



Application for a Special Event Permit
Form #PWV010 (rev. 12/18/18)

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](#) (the guide can also be Special Event Planning Guide reviewed at 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 your organization's IRS determination letter which outlined your 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 Property

Name & Address of the park, museum, building, etc. (street & zip): _____
- 2. Does the event require any streets to be closed? Yes No

If yes, what street or avenue will be closed: _____ On: _____

From: _____ To: _____
- 3. Type of street use requiring closure: Parade Run or Walk Other: _____
- 4. Attach a scaled site plan of the event location indicating all of the following if applicable: Site Plan Attached
 - Fences Entrances/Exits Security Stages
 - Beer Garden Staging Areas Vendors
 - Dumpsters/Trash Portable Toilets Routes & Traffic Lanes (including barricades)
 - Parking (including handicapped spaces) Temporary Structures (tents, trailers, etc.)

C. Event Operation Plan & Details

1. Setup Date: _____ Setup Time: _____ AM / PM (Circle one)
 Event Start Date: _____ Event Start Time: _____ AM / PM (Circle one)
 Event End Date: _____ Event End Time: _____ AM / PM (Circle one)
 Tear-down Date: _____ Departure Time: _____ AM / PM (Circle one)

2. Event lasting multiple days – fill out C1. & C2. (please attach additional pages for events more than 4 days):

SET-UP DATE & TIME FRAME	DAY 2 EVENT DATE	DAY 3 EVENT DATE	DAY 4 EVENT DATE
TEAR DOWN DATE & TIME FRAME	EVENT START & END TIMES	EVENT START & END TIMES	EVENT START & END TIMES

3. Estimated Number of Attendees Per Day: _____

4. Event Description (provide a brief description of your event): _____

5. 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 Public Entertainment Announcements/Speeches
- Fireworks* Bonfire* Pyrotechnic Devices* Horse Drawn Vehicles**
- Carnival Circus Games Rides
- Theater Other: _____

*You must contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109 to obtain the [Open Burning/Fireworks Permit](#) a minimum of seven (7) business days before the event.

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

D. Beer/Wine

1. Will your event have beer and/or wine? Yes No (If no, skip to section E.)
2. Beer/Wine Sales: Please specify, for each day of sale, the start times and the end times when beer/wine will be sold. Please attach additional sheet(s) if needed.
Please Note: If your event is in a Park, all beer/wine sales after 10 p.m. must get approval from the Board of Park Commission.
3. Name of organization applying for the Temporary Class “B” Retailer’s License: _____

Day of Sale: _____

Sales Start Time: _____ AM / PM (Circle one) Sales End Time: _____ AM / PM (Circle one)

If multiple days, complete the next section:
 Day of Sale: _____

Sales Start Time: _____ AM / PM (Circle one) Sales End Time: _____ AM / PM (Circle one)

Day of Sale: _____

Sales Start Time: _____ AM / PM (Circle one) Sales End Time: _____ AM / PM (Circle one)

You must contact the City Clerk-Treasurer’s office at 262-653-4020 or by emailing cityclerk@kenosha.org at a minimum of thirty (30) days prior to your event to obtain a [Temporary Class “B”/“Class B” Retailer’s License](#).

E. Food/Merchandise

1. Do you plan to provide food at your event? Yes No (If no, skip to section F.)

2. Do you plan to have vendors selling merchandise at your event? Yes No (If no, skip to section F.)

- ◆ You must contact the Kenosha County Health Department at 262-605-6700 or by emailing Mark Melotik at mark.melotik@kenoshacounty.org or Brad Wozniak at brad.wozniak@kenoshacounty.org if you plan to provide food (there are permits and requirements for the safe handling of food and beverages).
- ◆ You must complete the Vendor List found in the Special Event Guideline if you have vendors and turn in 14 days prior to the event.
- ◆ You must also contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109 if you plan to provide food or merchandise vendors. This must be done a minimum of seven (7) business days prior to the event in order to coordinate inspections the day(s) of the event.

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.

To assist you with your event, the Parks Division has some equipment available for rent to your organization. If you plan to rent equipment from the Parks Division, please fill out this section (supplies are limited and granted upon availability). **The proposed location of this equipment must be noted on the site plan (sample found in the Special Event Guideline).**

2. Will the event require any of the following City-provided rental equipment?

- Bleachers Yes No If yes, how many? _____
- Benches Yes No If yes, how many? _____
- Barricades Yes No If yes, how many? _____
- Picnic Tables Yes No If yes, how many? _____
- Trash Containers Yes No If yes, how many? _____
- Trash Liners Yes No If yes, how many? _____
- Reviewing Stands Yes No If yes, how many? _____
- Showmobile Yes No
- Generator Yes No (only available with the Showmobile)
- Fencing (6’ sections) Yes No

How many sections of *snow* fencing? _____ How many sections of *portable* fencing? _____

G. Temporary Structures

1. Will the event have any temporary structures? Yes No (If no, skip to section G.)

Temporary structures are defined as anything that penetrates the ground by stakes, tools, or other equipment. **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 (larger than 10x10 pop up) Inflatables Staging Trailers Dunk Tank
- Other (Please Explain): _____

You must contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109 for information on necessary permits for

the event. This must be done a minimum of seven (7) business days prior to the event in order to coordinate inspections the day(s) of the event.

*****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.*

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

H. Security

Please Note: The Kenosha Police and Fire Departments, depending on facts and circumstances specific to each event, shall have the discretion to modify the required security guard ratio as they deem necessary. The Police Department may also recommend denial of the Special Event Permit if the security plan is inadequate. 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.

1. Briefly describe security measures: _____

2. Do you plan to have private security? Yes No

Private Security Company Name: _____ Phone #: _____

3. Will you be using City of Kenosha Police personnel? (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 by the Public Works, Police, or Health Department personnel.

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.

- Attached To 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 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: _____

Signature: _____

Date: _____

INDEMNITY AND HOLD HARMLESS AGREEMENT

**SPECIAL EVENT APPLICATION
CITY ORDINANCE CHAPTER 12.06**

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 - 52nd Street
Room 300
Kenosha, WI 53140**