53140**

Lincoln Park  
Time to Fly Kite Fest

North ↑



Showmobile 

Picnic Tables: 12 under pavilion, remainder on the grass

Vendors 



**If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.**

1. Approved Operation of the following activities:
  - a. Have Food Vendors
  - b. Have Temporary Signage and Structures (Tents and Portable Restrooms)
  - c. Games
  - d. Have Public Entertainment (Band, DJ, Theatre)
  - e. Sell Fermented Malt and/or Wine Beverages [wristbands for 21+ or restricted area]
2. Vendor list with contact information must be submitted a minimum of 14 business days before the event to Kenosha Fire and Kenosha County Health.
  - a. Event Organizers may reach out to Kenosha County Public Health staff who are available to review plans and have discussion for any event.
  - b. The applicant must contact the Fire Prevention Bureau at 262.653.4410 or 262.653.4109 a minimum of fourteen (14) days prior to the event in order to coordinate inspections for the day of the event. All food trucks with grease laden vapors are required to have a fire suppression unit in their trucks per City Ordinance and State Fire Code.
3. Applicants must obtain a Temporary Class "B" license from the City Clerk-Treasurer's office. They can be contacted at 262.653.4020 or by emailing [cityclerk@kenosha.org](mailto:cityclerk@kenosha.org). Applicants must apply a minimum of 30 days prior to the event.
4. All signage must comply with Chapter 15 of the Code of General Ordinances.
5. Per [WI State Statute 182.0175](#), the applicant is responsible for planning and performance of any type of ground penetration and excavation by providing advanced notice to Digger's Hotline (call 1.800.242.8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location.
6. Applicants are responsible for litter and debris and the site must be picked up at the end of the event.
  - a. Applicants are required to place all recyclables and trash in designated areas as determined by the Department of Parks. Recycling shall comply with the City of Kenosha recycling rules ([Code of General Ordinances 5.119](#) (H. Recyclable materials)). All other items shall be placed in the trash containers. If Recycling Containers are contaminated by items, other than those listed, applicants may be subject to additional charges.
7. The City can only authorize uses of City owned property or public rights-of-way. Any activity shown on private property must be authorized by the owner.
  - a. Applicants will be responsible for any damage caused to City property as a result of this event.
8. Submission of an Operational & Security Plan and Safety & Evacuation Plan (per NFPA 1 Chapter 10) is required and must be approved by the City Staff. These plans shall be submitted within 30-60 days prior to the start of the event. Please note the event will not be allowed to begin until approval is obtained and final authorization letter is executed.
9. Event Organizers must receive prior permission from the Department of Public Works (a minimum of 14 days prior to the event) for any request for directional markings on any structure, fixture, surface within the City's jurisdiction. If the request is approved, by the Department of Public Works, only the use of dry stick sidewalk-type chalks. All spray paints and spray chalks of any kind regardless of the claims by the manufacturer will be strictly prohibited. The use of such products will result in the organization being billed for all costs incurred to remove marks and/or restore the clean appearance of city paved surfaces and face the possible loss of permit privileges in the future. To establish the locations within the event area, organizers of all future events will be required to limit the use of markings to temporary signs on lathe or similar posts or the use of dry stick sidewalk-type chalks only. There will be no exceptions allowed for weather-related reasons or other.
10. The Applicant must:
  - a. Supervise all persons using the location under authority of the Special event permit.
  - b. Reimburse the City for any costs incurred in enforcing Permit Standards and Conditions within 30 days of receiving an invoice.
    - i. Event is subject to the annual fee table upon approval by Committee(s)
  - c. Procure any license or other permits required for this activity.
  - d. Obtain approval from City Development for any on site signage and obtain any necessary permits.
  - e. Provide private security for traffic issues, parking and/or crowd control.
11. Procure and maintain one (1) or more liability insurance policy(ies) written by one (1) or more insurance company(ies) licensed to do business in the State of Wisconsin as required by paragraph L of the Special Event Ordinance. The endorsements need to be filed in addition to the Certificate. These must be received fourteen (14) days prior to the event start date.
12. The event will be required to meet all requirements in the Code of General Ordinances for the City of Kenosha that are in effect at the time of the event.
13. Compliance with applicable Federal, State, County and City laws, rules and regulations including licensing conditions and operational requirements contained within Sections 5.04, 6.05, 12.02, 12.03, 12.04, 12.05, 13.03, 13.035, and 14.025.



Application for a Special Event Permit\*  
Form #ADM400 (rev. 12/2021)

\*Subject to Change

- Nonrefundable Fee: \$100 if submitted 45 days or more before an event
- Nonrefundable Fee: \$500 if submitted 30-45 days before an event
- Applications for an event less than 30 days away will not be considered  
Fee waived by ordinance

Before completing this application, carefully read the Special Event Planning Guide found at [www.kenosha.org](http://www.kenosha.org)

Event Name: LAKEFEST

Event Date(s) Requested: 08/24/2024 Rain Date(s): NONE

A. Event Organization

- Organization's Name: KENOSHA COMMUNITY SAILING CENTER
- Does this organization hold not-for-profit status?  No  Yes (Please provide verification of 501(c) 3 status by submitting organization's IRS determination letter which outlined your tax-exemption or call IRS Customer Service at 1-877-829-5500 to request a copy). Required to receive non-profit rate for equipment rental.
- Organization's Address: POB 123 City: KENOSHA State: WI Zip: 53140
- Contact Person: MERYL STRICHARTZ
- Contact Phone: 262-498-6639 Contact Email: MERYL@KENOSHABEACHHOUSE.COM

B. Event Location

1. Location (check all that apply):

- City Street
- City Owned Parcels
- City Sidewalk
- Water Utility Property
- City Park
- Airport Property
- City-Owned Building\*
- Transit Property

Name & Address of the park, and any building\* (includes shelter, concession area, bandshell, etc.):  
PROMENADE ALONG 54TH ST & NORTH PIER BEACH ON SIMMONS ISLAND

- Does the event require any streets to be closed?  Yes  No  
Name of street: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

3. Type of street use requiring closure:  Parade  Run or Walk  Other: \_\_\_\_\_

4. Attach a scaled site plan of the event location and include the following if applicable:  Site Plan Attached

- Fences
- Beer Garden
- Waste Containers
- Stages
- Temporary Structures (tents, trailers, etc.)
- Entrances/Exits
- Staging Areas
- Portable Toilets
- Signage
- Volunteer Check-in
- Vendor locations
- Routes & Traffic Lanes (including barricades)
- Parking (including handicapped spaces)
- Street parking restrictions

**C. Event Operation Plan & Details**

1. Attach additional pages for events more than 3 days. Each day's event times must be listed.

SET-UP DATE	DAY 1 EVENT DATE	DAY 2 EVENT DATE	DAY 3 EVENT DATE	TEAR-DOWN DATE
08/23/24	08/24/2024			08/25/2024
SET-UP TIME	DAY 1 START & END TIMES	DAY 2 START & END TIMES	DAY 3 START & END TIMES	TEAR-DOWN TIME
3PM	10AM-11PM			10 AM

2. Estimated Number of Attendees Per Day: 4,000

3. Event Description (provide a brief description of the event; attach additional pages if needed):

4. Indicate if the event will have any of the following (check all that apply):

- Food Vendors     Merchandise Vendors     Artwork Displays/Sales     Signage
- Animal Rides     Petting Zoo     Rides     Announcements/Speeches
- Fireworks\*     Bonfire\*     Pyrotechnic Devices\*     Horse Drawn Vehicles\*\*
- Carnival     Circus     Games     Public Entertainment
- Other: \_\_\_\_\_     Sports tournament (list type: softball, hardball, rugby, etc.): \_\_\_\_\_     Band     DJ     Theatre

\*If approved by the Parks Commission, an [Open Burning/Fireworks Permit](#) may be obtained a minimum of fourteen (14) business days before the event. For details, contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109.

\*\*The event must be in compliance with [Chapter 14.025 C & D](#) of the Code of General Ordinances.

**D. Beer/Wine**

1. Will beer and/or wine be served or sold at the event?  Yes     No (If no, skip to section E.)  
**Event staff or security will check identification and issue wristbands to anyone age 21 and older who wishes to purchase beer or wine.**

2. Name of organization applying for the Temporary Class "B" Retailer's License: KENOSHA COMMUNITY SAILING CENTER  
 Contact the City Clerk-Treasurer's office at 262-653-4020 or by emailing [cityclerk@kenosha.org](mailto:cityclerk@kenosha.org) a minimum of 30 days prior to the event to obtain a [Temporary Class "B"/"Class B" Retailer's License](#).

3. Specify, for each day of sale, the start and end times when beer/wine will be sold. Attach additional sheets if needed for more than 3 days. Note: If the event is in a Park, all beer/wine sales after 10 p.m. must get approval from the Board of Parks Commission.

Day 1 Date of beer/wine sales	Day 2 Date of beer/wine sales	Day 3 Date of beer/wine sales
Start Time 11 AM	Start Time	Start Time
End time 11 PM	End time	End time



**E. Food/Merchandise**

1. Will food be sold or served at your event?  Sold  Served  No Food

Contact the Kenosha County Health Department at 262-605-6700 or by emailing Mark Melotik at [mark.melotik@kenoshacounty.org](mailto:mark.melotik@kenoshacounty.org) or Brad Wozniak at [brad.wozniak@kenoshacounty.org](mailto:brad.wozniak@kenoshacounty.org) for information on the safe handling of food and beverages.

Contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109 a minimum of fourteen (14) business days prior to the event in order to coordinate inspections for the day of the event.

2. Will vendors sell merchandise at the event?  Yes  No

◆ If yes to either food or merchandise, complete a Vendor List and submit it at least fourteen (14) days prior to the event to Administration. A copy will be sent to the Health Department and the Fire Department.

**F. Equipment Rental**

1. Will the event need: Electricity  Yes  No Water  Yes  No

Service for electric and water varies by location. The organizer may be required to provide their own generators in order to have sufficient electricity required for the event.

2. Indicate requests for any of the following City-provided rental equipment (check all that apply).

**Supplies are limited and granted upon availability.**

- |  |                   |  |                   |
|--|-------------------|--|-------------------|
| <input checked="" type="checkbox"/> Bleachers                | # requested 4     | <input type="checkbox"/> Benches   | # requested _____ |
| <input type="checkbox"/> Barricades                          | # requested _____ | <input checked="" type="checkbox"/> Picnic Tables                                    | # requested 8     |
| <input checked="" type="checkbox"/> Trash Carts              | # requested 4     | <input type="checkbox"/> Traffic Cones   | # requested _____ |
| <input type="checkbox"/> Recycling Carts                     | # requested _____ | <input type="checkbox"/> Traffic Signs   | # requested _____ |
| <input checked="" type="checkbox"/> Showmobile (2 available) | # requested 1     | <input checked="" type="checkbox"/> Generator (1 available and only with Showmobile) |                   |
| <input checked="" type="checkbox"/> Reviewing Stands         | # requested 1     |  |                   |
| <input checked="" type="checkbox"/> Fencing                  |                   |  |                   |

How many 50 foot sections of snow fencing? \_\_\_\_\_ How many 6 foot sections of white plastic portable fencing? 20

**G. Temporary Structures**

1. Will the event have any temporary structures or signage?  Yes  No (If no, skip to section H.)  
Temporary structures are defined as anything that penetrates the ground by stakes, tools, or other equipment such as tents. The proposed location of the structure(s) must be noted on the site plan.

2. In addition to City Equipment, what other type of temporary structures will be at the event (check all that apply)?

- Tents  Inflatables  Staging  Trailers  Dunk Tank  Signage\*  
(larger than 10x10 pop up)
- Portable restrooms/ handwash stations  Other (Please Explain): \_\_\_\_\_

\*Any signage must comply with Chapter 15 of the City's code of general ordinances. Include an example of proposed signage. For any questions on signage, contact City Development at: 262-653-4030.

3. I understand that if the event has any temporary structures, I must call Digger's Hotline no later than three (3) business days prior to the event.  Yes ms Initial

\*\*\*VERY IMPORTANT\*\*\*

**WI State Statute 182.0175 requires that the Event Organizer responsible for the planning and performance of any type of ground penetration and excavation provide advanced notice to Digger's Hotline (call 1-800-242-8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location. There are no exceptions.**

**H. Security**

Event organizers are responsible for providing safety and security for all attendees. Measures must be taken to maintain order and enforce all laws, rules, and regulations pertinent to the event. The Kenosha Police and Fire Departments shall have the discretion to modify the required security plan as they deem necessary; and may recommend denial of the Special Event Permit if the security plan is inadequate.

1. Briefly describe security measures: EVENT ORGANIZER, STAFF AND VOLUNTEERS WILL ENFORCE RULES IN IDENTIFIABLE SECUR

2. Is approval for overnight security requested for the event?  Yes  No

3. Will the event have private security?  Yes  No

4. Will private security at the event be armed?  Yes  No

5. Private Security Company Name: TBD Phone #: \_\_\_\_\_

6. Are the services of the City of Kenosha Police personnel requested? (if so, contact Kenosha Police: 262-605-5216)  
 Yes  No

7. One member of the organization's security personnel or the organization's contact person must be designated "Head of Security" who can be reached at any time.

Name of Designated Head of Security: JIM BUCK  
 First M.I. Last

Head of Security's Phone Number: 262-705-2832

**\*REQUIRED: Detailed security and operational plan:**

Attached  Will be submitted a minimum of 14 business days before the event.

**I. Insurance**

The Special Event Organizer shall, at a minimum, procure and maintain during the term of the Special Event occurrence based insurance policies, hereinafter specified insuring the Special Event and all associated Special Event activities. The Reviewing Authority may require additional coverages and/or increased coverage when deemed necessary. Certificates of Insurance must reflect:

a. Commercial General Liability:

General Aggregate - Two Million Dollars (\$2,000,000.00)

Each Occurrence - One Million Dollars (\$1,000,000.00)

b. Automobile Liability: (When required as a permit condition)

Combined single limit coverage for bodily injury and property damage per accident in the amount of One Million Dollars (\$1,000,000.00).

c. Liquor Liability Coverage (When alcohol is approved for the Special Event)

General Aggregate - One Million Dollars (\$1,000,000.00)

Each Occurrence - One Million Dollars (\$1,000,000.00)

d. Umbrella Liability in the following amounts over the Commercial General Liability and Automobile Liability amounts listed herein: (When required as a permit condition)

Two Million Dollars (\$2,000,000.00) per person

Two Million Dollars (\$2,000,000.00) aggregate

e. Endorsements: The policy must be endorsed to name "The City of Kenosha, its elected officials, representatives, employees and agents" as additional insured. You must provide a copy of the actual endorsement.

The Commercial General Liability coverages required herein may be subject to a deductible or self-insured retention. If the Commercial General Liability insurance coverage policy has a deductible or self-insured retention, said deductible or self-insured retention cannot exceed \$5,000.00. The Umbrella Liability policy shall not contain exclusions or exceptions not present in the General Liability insurance policy.

**Certificate of Liability Insurance:**

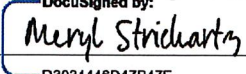
Attached  Will be submitted a minimum of fourteen (14) business days before the event by the responsible agent on behalf of the event organization.

**J. Hold Harmless**

The Indemnity and Hold Harmless Agreement must be signed by an authorized agent of the organization presenting the event, and filed as a condition of approval.

a)

- I understand the filing of this application does not ensure the issuance of this licenses.
- I also understand that all Special Event Organizers and Vendors must comply with applicable Federal, State, County, and City laws, rules, and regulations.
- I further understand that an incomplete application may cause a delay in processing or a denial of the event.
- I have reviewed the [Code of General Ordinance Chapter 12.06 "Special Event Permit"](#)

Print Name of Authorized Agent: MERYL STRICHARTZ  
DocuSigned by:  
 Signature:  Date: 04/08/2024  
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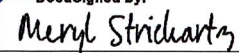
**INDEMNITY AND HOLD HARMLESS AGREEMENT**

**SPECIAL EVENT APPLICATION  
CITY ORDINANCE CHAPTER 12.06**

**MERYL STRICHARTZ**

Authorized Agent of Special Event Organizer

Special Event Organizer does hereby agree that it will indemnify, defend and hold harmless the City of Kenosha, the City of Kenosha Board of Public Works, and the City of Kenosha Board of Parks Commission and their respective officers, agents and employees (collectively "Indemnitees") against any and all claims, liability, loss, charges, damages, costs, judgments, settlement expenses and attorney's fees, which any of them may hereafter sustain, incur or be required to pay as a result of incidents occurring on property or as a result of any operations, works, acts or omissions performed on property by Special Event Organizer, its officers, employees, contractors, subcontractors, independent contractors, agents, invitees or permitted users, or resulting from the Special Event Organizers failure to perform or observe any of the terms, covenants and conditions of this Agreement, or resulting from any conditions of property or improvements thereon by reason of any of which any person suffers personal injury, death or property loss or damage. Upon the filing with the City of Kenosha, the City of Kenosha Public Works Committee, or the City of Kenosha Board of Park Commission of a claim for damages arising out of any incident(s) which Special Event Organizer herein agrees to indemnify, defend and hold Indemnitees harmless, Special Event Organizer shall be notified of such claim, and in the event that Special Event Organizer does not pay, settle or compromise such claim, then the Special Event Organizer shall undertake the legal defense of such claim both on behalf of Special Event Organizer and Indemnitees. It is specifically agreed, however, that Indemnitees, at their own cost and expense, may participate in the legal defense of any such claim, but shall have no right to control settlement under circumstances wherein the full amount of the settlement shall be paid by Special Event Organizer and/or its insurers. Any judgment, final beyond all possibility of appeal, which may be rendered against Indemnitees for any cause for which Special Event Organizer is liable hereunder shall be conclusive against Special Event Organizer as to liability and amount of damages. This provision shall survive expiration or termination of this agreement to the extent necessary to effectuate its purpose.

DocuSigned by:  
 04/08/2024  
 Applicant Signature... Date

Please sign, date and return the completed application to:  
**City of Kenosha Administration**  
**625 - 52<sup>nd</sup> Street**  
**Room 300**  
**Kenosha, WI 53140**



● Volunteer checkin/vendors/activities/info 10x10 booths



PARKS

May 9, 2024

Kenosha Community Sailing Center  
Attn: Meryl Strichartz  
meryl@kenoshabeachhouse.com

RE: Lakefest

To whom it may concern:

Your request will be reviewed by the Board of Parks Commission. The meeting is scheduled for:

**Monday, May 13, 2024**  
**5:00 p.m.**  
**Room 204**  
**Kenosha Municipal Building, 625-52nd Street**

You and/or your representative are required to appear.

If you have any questions, you may contact the Department of Parks at 262-653-4080.

Sincerely,

Diane S. Hoff  
Secretary of the Parks Commission

cc: Board of Parks Commission  
Katie Elder, Director of Parks – w/a



DEPARTMENT OF PARKS

May 6, 2024

TO: Eric Haugaard, Chairperson of Park Commission (District 1)

CC: Alderperson Siel (District 2)  
Kris Kochman, Community Relations Liaison

FROM: Katie Elder, CPRP  
Director of Parks

RE: Park Commission: Request from Kenosha Public Library for use of Library Park on June 21, 2024 to hold the Summer at Simmons Series: Rock Out with Outreach. (District 2)

**BACKGROUND/ANALYSIS**

Kenosha Public Library is requesting from the Board of Park Commission the use of Library Park on June 21, 2024 to:

- a. Hold the Summer at Simmons Series: Rock Out with Outreach
- b. Have Crafts

Event hours will be 10AM-11AM. Setup will take place beginning at 9AM on the day of the event and take down is scheduled following the completion of the event.

Assuming availability, as determined by City Staff, the requested equipment will be supplied by the Department of Parks.

The event description: "We will set up picnic tables on the patio and behind Simmons Library to paint and swap rock in the great outdoors!"

**If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.**

1. Approved Operation of the following activities:
  - a. Have Crafts
2. No Tents larger than 10'x10' are allowed unless an application for "Temporary Structures", is submitted and approved.
3. Per [WI State Statute 182.0175](#), the applicant is responsible for planning and performance of any type of ground penetration and excavation by providing advanced notice to Digger's Hotline (call 1.800.242.8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location.
4. Applicants are responsible for litter and debris and the site must be picked up at the end of the event.
  - a. Applicants are required to place all recyclables and trash in designated areas as determined by the Department of Parks. Recycling shall comply with the City of Kenosha recycling rules ([Code of General Ordinances 5.119](#) (H. Recyclable materials)). All other items shall be placed in the trash containers. If Recycling Containers are contaminated by items, other than those listed, applicants may be subject to additional charges.
5. The City can only authorize uses of City owned property or public rights-of-way. Any activity shown on private property must be authorized by the owner.
  - a. Applicants will be responsible for any damage caused to City property as a result of this event.
6. Submission of an Operational & Security Plan and Safety & Evacuation Plan (per NFPA 1 Chapter 10) is required and must be approved by the City Staff. These plans shall be submitted within 30-60 days prior to the start of the event. Please note the event will not be allowed to begin until approval is obtained and final authorization letter is executed.
7. Event Organizers must receive prior permission from the Department of Public Works (a minimum of 14 days prior to the event) for any request for directional markings on any structure, fixture, surface within the City's jurisdiction. If the request is approved, by the Department of Public Works, only the use of dry stick sidewalk-type chalks. All spray paints and spray chalks of any kind regardless of the claims by the manufacturer will be strictly prohibited. The use of such products will result in the organization being billed for all costs incurred to remove marks and/or restore the clean appearance of city paved surfaces and face the possible loss of permit privileges in the future. To establish the locations within the event area, organizers of all future events will be required to limit the use of markings to temporary signs on lathe or similar posts or the use of dry stick sidewalk-type chalks only. There will be no exceptions allowed for weather-related reasons or other.
8. The Applicant must:
  - a. Supervise all persons using the location under authority of the Special event permit.
  - b. Reimburse the City for any costs incurred in enforcing Permit Standards and Conditions within 30 days of receiving an invoice.
    - i. Event is subject to the annual fee table upon approval by Committee(s)
  - c. Procure any license or other permits required for this activity.
  - d. Obtain approval from City Development for any on site signage and obtain any necessary permits.
  - e. Provide private security for traffic issues, parking and/or crowd control.
9. Procure and maintain one (1) or more liability insurance policy(ies) written by one (1) or more insurance company(ies) licensed to do business in the State of Wisconsin as required by paragraph L of the Special Event Ordinance. The endorsements need to be filed in addition to the Certificate. These must be received fourteen (14) days prior to the event start date.
10. The event will be required to meet all requirements in the Code of General Ordinances for the City of Kenosha that are in effect at the time of the event.
11. Compliance with applicable Federal, State, County and City laws, rules and regulations including licensing conditions and operational requirements contained within Sections 5.04, 6.05, 12.02, 12.03, 12.04, 12.05, 13.03, 13.035, and 14.025.

Ps # 15176846

May 13, 2024



Application for a Special Event Permit\*  
Form #ADM400 (rev. 12/2021)  
\*Subject to Change

- Nonrefundable Fee: \$100 if submitted 45 days or more before an event
- Nonrefundable Fee: \$500 if submitted 30-45 days before an event
- Applications for an event less than 30 days away will not be considered*  
Fee waived by ordinance

Before completing this application, carefully read the Special Event Planning Guide found at [www.kenosha.org](http://www.kenosha.org)

Event Name: Summer At Simmons Series: Rock Out With Outreach

Event Date(s) Requested: 6/21/24 Rain Date(s): None

**A. Event Organization**

- Organization's Name: Kenosha Public Library
- Does this organization hold not-for-profit status?  No  Yes (Please provide verification of 501(c) 3 status by submitting organization's IRS determination letter which outlined your tax-exemption or call IRS Customer Service at 1-877-829-5500 to request a copy). *Required to receive non-profit rate for equipment rental.*
- Organization's Address: 7979 38th Ave City: Kenosha State: WI Zip: 53142
- Contact Person: Kristen Salomon
- Contact Phone: 262-564-6190 Contact Email: ksalomon@mykpl.info

**B. Event Location**

1. Location (check all that apply):

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> City Street        | <input type="checkbox"/> City Sidewalk          | <input checked="" type="checkbox"/> City Park | <input type="checkbox"/> City-Owned Building* |
| <input type="checkbox"/> City Owned Parcels | <input type="checkbox"/> Water Utility Property | <input type="checkbox"/> Airport Property     | <input type="checkbox"/> Transit Property     |

Name & Address of the park, and any building\* (includes shelter, concession area, bandshell, etc.):  
Library Park, 711 59th Pl, Kenosha WI 53140

2. Does the event require any streets to be closed?  Yes  No  
Name of street: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

3. Type of street use requiring closure:  Parade  Run or Walk  Other: \_\_\_\_\_

4. Attach a scaled site plan of the event location and include the following if applicable:  Site Plan Attached

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Fences                                       | <input type="checkbox"/> Entrances/Exits             | <input type="checkbox"/> Volunteer Check-in                            |
| <input type="checkbox"/> Beer Garden                                  | <input type="checkbox"/> Staging Areas               | <input type="checkbox"/> Vendor locations                              |
| <input type="checkbox"/> Waste Containers                             | <input type="checkbox"/> Portable Toilets            | <input type="checkbox"/> Routes & Traffic Lanes (including barricades) |
| <input type="checkbox"/> Stages                                       | <input type="checkbox"/> Signage                     | <input type="checkbox"/> Parking (including handicapped spaces)        |
| <input type="checkbox"/> Temporary Structures (tents, trailers, etc.) | <input type="checkbox"/> Street parking restrictions |  |



**C. Event Operation Plan & Details**

1. Attach additional pages for events more than 3 days. Each day's event times must be listed.

SET-UP DATE	DAY 1 EVENT DATE	DAY 2 EVENT DATE	DAY 3 EVENT DATE	TEAR-DOWN DATE
6-21-24	6-21-24			6-21-24
SET-UP TIME	DAY 1 START & END TIMES	DAY 2 START & END TIMES	DAY 3 START & END TIMES	TEAR-DOWN TIME
9:00-10:00 AM	10:00-11:00 AM			11:00 AM-12:00 PM

2. Estimated Number of Attendees Per Day: 20+

3. Event Description (provide a brief description of the event; attach additional pages if needed):

We will set up on picnic tables on the patio and behind Simmon's Library to paint and swap rocks in the great outdoors!

4. Indicate if the event will have any of the following (check all that apply):

- Food Vendors     Merchandise Vendors     Artwork Displays/Sales     Signage
- Animal Rides     Petting Zoo     Rides     Announcements/Speeches
- Fireworks\*     Bonfire\*     Pyrotechnic Devices\*     Horse Drawn Vehicles\*\*
- Carnival     Circus     Games     Public Entertainment
- Other: Crafts     Sports tournament (list type: softball, hardball, rugby, etc.): \_\_\_\_\_     Band     DJ     Theatre

\*If approved by the Parks Commission, an [Open Burning/Fireworks Permit](#) may be obtained a minimum of fourteen (14) business days before the event. For details, contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109.

\*\*The event must be in compliance with [Chapter 14.025 C & D](#) of the Code of General Ordinances.

**D. Beer/Wine**

1. Will beer and/or wine be served or sold at the event?  Yes     No (If no, skip to section E.)  
**Event staff or security will check identification and issue wristbands to anyone age 21 and older who wishes to purchase beer or wine.**

2. Name of organization applying for the Temporary Class "B" Retailer's License: \_\_\_\_\_  
 Contact the City Clerk-Treasurer's office at 262-653-4020 or by emailing [cityclerk@kenosha.org](mailto:cityclerk@kenosha.org) a minimum of 30 days prior to the event to obtain a [Temporary Class "B"/"Class B" Retailer's License](#).

3. Specify, for each day of sale, the start and end times when beer/wine will be sold. Attach additional sheets if needed for more than 3 days. Note: If the event is in a Park, all beer/wine sales after 10 p.m. must get approval from the Board of Parks Commission.

Day 1 Date of beer/wine sales	Day 2 Date of beer/wine sales	Day 3 Date of beer/wine sales
Start Time	Start Time	Start Time
End time	End time	End time

**E. Food/Merchandise**

1. Will food be sold or served at your event?  Sold  Served  No Food

Contact the Kenosha County Health Department at 262-605-6700 or by emailing Mark Melotik at [mark.melotik@kenoshacounty.org](mailto:mark.melotik@kenoshacounty.org) or Brad Wozniak at [brad.wozniak@kenoshacounty.org](mailto:brad.wozniak@kenoshacounty.org) for information on the safe handling of food and beverages.

Contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109 a minimum of fourteen (14) business days prior to the event in order to coordinate inspections for the day of the event.

2. Will vendors sell merchandise at the event?  Yes  No

◆ If yes to either food or merchandise, complete a Vendor List and submit it at least fourteen (14) days prior to the event to Administration. A copy will be sent to the Health Department and the Fire Department.

**F. Equipment Rental**

1. Will the event need: Electricity  Yes  No Water  Yes  No

Service for electric and water varies by location. The organizer may be required to provide their own generators in order to have sufficient electricity required for the event.

2. Indicate requests for any of the following City-provided rental equipment (check all that apply).

**Supplies are limited and granted upon availability.**

- |   |                   |   |                      |
|---|-------------------|---|----------------------|
| <input type="checkbox"/> Bleachers                | # requested _____ | <input type="checkbox"/> Benches  | # requested _____    |
| <input type="checkbox"/> Barricades               | # requested _____ | <input checked="" type="checkbox"/> Picnic Tables                         | # requested <u>8</u> |
| <input type="checkbox"/> Trash Carts              | # requested _____ | <input type="checkbox"/> Traffic Cones                                    | # requested _____    |
| <input type="checkbox"/> Recycling Carts          | # requested _____ | <input type="checkbox"/> Traffic Signs                                    | # requested _____    |
| <input type="checkbox"/> Showmobile (2 available) | # requested _____ | <input type="checkbox"/> Generator (1 available and only with Showmobile) |                      |
| <input type="checkbox"/> Reviewing Stands         | # requested _____ |   |                      |
| <input type="checkbox"/> Fencing                  |                   |   |                      |

How many 50 foot sections of *snow* fencing? \_\_\_\_\_ How many 6 foot sections of *white plastic portable* fencing? \_\_\_\_\_

**G. Temporary Structures**

1. Will the event have any temporary structures or signage?  Yes  No (If no, skip to section H.)  
Temporary structures are defined as anything that penetrates the ground by stakes, tools, or other equipment such as tents. The proposed location of the structure(s) must be noted on the site plan.

2. In addition to City Equipment, what other type of temporary structures will be at the event (check all that apply)?

- Tents  Inflatables  Staging  Trailers  Dunk Tank  Signage\*  
(larger than 10x10 pop up)
- Portable restrooms/ handwash stations  Other (Please Explain): \_\_\_\_\_

\*Any signage must comply with Chapter 15 of the City's code of general ordinances. Include an example of proposed signage. For any questions on signage, contact City Development at: 262-653-4030.

3. I understand that if the event has any temporary structures, I must call Digger's Hotline no later than three (3) business days prior to the event.  Yes \_\_\_\_\_ Initial

**\*\*\*VERY IMPORTANT\*\*\***

**WI State Statute 182.0175 requires that the Event Organizer responsible for the planning and performance of any type of ground penetration and excavation provide advanced notice to Digger's Hotline (call 1-800-242-8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location. There are no exceptions.**

**H. Security**

Event organizers are responsible for providing safety and security for all attendees. Measures must be taken to maintain order and enforce all laws, rules, and regulations pertinent to the event. The Kenosha Police and Fire Departments shall have the discretion to modify the required security plan as they deem necessary; and may recommend denial of the Special Event Permit if the security plan is inadequate.

1. Briefly describe security measures: Kenosha Public Library staff will be responsible for security.

2. Is approval for overnight security requested for the event?  Yes  No

3. Will the event have private security?  Yes  No

4. Will private security at the event be armed?  Yes  No

5. Private Security Company Name: N/A Phone #: \_\_\_\_\_

6. Are the services of the City of Kenosha Police personnel requested? (if so, contact Kenosha Police: 262-605-5216)  
 Yes  No

7. One member of the organization's security personnel or the organization's contact person must be designated "Head of Security" who can be reached at any time.

Name of Designated Head of Security: Amy Hurtado, KPL Community Outreach Specialist  
First M.I. Last

Head of Security's Phone Number: 262-752-7342

**\*REQUIRED: Detailed security and operational plan:**

Attached  Will be submitted a minimum of 14 business days before the event.

**I. Insurance**

The Special Event Organizer shall, at a minimum, procure and maintain during the term of the Special Event occurrence based insurance policies, hereinafter specified insuring the Special Event and all associated Special Event activities. The Reviewing Authority may require additional coverages and/or increased coverage when deemed necessary. Certificates of Insurance must reflect:

a. Commercial General Liability:

General Aggregate - Two Million Dollars (\$2,000,000.00)

Each Occurrence - One Million Dollars (\$1,000,000.00)

b. Automobile Liability: (When required as a permit condition)

Combined single limit coverage for bodily injury and property damage per accident in the amount of One Million Dollars (\$1,000,000.00).

c. Liquor Liability Coverage (When alcohol is approved for the Special Event)

General Aggregate - One Million Dollars (\$1,000,000.00)

Each Occurrence - One Million Dollars (\$1,000,000.00)

d. Umbrella Liability in the following amounts over the Commercial General Liability and Automobile Liability amounts listed herein: (When required as a permit condition)

Two Million Dollars (\$2,000,000.00) per person

Two Million Dollars (\$2,000,000.00) aggregate

e. Endorsements: The policy must be endorsed to name "The City of Kenosha, its elected officials, representatives, employees and agents" as additional insured. You must provide a copy of the actual endorsement.

The Commercial General Liability coverages required herein may be subject to a deductible or self-insured retention. If the Commercial General Liability insurance coverage policy has a deductible or self-insured retention, said deductible or self-insured retention cannot exceed \$5,000.00. The Umbrella Liability policy shall not contain exclusions or exceptions not present in the General Liability insurance policy.

**Certificate of Liability Insurance:**

Attached  Will be submitted a minimum of fourteen (14) business days before the event by the responsible agent on behalf of the event organization.


**J. Hold Harmless**

The Indemnity and Hold Harmless Agreement must be signed by an authorized agent of the organization presenting the event, and filed as a condition of approval.

a)

- I understand the filing of this application does not ensure the issuance of this licenses.
- I also understand that all Special Event Organizers and Vendors must comply with applicable Federal, State, County, and City laws, rules, and regulations.
- I further understand that an incomplete application may cause a delay in processing or a denial of the event.
- I have reviewed the [Code of General Ordinance Chapter 12.06 "Special Event Permit"](#)

Print Name of Authorized Agent: Kristen Salomon

Signature:  Date: 4/2/24

**INDEMNITY AND HOLD HARMLESS AGREEMENT**

**SPECIAL EVENT APPLICATION  
CITY ORDINANCE CHAPTER 12.06**

Kristen Salomon

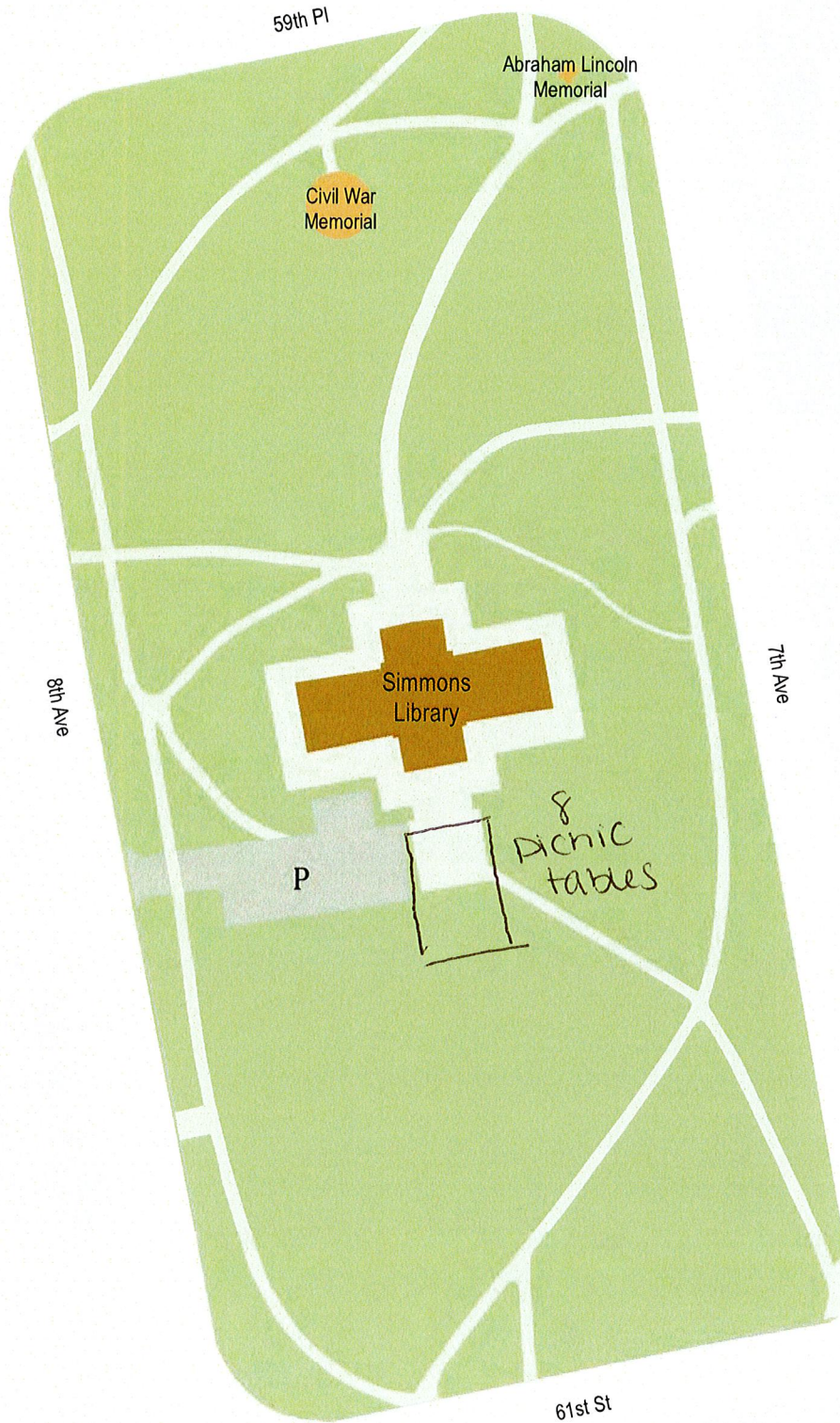
Authorized Agent of Special Event Organizer

Special Event Organizer does hereby agree that it will indemnify, defend and hold harmless the City of Kenosha, the City of Kenosha Board of Public Works, and the City of Kenosha Board of Parks Commission and their respective officers, agents and employees (collectively "Indemnitees") against any and all claims, liability, loss, charges, damages, costs, judgments, settlement expenses and attorney's fees, which any of them may hereafter sustain, incur or be required to pay as a result of incidents occurring on property or as a result of any operations, works, acts or omissions performed on property by Special Event Organizer, its officers, employees, contractors, subcontractors, independent contractors, agents, invitees or permitted users, or resulting from the Special Event Organizers failure to perform or observe any of the terms, covenants and conditions of this Agreement, or resulting from any conditions of property or improvements thereon by reason of any of which any person suffers personal injury, death or property loss or damage. Upon the filing with the City of Kenosha, the City of Kenosha Public Works Committee, or the City of Kenosha Board of Park Commission of a claim for damages arising out of any incident(s) which Special Event Organizer herein agrees to indemnify, defend and hold Indemnitees harmless, Special Event Organizer shall be notified of such claim, and in the event that Special Event Organizer does not pay, settle or compromise such claim, then the Special Event Organizer shall undertake the legal defense of such claim both on behalf of Special Event Organizer and Indemnitees. It is specifically agreed, however, that Indemnitees, at their own cost and expense, may participate in the legal defense of any such claim, but shall have no right to control settlement under circumstances wherein the full amount of the settlement shall be paid by Special Event Organizer and/or its insurers. Any judgment, final beyond all possibility of appeal, which may be rendered against Indemnitees for any cause for which Special Event Organizer is liable hereunder shall be conclusive against Special Event Organizer as to liability and amount of damages. This provision shall survive expiration or termination of this agreement to the extent necessary to effectuate its purpose.

 4/2/24  
Applicant Signature Date

Please sign, date and return the completed application to:

**City of Kenosha Administration**  
**625 - 52<sup>nd</sup> Street**  
**Room 300**  
**Kenosha, WI 53140**



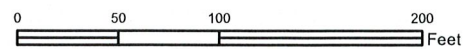
## Library Park

Park : 5.5 acres  
 Dedicated : 1839  
 711 59th Place  
 Kenosha, WI 53140

- P** Parking
- Park Monument



For all park rental inquiries  
 please call 262.653.4050  
 or visit [kenosha.org](http://kenosha.org).





PARKS

May 9, 2024

Kenosha Public Library  
Attn: Kristen Salomon  
ksalomon@mykpl.info

RE: Rock Out with Outreach, Summer Olympics & Drum Circle

To whom it may concern:

Your request will be reviewed by the Board of Parks Commission. The meeting is scheduled for:

**Monday, May 13, 2024**  
**5:00 p.m.**  
**Room 204**  
**Kenosha Municipal Building, 625-52nd Street**

You and/or your representative are required to appear.

If you have any questions, you may contact the Department of Parks at 262-653-4080.

Sincerely,

Diane S. Hoff  
Secretary of the Parks Commission

cc: Board of Parks Commission  
Katie Elder, Director of Parks – w/a



DEPARTMENT OF PARKS

May 6, 2024

TO: Eric Haugaard, Chairperson of Park Commission (District 1)

CC: Alderperson Siel (District 2)  
Kris Kochman, Community Relations Liaison

FROM: Katie Elder, CPRP  
Director of Parks

RE: Park Commission: Request from Kenosha Public Library for use of Library Park on July 19, 2024 to hold the Summer at Simmons Series: KPL Summer Olympics. (District 2)

**BACKGROUND/ANALYSIS**

Kenosha Public Library is requesting from the Board of Park Commission the use of Library Park on July 19, 2024 to:

- a. Hold the Summer at Simmons Series: KPL Summer Olympics
- b. Have Games

Event hours will be 10AM-12PM. Setup will take place beginning at 9AM on the day of the event and take down is scheduled following the completion of the event.

Assuming availability, as determined by City Staff, the requested equipment will be supplied by the Department of Parks.

The event description: "We will set up some outdoor games and challenges for participants to complete in our first outdoor KPL Summer Olympics behind the Simmons Library parking lot."

**If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.**

1. Approved Operation of the following activities:
  - a. Have Games
  - b. Applicants are required to place all recyclables and trash in designated areas as determined by the Department of Parks. Recycling shall comply with the City of Kenosha recycling rules ([Code of General Ordinances 5.119](#) (H. Recyclable materials)). All other items shall be placed in the trash containers. If Recycling Containers are contaminated by items, other than those listed, applicants may be subject to additional charges.
2. The City can only authorize uses of City owned property or public rights-of-way. Any activity shown on private property must be authorized by the owner.
  - a. Applicants will be responsible for any damage caused to City property as a result of this event.
3. Submission of an Operational & Security Plan and Safety & Evacuation Plan (per NFPA 1 Chapter 10) is required and must be approved by the City Staff. These plans shall be submitted within 30-60 days prior to the start of the event. Please note the event will not be allowed to begin until approval is obtained and final authorization letter is executed.
4. Event Organizers must receive prior permission from the Department of Public Works (a minimum of 14 days prior to the event) for any request for directional markings on any structure, fixture, surface within the City's jurisdiction. If the request is approved, by the Department of Public Works, only the use of dry stick sidewalk-type chalks. All spray paints and spray chalks of any kind regardless of the claims by the manufacturer will be strictly prohibited. The use of such products will result in the organization being billed for all costs incurred to remove marks and/or restore the clean appearance of city paved surfaces and face the possible loss of permit privileges in the future. To establish the locations within the event area, organizers of all future events will be required to limit the use of markings to temporary signs on lathe or similar posts or the use of dry stick sidewalk-type chalks only. There will be no exceptions allowed for weather-related reasons or other.
5. The Applicant must:
  - a. Supervise all persons using the location under authority of the Special event permit.
  - b. Reimburse the City for any costs incurred in enforcing Permit Standards and Conditions within 30 days of receiving an invoice.
    - i. Event is subject to the annual fee table upon approval by Committee(s)
  - c. Procure any license or other permits required for this activity.
  - d. Obtain approval from City Development for any on site signage and obtain any necessary permits.
  - e. Provide private security for traffic issues, parking and/or crowd control.
6. Procure and maintain one (1) or more liability insurance policy(ies) written by one (1) or more insurance company(ies) licensed to do business in the State of Wisconsin as required by paragraph L of the Special Event Ordinance. The endorsements need to be filed in addition to the Certificate. These must be received fourteen (14) days prior to the event start date.
7. The event will be required to meet all requirements in the Code of General Ordinances for the City of Kenosha that are in effect at the time of the event.
8. Compliance with applicable Federal, State, County and City laws, rules and regulations including licensing conditions and operational requirements contained within Sections 5.04, 6.05, 12.02, 12.03, 12.04, 12.05, 13.03, 13.035, and 14.025.





Application for a Special Event Permit\*  
Form #ADM400 (rev. 12/2021)

\*Subject to Change

- Nonrefundable Fee: \$100 if submitted 45 days or more before an event
- Nonrefundable Fee: \$500 if submitted 30-45 days before an event
- Applications for an event less than 30 days away will not be considered*  
Fee waived by ordinance

Before completing this application, carefully read the Special Event Planning Guide found at [www.kenosha.org](http://www.kenosha.org)

Event Name: Summer At Simmons Series: KPL Summer Olympics

Event Date(s) Requested: 7/19/24 Rain Date(s): None

**A. Event Organization**

1. Organization's Name: Kenosha Public Library
2. Does this organization hold not-for-profit status?  No  Yes (Please provide verification of 501(c) 3 status by submitting organization's IRS determination letter which outlined your tax-exemption or call IRS Customer Service at 1-877-829-5500 to request a copy). *Required to receive non-profit rate for equipment rental.*
3. Organization's Address: 7979 38th Ave City: Kenosha State: WI Zip: 53142
4. Contact Person: Kristen Salomon
5. Contact Phone: 262-564-6190 Contact Email: ksalomon@mykpl.info

**B. Event Location**

1. Location (check all that apply):

- City Street
- City Sidewalk
- City Park
- City-Owned Building\*
- City Owned Parcels
- Water Utility Property
- Airport Property
- Transit Property

Name & Address of the park, and any building\* (includes shelter, concession area, bandshell, etc.):  
Library Park, 711 59th Pl, Kenosha WI 53140

2. Does the event require any streets to be closed?  Yes  No

Name of street: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

3. Type of street use requiring closure:  Parade  Run or Walk  Other: \_\_\_\_\_

4. Attach a scaled site plan of the event location and include the following if applicable:  Site Plan Attached

- Fences
- Entrances/Exits
- Volunteer Check-in
- Beer Garden
- Staging Areas
- Vendor locations
- Waste Containers
- Portable Toilets
- Routes & Traffic Lanes (including barricades)
- Stages
- Signage
- Parking (including handicapped spaces)
- Temporary Structures (tents, trailers, etc.)
- Street parking restrictions

**C. Event Operation Plan & Details**

1. Attach additional pages for events more than 3 days. Each day's event times must be listed.

SET-UP DATE	DAY 1 EVENT DATE	DAY 2 EVENT DATE	DAY 3 EVENT DATE	TEAR-DOWN DATE
7/19/24	7/19/24			7/19/24
SET-UP TIME	DAY 1 START & END TIMES	DAY 2 START & END TIMES	DAY 3 START & END TIMES	TEAR-DOWN TIME
9:00-10:00 AM	10:00 AM-12:00 PM			12:00-1:00 PM

2. Estimated Number of Attendees Per Day: 20+

3. Event Description (provide a brief description of the event; attach additional pages if needed):

We will set up some outdoor games and challenges for participants to complete in our first outdoor KPL Summer Olympics behind the Simmon's Library parking lot.

4. Indicate if the event will have any of the following (check all that apply):

- Food Vendors     Merchandise Vendors     Artwork Displays/Sales     Signage
- Animal Rides     Petting Zoo     Rides     Announcements/Speeches
- Fireworks\*     Bonfire\*     Pyrotechnic Devices\*     Horse Drawn Vehicles\*\*
- Carnival     Circus     Games     Public Entertainment
- Other: \_\_\_\_\_     Sports tournament (list type: softball, hardball, rugby, etc.): \_\_\_\_\_     Band     DJ     Theatre

\*If approved by the Parks Commission, an [Open Burning/Fireworks Permit](#) may be obtained a minimum of fourteen (14) business days before the event. For details, contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109.

\*\*The event must be in compliance with [Chapter 14.025 C & D](#) of the Code of General Ordinances.

**D. Beer/Wine**

1. Will beer and/or wine be served or sold at the event?  Yes     No (If no, skip to section E.)  
**Event staff or security will check identification and issue wristbands to anyone age 21 and older who wishes to purchase beer or wine.**

2. Name of organization applying for the Temporary Class "B" Retailer's License: \_\_\_\_\_  
 Contact the City Clerk-Treasurer's office at 262-653-4020 or by emailing [cityclerk@kenosha.org](mailto:cityclerk@kenosha.org) a minimum of 30 days prior to the event to obtain a [Temporary Class "B"/"Class B" Retailer's License](#).

3. Specify, for each day of sale, the start and end times when beer/wine will be sold. Attach additional sheets if needed for more than 3 days. Note: If the event is in a Park, all beer/wine sales after 10 p.m. must get approval from the Board of Parks Commission.

Day 1 Date of beer/wine sales	Day 2 Date of beer/wine sales	Day 3 Date of beer/wine sales
Start Time	Start Time	Start Time
End time	End time	End time

\* We will just serve bottled water and a pre-packaged granola bar.

**E. Food/Merchandise**

1. Will food be sold or served at your event?  Sold  Served  No Food

Contact the Kenosha County Health Department at 262-605-6700 or by emailing Mark Melotik at [mark.melotik@kenoshacounty.org](mailto:mark.melotik@kenoshacounty.org) or Brad Wozniak at [brad.wozniak@kenoshacounty.org](mailto:brad.wozniak@kenoshacounty.org) for information on the safe handling of food and beverages.

Contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109 a minimum of fourteen (14) business days prior to the event in order to coordinate inspections for the day of the event.

2. Will vendors sell merchandise at the event?  Yes  No

◆ If yes to either food or merchandise, complete a Vendor List and submit it at least fourteen (14) days prior to the event to Administration. A copy will be sent to the Health Department and the Fire Department.

**F. Equipment Rental**

1. Will the event need: Electricity  Yes  No Water  Yes  No

Service for electric and water varies by location. The organizer may be required to provide their own generators in order to have sufficient electricity required for the event.

2. Indicate requests for any of the following City-provided rental equipment (check all that apply).

**Supplies are limited and granted upon availability.**

- |   |                      |   |                      |
|---|----------------------|---|----------------------|
| <input type="checkbox"/> Bleachers                | # requested _____    | <input type="checkbox"/> Benches  | # requested _____    |
| <input type="checkbox"/> Barricades               | # requested _____    | <input checked="" type="checkbox"/> Picnic Tables                         | # requested <u>6</u> |
| <input checked="" type="checkbox"/> Trash Carts   | # requested <u>2</u> | <input type="checkbox"/> Traffic Cones                                    | # requested _____    |
| <input type="checkbox"/> Recycling Carts          | # requested _____    | <input type="checkbox"/> Traffic Signs                                    | # requested _____    |
| <input type="checkbox"/> Showmobile (2 available) | # requested _____    | <input type="checkbox"/> Generator (1 available and only with Showmobile) |                      |
| <input type="checkbox"/> Reviewing Stands         | # requested _____    |   |                      |
| <input type="checkbox"/> Fencing                  |                      |   |                      |

How many 50 foot sections of snow fencing? \_\_\_\_\_ How many 6 foot sections of white plastic portable fencing? \_\_\_\_\_

**G. Temporary Structures**

1. Will the event have any temporary structures or signage?  Yes  No (If no, skip to section H.)  
Temporary structures are defined as anything that penetrates the ground by stakes, tools, or other equipment such as tents. The proposed location of the structure(s) must be noted on the site plan.

2. In addition to City Equipment, what other type of temporary structures will be at the event (check all that apply)?

- Tents  Inflatables  Staging  Trailers  Dunk Tank  Signage\*  
(larger than 10x10 pop up)
- Portable restrooms/ handwash stations  Other (Please Explain): \_\_\_\_\_

\*Any signage must comply with Chapter 15 of the City's code of general ordinances. Include an example of proposed signage. For any questions on signage, contact City Development at: 262-653-4030.

3. I understand that if the event has any temporary structures, I must call Digger's Hotline no later than three (3) business days prior to the event.  Yes \_\_\_\_\_ Initial

\*\*\*VERY IMPORTANT\*\*\*

**WI State Statute 182.0175 requires that the Event Organizer responsible for the planning and performance of any type of ground penetration and excavation provide advanced notice to Digger's Hotline (call 1-800-242-8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location. There are no exceptions.**

**H. Security**

Event organizers are responsible for providing safety and security for all attendees. Measures must be taken to maintain order and enforce all laws, rules, and regulations pertinent to the event. The Kenosha Police and Fire Departments shall have the discretion to modify the required security plan as they deem necessary; and may recommend denial of the Special Event Permit if the security plan is inadequate.

1. Briefly describe security measures: Kenosha Public Library staff will be responsible for security.

2. Is approval for overnight security requested for the event?  Yes  No

3. Will the event have private security?  Yes  No

4. Will private security at the event be armed?  Yes  No

5. Private Security Company Name: N/A Phone #: \_\_\_\_\_

6. Are the services of the City of Kenosha Police personnel requested? (if so, contact Kenosha Police: 262-605-5216)  
 Yes  No

7. One member of the organization's security personnel or the organization's contact person must be designated "Head of Security" who can be reached at any time.

Name of Designated Head of Security: Amy Hurtado, KPL Community Outreach Specialist

First M.I. Last

Head of Security's Phone Number: 262-752-7342

**\*REQUIRED: Detailed security and operational plan:**

Attached  Will be submitted a minimum of 14 business days before the event.

**I. Insurance**

The Special Event Organizer shall, at a minimum, procure and maintain during the term of the Special Event occurrence based insurance policies, hereinafter specified insuring the Special Event and all associated Special Event activities. The Reviewing Authority may require additional coverages and/or increased coverage when deemed necessary. Certificates of Insurance must reflect:

a. Commercial General Liability:

General Aggregate - Two Million Dollars (\$2,000,000.00)

Each Occurrence - One Million Dollars (\$1,000,000.00)

b. Automobile Liability: (When required as a permit condition)

Combined single limit coverage for bodily injury and property damage per accident in the amount of One Million Dollars (\$1,000,000.00).

c. Liquor Liability Coverage (When alcohol is approved for the Special Event)

General Aggregate - One Million Dollars (\$1,000,000.00)

Each Occurrence - One Million Dollars (\$1,000,000.00)

d. Umbrella Liability in the following amounts over the Commercial General Liability and Automobile Liability amounts listed herein: (When required as a permit condition)

Two Million Dollars (\$2,000,000.00) per person

Two Million Dollars (\$2,000,000.00) aggregate

e. Endorsements: The policy must be endorsed to name "The City of Kenosha, its elected officials, representatives, employees and agents" as additional insured. You must provide a copy of the actual endorsement.

The Commercial General Liability coverages required herein may be subject to a deductible or self-insured retention. If the Commercial General Liability insurance coverage policy has a deductible or self-insured retention, said deductible or self-insured retention cannot exceed \$5,000.00. The Umbrella Liability policy shall not contain exclusions or exceptions not present in the General Liability insurance policy.

**Certificate of Liability Insurance:**

Attached  Will be submitted a minimum of fourteen (14) business days before the event by the responsible agent on behalf of the event organization.

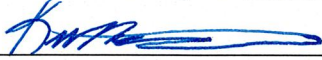
**J. Hold Harmless**

The Indemnity and Hold Harmless Agreement must be signed by an authorized agent of the organization presenting the event, and filed as a condition of approval.

a)

- I understand the filing of this application does not ensure the issuance of this licenses.
- I also understand that all Special Event Organizers and Vendors must comply with applicable Federal, State, County, and City laws, rules, and regulations.
- I further understand that an incomplete application may cause a delay in processing or a denial of the event.
- I have reviewed the [Code of General Ordinance Chapter 12.06 "Special Event Permit"](#)

Print Name of Authorized Agent: Kristen Salomon

Signature:  Date: 4/2/24

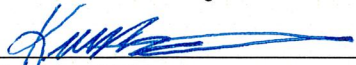
**INDEMNITY AND HOLD HARMLESS AGREEMENT**

**SPECIAL EVENT APPLICATION  
CITY ORDINANCE CHAPTER 12.06**

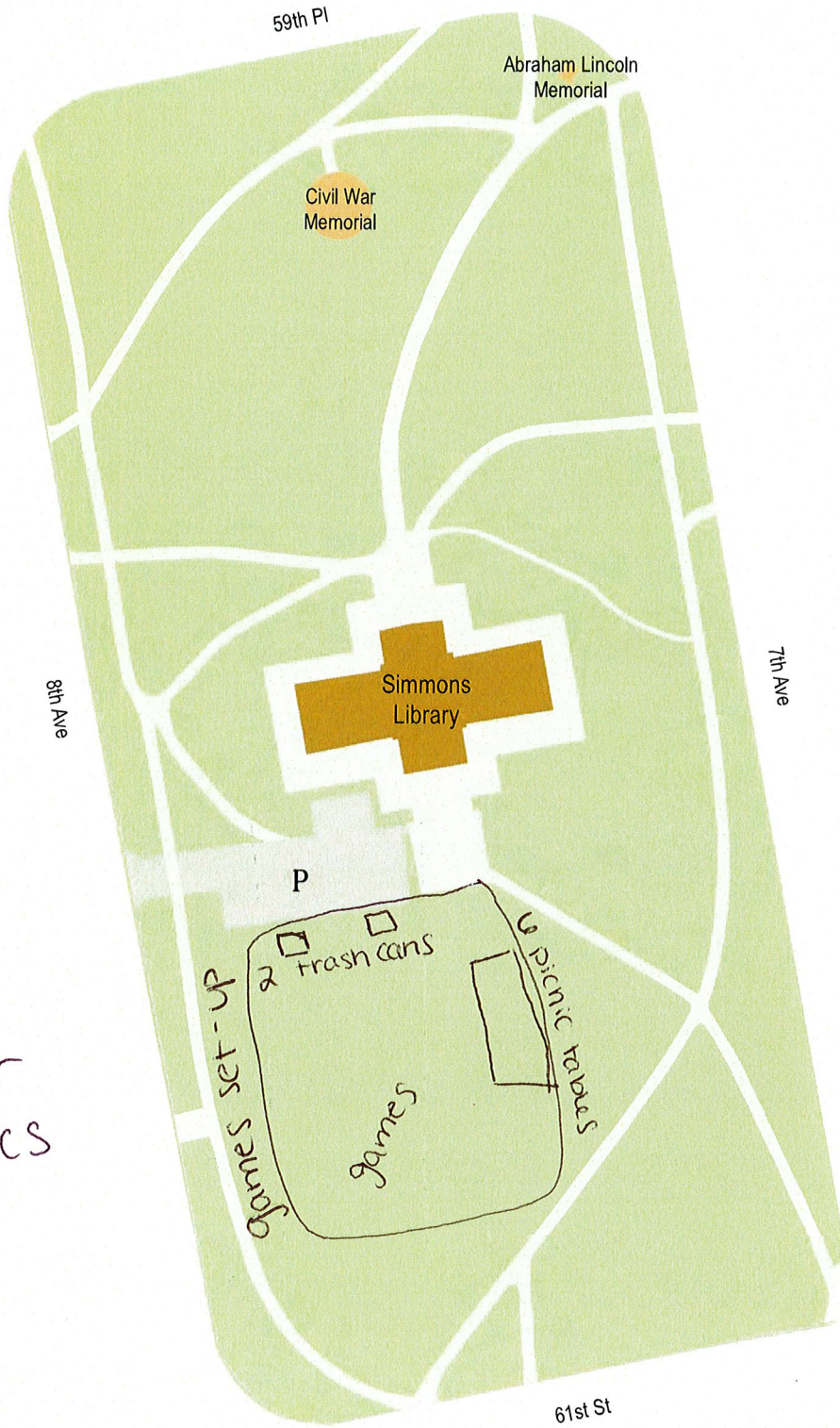
Kristen Salomon

Authorized Agent of Special Event Organizer

Special Event Organizer does hereby agree that it will indemnify, defend and hold harmless the City of Kenosha, the City of Kenosha Board of Public Works, and the City of Kenosha Board of Parks Commission and their respective officers, agents and employees (collectively "Indemnitees") against any and all claims, liability, loss, charges, damages, costs, judgments, settlement expenses and attorney's fees, which any of them may hereafter sustain, incur or be required to pay as a result of incidents occurring on property or as a result of any operations, works, acts or omissions performed on property by Special Event Organizer, its officers, employees, contractors, subcontractors, independent contractors, agents, invitees or permitted users, or resulting from the Special Event Organizers failure to perform or observe any of the terms, covenants and conditions of this Agreement, or resulting from any conditions of property or improvements thereon by reason of any of which any person suffers personal injury, death or property loss or damage. Upon the filing with the City of Kenosha, the City of Kenosha Public Works Committee, or the City of Kenosha Board of Park Commission of a claim for damages arising out of any incident(s) which Special Event Organizer herein agrees to indemnify, defend and hold Indemnitees harmless, Special Event Organizer shall be notified of such claim, and in the event that Special Event Organizer does not pay, settle or compromise such claim, then the Special Event Organizer shall undertake the legal defense of such claim both on behalf of Special Event Organizer and Indemnitees. It is specifically agreed, however, that Indemnitees, at their own cost and expense, may participate in the legal defense of any such claim, but shall have no right to control settlement under circumstances wherein the full amount of the settlement shall be paid by Special Event Organizer and/or its insurers. Any judgment, final beyond all possibility of appeal, which may be rendered against Indemnitees for any cause for which Special Event Organizer is liable hereunder shall be conclusive against Special Event Organizer as to liability and amount of damages. This provision shall survive expiration or termination of this agreement to the extent necessary to effectuate its purpose.

 4/2/24  
Applicant Signature Date

Please sign, date and return the completed application to:  
**City of Kenosha Administration**  
**625 - 52<sup>nd</sup> Street**  
**Room 300**  
**Kenosha, WI 53140**



★ KPL  
Summer  
Olympics

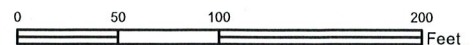
### Library Park

Park : 5.5 acres  
Dedicated : 1839  
711 59th Place  
Kenosha, WI 53140

- P Parking
- Park Monument



For all park rental inquiries  
please call 262.653.4050  
or visit [kenosha.org](http://kenosha.org).





DEPARTMENT OF PARKS

May 6, 2024

TO: Eric Haugaard, Chairperson of Park Commission (District 1)

CC: Alderperson Siel (District 2)  
Kris Kochman, Community Relations Liaison

FROM: Katie Elder, CPRP  
Director of Parks

RE: Park Commission: Request from Kenosha Public Library for use of Library Park on August 2, 2024 to hold the Summer at Simmons Series: Drum Circle. (District 2)

**BACKGROUND/ANALYSIS**

Kenosha Public Library is requesting from the Board of Park Commission the use of Library Park] on August 2, 2024 to:

- a. Hold the Summer at Simmons Series: Drum Circle
- b. Have Public Entertainment (Band)

Event hours will be 10AM-11AM. Setup will take place beginning at 9AM on the day of the event and take down is scheduled following the completion of the event.

Assuming availability, as determined by City Staff, the requested equipment will be supplied by the Department of Parks.

The event description: "We will set up instruments in the park to celebrate the rhythms from around the world with John Stolfe, teaching artist from Stolfe Percussion Studio in the beautiful Library Park in front of Simmons Library."

**If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.**

1. Approved Operation of the following activities:
  - a. Have Public Entertainment (Band)
2. No Tents larger than 10'x10' are allowed unless an application for "Temporary Structures", is submitted and approved.
3. Per [WI State Statute 182.0175](#), the applicant is responsible for planning and performance of any type of ground penetration and excavation by providing advanced notice to Digger's Hotline (call 1.800.242.8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location.
4. Applicants are responsible for litter and debris and the site must be picked up at the end of the event.
5. The City can only authorize uses of City owned property or public rights-of-way. Any activity shown on private property must be authorized by the owner.
  - a. Applicants will be responsible for any damage caused to City property as a result of this event.
6. Submission of an Operational & Security Plan and Safety & Evacuation Plan (per NFPA 1 Chapter 10) is required and must be approved by the City Staff. These plans shall be submitted within 30-60 days prior to the start of the event. Please note the event will not be allowed to begin until approval is obtained and final authorization letter is executed.
7. Event Organizers must receive prior permission from the Department of Public Works (a minimum of 14 days prior to the event) for any request for directional markings on any structure, fixture, surface within the City's jurisdiction. If the request is approved, by the Department of Public Works, only the use of dry stick sidewalk-type chalks. All spray paints and spray chalks of any kind regardless of the claims by the manufacturer will be strictly prohibited. The use of such products will result in the organization being billed for all costs incurred to remove marks and/or restore the clean appearance of city paved surfaces and face the possible loss of permit privileges in the future. To establish the locations within the event area, organizers of all future events will be required to limit the use of markings to temporary signs on lathe or similar posts or the use of dry stick sidewalk-type chalks only. There will be no exceptions allowed for weather-related reasons or other.
8. The Applicant must:
  - a. Supervise all persons using the location under authority of the Special event permit.
  - b. Reimburse the City for any costs incurred in enforcing Permit Standards and Conditions within 30 days of receiving an invoice.
    - i. Event is subject to the annual fee table upon approval by Committee(s)
  - c. Procure any license or other permits required for this activity.
  - d. Obtain approval from City Development for any on site signage and obtain any necessary permits.
  - e. Provide private security for traffic issues, parking and/or crowd control.
9. Procure and maintain one (1) or more liability insurance policy(ies) written by one (1) or more insurance company(ies) licensed to do business in the State of Wisconsin as required by paragraph L of the Special Event Ordinance. The endorsements need to be filed in addition to the Certificate. These must be received fourteen (14) days prior to the event start date.
10. The event will be required to meet all requirements in the Code of General Ordinances for the City of Kenosha that are in effect at the time of the event.
11. Compliance with applicable Federal, State, County and City laws, rules and regulations including licensing conditions and operational requirements contained within Sections 5.04, 6.05, 12.02, 12.03, 12.04, 12.05, 13.03, 13.035, and 14.025.





Application for a Special Event Permit\*  
Form #ADM400 (rev. 12/2021)  
\*Subject to Change

- Nonrefundable Fee: \$100 if submitted 45 days or more before an event
- Nonrefundable Fee: \$500 if submitted 30-45 days before an event
- Applications for an event less than 30 days away will not be considered*  
Fee waived by ordinance

Before completing this application, carefully read the Special Event Planning Guide found at [www.kenosha.org](http://www.kenosha.org)

Event Name: Summer At Simmons Series: Drum Circle

Event Date(s) Requested: 8/2/24 Rain Date(s): None

**A. Event Organization**

1. Organization's Name: Kenosha Public Library
2. Does this organization hold not-for-profit status?  No  Yes (Please provide verification of 501(c) 3 status by submitting organization's IRS determination letter which outlined your tax-exemption or call IRS Customer Service at 1-877-829-5500 to request a copy). *Required to receive non-profit rate for equipment rental.*
3. Organization's Address: 7979 38th Ave City: Kenosha State: WI Zip: 53142
4. Contact Person: Kristen Salomon
5. Contact Phone: 262-564-6190 Contact Email: ksalomon@mykpl.info

**B. Event Location**

1. Location (check all that apply):

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> City Street        | <input type="checkbox"/> City Sidewalk          | <input checked="" type="checkbox"/> City Park | <input type="checkbox"/> City-Owned Building* |
| <input type="checkbox"/> City Owned Parcels | <input type="checkbox"/> Water Utility Property | <input type="checkbox"/> Airport Property     | <input type="checkbox"/> Transit Property     |

Name & Address of the park, and any building\* (includes shelter, concession area, bandshell, etc.):  
Library Park, 711 59th Pl, Kenosha WI 53140

2. Does the event require any streets to be closed?  Yes  No

Name of street: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

3. Type of street use requiring closure:  Parade  Run or Walk  Other: \_\_\_\_\_

4. Attach a scaled site plan of the event location and include the following if applicable:  Site Plan Attached

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Fences                                       | <input type="checkbox"/> Entrances/Exits             | <input type="checkbox"/> Volunteer Check-in                            |
| <input type="checkbox"/> Beer Garden                                  | <input type="checkbox"/> Staging Areas               | <input type="checkbox"/> Vendor locations                              |
| <input type="checkbox"/> Waste Containers                             | <input type="checkbox"/> Portable Toilets            | <input type="checkbox"/> Routes & Traffic Lanes (including barricades) |
| <input type="checkbox"/> Stages                                       | <input type="checkbox"/> Signage                     | <input type="checkbox"/> Parking (including handicapped spaces)        |
| <input type="checkbox"/> Temporary Structures (tents, trailers, etc.) | <input type="checkbox"/> Street parking restrictions |  |

**C. Event Operation Plan & Details**

1. Attach additional pages for events more than 3 days. Each day's event times must be listed.

SET-UP DATE	DAY 1 EVENT DATE	DAY 2 EVENT DATE	DAY 3 EVENT DATE	TEAR-DOWN DATE
8/2/24	8/2/24			8/2/24
SET-UP TIME	DAY 1 START & END TIMES	DAY 2 START & END TIMES	DAY 3 START & END TIMES	TEAR-DOWN TIME
9:00-10:00 AM	10:00-11:00 AM			11:00 AM-12:00 PM

2. Estimated Number of Attendees Per Day: 20+

3. Event Description (provide a brief description of the event; attach additional pages if needed):

We will set up instruments in the park to celebrate the rhythms from around the world with John Stolfe, teaching artist from Stolfe Percussion Studio in the beautiful Library Park in front of Simmons Library.

4. Indicate if the event will have any of the following (check all that apply):

- Food Vendors     Merchandise Vendors     Artwork Displays/Sales     Signage
- Animal Rides     Petting Zoo     Rides     Announcements/Speeches
- Fireworks\*     Bonfire\*     Pyrotechnic Devices\*     Horse Drawn Vehicles\*\*
- Carnival     Circus     Games     Public Entertainment
- Other: \_\_\_\_\_     Sports tournament (list type: softball, hardball, rugby, etc.): \_\_\_\_\_     Band     DJ     Theatre

\*If approved by the Parks Commission, an [Open Burning/Fireworks Permit](#) may be obtained a minimum of fourteen (14) business days before the event. For details, contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109.

\*\*The event must be in compliance with [Chapter 14.025 C & D](#) of the Code of General Ordinances.

**D. Beer/Wine**

1. Will beer and/or wine be served or sold at the event?  Yes     No (If no, skip to section E.)  
**Event staff or security will check identification and issue wristbands to anyone age 21 and older who wishes to purchase beer or wine.**

2. Name of organization applying for the Temporary Class "B" Retailer's License: \_\_\_\_\_  
 Contact the City Clerk-Treasurer's office at 262-653-4020 or by emailing [cityclerk@kenosha.org](mailto:cityclerk@kenosha.org) a minimum of 30 days prior to the event to obtain a [Temporary Class "B"/"Class B" Retailer's License](#).

3. Specify, for each day of sale, the start and end times when beer/wine will be sold. Attach additional sheets if needed for more than 3 days. Note: If the event is in a Park, all beer/wine sales after 10 p.m. must get approval from the Board of Parks Commission.

Day 1 Date of beer/wine sales	Day 2 Date of beer/wine sales	Day 3 Date of beer/wine sales
Start Time	Start Time	Start Time
End time	End time	End time

**E. Food/Merchandise**

1. Will food be sold or served at your event?  Sold  Served  No Food

Contact the Kenosha County Health Department at 262-605-6700 or by emailing Mark Melotik at [mark.melotik@kenoshacounty.org](mailto:mark.melotik@kenoshacounty.org) or Brad Wozniak at [brad.wozniak@kenoshacounty.org](mailto:brad.wozniak@kenoshacounty.org) for information on the safe handling of food and beverages.

Contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109 a minimum of fourteen (14) business days prior to the event in order to coordinate inspections for the day of the event.

2. Will vendors sell merchandise at the event?  Yes  No

- ◆ If yes to either food or merchandise, complete a Vendor List and submit it at least fourteen (14) days prior to the event to Administration. A copy will be sent to the Health Department and the Fire Department.

**F. Equipment Rental**

1. Will the event need: Electricity  Yes  No Water  Yes  No

*Service for electric and water varies by location. The organizer may be required to provide their own generators in order to have sufficient electricity required for the event.*

2. Indicate requests for any of the following City-provided rental equipment (check all that apply).

**Supplies are limited and granted upon availability.**

- |   |                   |   |                      |
|---|-------------------|---|----------------------|
| <input type="checkbox"/> Bleachers                | # requested _____ | <input type="checkbox"/> Benches  | # requested _____    |
| <input type="checkbox"/> Barricades               | # requested _____ | <input checked="" type="checkbox"/> Picnic Tables                         | # requested <u>6</u> |
| <input type="checkbox"/> Trash Carts              | # requested _____ | <input type="checkbox"/> Traffic Cones                                    | # requested _____    |
| <input type="checkbox"/> Recycling Carts          | # requested _____ | <input type="checkbox"/> Traffic Signs                                    | # requested _____    |
| <input type="checkbox"/> Showmobile (2 available) | # requested _____ | <input type="checkbox"/> Generator (1 available and only with Showmobile) |                      |
| <input type="checkbox"/> Reviewing Stands         | # requested _____ |   |                      |
| <input type="checkbox"/> Fencing                  |                   |   |                      |

How many 50 foot sections of *snow* fencing? \_\_\_\_\_ How many 6 foot sections of *white plastic portable* fencing? \_\_\_\_\_

**G. Temporary Structures**

1. Will the event have any temporary structures or signage?  Yes  No (If no, skip to section H.)  
Temporary structures are defined as anything that penetrates the ground by stakes, tools, or other equipment such as tents. The proposed location of the structure(s) must be noted on the site plan.

2. In addition to City Equipment, what other type of temporary structures will be at the event (check all that apply)?

- Tents  Inflatables  Staging  Trailers  Dunk Tank  Signage\*  
(larger than 10x10 pop up)
- Portable restrooms/ handwash stations  Other (Please Explain): \_\_\_\_\_

\*Any signage must comply with Chapter 15 of the City's code of general ordinances. Include an example of proposed signage. For any questions on signage, contact City Development at: 262-653-4030.

3. I understand that if the event has any temporary structures, I must call Digger's Hotline no later than three (3) business days prior to the event.  Yes \_\_\_\_\_ Initial

**\*\*\*VERY IMPORTANT\*\*\***

**WI State Statute 182.0175 requires that the Event Organizer responsible for the planning and performance of any type of ground penetration and excavation provide advanced notice to Digger's Hotline (call 1-800-242-8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location. There are no exceptions.**

**H. Security**

Event organizers are responsible for providing safety and security for all attendees. Measures must be taken to maintain order and enforce all laws, rules, and regulations pertinent to the event. The Kenosha Police and Fire Departments shall have the discretion to modify the required security plan as they deem necessary; and may recommend denial of the Special Event Permit if the security plan is inadequate.

1. Briefly describe security measures: Kenosha Public Library staff will be responsible for security.

2. Is approval for overnight security requested for the event?  Yes  No

3. Will the event have private security?  Yes  No

4. Will private security at the event be armed?  Yes  No

5. Private Security Company Name: N/A Phone #: \_\_\_\_\_

6. Are the services of the City of Kenosha Police personnel requested? (if so, contact Kenosha Police: 262-605-5216)  
 Yes  No

7. One member of the organization's security personnel or the organization's contact person must be designated "Head of Security" who can be reached at any time.

Name of Designated Head of Security: Dan Sommerfeld, KPL Bookmobile Driver

First M.I. Last

Head of Security's Phone Number: 708-927-6890

**\*REQUIRED: Detailed security and operational plan:**

Attached  Will be submitted a minimum of 14 business days before the event.

**I. Insurance**

The Special Event Organizer shall, at a minimum, procure and maintain during the term of the Special Event occurrence based insurance policies, hereinafter specified insuring the Special Event and all associated Special Event activities. The Reviewing Authority may require additional coverages and/or increased coverage when deemed necessary. Certificates of Insurance must reflect:

a. Commercial General Liability:

General Aggregate - Two Million Dollars (\$2,000,000.00)

Each Occurrence - One Million Dollars (\$1,000,000.00)

b. Automobile Liability: (When required as a permit condition)

Combined single limit coverage for bodily injury and property damage per accident in the amount of One Million Dollars (\$1,000,000.00).

c. Liquor Liability Coverage (When alcohol is approved for the Special Event)

General Aggregate - One Million Dollars (\$1,000,000.00)

Each Occurrence - One Million Dollars (\$1,000,000.00)

d. Umbrella Liability in the following amounts over the Commercial General Liability and Automobile Liability amounts listed herein: (When required as a permit condition)

Two Million Dollars (\$2,000,000.00) per person

Two Million Dollars (\$2,000,000.00) aggregate

e. Endorsements: The policy must be endorsed to name "The City of Kenosha, its elected officials, representatives, employees and agents" as additional insured. You must provide a copy of the actual endorsement.

The Commercial General Liability coverages required herein may be subject to a deductible or self-insured retention. If the Commercial General Liability insurance coverage policy has a deductible or self-insured retention, said deductible or self-insured retention cannot exceed \$5,000.00. The Umbrella Liability policy shall not contain exclusions or exceptions not present in the General Liability insurance policy.

**Certificate of Liability Insurance:**

Attached  Will be submitted a minimum of fourteen (14) business days before the event by the responsible agent on behalf of the event organization.


**J. Hold Harmless**

The Indemnity and Hold Harmless Agreement must be signed by an authorized agent of the organization presenting the event, and filed as a condition of approval.

a)

- I understand the filing of this application does not ensure the issuance of this licenses.
- I also understand that all Special Event Organizers and Vendors must comply with applicable Federal, State, County, and City laws, rules, and regulations.
- I further understand that an incomplete application may cause a delay in processing or a denial of the event.
- I have reviewed the [Code of General Ordinance Chapter 12.06 "Special Event Permit"](#)

Print Name of Authorized Agent: Kristen Salomon

Signature:  Date: 4/2/24

**INDEMNITY AND HOLD HARMLESS AGREEMENT**

**SPECIAL EVENT APPLICATION  
CITY ORDINANCE CHAPTER 12.06**

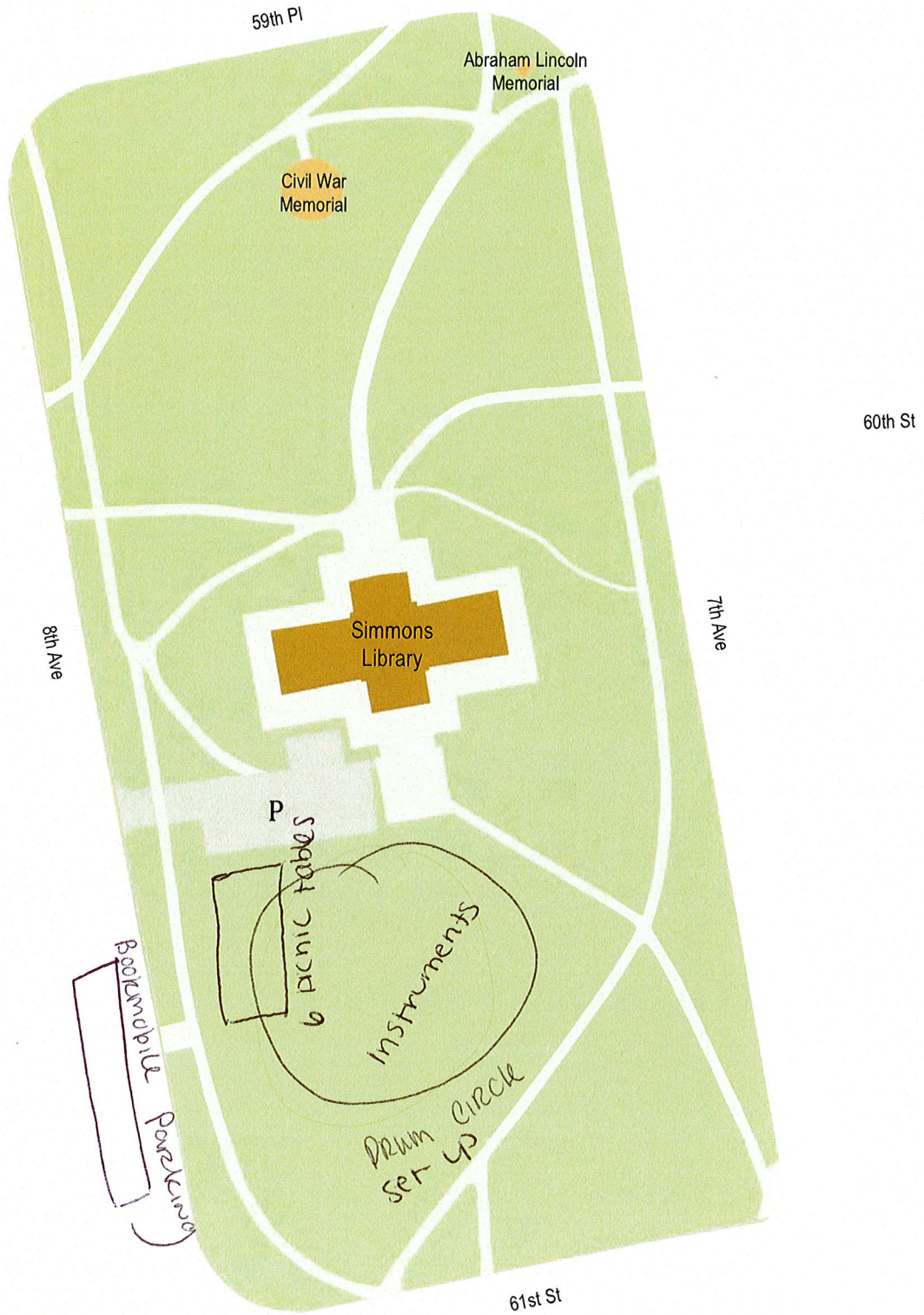
**Kristen Salomon**

Authorized Agent of Special Event Organizer

Special Event Organizer does hereby agree that it will indemnify, defend and hold harmless the City of Kenosha, the City of Kenosha Board of Public Works, and the City of Kenosha Board of Parks Commission and their respective officers, agents and employees (collectively "Indemnitees") against any and all claims, liability, loss, charges, damages, costs, judgments, settlement expenses and attorney's fees, which any of them may hereafter sustain, incur or be required to pay as a result of incidents occurring on property or as a result of any operations, works, acts or omissions performed on property by Special Event Organizer, its officers, employees, contractors, subcontractors, independent contractors, agents, invitees or permitted users, or resulting from the Special Event Organizers failure to perform or observe any of the terms, covenants and conditions of this Agreement, or resulting from any conditions of property or improvements thereon by reason of any of which any person suffers personal injury, death or property loss or damage. Upon the filing with the City of Kenosha, the City of Kenosha Public Works Committee, or the City of Kenosha Board of Park Commission of a claim for damages arising out of any incident(s) which Special Event Organizer herein agrees to indemnify, defend and hold Indemnitees harmless, Special Event Organizer shall be notified of such claim, and in the event that Special Event Organizer does not pay, settle or compromise such claim, then the Special Event Organizer shall undertake the legal defense of such claim both on behalf of Special Event Organizer and Indemnitees. It is specifically agreed, however, that Indemnitees, at their own cost and expense, may participate in the legal defense of any such claim, but shall have no right to control settlement under circumstances wherein the full amount of the settlement shall be paid by Special Event Organizer and/or its insurers. Any judgment, final beyond all possibility of appeal, which may be rendered against Indemnitees for any cause for which Special Event Organizer is liable hereunder shall be conclusive against Special Event Organizer as to liability and amount of damages. This provision shall survive expiration or termination of this agreement to the extent necessary to effectuate its purpose.

 4/2/24  
Applicant Signature Date

Please sign, date and return the completed application to:  
**City of Kenosha Administration**  
**625 - 52<sup>nd</sup> Street**  
**Room 300**  
**Kenosha, WI 53140**



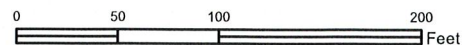
# Library Park

Park : 5.5 acres  
 Dedicated : 1839  
 711 59th Place  
 Kenosha, WI 53140

- P** Parking
- Park Monument



For all park rental inquiries  
 please call 262.653.4050  
 or visit [kenosha.org](http://kenosha.org).



**DISTRIBUTION EASEMENT  
UNDERGROUND**

Document Number

WR NO. **4942459** IO NO. **5445**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **CITY OF KENOSHA**, hereinafter referred to as "Grantor", owner of land, hereby grants and warrants to **WISCONSIN ELECTRIC POWER COMPANY, a Wisconsin corporation doing business as We Energies**, hereinafter referred to as "Grantee", a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area".

The easement area is described as strips of land 6 feet in width being a part of the Grantor's premises located in the **Northeast 1/4 of Section 6, Township 1 North, Range 23 East**, City of Kenosha, Kenosha County, Wisconsin. Premises known as Bain Park.

The location of the easement area with respect to Grantor's land is as shown on the attached drawing, marked Exhibit "A", and made a part of this document.

RETURN TO:  
We Energies  
PROPERTY RIGHTS & INFORMATION GROUP  
231 W. MICHIGAN STREET, ROOM P129  
PO BOX 2046  
MILWAUKEE, WI 53201-2046

05-123-06-138-001  
(Parcel Identification Number)

1. **Purpose:** The purpose of this easement is to construct, install, operate, maintain, repair, replace and extend underground utility facilities, conduit and cables, electric pad-mounted transformers, concrete slabs, power pedestals, riser equipment, terminals and markers, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to transmit electric energy, signals, television and telecommunication services, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
2. **Access:** Grantee or its agents shall have the right to enter and use Grantor's land with full right of ingress and egress over and across the easement area and adjacent lands of Grantor for the purpose of exercising its rights in the easement area.
3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric codes or any amendments thereto.
4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 6 inches without the written consent of Grantee.
5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area. In addition, Grantee agrees to repair any damage to the curb, gutter and sidewalk damaged during the installation of Grantee's facilities.
6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until sometime in the future.
7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.
8. **Easement Review:** Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document *or* voluntarily waives the five day review period.

**Grantor:**

**CITY OF KENOSHA**

By: \_\_\_\_\_

(Print name and title): \_\_\_\_\_

By: \_\_\_\_\_

(Print name and title): \_\_\_\_\_

Acknowledged before me in \_\_\_\_\_ County, State of Wisconsin, on \_\_\_\_\_, 2024,  
by \_\_\_\_\_, the \_\_\_\_\_,  
and by \_\_\_\_\_, the \_\_\_\_\_  
of the **CITY OF KENOSHA**.

\_\_\_\_\_  
Notary Public Signature, State of Wisconsin

\_\_\_\_\_  
Notary Public Name (Typed or Printed)

(NOTARY STAMP/SEAL)

My commission expires \_\_\_\_\_





**DISTRIBUTION EASEMENT  
UNDERGROUND**

Document Number

WR NO. **4942352** IO NO. **5445**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **CITY OF KENOSHA**, hereinafter referred to as "Grantor", owner of land, hereby grants and warrants to **WISCONSIN ELECTRIC POWER COMPANY, a Wisconsin corporation doing business as We Energies**, hereinafter referred to as "Grantee", a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area".

The easement area is described as strips of land 6 feet in width being a part of the Grantor's premises located in the **Northeast 1/4 of Section 13, Township 1 North, Range 22 East**, City of Kenosha, Kenosha County, Wisconsin. Premises known as James Anderson Park.

The location of the easement area with respect to Grantor's land is as shown on the attached drawing, marked Exhibit "A", and made a part of this document.

RETURN TO:  
We Energies  
PROPERTY RIGHTS & INFORMATION GROUP  
231 W. MICHIGAN STREET, ROOM P129  
PO BOX 2046  
MILWAUKEE, WI 53201-2046

04-122-13-176-001  
(Parcel Identification Number)

1. **Purpose:** The purpose of this easement is to construct, install, operate, maintain, repair, replace and extend underground utility facilities, conduit and cables, electric pad-mounted transformers, concrete slabs, power pedestals, riser equipment, terminals and markers, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to transmit electric energy, signals, television and telecommunication services, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
2. **Access:** Grantee or its agents shall have the right to enter and use Grantor's land with full right of ingress and egress over and across the easement area and adjacent lands of Grantor for the purpose of exercising its rights in the easement area.
3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric codes or any amendments thereto.
4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 6 inches without the written consent of Grantee.
5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area. In addition, Grantee agrees to repair any damage to the curb, gutter and sidewalk damaged during the installation of Grantee's facilities.
6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until sometime in the future.
7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.
8. **Easement Review:** Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document *or* voluntarily waives the five day review period.

**Grantor:**

**CITY OF KENOSHA**

By: \_\_\_\_\_

(Print name and title): \_\_\_\_\_

By: \_\_\_\_\_

(Print name and title): \_\_\_\_\_

Acknowledged before me in \_\_\_\_\_ County, State of Wisconsin, on \_\_\_\_\_, 2024,  
by \_\_\_\_\_, the \_\_\_\_\_,  
and by \_\_\_\_\_, the \_\_\_\_\_  
of the **CITY OF KENOSHA**.

\_\_\_\_\_  
Notary Public Signature, State of Wisconsin

\_\_\_\_\_  
Notary Public Name (Typed or Printed)

(NOTARY STAMP/SEAL)

My commission expires \_\_\_\_\_



**DISTRIBUTION EASEMENT  
UNDERGROUND**

Document Number

WR NO. **4956028**

IO NO. **5445**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **CITY OF KENOSHA**, hereinafter referred to as "Grantor", owner of land, hereby grants and warrants to **WISCONSIN ELECTRIC POWER COMPANY, a Wisconsin corporation doing business as We Energies**, hereinafter referred to as "Grantee", a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area".

The easement area is described as a strip of land 12 feet in width being a part of the Grantor's premises located in the **Southwest 1/4 of Section 32, Township 2 North, Range 23 East**, City of Kenosha, Kenosha County, Wisconsin.

The location of the easement area with respect to Grantor's land is as shown on the attached drawing, marked Exhibit "A", and made a part of this document.

RETURN TO:  
We Energies  
PROPERTY RIGHTS & INFORMATION GROUP  
231 W. MICHIGAN STREET, ROOM P129  
PO BOX 2046  
MILWAUKEE, WI 53201-2046

12-223-32-360-001  
(Parcel Identification Number)

1. **Purpose:** The purpose of this easement is to construct, install, operate, maintain, repair, replace and extend underground utility facilities, conduit and cables, electric pad-mounted transformers, concrete slabs, power pedestals, riser equipment, terminals and markers, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to transmit electric energy, signals, television and telecommunication services, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
2. **Access:** Grantee or its agents shall have the right to enter and use Grantor's land with full right of ingress and egress over and across the easement area and adjacent lands of Grantor for the purpose of exercising its rights in the easement area.
3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric codes or any amendments thereto.
4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 6 inches without the written consent of Grantee.
5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area. In addition, Grantee agrees to repair any damage to the curb, gutter and sidewalk damaged during the installation of Grantee's facilities.
6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until sometime in the future.
7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.
8. **Easement Review:** Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document *or* voluntarily waives the five day review period.

**Grantor:**

**CITY OF KENOSHA**

By: \_\_\_\_\_

(Print name and title): \_\_\_\_\_

By: \_\_\_\_\_

(Print name and title): \_\_\_\_\_

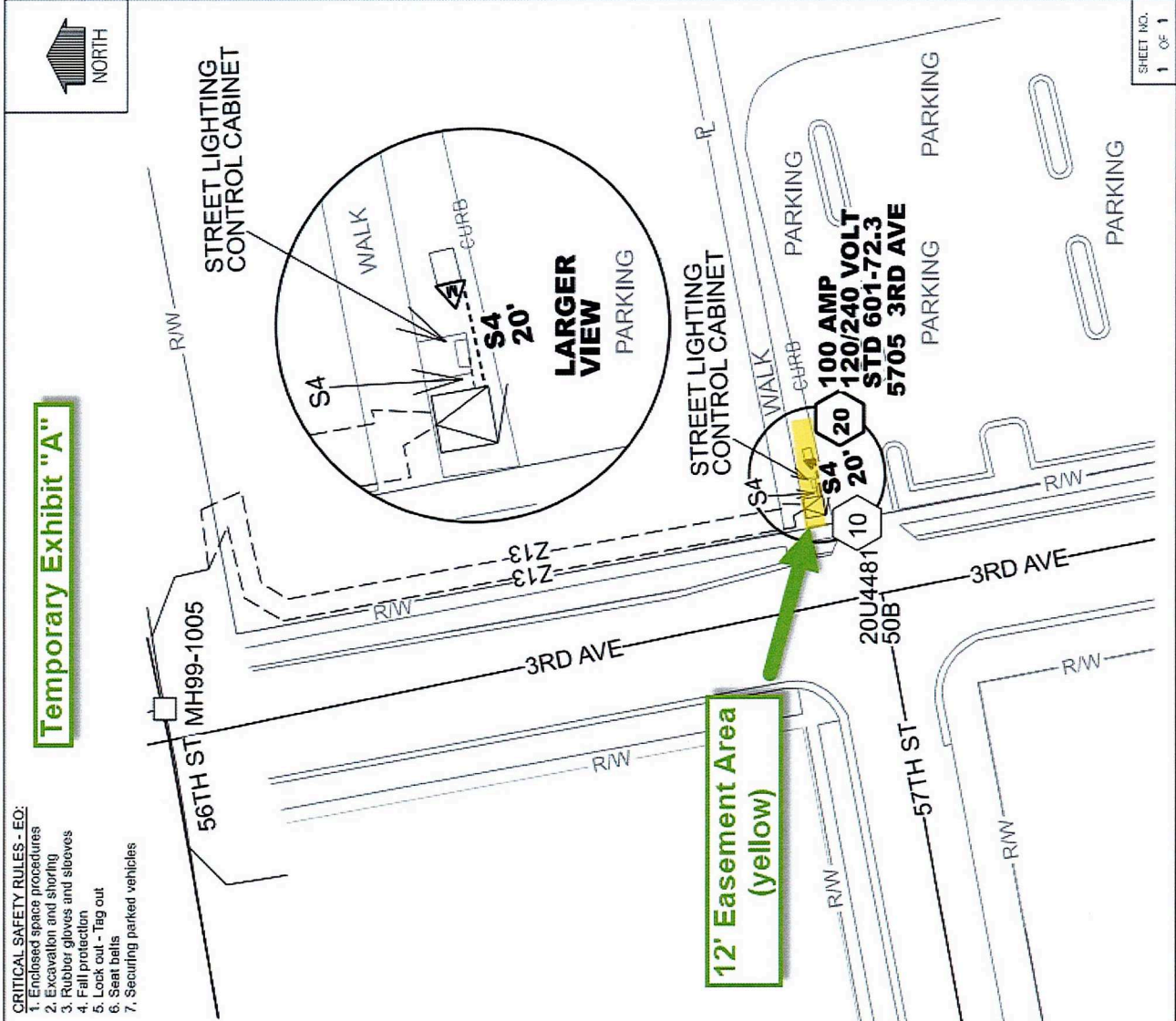
Acknowledged before me in \_\_\_\_\_ County, State of Wisconsin, on \_\_\_\_\_, 2024,  
by \_\_\_\_\_, the \_\_\_\_\_,  
and by \_\_\_\_\_, the \_\_\_\_\_  
of the **CITY OF KENOSHA**.

\_\_\_\_\_  
Notary Public Signature, State of Wisconsin

\_\_\_\_\_  
Notary Public Name (Typed or Printed)

(NOTARY STAMP/SEAL)

My commission expires \_\_\_\_\_



SHEET NO.  
1 OF 1

Temporary Exhibit "A"

- CRITICAL SAFETY RULES - EO:**
1. Enclosed space procedures
  2. Excavation and shoring
  3. Rubber gloves and sleeves
  4. Fall protection
  5. Lock out - Tag out
  6. Seat belts
  7. Securing parked vehicles

<b>COMMON INFORMATION</b> STAKING REQUIREMENTS: <input type="checkbox"/> SURVEYOR <input type="checkbox"/> STAKED <input type="checkbox"/> DESIGNER <input checked="" type="checkbox"/> NOT NEEDED RESTORE PRIVATE PROPERTY: <input type="checkbox"/> WE ENERGIES <input checked="" type="checkbox"/> CUSTOMER		MAIN / SERVICE # EASEMENT: <input type="checkbox"/> YES <input type="checkbox"/> NO	
WORK IS APPROX <u>75</u> FT. DIRECTION <u>E</u> OF CL OF <u>57 TH STREET</u> NEAREST CROSS STREET (IF NOT FOR GAS SERVICE)		FEEDERLINE # <u>Z3161</u> CATY JOINT USE #: _____ TEL JOINT USE #: _____	
<b>ELECTRIC INFORMATION</b> PROPOSED GAS SERVICE INFORMATION: MTR SIZE: _____ MTR TYPE: _____ PRES: <input type="checkbox"/> EPV SERV PIPE SIZE: _____ MATERIAL: _____ RELIGHT <input type="checkbox"/> MTR LOC: _____ FT. _____ OF _____ CORNER <input type="checkbox"/> CURB VLV <input type="checkbox"/> CONSTRUCTION TYPE: _____ TIE IN/PPING <input type="checkbox"/>			
ELEC WR <b>KR 4956028</b> GAS WR <b>####</b>		PHONE #: _____	
CITY / TOWN / VILLAGE: <u>C. KENOSHA</u> CUST/PROJ NAME: <u>SIFI NETWORKS KENOSHA LLC</u> PROJECT LOCATION: <u>5705 3RD AVE</u> .KENOSHA, WI 53140 WORK DESCRIPTION: <u>NEW 100 AMP 120/240 VOLT UNDERGROUND SERVICE</u> PREPARED BY: <u>TOM SCHULTZ (K)</u> E-MAIL: <u>THOMAS.SCHULTZ@WE-ENERGIES.COM</u> OFFICE #: <u>262-552-3229</u> CELL #: _____ PAGER #: _____ ID #: <u>5445</u> PROJECT ID: _____ CCS #: _____ DATE PREPARED: <u>1-25-2024</u> DATE REVISED: _____			
RAILROAD PERMITTING/FLAGGING REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO RR NAME _____ CORROSION CONTACT: _____			
<b>JOB INFO:</b> SECTION / TOWN / RANGE: <u>SW1/4 SEC 32, T2N, R23E</u> SITE VISIT COMPLETED BY: <u>TOM SCHULTZ</u> JOB OWNER: <u>JOHN ANDERSON 202-552-3364</u>			
<b>MAIN CONTACTS:</b> <input type="checkbox"/> CONTRACTOR/BUILDER: <input type="checkbox"/> PLUMBER/HVAC: <input checked="" type="checkbox"/> ELECTRICIAN: <u>BILL FENTEN 913-820-8215</u> <input checked="" type="checkbox"/> CUSTOMER: <u>SIFI NETWORKS - JEAN MILLER 315-694-6024</u>			
<b>CONTINGENCIES &amp; COMMENTS:</b> DIGGERS HOTLINE / MISS DIG REQUIRED WE ENERGIES WILL COMPLETE LAWN / PAVEMENT REPAIR ON: <input type="checkbox"/> ROAD ROW <input type="checkbox"/> NEIGHBORING PROPERTY <input checked="" type="checkbox"/> NONE <input type="checkbox"/> CUSTOMER PROPERTY WE ENERGIES WILL HAUL SPOIL FROM: <input type="checkbox"/> ROAD ROW <input type="checkbox"/> NEIGHBORING PROPERTY <input checked="" type="checkbox"/> NONE <input type="checkbox"/> CUSTOMER PROPERTY CUSTOMER IS REQUIRED TO LOCATE ALL PRIVATE UNDERGROUND FACILITIES PRIOR TO INSTALLATION WE ENERGIES IS NOT RESPONSIBLE FOR ROOT DAMAGE			
<b>CONSTRUCTION REMARKS</b> _____ _____			
CUSTOMER'S SIGNATURE OF APPROVAL _____		DATE _____	

**DISTRIBUTION EASEMENT  
UNDERGROUND**

Document Number

WR NO. **4942380** IO NO. **5445**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **CITY OF KENOSHA**, hereinafter referred to as "Grantor", owner of land, hereby grants and warrants to **WISCONSIN ELECTRIC POWER COMPANY, a Wisconsin corporation doing business as We Energies**, hereinafter referred to as "Grantee", a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area".

The easement area is described as strips of land 6 feet in width being a part of the Grantor's premises located in the **Southwest 1/4 of Section 7, Township 1 North, Range 23 East**, City of Kenosha, Kenosha County, Wisconsin. Said premises known as Red Arrow Park.

The location of the easement area with respect to Grantor's land is as shown on the attached drawing, marked Exhibit "A", and made a part of this document.

RETURN TO:  
We Energies  
PROPERTY RIGHTS & INFORMATION GROUP  
231 W. MICHIGAN STREET, ROOM P129  
PO BOX 2046  
MILWAUKEE, WI 53201-2046

06-123-07-351-034  
(Parcel Identification Number)

1. **Purpose:** The purpose of this easement is to construct, install, operate, maintain, repair, replace and extend underground utility facilities, conduit and cables, electric pad-mounted transformers, electric pad-mounted switch-fuse units, concrete slabs, power pedestals, riser equipment, terminals and markers, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to transmit electric energy, signals, television and telecommunication services, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
2. **Access:** Grantee or its agents shall have the right to enter and use Grantor's land with full right of ingress and egress over and across the easement area and adjacent lands of Grantor for the purpose of exercising its rights in the easement area.
3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric codes or any amendments thereto.
4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 6 inches without the written consent of Grantee.
5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area. In addition, Grantee agrees to repair any damage to the curb, gutter and sidewalk damaged during the installation of Grantee's facilities.
6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until sometime in the future.
7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.
8. **Easement Review:** Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document *or* voluntarily waives the five day review period.



**Grantor:**

**CITY OF KENOSHA**

By: \_\_\_\_\_

(Print name and title): \_\_\_\_\_

By: \_\_\_\_\_

(Print name and title): \_\_\_\_\_

Acknowledged before me in \_\_\_\_\_ County, State of Wisconsin, on \_\_\_\_\_, 2024,  
by \_\_\_\_\_, the \_\_\_\_\_,  
and by \_\_\_\_\_, the \_\_\_\_\_  
of the **CITY OF KENOSHA**.

\_\_\_\_\_  
Notary Public Signature, State of Wisconsin

\_\_\_\_\_  
Notary Public Name (Typed or Printed)

(NOTARY STAMP/SEAL)

My commission expires \_\_\_\_\_



Temporary Exhibit "A"

RED ARROW PARK

TOTAL S4 = 108 FT

6' Easement Areas (yellow)

New underground cable

New 10' down guy on communications pole

- CRITICAL SAFETY RULES - EO:**
1. Enclosed space procedures
  2. Excavation and shoring
  3. Rubber gloves and sleeves
  4. Fall protection
  5. Lock out - Tag out
  6. Seat belts
  7. Securing parked vehicles

<b>COMMON INFORMATION</b> STAKING REQUIREMENTS: <input type="checkbox"/> SURVEYOR <input type="checkbox"/> STAKED <input checked="" type="checkbox"/> DESIGNER <input type="checkbox"/> NOT NEEDED RESTORE PRIVATE PROPERTY: <input checked="" type="checkbox"/> WE ENERGIES <input type="checkbox"/> CUSTOMER		MAIN SERVICE IN EASEMENT: <input type="checkbox"/> YES <input type="checkbox"/> NO	
WORK IS APPROX. 235 FT. DIRECTION W OF CL OF 17TH AVENUE NEAREST CROSS STREET (4.5000000000000000)		FEDERAL LINE # 29371 TEL JOINT USE #	
<b>ELECTRIC INFORMATION</b> OPER MAP # 4302-2112-02 MTR SIZE: _____ MTR TYPE: _____ PRES: _____ SERV PIPE SIZE: _____ MATERIAL: _____ RELIGHT _____ MTR LOC: _____ FT. OF _____ CORNER _____ CURB VALV _____ CONSTRUCTION TYPE: _____ TIE IN PIPING _____			
<b>PROPOSED GAS SERVICE INFORMATION</b> MTR SIZE: _____ MTR TYPE: _____ PRES: _____ SERV PIPE SIZE: _____ MATERIAL: _____ RELIGHT _____ MTR LOC: _____ FT. OF _____ CORNER _____ CURB VALV _____ CONSTRUCTION TYPE: _____ TIE IN PIPING _____			
RAILROAD PERMITTING/FLAGGING REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO RR NAME _____ PHONE # _____			

**JOB INFO:**  
 SECTION / TOWN / RANGE: SW1/4 SEC 7, T1N, R23E  
 SITE VISIT COMPLETED BY: TOM SCHULTZ  
 JOB OWNER: JOHN ANDERSON 262-552-3304

**MAIN CONTACTS:**  
 CONTRACTOR/BUILDER:  
 PLUMBER/HVAC:  
 ELECTRICIAN: BILL FENTON 913-820-8215  
 CUSTOMER: SIFI NETWORKS - JEAN MILLER 315-694-6024

**CONTINGENCIES & COMMENTS:**

DIGGERS HOTLINE / MISS DIG REQUIRED

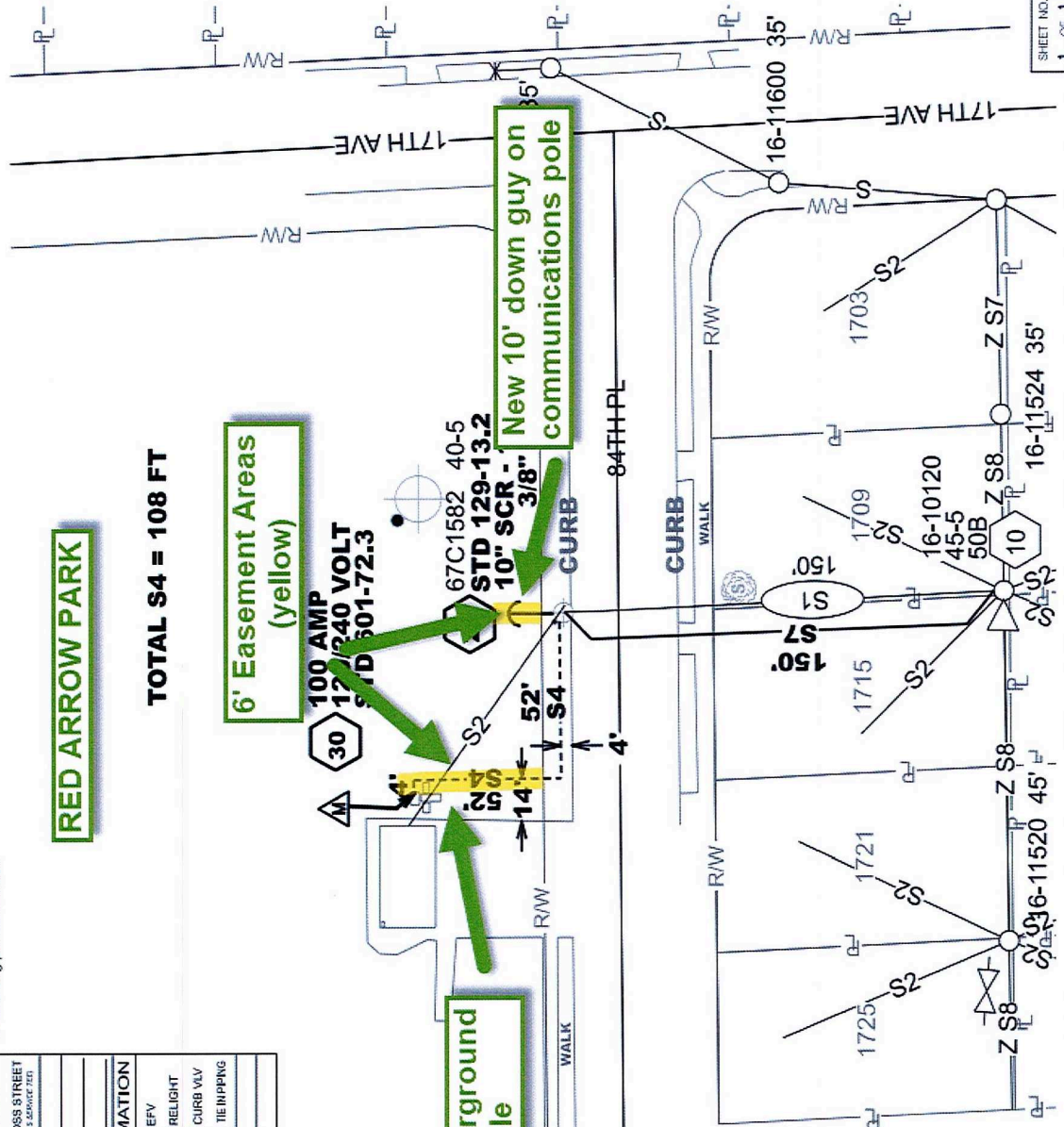
WE ENERGIES WILL COMPLETE LAWN / PAVEMENT REPAIR ON:  
 ROAD ROW  NEIGHBORING PROPERTY  
 NONE  CUSTOMER PROPERTY

WE ENERGIES WILL HAUL SPOIL FROM:  
 ROAD ROW  NEIGHBORING PROPERTY  
 NONE  CUSTOMER PROPERTY

CUSTOMER IS REQUIRED TO LOCATE ALL PRIVATE UNDERGROUND FACILITIES PRIOR TO INSTALLATION  
 WE ENERGIES IS NOT RESPONSIBLE FOR ROOT DAMAGE

CONSTRUCTION REMARKS  
 \* RESTORATION REQUIRED

CUSTOMER'S SIGNATURE OF APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_



April 23, 2024

Eric Haugaard  
Chair, Kenosha Parks Commission  
RE: Fee Waiver

Mr. Haugaard,

My name is Tim Ausse and I am a coach for the local Kenosha Special Olympics agency, Kenosha 7-11. For many years, our agency has utilized space in Lincoln Park for softball and bocce teams. I have coached for 22 years and during that time, we have been fortunate to have the fee waived for the use of Lincoln Park until last year. We requested the fee to be waived but there was some confusion to our request and we had to pay the fee for the usage of Lincoln Park last summer. We are a limited financial organization, with limited fundraising abilities. The State Special Olympics organization is very rigid in what is allowed and not allowed for each "agency or chapter". The limited money that we are able to raise is used for uniforms for different sports and different teams for each season, i.e. basketball (4 teams), softball, bocce (10 teams of 6 players), bowling, etc. We also have to use buses for transportation to regional and qualifying tournaments, typically First Student. The cost of the buses for these events can be as much as \$1,200 for an event.

I provide this information to you so you have background information for the costs that our organization faces. I would like to humbly request that the City would waive the rental fee for our organization for the summer of 2024 for Lincoln Park for the softball and bocce teams rental of the space in Lincoln Park. We are currently in our track season but should hopefully be starting the softball/bocce season on June 10, 2024. If you have any questions, please feel free to contact me at (262) 515-6713. Thank you for your time and consideration regarding my request.

Sincerely,  
Tim Ausse  
Coach, Kenosha Special Olympics

May 9, 2024

Kenosha Special Olympics  
Attn: Tim Ausse  
tea310777@yahoo.com

RE: Waiver of Fees

To whom it may concern:

Your request will be reviewed by the Board of Parks Commission. The meeting is scheduled for:

**Monday, May 13, 2024**  
**5:00 p.m.**  
**Room 204**  
**Kenosha Municipal Building, 625-52nd Street**

You and/or your representative are required to appear.

If you have any questions, you may contact the Department of Parks at 262-653-4080.

Sincerely,



Diane S. Hoff  
Secretary of the Parks Commission

cc: Board of Parks Commission  
Katie Elder, Director of Parks – w/a