

**Agenda**  
**Board of Parks Commission Meeting**  
**625 52<sup>nd</sup> Street, Room 204**  
**Monday, March 11, 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 February 26, 2024.

1. Request from Wisconsin Lightning Youth Athletics Inc. to have fees waived for the Athletic Facility Rentals at Poerio Park. *(District 4)*
2. Request from the following for a Donation & Issuance of a Washington Park Municipal Golf Gift Certificate *(Foursome walking weekdays only)*:
  - a. Paddock Lake Lions Club After Dark Egg Hunt *(March 22, 2024)*
  - b. Nash Elementary School Annual Golf Outing *(May 11, 2024)*
  - c. Mary's Movers & Shakers Annual Bowl to Cure MS *(April 6, 2024)*
3. Request from Kenosha Classic Street Machine for use of Baker park on Sunday, June 16, 2024 to:
  - a. Hold the Annual Fathers Day Car Show
  - b. Have Set Up at 7am
  - c. Have Food Vendors
  - d. Have Temporary Structures *(District 3)*
4. Request from Kenosha Public Library for use of Lincoln Park on Mondays, June 3 – July 15, 2024 to:
  - a. Hold the StoryWalk Event
  - b. Put Signage in Park *(District 12)*
5. Request from Joppa Masonic Lodge for use of Lincoln Park on Saturday, March 30, 2024 to:
  - a. Hold the Annual Joppa Lodge Easter Egg Hunt
  - b. Temporary Structures *(District 12)*
6. Request from Kenosha Public Library for use of Simmons Island Beach on Tuesdays, June 25 and July 23, 2024 to:
  - a. Hold the KPL Kids Yoga at the Beach
  - b. Have Setup at 8:30am *(District 2)*

7. Amend Agreement with Lakeshore Pedal Tours for Simmons Island Beach House.

## 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, February 26, 2024**

The regular meeting of the Board of Park Commissioners was held on Monday, in Room 204. The meeting was called to order at 5:04 PM by Chairperson Haugaard.

At roll call the following members were present: Commissioners LaMacchia, MacKay, Michalski and Pizzala. Staff members in attendance were: Katie Elder, Director of Parks; Brian Cater, Director of Public Works; Police Chief Patrick Patton; and Kris Kochman, Community Relations Liaison.

Citizen Comments: None

Approval of the minutes of the meeting held on February 12, 2024. It was moved by Alderperson Michalski, seconded by Alderperson Pizzala to approve. Motion carried unanimously.

1. Request from Alcoholics Anonymous to use Alford Park Beach to host their Fire & Fellowship bonfire event on Saturday, May 25, 2024 from 6pm – 10pm. (*District 1*)  
Public Hearing: Manuel Murillo spoke.  
Staff: Katie Elder spoke.  
It was moved by Alderperson Michalski, seconded by Alderperson Pizzala to approve. Motion carried unanimously.
2. Request from the following for a Donation & Issuance of a Washington Park Municipal Golf Gift Certificate (*Foursome weekdays only*):
  - a. St. Leonard's 2024 Dinner Auction (*April 13, 2024*)
  - b. Brompton School Silent Auction & Dinner (*April 20, 2024*)
  - c. YMCA Golf Outing Silent Auction (*July 22, 2024*)Public Hearing: None  
It was moved by Alderperson LaMacchia, seconded by Alderperson Michalski to approve. Motion carried unanimously.
3. Request from City of Kenosha for use of Veterans Memorial park on Thursdays, July 11 – August 29, 2024 (*Rain Date September 5, 2024*) to:
  - a. Hold the Peanut Butter & Jam Concert Series
  - b. Have Food Vendors
  - c. Have Public Entertainment
  - d. Have Fermented Malt and/or Wine Beverage
  - e. Have Temporary Structures (*District 2*) (*Also referred to PW*)Public Hearing: Kris Kochman spoke.  
It was moved by Alderperson Michalski, seconded by Alderperson Pizzala to approve. Motion carried unanimously.
4. Request from ZERO the End of Cancer for use of Eichelman & Wolfenbuttel Parks on Sunday, May 19, 2024 to:
  - a. Hold the ZERO Prostate Cancer 5k Run
  - b. Have Set Up at 5am
  - c. Have Announcements/Speeches
  - d. Have Public Entertainment
  - e. Have Temporary Structures (*Districts 2 & 3*) (*Also referred to PW*)Public Hearing: Kris Kochman 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 Union, Veterans Memorial and Library Parks on Sunday, June 30, 2024 to:
  - a. Hold the Annual Kenosha Civic Veterans Parade
  - b. Have Take Down at 8am on July 1st
  - c. Have Food Vendors
  - d. Have Announcements/Speeches
  - e. Have Horse Drawn Vehicles
  - f. Have Public Entertainment
  - g. Have Temporary Structures (*Districts 1 & 2*) (*Also referred to PW*)Public Hearing: Kris Kochman spoke.  
It was moved by Alderperson LaMacchia, seconded by Alderperson MacKay to approve. Motion carried unanimously.
6. Request from Mayor's Youth Commission for use of Wolfenbuttel Park on Wednesday, June 26, 2024 to:
  - a. Hold the Annual Brick Memorial Dedication
  - b. Have Announcements/Speeches
  - c. Have Public Entertainment (*District 2*)Public Hearing: Kris Kochman spoke.  
It was moved by Alderperson LaMacchia, seconded by Alderperson Michalski to approve. Motion carried unanimously.

COMMISSIONERS' COMMENTS: Alderperson Michalski spoke about city employees who will be busy preparing flower beds within the city. Chairperson Haugaard spoke about adopt-a-spot.

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 5:14PM.



Board of Park Commissions  
City of Kenosha – Parks Department  
3617 65<sup>th</sup> St.  
Kenosha, WI 53142

Subject: Consideration for Rental Fee Waiver/Reduction – Poerio Park

Dear Members of the Board of Park Commissions,

I hope this letter finds you well. My name is Randy Boydston, and I am the treasurer for Lightning Youth Athletics, Inc (LYA). We are a nonprofit 501(c)(3) organization dedicated to developing and preparing young female athletes for college. We have developed a very good reputation in the community, region and even nationally by putting together competitive softball teams and helping young female athletes attend college while earning scholarships to help make it affordable. Since 2011 we have had 137 athletes go on to play college softball at all levels, most of which received scholarships to help cover some if not all the costs of their undergraduate degree.

Each year we host two softball tournaments in Kenosha County where we bring in teams from all over the Midwest to compete. The tournaments are on Father's Day weekend and the second weekend in September each year. This summer (June 2024) we have 130 teams coming to Kenosha County for our tournament. We will host our event at 6 different locations with a total of 16 fields. Most of the out-of-town teams will stay in hotels in Kenosha and dine in Kenosha after the games.

This year we have added Poerio Park in Kenosha as the complex that will host 32 teams from our 14U division. We are very excited to be able to secure a complex with a great set up for our event in the City of Kenosha. During the process of securing the reservation of the complex we found out about the fees associated with the rental and we are writing to inquire about getting consideration for a waiver or a reduction of the rental costs. As mentioned above, we are a nonprofit and we use this tournament to fundraise for our program so that we can keep fees for our players lower than anyone else in the region. Organizations like ours typically charge \$4,000-\$5,000 per year to play for them. We have stayed committed to keeping our fees low. This year our fees for 14U through 18U age groups were \$2,150 for the entire year. The fees for the younger age groups were below this amount. This allows many more opportunities for young athletes to compete and earn an opportunity for an athletic scholarship to help cover the costs of college. We can do this because we are a 100% volunteer organization and 100% of the money raised at our tournaments gets reinvested in our athletes. We do this through the low fees and providing facilities for them to train year-round.

We genuinely appreciate your time and consideration of our request. If you have any questions about our organization or our event, please feel free to contact me.

Thanks,



Randy Boydston  
Treasurer  
Lightning Youth Athletics  
(402) 649-5525 | [rboydston9@gmail.com](mailto:rboydston9@gmail.com)



Diane Hoff &lt;dhoff@kenosha.org&gt;

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**[EXTERNAL] Donation request**

1 message

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**'Donna' via parks** <parks@kenosha.org>  
Reply-To: Donna <donmarrae@yahoo.com>  
To: "parks@kenosha.org" <parks@kenosha.org>

Sun, Feb 11, 2024 at 2:43 AM

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This message originated from outside your organization

Good day, I am asking for a donation request from the Paddock Lake lions club after dark egg hunt for teen ages on march 22nd in Paddock Lake. This will be a special egg prize, and I'm sure a sought after prize with th popularity of golf.

Proceeds will help us contribute to a handicapped kayak pier in Paddock Lake. Your help is appreciated.

Sincerely  
Donna deuster  
262 332 0023  
[Donmarrae@yahoo.com](mailto:Donmarrae@yahoo.com)  
33606 76th st  
Burlington wi 53105

Sent from Yahoo Mail on Android



Diane Hoff &lt;dhoff@kenosha.org&gt;

**[EXTERNAL] Nash Elementary Fundraiser**

1 message

'Corinne Johnson' via parks <parks@kenosha.org>  
Reply-To: Corinne Johnson <cjohnson14@carthage.edu>  
To: parks@kenosha.org

Thu, Feb 29, 2024 at 1:31 PM

This message originated from outside your organization

Good afternoon,

I am writing on behalf of the Charles Nash Elementary School PTA with a request for a donation for our annual Golf Outing which will take place on Saturday, May 11, 2024.

This program is designed as a special event for the golf lovers or anyone that just enjoys being outside! The raffle is a way for the PTA to raise money to continue events like these for our students as well as to provide funds for other materials and resources needed by students throughout the school year. This is a highlight of the year for the Nash Elementary Friends and Family.

The Nash Elementary PTA appreciates any donation your business can provide. Our tax exempt number is CES:050089. Our 501(c)(3): 39-0841949, Group Exemption Number 2257. Donations will be gladly picked up or they may be directly sent to the school at Nash PTA Sweetheart Ball, [6801 99th Avenue, Kenosha, WI 53142](#).  
Thank you for your time and consideration,

--

Cori Johnson

Office Manager, Facilities  
Carthage College  
[2001 Alford Park Dr.](#)  
[Kenosha, WI 53140](#)





Diane Hoff &lt;dhoff@kenosha.org&gt;

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**[EXTERNAL] MS Fundraiser****Mary Griffing** <marylgriffing@gmail.com>

Sat, Mar 2, 2024 at 3:10 PM

To: "parks@kenosha.org" &lt;parks@kenosha.org&gt;

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This message originated from outside your organization

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Hello -

My name is Mary Griffing. I was diagnosed with MS in 2016. Since then I have been doing fundraisers to raise money for research into better disease modifying medications. Multiple sclerosis (MS) is a condition that affects the brain and spinal cord. In MS, the coating that protects your nerves (myelin) is damaged. This causes a range of symptoms like blurred vision and problems with how we move, think and feel. While there is no cure for MS, there are medications that can help slow the progression.


Year after year my team (Mary's Movers & Shakers) and I have been doing fundraisers along with the yearly Walk MS Kenosha-Racine. Last year we started Bowl to Cure MS. We had bowling, a 50/50 raffle and a silent auction of quite a few gift baskets made up with products and gift cards donated by many Kenosha area businesses. Between bowling and other fundraising we donated almost \$2,800.00 to the National MS Society. We are hoping this year, with your support, we will raise even more money.

Since bowling was such a success, we will be doing the 2nd annual Bowl to Cure MS at GRC lanes in Kenosha on April 6th. If you would like to donate a product or gift card, I would love to put together a golf day gift basket for the silent auction. It's a great way to promote your business while helping a wonderful cause. I would be happy to stop by and pick up your donation. Or you can drop it in the mail at my address below.

Thank you in advance for your kindness and generosity.

Mary Griffing  
Team Captain  
Mary's **M**overs & **S**hakers  
630-673-3816  
[5429 - 42nd Ave.](#)  
[Kenosha, WI 53144](#)

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**2 attachments** **2024 Bowl to Cure MS.pdf**  
618K **2024 Letter of Support.docx - Google Docs.pdf**  
120K

**Mary's Movers & Shakers**



**DATE: Saturday April 6th**

**TIME: 2:00 - 4:00**

**PLACE: GRC Bowling Lanes  
5411 Green Bay Rd - Kenosha**

**Cost: \$30.00 per person\***

**Includes Shoes, 1 pizza & 1 pitcher of pop per lane  
(Cash bar)**

**BRING YOUR WALLET!**

**There will be silent auction gift baskets and a  
\$PLIT THE POT**

**SCAN ME!**



**Payment must be received no later than March 16th to reserve a spot**

**\*10% discount if reserved & paid for by March 9th**



DEPARTMENT OF PARKS

March 4, 2024

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

CC: Alderperson Michalski (District 3)  
Kris Kochman, Community Relations Liaison

FROM: Katie Elder, CPRP  
Director of Parks

RE: Park Commission: Request from Kenosha Classic Street Machines for use of Baker Park on June 16, 2024 to hold the Father's Day Car Show.. (District 3)

**BACKGROUND/ANALYSIS**

Kenosha Classic Street Machine is requesting from the Board of Park Commission the use of Baker Park on June 16, 2024 to:

- a. Hold the Father's Day Car Show
- b. Have Food Vendors
- c. Have Artwork Displays/Sales
- d. Have Temporary Structures (Trailers)

Event hours will be 8AM through 3PM. Setup will take place beginning at 7AM 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: "Annual Father's Day Car Show."



**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 Structures (Trailers)
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. 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.



**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: Father's Day Car Show at Baker Park

Event Date(s) Requested: June 16<sup>th</sup> 2024 Rain Date(s): None

**A. Event Organization**

1. Organization's Name: Kenosha Classic Street Machines
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: 1250 Village Ctr Dr #3 City: Kenosha State: WI Zip: 53144
4. Contact Person: Alex Kosterman
5. Contact Phone: 262-385-7707 Contact Email: Alex.Kosterman@Outlook.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.):

Baker Park 835 65<sup>th</sup> Street

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
June 16 <sup>th</sup>	June 16 <sup>th</sup>			June 16 <sup>th</sup>
SET-UP TIME	DAY 1 START & END TIMES	DAY 2 START & END TIMES	DAY 3 START & END TIMES	TEAR-DOWN TIME
7 AM	8am -> 3 PM			330 PM

2. Estimated Number of Attendees Per Day: 500

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

Annual Father's Day Carshow

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 type="checkbox"/> Picnic Tables	# requested _____
<input checked="" type="checkbox"/> Trash Carts	# requested <u>8</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)?

<input type="checkbox"/> Tents (larger than 10x10 pop up)	<input type="checkbox"/> Inflatables	<input type="checkbox"/> Staging	<input checked="" type="checkbox"/> Trailers	<input type="checkbox"/> Dunk Tank	<input type="checkbox"/> Signage*
<input type="checkbox"/> Portable restrooms/ handwash stations		<input type="checkbox"/> 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 AK 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: Car Show Volunteers Will Supervise Area
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: Tony Pant. Ho  
First M.I. Last  
Head of Security's Phone Number: 262-818-6410

**\*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: Alex Kosterman

Signature:  Date: 02/02/2024

**INDEMNITY AND HOLD HARMLESS AGREEMENT**

**SPECIAL EVENT APPLICATION  
CITY ORDINANCE CHAPTER 12.06**

  
Authorized Agent of Special Event Organizer

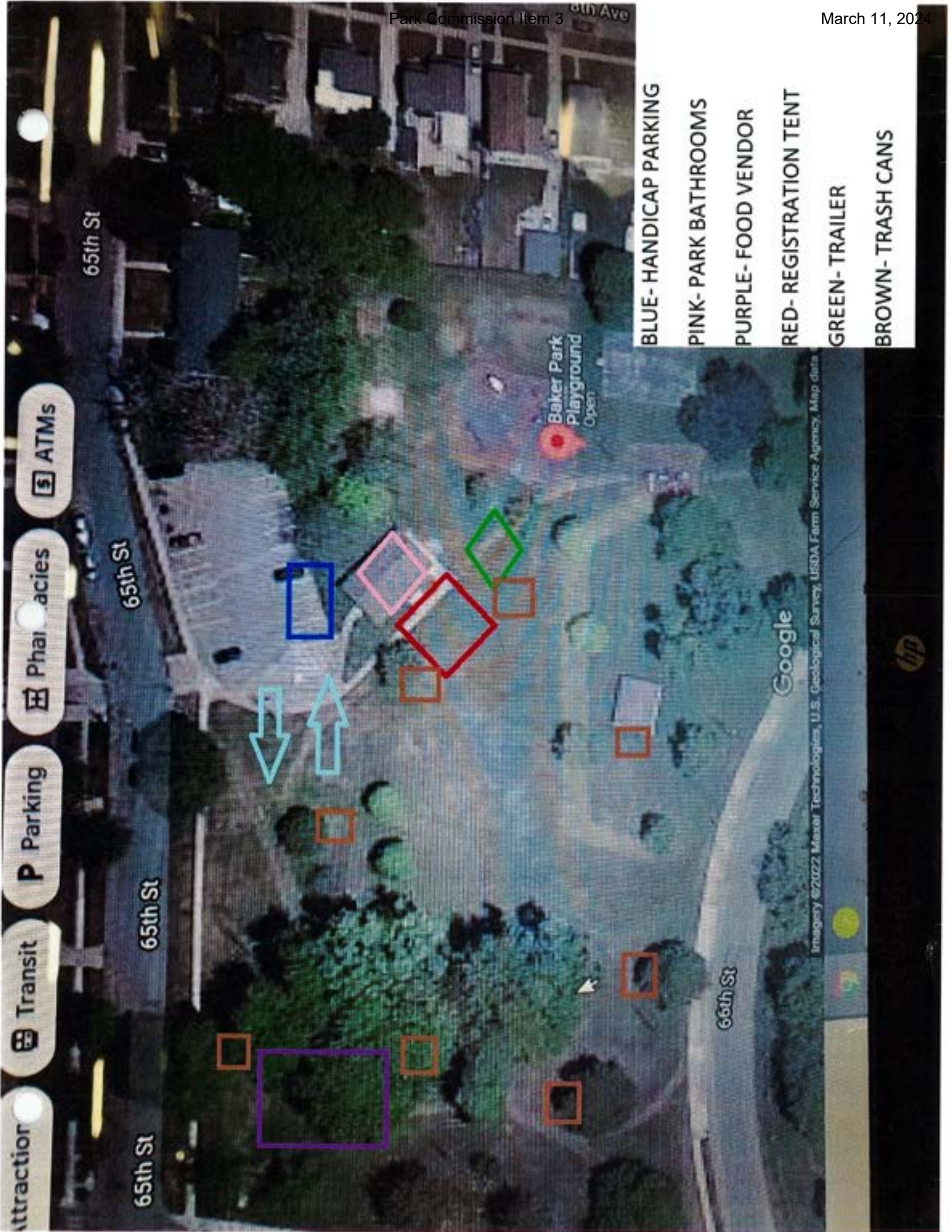
Special Event Organizer does hereby agree that it will indemnify, defend and hold harmless the City of Kenosha, the City of Kenosha Board of Public Works, and the City of Kenosha Board of Parks Commission and their respective officers, agents and employees (collectively "Indemnitees") against any and 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.

 02/02/2024  
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





- BLUE- HANDICAP PARKING
- PINK- PARK BATHROOMS
- PURPLE- FOOD VENDOR
- RED- REGISTRATION TENT
- GREEN- TRAILER
- BROWN- TRASH CANS



## DEPARTMENT OF PARKS

March 4, 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 Kenosha Public Library for use of Lincoln Park from June 3 through July 15, 2024 to hold the StoryWalk at Lincoln Park. (District 12)

**BACKGROUND/ANALYSIS**

Kenosha Public Library is requesting from the Board of Park Commission the use of Lincoln Park from June 3 through July 15, 2024 to:

- a. Hold the StoryWalk at Lincoln Park
- b. Have Temporary Signage
  - a. Temporary Signage will be in place from June 3 through July 15, 2024

Setup will take place beginning at 10AM on June 3, 2024 and take down is scheduled for July 15, 2024 at 10AM.

Assuming availability, as determined by City Staff, the requested equipment will be supplied by the appropriate city department.

The event description: "A StoryWalk is an outdoor reading experience whereby a children's book is deconstructed and the pages of the book are laminated and placed on yard signs along a walking trail."



**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 Signage
2. All signage must comply with Chapter 15 of the Code of General Ordinances.
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.
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: StoryWalk at Lincoln Park

Event Date(s) Requested: June 3 - July 15

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

**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: Jessica Hodges

5. Contact Phone: 262-564-6153 Contact Email: jhodges@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.):

Lincoln Park: 6900 18th Avenue

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 checked="" 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
June 3				July 15
SET-UP TIME	DAY 1 START & END TIMES	DAY 2 START & END TIMES	DAY 3 START & END TIMES	TEAR-DOWN TIME
10:00 AM				10:00 AM

2. Estimated Number of Attendees Per Day: ~20

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

A StoryWalk is an outdoor reading experience whereby a children's book is deconstructed and the pages of the book are laminated and placed on yard signs along a walking trail.

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

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

<input type="checkbox"/> Tents	<input type="checkbox"/> Inflatables	<input type="checkbox"/> Staging	<input type="checkbox"/> Trailers	<input type="checkbox"/> Dunk Tank	<input checked="" type="checkbox"/> Signage*
<small>(larger than 10x10 pop up)</small>					
<input type="checkbox"/> Portable restrooms/ handwash stations	<input type="checkbox"/> 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 JH \_\_\_\_\_ 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: KPL staff will check on the signs weekly.
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: Jessica F. Hodges

First

M.I.

Last

Head of Security's Phone Number: 262-564-6153

**\*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: Jessica HodgesSignature: Jessica Hodges Date: 2/19/24**INDEMNITY AND HOLD HARMLESS AGREEMENT****SPECIAL EVENT APPLICATION  
CITY ORDINANCE CHAPTER 12.06**Jessica Hodges

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: Jessica Hodges Date: 2/19/24

Please sign, date and return the completed application to:

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



67th St

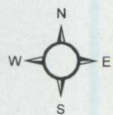
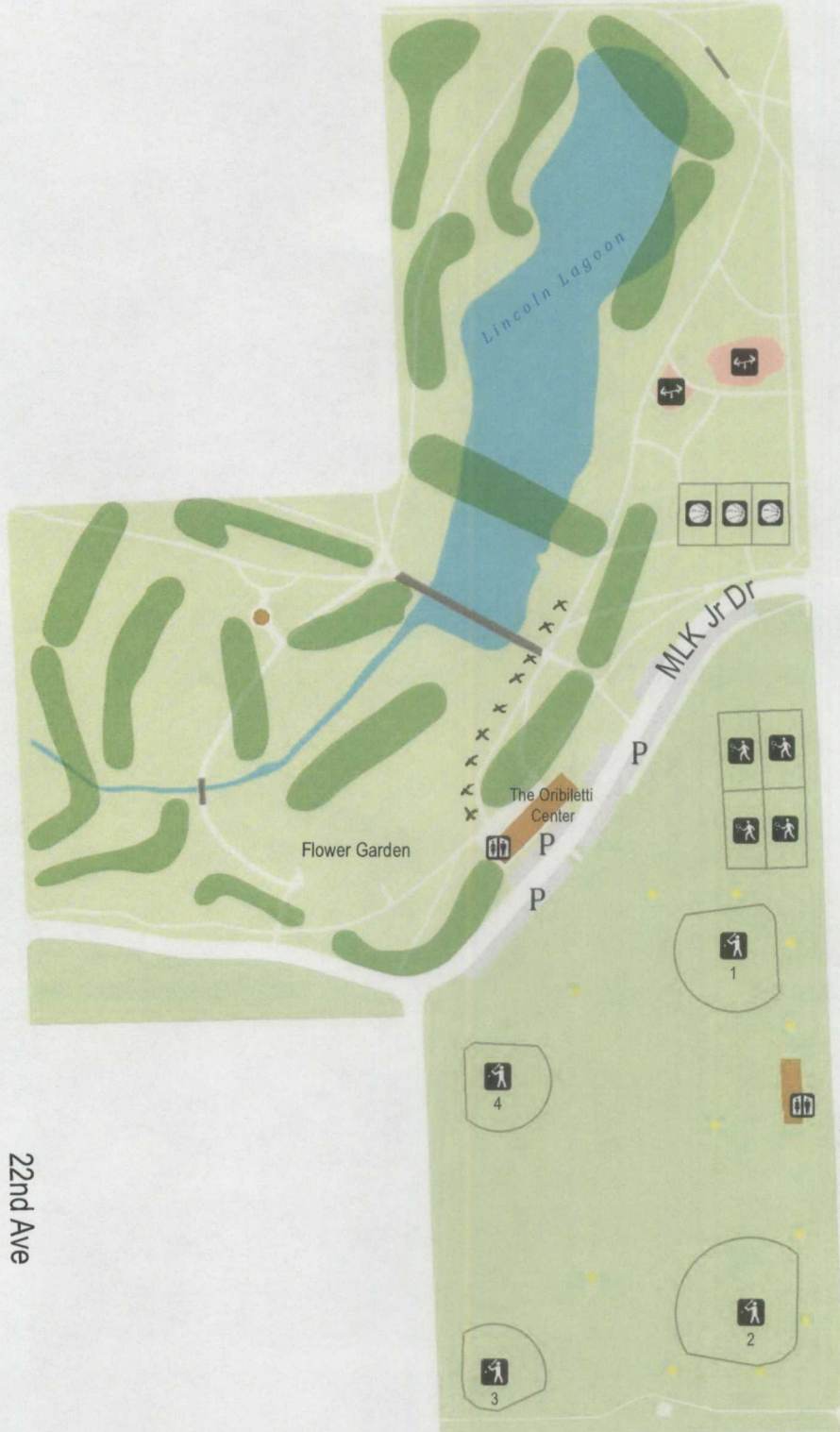
69th St

71st St

22nd Ave

68th St

18th Ave



## Lincoln Park

Park : 42 acres Distance Around Pond : .4 mi

Dedicated : 1915-1919

6900 18th Avenue

Kenosha, WI 53143



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

- |   |                       |  |                         |
|---|-----------------------|--|-------------------------|
| P | Parking               |  | Baseball                |
|   | Restrooms             |  | Basketball              |
|   | Playground            |  | Tennis                  |
|   | Park Building         |  | Baseball Field Lighting |
|   | Disc Golf Green       |  |                         |
|   | Disc Golf Course Area |  |                         |

0 125 250 500 Feet



## DEPARTMENT OF PARKS

March 4, 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 Joppa Masonic Lodge and Ruth OES Chapter for use of Lincoln Park and baseball diamond on March 30, 2024 to hold the Joppa Lodge and Ruth Chapter annual Easter Egg Hunt. (District 12)

**BACKGROUND/ANALYSIS**

Joppa Masonic Lodge and Ruth OES Chapter is requesting from the Board of Park Commission the use of Lincoln Park and baseball diamond on March 30, 2024 to:

- a. Hold the Joppa Lodge and Ruth Chapter annual Easter Egg Hunt
- b. Have set up on day of event from 10AM
- c. Have takedown on day of event from 5PM
- d. Hold the event beginning at 12PM

Event hours will be 12PM-5PM. 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.

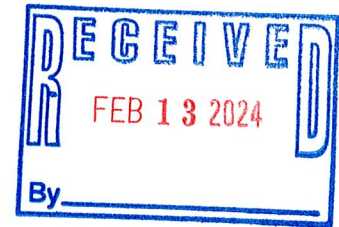
The event description: "Easter Egg hunt."

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

Approved Operation of the following activities:

1. No Tents larger than 10'x10' are allowed unless an application for "Temporary Structures", is submitted and approved.
2. 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.
3. Applicants are responsible for litter and debris and the site must be picked up at the end of the event.
4. 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:** Joppa Lodge and Ruth Chapter annual Easter Egg Hunt

**Event Date(s) Requested:** March 30th 2024 **Rain Date(s):** none

**A. Event Organization**

1. Organization's Name: Joppa Masonic Lodge and Ruth OES Chapter

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: 4320 Washington rd City: Kenosha State: WI Zip: 53144

4. Contact Person: Frederick McCauley

5. Contact Phone: 262-960-0767 Contact Email: frederickmccauley@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.):

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
3-30-24	3-30-24			3-30-24
SET-UP TIME	DAY 1 START & END TIMES	DAY 2 START & END TIMES	DAY 3 START & END TIMES	TEAR-DOWN TIME
10 am	12-5 pm			5 pm

2. Estimated Number of Attendees Per Day: 50-100

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

Easter Egg hunt

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 type="checkbox"/> Picnic Tables	# requested _____
<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)?

<input type="checkbox"/> Tents	<input type="checkbox"/> Inflatables	<input type="checkbox"/> Staging	<input type="checkbox"/> Trailers	<input type="checkbox"/> Dunk Tank	<input type="checkbox"/> Signage*
<small>(larger than 10x10 pop up)</small>					
<input type="checkbox"/> Portable restrooms/ handwash stations	<input type="checkbox"/> 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: Close watch on attendees with constant contact with other adults
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: Frederick F. McCauley

First M.I. Last

Head of Security's Phone Number: 262-960-0767

**\*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: Frederick McCauley

Signature:  Date: 02/12/2024

**INDEMNITY AND HOLD HARMLESS AGREEMENT**

**SPECIAL EVENT APPLICATION  
CITY ORDINANCE CHAPTER 12.06**

**Frederick McCauley**

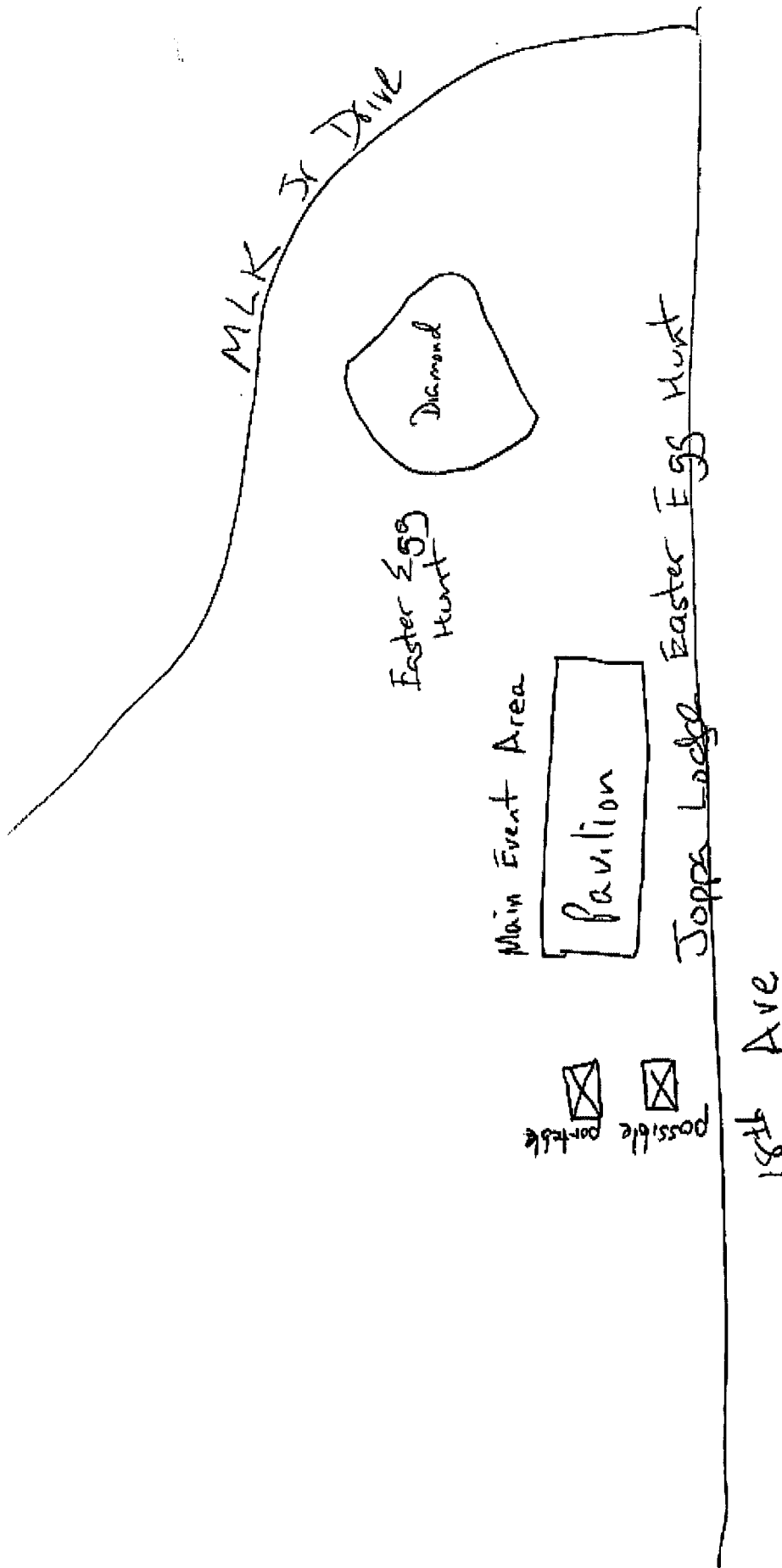
Authorized Agent of Special Event Organizer

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: 02/12/2024

Please sign, date and return the completed application to:

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



PARKS

March 7, 2024

Joppa Masonic Lodge  
Attn: Frederick McCauley  
4320 Washington Rd  
Kenosha, WI 53144

RE: the Annual Joppa Lodge Easter Egg Hunt

To whom it may concern:

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

**Monday, March 11, 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

March 4, 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 Simmons Island Park Beach on June 25 & July 23, 2024 to hold the KPL Kids Yoga at the Beach. (District 2)

**BACKGROUND/ANALYSIS**

Kenosha Public Library is requesting from the Board of Park Commission the use of Simmons Island Park Beach on June 25 & July 23, 2024

- a. Hold the June 25 & July 23, 2024
- b. Have set up on from 8:30AM on days of event
- c. Have takedown on from 10:15AM on days of event
- d. Hold the event beginning at 9AM

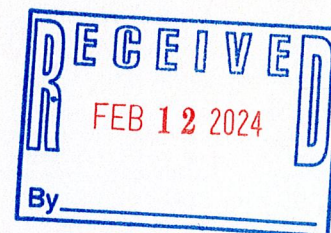
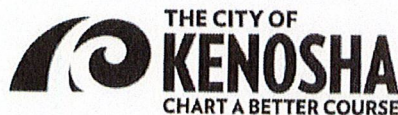
Event hours will be 9AM - 9:45AM. Setup will take place beginning at 8:30AM on the days of the event and take down is scheduled following the completion of the event.

The event description: "Shake, sing, and be silly while learning basic yoga poses, mindfulness, and meditation. Class will be taught by a KPL staff member who is a certified children's yoga teacher.

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

1. No Tents larger than 10'x10' are allowed unless an application for "Temporary Structures", is submitted and approved.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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: KPL Kids Yoga at the Beach

Event Date(s) Requested: June 25, July 23 Rain Date(s): N/A

**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: Jessica Hodges
5. Contact Phone: 262-564-6150 Contact Email: jhodges@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.):

Simmons Island Park 5001 4th Ave, 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
Day of	June 25	July 23		Day of
SET-UP TIME	DAY 1 START & END TIMES	DAY 2 START & END TIMES	DAY 3 START & END TIMES	TEAR-DOWN TIME
8:30 AM	9:00 AM - 9:45 AM	9:00 AM - 9:45 AM		10:15 AM

2. Estimated Number of Attendees Per Day: 12

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

Shake, sing, and be silly while learning basic yoga poses, mindfulness, and meditation. Class will be taught by a KPL staff member who is a certified children's yoga teacher.

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

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

<input type="checkbox"/> Tents (larger than 10x10 pop up)	<input type="checkbox"/> Inflatables	<input type="checkbox"/> Staging	<input type="checkbox"/> Trailers	<input type="checkbox"/> Dunk Tank	<input type="checkbox"/> Signage*
<input type="checkbox"/> Portable restrooms/ handwash stations	<input type="checkbox"/> 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 ☐ No 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: KPL Staff member will be present for the duration of the event. They will monitor attendees.
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: Karen M. Rozzoni

First

M.I.

Last

Head of Security's Phone Number: 262-564-6150

**\*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: Jessica Hodges

Signature: Jessica Hodges

Date: 2/9/24

**INDEMNITY AND HOLD HARMLESS AGREEMENT****SPECIAL EVENT APPLICATION  
CITY ORDINANCE CHAPTER 12.06**

Jessica Hodges

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.

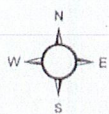
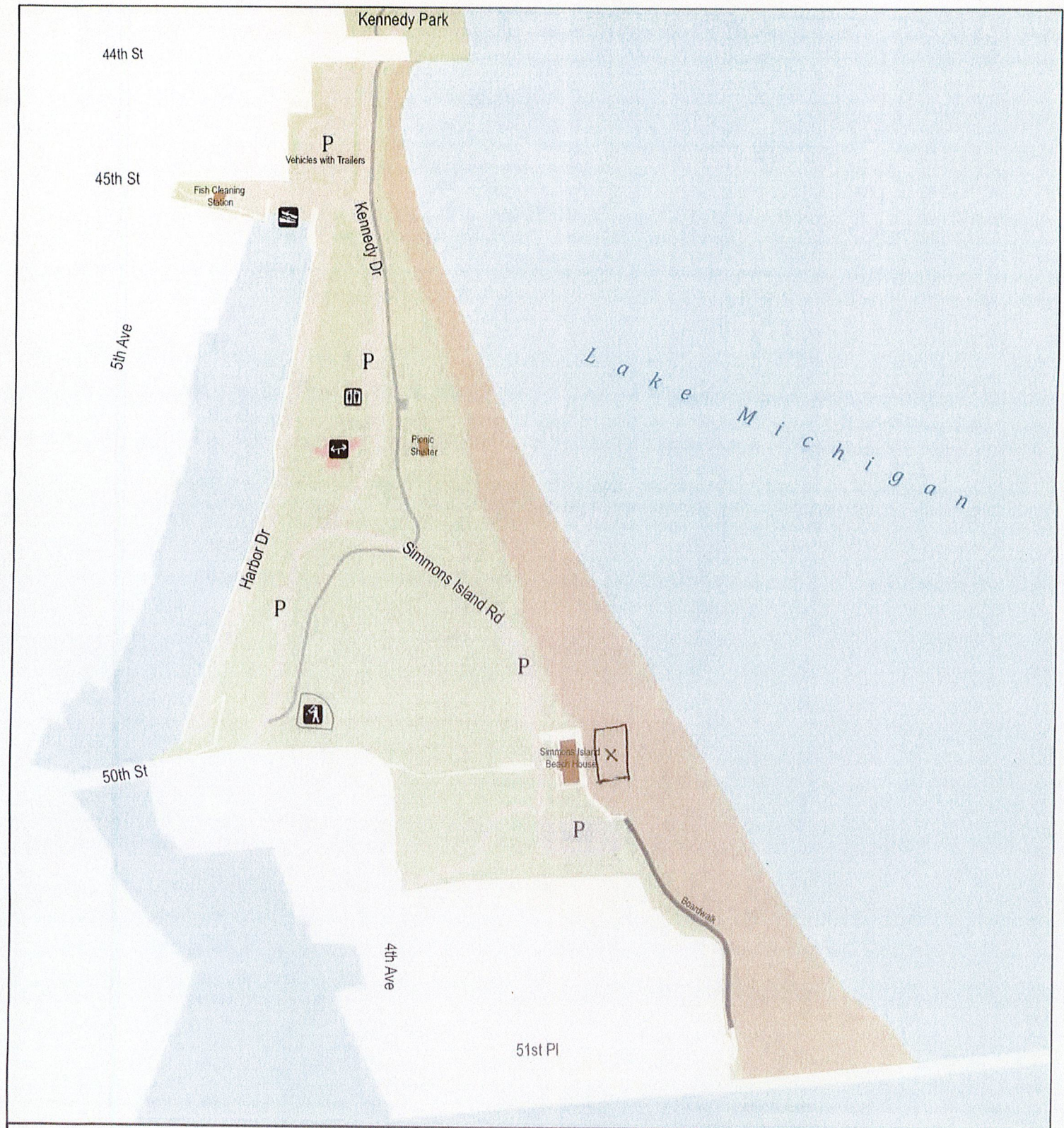
Jessica Hodges  
Applicant Signature

2/9/24  
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**



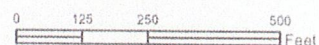


## Simmons Island Park

Park : 28 acres  
 Dedicated : 1915-1927  
 5001 4th Avenue  
 Kenosha, WI 53140

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

- |   |               |  |             |
|---|---------------|--|-------------|
| P | Parking       |  | Boat Launch |
|   | Restrooms     |  | Baseball    |
|   | Playground    |  | Beach       |
|   | Park Building |  |             |





March 7, 2024

Kenosha Public Library  
Attn: Jessica Hodges  
jhodges@mykpl.info

RE: The KPL Kids Yoga at the Beach & the StoryWalk Event

To whom it may concern:

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

**Monday, March 11, 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



**FIRST AMENDMENT TO AGREEMENT****By and Between****THE BOARD OF PARK COMMISSIONERS  
FOR THE CITY OF KENOSHA, WISCONSIN,  
A Wisconsin Park Commission,****And****LAKESHORE PEDAL TOURS, LLC,  
A Wisconsin Limited Liability Company,****KENOSHA BEACH HOUSE, LLC,  
A Wisconsin Limited Liability Company.**

This First Amendment to Agreement (“First Amendment”) is made and entered into by and between the Board of Park Commissioners of the City of Kenosha, Wisconsin, a Municipal Park Commission, duly organized and existing under the laws of the State of Wisconsin, having its principal office at 3617 65<sup>th</sup> Street, Kenosha, WI 53142, hereinafter referred to as “BPC” and., Lakeshore Pedal Tours, LLC., a Limited Liability Company, organized and existing under the laws of the State of Wisconsin, having its principal office at 727 Sheridan Road, Kenosha, WI 53140, hereinafter referred to as “LPT”, as well as Kenosha Beach House, LLC, a Limited Liability Company, organized and existing under the laws of the State of Wisconsin, having its principal office at 727 Sheridan Road, Kenosha, WI 53140, hereinafter referred to as “KBH”.

**WITNESSETH**

WHEREAS, the BPC and LPT entered into an Agreement for the Premises commonly known as the Simmons Island Beach House (“Beach House”) and Simmons Island Park (“Park”) with the date of last execution of the Agreement being July 12, 2023,

WHEREAS, a new LLC was formed, KBH, by a member of LPT, and all parties desire to join KBH to the original Agreement as a party to be bound to the same duties and responsibilities of LPT.

NOW, THEREFORE, in consideration of the mutual undertakings, understandings and agreements hereinafter set forth, the Parties agree as follows:

1. PARTY JOINDER AMENDMENT. That KBH be joined as a party to the original Agreement and that KBH shall be bound by the same duties and responsibilities of the original Agreement of LPT.

2. AMENDMENT TO ARTICLE D OF THE AGREEMENT. The first sentence of Article D of the Agreement, which omitted the initial term’s start date, is hereby amended to read as follows:

D. The initial term of the Agreement shall be from July 12, 2023 through December 31,

2025.

3. AMENDMENT TO ARTICLE F.17 OF THE AGREEMENT. Article F.17 of the Agreement is hereby created to read as follows:

F.17. Access to Premises.

a. BPC and City, by its representatives, shall have access to Premises at any reasonable time provided such entry shall not interfere with LPT's conduct of business. In case of emergency, the circumstances of which are solely determined by City, City shall enter the Premises with or without force, as necessary, without assuming any liability for such entry and without affecting LPT's obligations under this Agreement.

b. The Parties recognize that although the Premises are being operated as a business during the course of this lease, public use of the Premises is mutually desirable. Therefore,

- (i) to the extent permitted by the City of Kenosha ordinances and Wisconsin Statutes Chapter 125.07(3)(a) and other applicable law, and subject to compliance therewith, the Premises shall remain open and available to the public during regular hours the Park remains open;
- (ii) all services provided by LPT and all areas where those services are offered will be available to the public and may not be reserved; and
- (iii) tenant will post signage at access points that state the area is a public asset and open to the public.

4. CORRECTION TO ARTICLE G TITLED MISCELLANEOUS OF THE AGREEMENT. The second Article G of the Agreement is hereby corrected to be Article H.

*Signature pages follow*

**BOARD OF PARKS COMMISSIONERS FOR THE  
CITY OF KENOSHA, WISCONSIN,  
A Wisconsin Park Commission**

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

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

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024, Eric Haugaard, Chairman, of the Board of Park Commissioners, and Katie Elder, Director of Parks, for the City of Kenosha, Wisconsin, a Wisconsin municipal corporation, to me known to be the such Chairman of said commission and Director of said department of said municipal corporation, and acknowledged to me that they executed the foregoing instrument as such officers as the agreement of said City, by its authority.

Print Name: \_\_\_\_\_  
 Notary Public, Kenosha County, State of Wisconsin  
 My Commission expires/is: \_\_\_\_\_



**LAKESHORE PEDAL TOURS, LLC,**  
A Wisconsin Limited Liability Company

BY: \_\_\_\_\_  
**MERYL STRICHARTZ**, Member

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

**KENOSHA BEACH HOUSE, LLC,**  
A Wisconsin Limited Liability Company

BY: \_\_\_\_\_  
**MERYL STRICHARTZ**, Member

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

STATE OF WISCONSIN )  
:SS.  
COUNTY OF KENOSHA )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024,  
Meryl Strichartz, of Lakeshore Pedal Tours, LLC, and of Kenosha Beach House, LLC, a member of both  
limited liability companies to me known to be such and acknowledged that she executed the foregoing  
instrument as such officer as the Agreement of said company by its authority.

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Notary Public, Kenosha County, State of Wisconsin  
My Commission expires/is: \_\_\_\_\_

Drafted By:  
NICHOLAS J. VANDE CASTLE  
Assistant City Attorney



Lakeshore Pedal Tours at the Beach House on Simmons Island