



# **City of Kenosha**

## **Special Event Planning Guide**

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# Celebrate!

The Public Works Department is proud to permit over 100 Special Events each year. Whether the event is a small neighborhood festival, a charity run/walk, a large sporting event or a concert, the City of Kenosha is a popular venue for Special Events. This Special Event Planning Guide was developed to assist you, the event sponsor, through the planning process. As the event sponsor it is your responsibility to ensure that event participants are provided with a safe and enjoyable event. It is also your responsibility to make sure that the event venue, other users of the area, and the surrounding neighborhoods are also safe and not unduly impacted. It is our goal to assist you in planning a safe and successful event. Please do not hesitate to contact the Department of Public Works during the process at 262.653.4050 or [publicworks@kenosha.org](mailto:publicworks@kenosha.org).

## **What is a Special Event?**

The City of Kenosha's definition of a Special Event is a planned, special occurrence on public property, which requires exclusive use of a portion of the property and has community-wide appeal. Events include, but are not limited to, athletic events, festivals, concerts, parades, marches, ceremonies, tournaments, exhibitions, expositions, fairs, markets, or shows.

This application is NOT need for small events such as birthday parties or neighborhood block parties, which follow a different planning procedure. Please see the 'Small Events' section, on page 13, for more information.

# Things to Consider While Planning Your Event

As you begin planning your Special Event, think carefully about the impacts and the benefits your event will bring to the community. Preliminary planning can help reduce some problems. Here are some things to consider:

- Your event application will require approval by one or more of the following boards: Board of Parks, Board of Public Works, Board of Water Utility, Library Board or Museum Board.
- If your event requires a traffic plan, remember that a street closure or rerouting can affect a larger area than only the immediate venue.
- Does your street closure impede access to fire stations, emergency access routes, churches, schools, businesses or residents?
- How does your event affect public transportation system routes? Are alternate routes available to accommodate normal daily use of the system?
- Are you planning to serve beer/wine at your event? How will the use of beer/wine affect the mood, participant safety, and overall enjoyment of the event? How will the use of beer/wine affect the security needs and necessary insurance?
- What type of music/attractions will be featured at the event? How will the noise level impact the surrounding neighborhood? What type of audience and participant numbers may result from the type of music/attractions?
- Have you made plans to ensure that your event is fully accessible? Being fully accessible includes making accommodations disabilities such for vision, hearing, and physical limitations. Do your booths or activities block any curb ramps?
- Is handicapped parking readily available? Will any fully-accessible portable toilets be supplied?
- Have arrangements been made for trash removal and recycling?

# Application Process

1. Submit your completed Special Event Application (Form PWV010) and the permit fee **at least 45 calendar days prior to the proposed event** to Public Works, 625 52<sup>nd</sup> Street, Room 305. Please submit your application 4-6 months prior to the event if your event requires a significant amount of planning or long lead time for publicity and promotion.

**Please Note:** the earlier your application is submitted, the higher the likelihood your location may be available; all locations are reserved on a first-come, first-served basis.

2. Upon submission and payment of permit fee, the event application will be reviewed by City staff. Afterward City staff will notify the event sponsor of the next steps required.

**Please Note:** City staff may contact you to set up a meeting to discuss the event in detail, if they feel it will be advantageous.

3. If you're planning a Special Event in a City park, the Parks Division reserves the right to deny your Special Event Permit if the event is incompatible with the park area or if it conflicts with other scheduled or unscheduled park usage.

4. Final approval of your Special Event must be given by the appropriate authority.

## Permits and Insurance

The event sponsor is responsible for obtaining all necessary permits and insurance requirements. Based on the information provided by the event sponsor in the Special Event Application, City staff will identify all necessary permits and will aid the event sponsor with how to proceed. **The event sponsor must submit all of the required permits and an original copy of the certificate of insurance, meeting the requirements of the application, to the City seven (7) or more days prior to the event.**

Examples of some possible permits needed include, but are not limited to, the following:

- **Open Burning/Fireworks/Pyrotechnics** - (if noted in Section C)
  - Please contact the Kenosha Fire Department Fire Prevention Bureau for more information at 262-653-4110 or 262-653-4109.
- **Fermented Malt Beverages/Wine Sales Permit** – (if noted in Section D)
  - Obtaining the Beer/Wine Sales permit is required if you plan to sell any fermented malt beverages and/or wine at your event.
  - Following your event's approval, the event sponsor must secure a Temporary Class "B" Retailers License from the City Clerk's Office. For more information, please contact the City Clerk's Office at 262-653-4020.

## Special Event Fees and Charges

Acceptable Forms of Payment: Cash, Check, Credit or Debit

(Debit will be charged a \$3 convenience fee. Credit will be charged a 2.5% convenience fee with a \$3 minimum.)

### Special Event Fees

Event Venue	Rental	Deposit
Lincoln Park or Forest Park Concessions	\$20/hour Only rentable in addition to shelter, minimum 3 hour rental	\$150
Velodrome	\$125/day Availability based on the Velodrome Association schedule	\$300
Sesquicentennial Bandshell	\$200/day (Resident)    \$225/day (Non-Resident) Additional labor and equipment charges based on needs of the permittee	\$150
Soccer, lacrosse, rugby, football tournament	\$50/day/field (Resident)    \$75/day/field (Non-Resident) Includes initial field prep only	\$200
Baseball, softball, kickball tournament (3 or fewer games per diamond)	\$75/day/field (Resident)    \$200/day/field (Non-Resident) \$35/field for lights Includes initial field prep only	\$200
Baseball, softball, kickball tournament (4 or more games per diamond)	\$125/day/field (Resident)    \$325/day/field (Non-Resident) \$35/field for lights Includes initial field prep only	\$200

### City Equipment

Equipment	Rental	Deposit
Benches - includes delivery	\$3 each	\$50
Bleachers - includes delivery	\$100	\$50
Picnic Tables - includes delivery	\$15 each	\$50
Reviewing Stands per section- includes delivery 10'x10' includes stairs	\$100	\$50
Barricades - includes delivery	\$3 each	---
Fencing – Snow - includes delivery	\$40 per 50 feet	---
Fencing – Portable - for Beer Gardens- includes delivery	\$150	---
Additional preparation and/or staff requested	\$50 per worker per hour	---
Showmobile - includes delivery and setup during normal work hours (Only the new showmobile includes generator, if needed)		---
OLD SHOWMOBILE	\$300 per day	\$300
NEW SHOWMOBILE	\$500 per day	\$300
Direct labor costs for setup and removal after work hours	\$50 per worker per hour	---

# Reference Guide and Timeline

A well-planned event can have many moving parts and our goal is to help you through this process from start to finish. The timeline below will serve as a helpful guide to categorize key dates for your event.

## **4-6 Months from Event:**

Have the planning meeting with the City – if applicable. We recommend this meeting for large events and first time event sponsors

## **45 Days from Event:**

Complete and submit the Special Event Application along with the permit fee.

**Please Note:** your location will not be reserved until a completed application and permit fee are received; all locations are reserved on a first-come, first-served basis.

## **35 Days from Event:**

Sign-off from all City of Kenosha and County of Kenosha departments must be completed

Fire Marshal must approve fireworks/bonfire/pyrotechnics – if applicable

## **30 Days from Event:**

Cancellation policy deadline – this is your last chance to cancel the special event with a refund, less an administrative fee of \$50.

Beer/Wine Sales: Temporary Class “B” Retailers License Application due

## **7 Business Days (or more) from Event:**

Necessary, detailed insurance must be submitted

Special Event Application ‘Attachment A’ is due – if applicable

Final food & merchandise vendor lists must be submitted to the Health Department & the Fire Department

## **3 Business Days from Event:**

Digger Hotline MUST be called to arrange utility locations if temporary installations are needed  
**(1-800-242-8511)**

## **Post Event:**

Make sure the area is entirely clear of all litter and debris

Portable objects must be removed within 48 hours of event

Final payment within 30 days of invoice

Secure future special event dates



# Event Guidelines

## **Advertising**

Please ensure that your Special Event Application has been approved by the City before you promote, market, or advertise your event. Conditional approval may be made after the event sponsor submits the application fee and it is initially screened by City staff. Your Special Event Application is not guaranteed for approval for either the date or location, nor is it an automatic approval for your event.

## **Amplified Sound**

- Any live, amplified or recorded music/sound, within a park, shall require the approval from the Board of Park Commissioners.
- Any loud and unnecessary noise is prohibited. Please review the Noise Ordinance, available on the City of Kenosha website (General Ordinances, Chapter 23).  
Exceptions must be approved by the appropriate authority.

## **Banners and Signs**

Banners and signs can be a colorful and cost-effective way of promoting your special event. The City of Kenosha Public Works Department and Parks Division can issue guidelines for the placement and location of signs and banners. However, keep in mind, no signs or banners are permitted to be placed within the parkway or road rights-of-way – City staff will supply further explanation when asked.

## **Beer/Wine**

### Distribution

- All beverages must be dispensed in paper, plastic, or aluminum containers.  
**Glass containers are prohibited.**
- Following event approval, the sponsor must secure a Temporary Class “B” License from the City of Kenosha Clerk’s Office 625 52<sup>nd</sup> St, Room 105. This process will take approximately thirty (30) days to be approved.
- At least one person shall hold an operator’s license and be present at all times when fermented malt beverages are sold and consumed.

## Beer/Wine Gardens

- If your event is within a park, each sponsoring organization may be required by the Board of Park Commissioners to have its beer/wine garden area specifically delineated by a fence for selling, serving, and consumption of beer/wine. The fence shall completely enclose the area except for space for ingress and egress. The event sponsor or a security guard will check the identification of all persons entering the garden area.
- One or more security guards shall be on duty at all times during the operation of the area to prevent entry of minors or intoxicated people into the area and to prevent beer/wine from being carried out or passed out of the area. The Police Department is authorized to require additional security based on past experience or special concerns about the event.
- The event sponsor shall prevent patrons from obstructing sidewalks and roadways adjacent to its area.
- **Glass containers are prohibited.**
- The event sponsor shall provide a reasonable number of signs indicating that drinking beer/wine beverages is prohibited on City streets and public road right-of-ways, and that City Ordinances prohibit the carrying of open containers outside of designated areas.
- At least one licensed bartender shall be present at each outdoor area all times of operation.
- No person under the age of eighteen (18) shall participate in serving or delivering beer/wine to patrons.
- Toilet facilities - At least two portable toilets and one handicap accessible unit shall be provided.

## **Cancellation Policy**

In order to receive refund of the Special Event deposit, less any administrative costs, the Public Works Department is to be notified of a cancellation a minimum of thirty (30) days prior to the scheduled event.

## **Demonstration-Protest-Rally**

Demonstrations, protests and rallies are allowed on public property without obtaining a Special Event Permit, under the following conditions:

- Protest remains peaceful
- Sound is not audible from more than 50 feet from the source or on private property at the property line
- Pedestrian/vehicular traffic is not interrupted
- Streets and sidewalks are not blocked
- Building entrances remain open

If any of the above guidelines are violated, the Kenosha Police Department may ask individuals to leave the premises or may take enforcement actions to quell the violation. For any exception to the above, a Special Event Permit is required.

## **Event Insurance Requirements**

Events held on City property require proof of liability insurance and require signing the City of Kenosha as an additional insured for the entirety of your event.

## **Fire Department Requirements**

If you are holding an outdoor event, it must be reviewed by the Kenosha Fire Department. Items of concern include general fire and life safety, crowd capacity, access for emergency vehicles, configuration and identification of all vendors cooking with flammable and combustible liquids and/or gases or potentially hazardous cooking appliances. A copy of your Special Event Application will be forwarded to the Fire Prevention Bureau for review.

The City and Fire Prevention Bureau must review and approve the following items related to your event plan:

- First aid and/or emergency medical services
- Emergency vehicle access
- Building access
- Parade floats
- Use of an open flame
- Use of fireworks or pyrotechnics
- Handling of vehicle fuel

City and Fire Prevention Bureau review and approval cont.:

- Cooking facilities
- Location of power sources
- Availability and location of on-site fire suppression equipment
- Occupancy and spacing of tables or enclosures
- Use of tents, canopies or any fabric shelters
- Operational plan

The event sponsor must contact the Fire Prevention Bureau no later than seven (7) business days prior to the event for inspections at 262-653-4410 or 262-653-4109.

## **Food Handling**

For information on necessary permits and requirements for the safe handling of food and beverages at the event, the event sponsor must contact:

- Kenosha County Health Department at 262-605-6700 or by emailing Mark Melotik at [mark.melotik@kenoshacounty.org](mailto:mark.melotik@kenoshacounty.org)
- Fire Prevention Bureau at 262-653-4410 or 262-653-4109.

## **Parking**

### Parking:

- Parking or driving of any vehicle on turf or paved areas outside of designated parking areas is not allowed without prior written approval by the Board of Public Works or the Board of Park Commissioners.
- The sponsor shall provide an adequate number of individuals to control and regulate the parking of vehicles in designated parking areas.
- Event sponsors are responsible for any damage caused and will be billed for any necessary repair costs.

### No Parking Signage:

- Approval must be received from the Public Works Department.
- The department will provide you with a sample of the sign that is to be posted.
- It is the responsibility of the organization to have these signs printed in the correct form and color as directed by Public Works.

### No Parking Signage cont.:

- The organization is also responsible for the stakes and the placement of signs, in the locations approved, no earlier than 48 hours prior to the event. The signs are to be removed within 24 hours following the event.

## **Public Notification**

It is highly recommended that you inform residents and businesses in the surrounding area in writing about your event and the possible impact of traffic congestion, limited parking, noise, and other disruptions.

## **Restroom Facilities**

- In addition to restroom facilities available in the immediate event area, portable units and portable hand washing facilities may be required for health and sanitation reasons at the expense of the event sponsor.
- Any portable units shall be located within the authorized area of the event. If a permit has been granted for the sale of fermented malt beverages/wine, a selected number of portable units must be placed within 400 feet of the beer/wine garden area.
- Portable units and restroom buildings used for an event shall be kept in a clean and usable condition by the sponsor. This will include periodic inspection by a representative of the sponsor to ensure proper function of the units and adequate supply of toilet paper.
- **ADA Compliant Regulations:** Under section 4.1.2 (6) of the Americans with Disabilities Act Accessibility Guidelines (ADAAG), **at least five (5) percent** of single-user portable toilets clustered at a single location must be ADA accessible.

Recommended number of portable restrooms:

		<b>Number of hours for event per day</b>				
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Number of people per day</b>	<b>250</b>	2	2	2	2	2
	<b>500</b>	2	3	4	4	4
	<b>1000</b>	4	5	6	7	7
	<b>2000</b>	6	10	12	13	14
	<b>3000</b>	9	14	17	19	20
	<b>4000</b>	12	19	23	25	28
	<b>5000</b>	15	23	30	32	34
	<b>6000</b>	17	28	34	38	40
	<b>7000</b>	20	32	40	44	46
	<b>8000</b>	23	38	46	50	54
	<b>9000</b>	26	42	52	56	60
<b>10000</b>	30	46	57	63	66	

## **Security/Traffic Control**

Security and Protection:

- Event sponsors 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.
- One member of the security personnel must be designated “Head of Security” who can be contacted at any time by the Public Works, Police, Fire or Health Department personnel. The Police and Fire Departments, depending on fact and circumstances specific to each event, shall have the discretion to modify this ratio, as they deem necessary.
- Confer with the Police Department to establish, review and approve a security and safety plan. The Police Department may recommend denial if the plan is inadequate. Their contact number is 262-605-5212.

Traffic Control

All traffic control measures must be coordinated with and approved by the City of Kenosha Police Department and a copy of the approved plan shall be provided to Public Works.

## Small Events

If you are planning a private, low impact event such as a reunion, wedding, business meeting, birthday party, or a neighborhood block party that will occur in a park, community center, city pool or on a residential street, you may only need a basic rental agreement. Contact Public Works at 262-653-4050 to find out which forms are necessary for your event.

## Street Closure

Any event that is requesting a partial or full street closure will be required to rent street closure equipment, including barricades, from the Public Works Department in order to complete your street closure request. The Public Works Department will provide more details upon the approval of your request.

## Tents/Temporary Structures

- Temporary structures are defined as tents (larger than a 10x10 pop-up), staging, trailer, inflatables and other equipment that penetrates the ground by stakes, tools or equipment.
- Wisconsin State Statute 182.0175 requires anyone who is responsible for the planning and performance of any type of ground penetration and excavation to provide advanced notice to Digger's Hotline.
- Call Digger's Hotline at **1-800-242-8511 no later than three (3) business days prior to the event.** There are no exceptions. They will provide you with a ticket number and the date that you will be able to place structures at your approved location.

## Trash Disposal/Cleanup

- The event sponsor shall provide sufficient refuse containers and dumpsters to meet the anticipated demand. Dumpsters will be located close to hard surface roads and shall be emptied on an as-needed basis. Cost to be borne by the sponsor.
- Cleaning and clearing of the park area during and after a Special Event is the responsibility of the sponsor. The area will be entirely cleaned of litter within 24 hours of the end of the Special Event. All portable objects such as tents, fencing, portable toilets, etc. shall be removed within 48 hours following the event. If cleaning and clearing is not accomplished within the time allotted, it shall be done by the Park Division and costs will be billed to the sponsor.

## Trash Disposal/Cleanup cont.

- Each organization is responsible for leaving the area free from litter so that it is in acceptable condition for the next event. In accordance with City policies, a clean-up deposit of \$1000 may be required. We encourage renting a sufficient number of trash cans and/or dumpsters to minimize clean-up and avoid possible forfeiture of the clean-up deposit. Any group that leaves the area in a condition which requires special clean-up by city crews shall be assessed the cost of the clean-up.

## Vendor Booths

- For information on necessary permits and requirements the event sponsor must contact:
  - Kenosha County Health Department at either 262-605-6700 or by emailing Mark Melotik at [mark.melotik@kenoshacounty.org](mailto:mark.melotik@kenoshacounty.org) or Brad Wozniak at [brad.wozniak@kenoshacounty.org](mailto:brad.wozniak@kenoshacounty.org)
  - Fire Prevention Bureau at 262-653-4410 or 262-653-4109.
- The event sponsor must list each vendor on “Attachment A”. This form may be submitted with the application, but no later than seven (7) days prior to the event.

## City of Kenosha Contact Information

**Administration Office** 262-653-4000  
625 52<sup>nd</sup> St, Room 300, Kenosha, WI 53140

**Department of Public Works** 262-653-4050  
625 52<sup>nd</sup> St, Room 305, Kenosha, WI 53140

**City Clerk-Treasurer** 262-653-4020  
625 52<sup>nd</sup> St, Room 105, Kenosha, WI 53140

**Police Department** 262-605-5212  
1000 55<sup>th</sup> St, Kenosha, WI 53140

**Fire Prevention Bureau** 262-653-4100 or 262-653-4109  
4810 60<sup>th</sup> St, Kenosha, WI 53144

**Kenosha County Health Department** 262-605-6700  
8600 Sheridan Rd, Suite 600, Kenosha, WI 53143

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