



Application for a Special Event Permit\*  
Form #ADM400 (rev. 03/2020)

\*Subject to Change

Nonrefundable Fee: \$100.00 if submitted 45 days or more  
Nonrefundable Fee: \$500.00 if submitted 30-45 days before an event

**INSTRUCTIONS:** Before completing this application, please carefully read the Special Event Planning Guide found at [www.kenosha.org](http://www.kenosha.org): Events → Special Event Guidelines.  
Applications for an event less than 30 days will not be considered.

Event Name: \_\_\_\_\_

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

**A. Event Organization**

- 1. Organization's Name: \_\_\_\_\_
- 2. Does this organization hold not-for-profit status?  No  Yes (Please provide verification of 501(c) 3 status by submitting a copy of the organization's IRS determination letter which outlined tax-exemption or call IRS Customer Service at 1-877-829-5500 to request a copy).
- 3. Organization's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- 4. Contact Person: \_\_\_\_\_
- 5. Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

**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 PropertyName & Address of the park, museum, building, etc. (street & zip): \_\_\_\_\_
- 2. Does the event require any streets to be closed?  Yes  No  
If yes, name of street or avenue to be closed: \_\_\_\_\_  
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.)

**C. Event Operation Plan & Details**

1. Attach additional pages for events more than 3 days

SET-UP DATE	DAY 1 EVENT DATE	DAY 2 EVENT DATE	DAY 3 EVENT DATE	TEAR-DOWN DATE
SET-UP TIME	DAY 1 START & END TIMES	DAY 2 START & END TIMES	DAY 3 START & END TIMES	TEAR-DOWN TIME

2. Estimated Number of Attendees Per Day: \_\_\_\_\_

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

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

- Food Vendors       Camping       Merchandise Vendors       Artwork Displays/Sales
- Animal Rides       Petting Zoo       Rides       Announcements/Speeches
- Fireworks\*       Bonfire\*       Pyrotechnic Devices\*       Horse Drawn Vehicles\*\*
- Carnival       Circus       Games       Public Entertainment  
 Band    DJ    Theatre
- Other: \_\_\_\_\_       Signage

\*If approved by the Parks Commission, an [Open Burning/Fireworks Permit](#) maybe 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.)

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 thirty (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 times and the end times when beer/wine will be sold. Attach additional sheet(s) if needed for more than 3 days. **Please Note:** If the event is in a Park, all beer/wine sales after 10 p.m. must get approval from the Board of Park Commission.

Day 1 of Sale: \_\_\_\_\_

Sales Start Time: \_\_\_\_\_ (indicate AM or PM)

Sales End Time: \_\_\_\_\_ (indicate AM or PM)

Day 2 of Sale: \_\_\_\_\_

Sales Start Time: \_\_\_\_\_ (indicate AM or PM)

Sales End Time: \_\_\_\_\_ (indicate AM or PM)

Day 3 of Sale: \_\_\_\_\_

Sales Start Time: \_\_\_\_\_ (indicate AM or PM)

Sales End Time: \_\_\_\_\_ (indicate AM or PM)

**E. Food/Merchandise**

1. Will food be sold or served at the event?  Yes  No

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, complete the Vendor List found in the Special Event Guideline and turn in 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.**

- |                          |                          |   |  |                          |                   |
|--------------------------|--------------------------|---|--|--------------------------|-------------------|
| Bleachers                | <input type="checkbox"/> | # requested _____                                     | Benches  | <input type="checkbox"/> | # requested _____ |
| Barricades               | <input type="checkbox"/> | # requested _____                                     | Picnic Tables  | <input type="checkbox"/> | # requested _____ |
| Trash Containers         | <input type="checkbox"/> | # requested _____                                     | Traffic Cones  | <input type="checkbox"/> | # requested _____ |
| Recycling Containers     | <input type="checkbox"/> | # requested _____                                     | Traffic Signs  | <input type="checkbox"/> | # requested _____ |
| Reviewing Stands         | <input type="checkbox"/> | # requested _____                                     | Podium   | <input type="checkbox"/> |                   |
| Showmobile (2 available) | <input type="checkbox"/> | # requested _____                                     | Generator (1 available and only with Showmobile)                       | <input type="checkbox"/> |                   |
| Fencing                  | <input type="checkbox"/> | How many 50 foot sections of <i>snow</i> fencing? ___ | How many 6 foot sections of <i>white plastic portable</i> fencing? ___ |                          |                   |

**G. Temporary Structures/Signage**

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. What 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)  
 Other (Please Explain): \_\_\_\_\_

\*Any signage must comply with Chapter 15 of the City’s code of general ordinances. Please 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, depending on facts and circumstances specific to each event, shall have the discretion to modify the required security plan as they deem necessary. The Kenosha Police and Fire Departments may also recommend denial of the Special Event Permit if the security plan is inadequate.

1. Briefly describe security measures: \_\_\_\_\_

2. Will the event have private security?  Yes  No

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

3. Are the services of City of Kenosha Police personnel requested? (if yes, contact Kenosha Police: 262-605-5212)  
 Yes  No

4. 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: \_\_\_\_\_

First

M.I.

Last

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

## 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 is:

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.

- 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: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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.

\_\_\_\_\_  
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**