



Agenda
Board of Parks Commission Meeting
625 52nd Street, Room 204
Monday, February 26, 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 12, 2024.

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)*
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)* GC
 - c. YMCA Golf Outing Silent Auction *(July 22, 2024)* GC
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)*
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)*

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*)

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*)

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 12, 2024

The regular meeting of the Board of Park Commissioners was held on Monday, February 12, 2024 in Room 204. The meeting was called to order at 5:08 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; Greg Bolt, Deputy Director of Public Works/Engineer; and Alderperson Jack Rose.

Citizen Comments: None

Approval of the minutes of the meeting held on January 22, 2024. It was moved by Alderperson Michalski, seconded by Alderperson LaMacchia to approve. Motion carried unanimously.

1. Request from Love Your Community Inc. for use of Pennoyer Park, Bandshell and Kiosks on July 20, 2024 to:

- a. Hold the Beach Front Arts Fest
- b. Use of Park for Setup July 19th at 8am
- c. Use of Park for Take Down July 21st at 8am
- d. Extend Closing Hours to 11pm
- e. Have Food and Merchandise Vendors
- f. Have Artwork Displays/Sales
- g. Have Games
- h. Sell Fermented Malt and/or Wine Beverages
- i. Have Temporary Signage and Structures

(District 1) (Deferred from the 1/8/24 & 1/22/24 meetings)

Public Hearing: Bryce O'Boyle spoke.

It was moved by Alderperson Michalski, seconded by Alderperson LaMacchia to approve to amend the event to end at 10pm. Motion carried unanimously. It was moved by Alderperson Michalski, seconded by Alderperson LaMacchia to approve as amended. Motion carried unanimously.

2. Request from Panda Fastpitch LLC for use of Poerio Park *(April 26 – 24, May 17 – 19, May 31 – June 2, July 5 – 7, July 12 – 14, September 20 – 22, October 4 – 6)* to:

- a. Hold the Panda Fastpitch Tournaments
- b. Sell Food
- c. Have Temporary Structures *(District 4)*

Staff: None

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

3. Request from Kingdom Word Global Impact Ministries for use of Pennoyer Park Bandshell and Three Kiosks on August 10, 2024 *(Rain Date August 24, 2024)* to:

- a. Hold the Impacting the Kingdom Event
- b. Have Amplified Sound
- c. Have Public Entertainment
- d. Serve Food
- e. Have Temporary Structures *(District 1) (Also referred to PW)*

Public Hearing: None

Staff: None

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

4. Request from 5Kevents.org LLC for use of Pennoyer, Simmons Island and Kennedy Parks on July 19, 2024 to:
 - a. Hold the Kenosha Lakefront Run
 - b. Have Temporary Structures (*Districts 1 & 2*) (*Also referred to PW*)Public Hearing: None
Staff: None
It was moved by Alderperson LaMacchia, seconded by Alderperson Michalski to approve. Motion carried unanimously.
5. Acceptance of Project 23-1416 Tree Removal (*Citywide Locations, which has been satisfactorily completed*) by Fowler Enterprises LLC (*Elgin, IL*). The final amount of the contract is \$183,541. (*All Districts*) (*Also referred to PW*)
Public Hearing: None
Staff: None
It was moved by Alderperson Michalski, seconded by Alderperson Pizzala to approve. Motion carried unanimously.
6. Ordinance Sponsor: Board of Park Commissioners - To Amend Subsection 6.04 B. and Paragraph 6.04 B.1. of the Code of General Ordinances Regarding Official Names of Parks.
Public Hearing: None
Staff: None
It was moved by Alderperson LaMacchia, seconded by Alderperson Michalski to approve. Motion carried unanimously.
7. Resolution Sponsor: Board of Park Commissioners - Renaming Little League Park to Santo Principe Park.
Public Hearing: None
Staff: Katie Elder spoke.
It was moved by Alderperson Michalski, seconded by Alderperson LaMacchia to approve. Motion carried unanimously.
8. Approval of Hiring Banners to be placed in various parks. (*Districts 5, 9, 15, 16*)
Public Hearing: None
Staff: None
It was moved by Alderperson LaMacchia, seconded by Alderperson MacKay to approve. Motion carried unanimously.
9. Info Item: WPRA Design Award.
Staff: Katie Elder spoke.

COMMISSIONERS' COMMENTS: None

ADJOURNMENT: There being no further business to come before the Board of Park Commission, it was moved by Commissioner Michalski, seconded by Commission LaMacchia and unanimously carried to adjourn at 5:24 PM.



Diane Hoff <dhoff@kenosha.org>

[EXTERNAL] Letter to get on the Agenda

1 message

Sarah Potts <sarahpotts2016@gmail.com>

Fri, Jan 26, 2024 at 3:31 PM

To: parks@kenosha.org

This message originated from outside your organization

To whom it may concern,

My name is Sarah Potts and I am the district 7 activities co-chair for Alcoholics Anonymous. We are looking to host an event on Carthage Beach on May 25th 2024 from 6-10pm (weather permitting) We are calling it Fire and Fellowship. The people attending will be members of our recovery groups and their families. We expect anywhere between 30-50 people, depending on the turnout. It will be very laid back, just socializing, bon fire, s'mores for the kids, and soda or water to drink. We would greatly appreciate getting on the agenda ASAP so we can get a fire permit and our flyers printed to be passed out to our individual groups.

Thank you for your time and consideration on this matter.

Chair person is Manny Murillo manuelmurillo844@gmail.com

+1 262-620-6495

Co-chair Sarah Potts

sarahpotts2016@gmail.com

262-997-8280



LEONARD CATHOLIC CHURCH & SCHOOL

W173 S7777 Westwood Drive
Muskego, WI 53150-9160
262-679-0451
Fax: 262-679-8519
school@stleonards.org
www.stleonards.org

Dear Friend of St. Leonard Catholic Church & School:

Great Scott! This year St. Leonard's Presents – Back to the Auction! The St. Leonard 2024 Dinner Auction will take place on Saturday, April 13, 2024.

The annual Auction is our largest parish and school fundraiser, and we kindly ask for your support in making this event a success. Last year, because of this amazing community's generosity we were able to accomplish our goal of funding a safety fence around the school playground equipment and recess area. This was a huge safety and security update for our school!

We ask you to consider donating an item, service, or cash sponsorship; your donation supports our community while also increasing awareness and encouraging patronage of your business. The proceeds from the 2024 St. Leonard Auction will be used towards funding whiteboard systems for all our classrooms to promote our childrens' learning as well as installing new playground equipment with a brand-new Gaga Ball Pit to encourage our children's physical growth! What is a Gaga Ball? Gaga Ball is a fast-paced variant of dodgeball that limits the impact to the players because the object of the game is to use the ball to "tag" the other players' legs below the knee. The kids love it!

Also, you can promote your organization through our several sponsorship opportunities. By sponsoring our event, your organization can become a presenting sponsor, advertise through St. Leonard's various social media platforms, as well as corporate promotion at the event. Your donation enables St. Leonard Catholic Church & School to continue to be a foundation of the community in Muskego.

Thank you for your support of the St. Leonard's Community. With your help, we can accomplish our goals!

Many blessings,

Reverend Dan Janasik
Pastor

Tax ID #: 39-0939900
Email: stl.auction1@stleonards.org



The Brompton Community Partnership
8518 22nd Avenue
Kenosha, WI 53143
Serving the Brompton School of Kenosha Unified School District

November 2023

Greetings!

I am writing on behalf of the Brompton Community Partnership, the parent organization of Brompton School, to request a donation for our silent auction and dinner on April 20, 2024. The auction is held during our annual dinner event and is our largest fundraiser of the year, attended by nearly 300 Brompton families and community members. *The funds raised at this event support our students, afterschool programs, education tools and materials, and family/community events. We are working hard to have stem and all of the K-8 classrooms, purchase playground equipment and help to expand our middle school library.*

Brompton School is a public charter school in the Kenosha Unified School District. The instructional beliefs of Brompton include, in part, that success earned through hard work will develop self-worth, confidence, ensure future achievement; and that our students learn best when they are challenged to set high goals, are prepared to work hard to achieve their goals and experience success in attaining them. "As recently as last fall, Brompton ranked as the leading school in the district based on the WI State Accountability Report Card" and "is a blue ribbon" school within the Leader in Me Program.

We would greatly appreciate your consideration of any donation to our organization. We are seeking gift certificates, product donation, or monetary donations/event sponsorships. Should you generously make a donation, your business will be recognized in our event program, and you will be provided with a donation receipt with our tax-exempt number (501c3) for your records. Businesses choosing to sponsor our event with a monetary donation will be recognized based on their level of sponsorship (see below) to ensure placement in our event publications, all donations need to be received no later than April 1, 2024.

Thank you for your time and consideration. Please do not hesitate to contact us with any further questions. Donations can be mailed to our school at the address above (attn: BCP) or contact us directly to arrange a pick-up.

Our sincere thanks,
Kara Easton
BCP President/Co-Lead
(847) 445.4272

Valerie Shike
Social Chair
(847)826.8602

Amber Hanlin
Co-Lead Annual Dinner
(262) 287-5090

bromptoncommunitypartnership@gmail.com

Tax I.D./EIN # 39-1910971

Placemat Ad	Silver	Gold	Platinum
\$50 for a business card ad on our placemats	\$100+	\$200+	\$500+
	*Business Name on Event Banner *Program Mention *Placement Mention *Advertising on our social media	*Business Name on Event Banner *1/2 page Program Ad *Placement Mention *Advertising on our social media	*Business Name on Event Banner *Full Page Program Ad *Placement Ad *Advertising on social media



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

February 2024

City of Kenosha
3617 65th Street
Kenosha, WI 53142

To Whom It May Concern:

Thank you again for your contribution last year to the Kenosha YMCA Golf Outing. For the first time, we were able to provide a platform for online bidding which resulted in our most successful silent auction to date! The dollars raised helped provide scholarships to over 1,000 family members, allowing them the ability to get healthier together at the Y.

Again, this year the Kenosha YMCA's Annual Golf Outing is seeking local business support for our silent auction, so we can continue to fund community programs. Safety Around Water 'Learn to Swim' weeks teaches children how to be safe in and around water – because knowing what to do in a water emergency can be the difference between life and death. Children with disabilities and their volunteer buddies are able to be part of a team through Miracle League. These programs and many like it at the Y are free to participants and therefore dependent on dollars raised at events like the golf outing.

Would you consider a donation to support our community? This year, our goal is to raise \$80,000 to allow us to impact more lives. To maximize that impact, we rely on donations to help keep costs low and allow more money to go toward our lifechanging programs.

Should you be so generous to support this event, we will need to receive your donation by June 21st 2024. Donors will be recognized in the event program and on our website. Donations can be sent directly to the Kenosha YMCA or contact Chris or Mel to arrange pick-up.

Thank you for helping us reach our goals and supporting our community.

Sincerely,

Chris Finkel, Development Director
cfinkel@kenoshaymca.org
262.564.6813

Mel Robinson, Marketing & Special Events
mrobinson@kenoshaymca.org
262.564.6814

KENOSHA YMCA
7101 53rd Street, Kenosha WI 53144
P 262 654 9622 F 262 653 9886
WWW.KENOSHAYMCA.ORG



DEPARTMENT OF PARKS

February 20, 2024

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

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

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

RE: Park Commission: Request from City of Kenosha for use of Veterans Memorial Park on Thursdays, July 11 - August 29, 2024 (Rain Date: September 5, 2024) to hold the Peanut Butter & Jam Concert Series (District 2)

Public Works Committee: Request from City of Kenosha for use of 6th Avenue from 52nd Street to 54th Street on Thursdays, July 11 - August 29, 2024 (Rain Date: September 5, 2024) to hold the Peanut Butter & Jam Concert Series (District 2)

BACKGROUND/ANALYSIS

City of Kenosha is requesting from the Board of Park Commission the use of Veterans Memorial Park on Thursdays, July 11 - August 29, 2024 to:

and from the Public Works Committee the use of 6th Avenue from 52nd Street to 54th Street on Thursdays, July 11 - August 29, 2024 to:

- a. Hold the Peanut Butter & Jam Concert Series
- b. Have set up on Thursdays from 8AM
- c. Have takedown on Thursdays from 8-10PM
- d. Hold the event beginning at 11:30AM and 6PM
- e. Close 6th Avenue on Thursdays in accordance with Fire Department restrictions
- f. Have Food Vendors
- g. Have Temporary Signage and Structures (Portable Restrooms and Trailers)
 - a. Temporary Signage will be in place on Thursdays
- h. Have Public Entertainment (Band)
- i. Allow Fermented Malt and/or Wine Beverages for adults over 21 years of age

Event hours will be 11:30AM - 1:30PM and 6PM - 8PM. Setup will take place beginning at 8AM on Thursdays (except for road closures) and take down is scheduled following the completion of the event. ***Road closure would be in place on Thursdays only during event hours through take down.

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

The event description: "Free outdoor concert series."

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

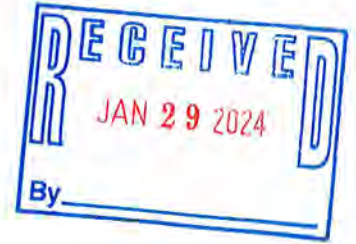
1. Approved Operation of the following activities:
 - a. Have Food Vendors
 - b. Have Temporary Signage and Structures (Portable Restrooms and Trailers)
 - c. Have Public Entertainment (Band)
 - d. Allow Fermented Malt and/or Wine Beverages [for 21+]
2. Closure of 6th Avenue from 52nd Street to 54th Street must be closed adhering to all restrictions in accordance with Kenosha Fire Department requirements which include, but are not limited to, maintaining a minimum of 12 feet access at all times, no structures other than tents are allowed in the roadway for this event, and all items placed in the roadway must be easily moved if Emergency personnel are required.
 - a. Submit a copy of the notification to all affected properties to Kris Kochman a minimum of 7-days prior to the event.
 - b. Traffic control must be set up in accordance with the attached traffic control plan and upon completion of the event returned back to lawn park areas or locations that the City left them for use.
3. Vendor list with contact information must be submitted a minimum of 14 business days before the event to Kenosha Fire and Kenosha County Health. This vendor list must include contact information and must be submitted weekly to Kenosha County Health and Kenosha Fire Department with any vendor changes noted.
 - a. Event Organizers may reach out to Kenosha County Public Health staff who are available to review plans and have discussion for any event.
 - b. The applicant must contact the Fire Prevention Bureau at 262.653.4410 or 262.653.4109 a minimum of fourteen (14) days prior to the event in order to coordinate inspections for the day of the event. All food trucks with grease laden vapors are required to have a fire suppression unit in their trucks per City Ordinance and State Fire Code.
4. All signage must comply with Chapter 15 of the Code of General Ordinances.
 - a. Signage is approved only on the day of the event unless approved specifically for other days by the Parks Commission and/or the Public Works Committee.
5. Per [WI State Statute 182.0175](#), the applicant is responsible for planning and performance of any type of ground penetration and excavation by providing advanced notice to Digger's Hotline (call 1.800.242.8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location.
6. Applicants are responsible for litter and debris and the site must be picked up at the end of the event.
 - a. Applicants are required to place all recyclables and trash in designated areas as determined by the Department of Parks. Recycling shall comply with the City of Kenosha recycling rules ([Code of General Ordinances 5.119](#) (H. Recyclable materials)). All other items shall be placed in the trash containers. If Recycling Containers are contaminated by items, other than those listed, applicants may be subject to additional charges.
7. The City can only authorize uses of City owned property or public rights-of-way. Any activity shown on private property must be authorized by the owner.
 - a. Applicants will be responsible for any damage caused to City property as a result of this event.
8. Submission of an Operational & Security Plan and Safety & Evacuation Plan (per NFPA 1 Chapter 10) is required and must be approved by the City Staff. These plans shall be submitted within 30-60 days prior to the start of the event. Please note the event will not be allowed to begin until approval is obtained and final authorization letter is executed.
9. Event Organizers must receive prior permission from the Department of Public Works (a minimum of 14 days prior to the event) for any request for directional markings on any structure, fixture, surface within the City's jurisdiction. If the request is approved, by the Department of Public Works, only the use of dry stick sidewalk-type chalks. All spray paints and spray chalks of any kind regardless of the claims by the manufacturer will be strictly prohibited. The use of such products will result in the organization being billed for all costs incurred to remove marks and/or restore the clean appearance of city paved surfaces and face the possible loss of permit privileges in the future. To establish the locations within the event area, organizers of all future events will be required to limit the use of markings to temporary signs on lathe or similar posts or the use of dry stick sidewalk-type chalks only. There will be no exceptions allowed for weather-related reasons or other.
10. The Applicant must:
 - a. Supervise all persons using the location under authority of the Special event permit.
 - b. Reimburse the City for any costs incurred in enforcing Permit Standards and Conditions within 30 days of receiving an invoice.
 - i. Event is subject to the annual fee table upon approval by Committee(s)
 - c. Procure any license or other permits required for this activity.
 - d. Obtain approval from City Development for any on site signage and obtain any necessary permits.
 - e. Provide private security for traffic issues, parking and/or crowd control.
11. Procure and maintain one (1) or more liability insurance policy(ies) written by one (1) or more insurance company(ies) licensed to do business in the State of Wisconsin as required by paragraph L of the Special Event Ordinance. The endorsements need to be filed in addition to the Certificate. These must be received fourteen (14)

CONDITIONS OF APPROVAL

February 26, 2024

If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.
days prior to the event start date.

12. The event will be required to meet all requirements in the Code of General Ordinances for the City of Kenosha that are in effect at the time of the event.
13. Compliance with applicable Federal, State, County and City laws, rules and regulations including licensing conditions and operational requirements contained within Sections 5.04, 6.05, 12.02, 12.03, 12.04, 12.05, 13.03, 13.035, and 14.025.


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

*Subject to Change

☐

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

☐

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

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

Before completing this application, carefully read the Special Event Planning Guide found at www.kenosha.org

Event Name: Peanut Butter & Jam concert seriesEvent Date(s) Requested: Thu. July 11-Aug. 29 Rain Date(s): Sept. 5**A. Event Organization**1. Organization's Name: City of Kenosha2. Does this organization hold not-for-profit status? ☐ No ☒ Yes (Please provide verification of 501(c) 3 status by submitting organization's IRS determination letter which outlined your tax-exemption or call IRS Customer Service at 1-877-829-5500 to request a copy). *Required to receive non-profit rate for equipment rental.*3. Organization's Address: 625 52 St., R300 City: Kenosha State: WI Zip: 531444. Contact Person: Kris Kochman5. Contact Phone: 262-771-5169 Contact Email: kkochman@kenosha.org**B. Event Location**

1. Location (check all that apply):

☐

City Street

☐

City Sidewalk

☒

City Park

☐

City-Owned Building*

☐

City Owned Parcels

☐

Water Utility Property

☐

Airport Property

☐

Transit Property

Name & Address of the park, and any building* (includes shelter, concession area, bandshell, etc.):
Veterans Memorial Park2. Does the event require any streets to be closed? ☒ Yes ☐ NoName of street: 6th Ave.From: 52nd St. To: 54th St.3. Type of street use requiring closure: ☐ Parade ☐ Run or Walk ☒ Other: Pedestrian safety4. 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
Thu.	Thu.	+	Thu.	Thu.
SET-UP TIME	DAY 1 START & END TIMES	DAY 2 START & END TIMES	DAY 3 START & END TIMES	TEAR-DOWN TIME
8 am	11:30 am-1:30 pm	+	6-8 p.m.	8-10 pm

2. Estimated Number of Attendees Per Day: 1000

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

Free outdoor concert series

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: People age 21 & older allowed to possess & consume alcohol
 Contact the City Clerk-Treasurer's office at 262-653-4020 or by emailing 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 or Brad Wozniak at brad.wozniak@kenoshacounty.org for information on the safe handling of food and beverages.

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

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

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

F. Equipment Rental

1. Will the event need: Electricity ☒ Yes ☐ No Water ☐ Yes ☒ No
Service for electric and water varies by location. The organizer may be required to provide their own generators in order to have sufficient electricity required for the event.

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

Supplies are limited and granted upon availability.

<input type="checkbox"/> Bleachers	# requested _____	<input checked="" type="checkbox"/> Benches	# requested <u>30</u>
<input type="checkbox"/> Barricades	# requested _____	<input checked="" type="checkbox"/> Picnic Tables	# requested <u>20</u>
<input checked="" type="checkbox"/> Trash Carts	# requested <u>20</u>	<input type="checkbox"/> Traffic Cones	# requested _____
<input checked="" type="checkbox"/> Recycling Carts	# requested <u>20</u>	<input type="checkbox"/> Traffic Signs	# requested _____
<input checked="" type="checkbox"/> Showmobile (2 available)	# requested <u>1</u>	<input checked="" type="checkbox"/> Generator (1 available and only with Showmobile)	
<input type="checkbox"/> Reviewing Stands	# requested _____		
<input type="checkbox"/> Fencing			

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

G. Temporary Structures

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

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

<input type="checkbox"/> Tents	<input type="checkbox"/> Inflatables	<input type="checkbox"/> Staging	<input checked="" type="checkbox"/> Trailers	<input type="checkbox"/> Dunk Tank	<input checked="" type="checkbox"/> Signage*
<small>(larger than 10x10 pop up)</small>					
<input checked="" 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: Staff from Happenings Magazine will handle security
2. Is approval for overnight security requested for the event? ☐ Yes ☒ No
3. Will the event have private security? ☐ Yes ☒ No
4. Will private security at the event be armed? ☐ Yes ☒ No
5. Private Security Company Name: _____ 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: Frank Carmichael

First	M.I.	Last
Head of Security's Phone Number: <u>262-620-1428</u>		

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

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

I. Insurance

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

a. Commercial General Liability:

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

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

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

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

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

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

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

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

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

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

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

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

Certificate of Liability Insurance:

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

J. Hold Harmless

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

a)

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

Print Name of Authorized Agent: Kris Kochman

Signature: *Kris Kochman* Date: 1-4-2024

INDEMNITY AND HOLD HARMLESS AGREEMENT

**SPECIAL EVENT APPLICATION
CITY ORDINANCE CHAPTER 12.06**

Kris Kochman

Authorized Agent of Special Event Organizer

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

Kris Kochman 1-4-2024
Applicant Signature Date

Please sign, date and return the completed application to:

City of Kenosha Administration
625 - 52nd Street
Room 300
Kenosha, WI 53140



DEPARTMENT OF PARKS

February 20, 2024

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

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

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

RE: Park Commission: Request from ZERO the End of Cancer for use of Eichelman & Wolfenbittel
Parks on May 19, 2024 to hold the ZERO Prostate Cancer 5k Run (District 2)

Public Works Committee: Request from ZERO the End of Cancer for use of Celebration Place
and Sidewalks along the Harbor to hold the ZERO Prostate Cancer 5k Run (District 2)

BACKGROUND/ANALYSIS

ZERO the End of Cancer is requesting from the Board of Park Commission the use of Eichelman & Wolfenbittel Parks on May 19, 2024 to:

and from the Public Works Committee the use of Celebration Place and Sidewalks along the Harbor on May 19, 2024 to:

- a. Hold the ZERO Prostate Cancer 5k Run
- b. Have set up on May 19, 2024 from 5AM
- c. Have takedown on May 21, 2024 from 12PM
- d. Hold the event beginning at 7:30AM
- e. Have Temporary Signage and Structures (Tents and Portable Restrooms)
 - a. Temporary Signage will be in place on the day of the event
- f. Have Amplified Sound (Announcements/Speeches)
- g. Have Public Entertainment (DJ)

Event hours will be 7:30AM - 12PM. Setup will take place beginning at 5AM on the day of the event and take down is scheduled for May 21, 2024 at 12PM..

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

The event description: "5k Run to support Prostate Cancer patients and raise money for cancer research."

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 and Structures (list types of structures)
 - b. Have Amplified Sound (Announcements/Speeches)
 - c. Have Public Entertainment (DJ)
2. All signage must comply with Chapter 15 of the Code of General Ordinances.
 - a. Signage is approved only on the day of the event unless approved specifically for other days by the Parks Commission and/or the Public Works Committee.
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

Event Name: ZERO Prostate Cancer 5k Run

Event Date(s) Requested: 5/19/2024

Rain Date(s): _____

A. Event Organization

1. Organization's Name: ZERO the End of Cancer

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: 201 N Union St Mailbox 110 City: Alexandria State: VA Zip: 22314

4. Contact Person: Alex Syhlman

5. Contact Phone: 515-450-1751 Contact Email: alex@truetimeracing.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.):

Harbor Park 5501, Ring Rd, Kenosha, WI 53140, Celebration Pl., Eichelmann + Wolfenbutter Parks

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
5/19/2024	5/19/2024			5/21/2023
SET-UP TIME	DAY 1 START & END TIMES	DAY 2 START & END TIMES	DAY 3 START & END TIMES	TEAR-DOWN TIME
5am	07:30-noon			12 noon

2. Estimated Number of Attendees Per Day: 300

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

5k Run to support Prostate Cancer patients and raise money for cancer research

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: 5k Run
☐ 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 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 or Brad Wozniak at 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>4</u>	<input type="checkbox"/> Traffic Cones	# requested _____
<input type="checkbox"/> Recycling Carts	# requested _____	<input type="checkbox"/> Traffic Signs	# requested _____
<input type="checkbox"/> Showmobile (2 available)	# requested _____	<input type="checkbox"/> Generator (1 available and only with Showmobile)	
<input type="checkbox"/> Reviewing Stands	# requested _____		
<input type="checkbox"/> Fencing			

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

G. Temporary Structures

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

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

☒ Tents (larger than 10x10 pop up) ☐ Inflatables ☐ Staging ☐ Trailers ☐ Dunk Tank ☐ Signage*
☒ Portable restrooms/ handwash stations ☒ Other (Please Explain): Inflatable start/finish line

*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 AS 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: Not sure if we need security. Short 5k event occurring on a Saturday morning

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: Alex Syhlman

First

M.I.

Last

Head of Security's Phone Number: 515-450-1751

***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: Tracy Cameron

Signature: Tracy Cesaretti 3312C6707C277ADA37415D718F0D0DC9 contractworks Date: 11/01/2023

INDEMNITY AND HOLD HARMLESS AGREEMENT

**SPECIAL EVENT APPLICATION
CITY ORDINANCE CHAPTER 12.06**

Tracy Cesaretti

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.

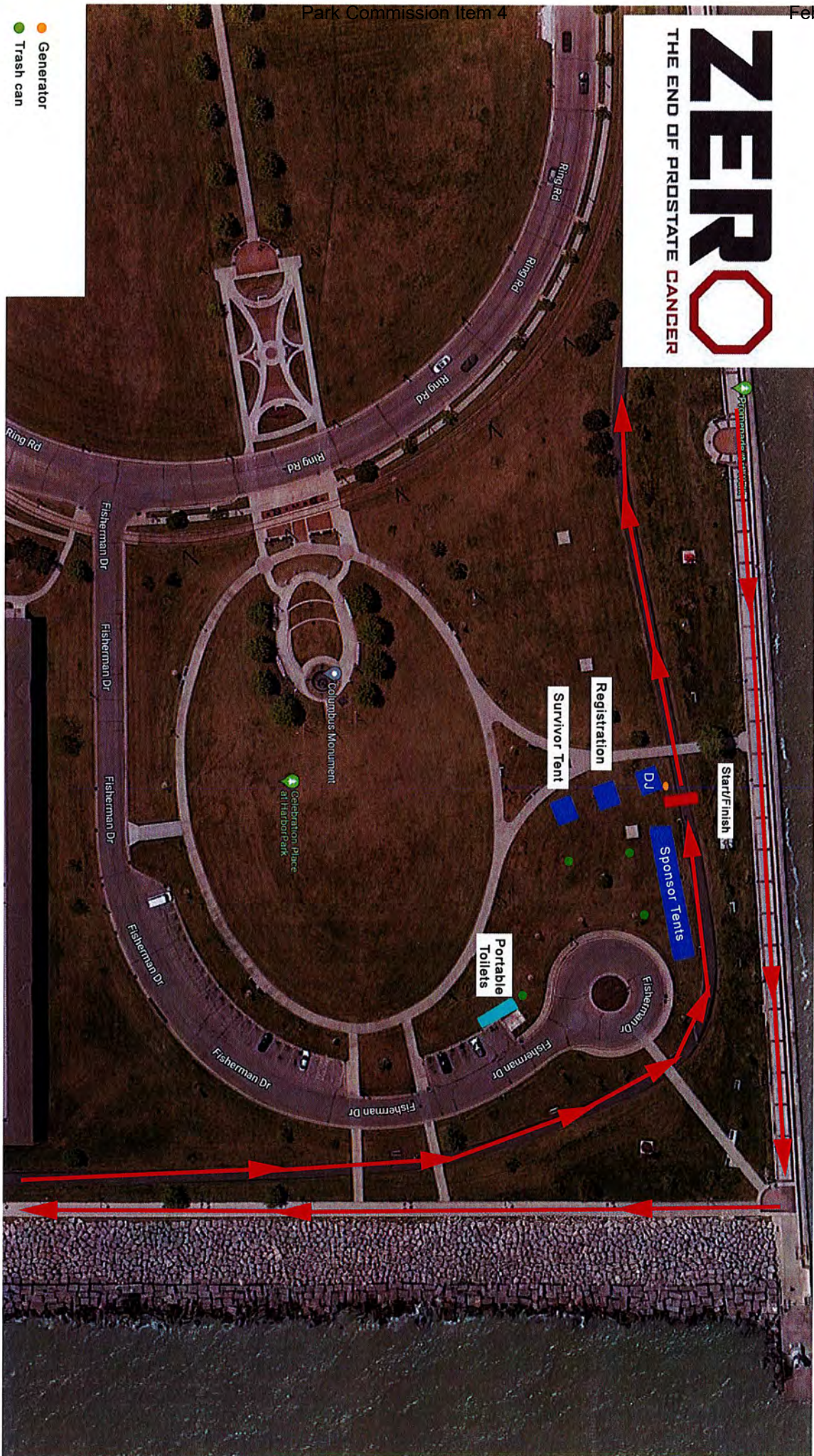
Tracy Cesaretti 11/01/2023
3312C6707C277ADA37415D718F0D0DC9 contractworks
 Applicant Signature Date

Please sign, date and return the completed application to:

City of Kenosha Administration
625 - 52nd Street
Room 300
Kenosha, WI 53140

ZERO

THE END OF PROSTATE CANCER





DEPARTMENT OF PARKS

February 21, 2024

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

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

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

RE: Park Commission: Request from City of Kenosha for use of Navy and Veterans Memorial Parks
on June 30, 2024 to hold the Kenosha Civic Veterans Parade (Districts 1 & 2)

Public Works Committee: Request from City of Kenosha for use of city streets (per application)
on June 30, 2024 to hold the Kenosha Civic Veterans Parade (Districts 1 & 2)

BACKGROUND/ANALYSIS

City of Kenosha is requesting from the Board of Park Commission the use of Navy and Veterans Memorial Parks on June 30, 2024 to:

and from the Public Works Committee the use of city streets (per application) on June 30, 2024 to:

- a. Hold the Kenosha Civic Veterans Parade
- b. Have set up on June 26, 2024 from 12PM
- c. Have takedown on July 1, 2024 from 8AM
- d. Hold the event beginning at 1PM
- e. Close streets per attached maps on June 30, 2024 in accordance with Fire Department restrictions
- f. Have Food Vendors
- g. Have Temporary Signage and Structures (Staging and Trailers)
- h. Have Amplified Sound (Announcements/Speeches)
- i. Have Horse Drawn Vehicles
- j. Have Public Entertainment (Band, Theatre)

Event hours will be 1PM-3:30PM. Setup will take place beginning at 12PM on June 26, 2024 (except for road closures) and take down is scheduled for July 1, 2024.. ***Road closure would be in place on June 30, 2024 only during event hours through take down.

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

The event description: "Parade with entertainment. Spectators will line the streets."

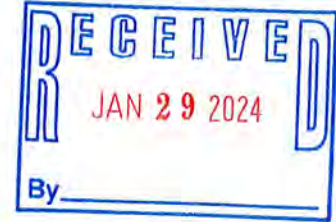
If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.

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

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

- e. Provide private security for traffic issues, parking and/or crowd control.
11. Procure and maintain one (1) or more liability insurance policy(ies) written by one (1) or more insurance company(ies) licensed to do business in the State of Wisconsin as required by paragraph L of the Special Event Ordinance. The endorsements need to be filed in addition to the Certificate. These must be received fourteen (14) days prior to the event start date.
12. The event will be required to meet all requirements in the Code of General Ordinances for the City of Kenosha that are in effect at the time of the event.
13. Compliance with applicable Federal, State, County and City laws, rules and regulations including licensing conditions and operational requirements contained within Sections 5.04, 6.05, 12.02, 12.03, 12.04, 12.05, 13.03, 13.035, and 14.025.

Parks + PW Feb. 24



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

Event Name: Kenosha Civic Veterans Parade

Event Date(s) Requested: June 30, 2024

Rain Date(s): _____

A. Event Organization

1. Organization's Name: City of Kenosha

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

3. Organization's Address: 625 52nd St. RM 300 City: Kenosha State: wi Zip: 53144

4. Contact Person: Kris Kochman

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

B. Event Location

1. Location (check all that apply):

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

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

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

Name of street: See map 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 checked="" type="checkbox"/> Staging Areas | <input checked="" type="checkbox"/> Vendor locations |
| <input checked="" type="checkbox"/> Waste Containers | <input checked="" type="checkbox"/> Portable Toilets | <input checked="" 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 checked="" type="checkbox"/> Street parking restrictions | |

C. Event Operation Plan & Details

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

SET-UP DATE	DAY 1 EVENT DATE	DAY 2 EVENT DATE	DAY 3 EVENT DATE	TEAR-DOWN DATE
6-26-24	6-30-24			7-1-24
SET-UP TIME	DAY 1 START & END TIMES	DAY 2 START & END TIMES	DAY 3 START & END TIMES	TEAR-DOWN TIME
12 noon	1-3:30 p.m.			8 a.m.

2. Estimated Number of Attendees Per Day: 10000

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

Parade with entertainment. Spectators will line the streets.

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

- | | | | |
|--|--|---|---|
| <input checked="" 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 checked="" type="checkbox"/> Announcements/Speeches |
| <input type="checkbox"/> Fireworks* | <input type="checkbox"/> Bonfire* | <input type="checkbox"/> Pyrotechnic Devices* | <input checked="" type="checkbox"/> Horse Drawn Vehicles** |
| <input type="checkbox"/> Carnival | <input type="checkbox"/> Circus | <input type="checkbox"/> Games | <input checked="" type="checkbox"/> Public Entertainment |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Sports tournament (list type: softball, hardball, rugby, etc.): _____ | <input checked="" type="checkbox"/> Band | <input type="checkbox"/> DJ <input checked="" 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 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 or Brad Wozniak at brad.wozniak@kenoshacounty.org for information on the safe handling of food and beverages.

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

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

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

F. Equipment Rental

1. Will the event need: Electricity ☒ Yes ☐ No Water ☒ Yes ☐ No
Service for electric and water varies by location. The organizer may be required to provide their own generators in order to have sufficient electricity required for the event.

2. Indicate requests for any of the following City-provided rental equipment (check all that apply).
Supplies are limited and granted upon availability.

<input checked="" type="checkbox"/> Bleachers	# requested	4	<input type="checkbox"/> Benches	# requested	_____
<input checked="" type="checkbox"/> Barricades	# requested	tbd	<input type="checkbox"/> Picnic Tables	# requested	_____
<input checked="" type="checkbox"/> Trash Carts	# requested	30	<input checked="" type="checkbox"/> Traffic Cones	# requested	tbd
<input checked="" type="checkbox"/> Recycling Carts	# requested	30	<input checked="" type="checkbox"/> Traffic Signs	# requested	tbd
<input type="checkbox"/> Showmobile (2 available)	# requested	_____	<input type="checkbox"/> Generator (1 available and only with Showmobile)		
<input checked="" type="checkbox"/> Reviewing Stands	# requested	4			
<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 checked="" type="checkbox"/> Staging | <input checked="" type="checkbox"/> Trailers | <input type="checkbox"/> Dunk Tank | <input checked="" 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: Kenosha Police will manage security
2. Is approval for overnight security requested for the event? ☐ Yes ☒ No
3. Will the event have private security? ☐ Yes ☒ No
4. Will private security at the event be armed? ☐ Yes ☒ No
5. Private Security Company Name: _____ 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: Kenosha Poolice Dept. TBD

First

M.I.

Last

Head of Security's Phone Number: _____

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

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

I. Insurance

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

a. Commercial General Liability:

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

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

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

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

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

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

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

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

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

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

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

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

Certificate of Liability Insurance:

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

J. Hold Harmless

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

a)

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

Print Name of Authorized Agent: Kris Kochman

Signature: Kris Kochman

Date: 1-29-2024

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

Authorized Agent of Special Event Organizer

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

Kris Kochman

1-29-2024

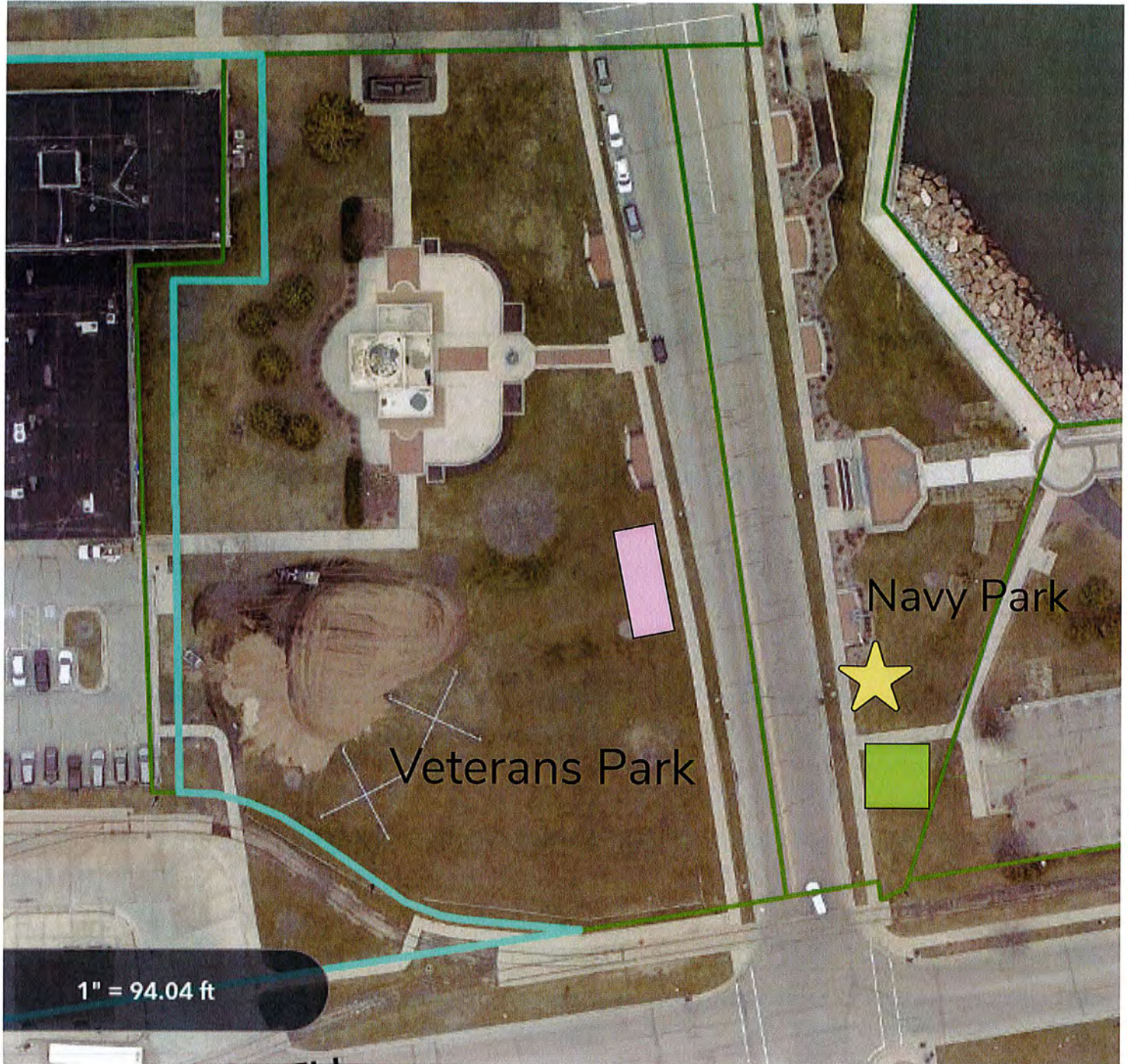
Applicant Signature




Date

Please sign, date and return the completed application to:

City of Kenosha Administration
625 - 52nd Street
Room 300
Kenosha, WI 53140

Kenosha Civic Veterans parade
Veterans Memorial Park
Navy Park
June 30, 2024



-  Reviewing stands
-  Announcers booth
-  Sound booth



DEPARTMENT OF PARKS

February 20, 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 Mayor's Youth Commission for use of Wolfenbuttel Park on June 26, 2024 to hold the Memorial Brick Dedication (District 2)

BACKGROUND/ANALYSIS

Mayor's Youth Commission is requesting from the Board of Park Commission the use of Wolfenbuttel Park on June 26, 2024 to:

- a. Hold the Memorial Brick Dedication
- b. Have set up on June 26, 2024 from 12PM
- c. Have takedown on June 26, 2024 from 8-9PM
- d. Hold the event beginning at 6:30PM
- e. Have Amplified Sound (Announcements/Speeches)
- f. Have Public Entertainment (Band)

Event hours will be 6:30PM through 8PM. Setup will take place beginning at 12PM on the day of the event and take down is scheduled following the completion of the event.

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

The event description: "Brick Dedication program with songs and speeches."

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 Amplified Sound (Announcements/Speeches)
 - b. Have Public Entertainment (Band)
2. No Tents larger than 10'x10' are allowed unless an application for "Temporary Structures", is submitted and approved.
3. Per [WI State Statute 182.0175](#), the applicant is responsible for planning and performance of any type of ground penetration and excavation by providing advanced notice to Digger's Hotline (call 1.800.242.8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location.
4. 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

Event Name: Memorial Brick Dedication

Event Date(s) Requested: Wed. June 26, 2024

Rain Date(s): _____

A. Event Organization

1. Organization's Name: Mayor's Youth Commission

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

3. Organization's Address: 625 52nd St. RM 300 City: Kenosha State: wi Zip: 53144

4. Contact Person: Barb Rangel

5. Contact Phone: 262-358-3387 Contact Email: brangel@kenosha.org

B. Event Location

1. Location (check all that apply):

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

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

Wolfenbuttel Park

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

Name of street: _____

From: _____ To: _____

3. Type of street use requiring closure: ☐ Parade ☐ Run or Walk ☐ Other: _____

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

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

C. Event Operation Plan & Details

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

SET-UP DATE	DAY 1 EVENT DATE	DAY 2 EVENT DATE	DAY 3 EVENT DATE	TEAR-DOWN DATE
6-26-24	6-26-24			6-26-24
SET-UP TIME	DAY 1 START & END TIMES	DAY 2 START & END TIMES	DAY 3 START & END TIMES	TEAR-DOWN TIME
12 noon	6:30-8 p.m.			8-9 p.m.

2. Estimated Number of Attendees Per Day: 500

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

Brick Dedication program with songs and speeches.

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 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 or Brad Wozniak at brad.wozniak@kenoshacounty.org for information on the safe handling of food and beverages.

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

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

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

F. Equipment Rental

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

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

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

Supplies are limited and granted upon availability.

<input type="checkbox"/> Bleachers	# requested _____	<input checked="" type="checkbox"/> Benches	# requested <u>200</u>
<input checked="" type="checkbox"/> Barricades	# requested <u>6</u>	<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: City staff will be on site for the program to address any issues.
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: Barb Rangel
 First M.I. Last

Head of Security's Phone Number: 262-358-3387

***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: Barb Rangel

Signature: *Barb Rangel* Date: 1-16-2024

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

Barb Rangel
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.

Barb Rangel 1-16-2024
Applicant Signature Date

Please sign, date and return the completed application to:

City of Kenosha Administration
625 - 52nd Street
Room 300
Kenosha, WI 53140

ss, Parcel, or Place

