



# City of Racine Parks, Recreation & Cultural Services Public Event Application

(For new events/returning with significant changes)

**Play  
Every Day.**

**INSTRUCTIONS:** Please carefully read the attached "Public Event Planning Instructions" before completing this application. Incomplete applications will not be accepted.

Applying for a NEW public event? ☒ Yes ☐ No

Applying for a RETURNING public event with significant changes? ☐ Yes ☒ No

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## STEP 1: SELECT A LOCATION(S)

please select all that apply:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Crosswalk Park, 317 Main St.  | <input type="checkbox"/> Lincoln Park, 2200 Domanik Dr.                   | <input type="checkbox"/> Root River Pathway  |
| <input type="checkbox"/> Harris Plaza, 605 Grand Ave.  | <input type="checkbox"/> Lockwood Park, 4300 Graceland Blvd.              | <input type="checkbox"/> Sam Johnson Parkway |
| <input type="checkbox"/> Island Park, 1704 Liberty St. | <input type="checkbox"/> Monument Square, 502 Main St.                    | <input type="checkbox"/> Stage-on-Wheels     |
| <input type="checkbox"/> Lake Michigan Pathway         | <input checked="" type="checkbox"/> North Beach Park, 1501 Michigan Blvd. | <input type="checkbox"/> Other _____         |
|  | <input type="checkbox"/> Pershing Park, 800 Pershing Dr.                  |  |

## STEP 2: EVENT ORGANIZER INFORMATION

Name of Event Organizer Cari Greving

Name of the Organization Mount Pleasant Tourism Commission

Address 8811 Campus Drive City/State Mount Pleasant, WI Zip 53406

Daytime Phone 262-664-7812 Cell Phone 262-498-5197 Email cgreving@mtpleasantwi.gov

Alternate Contact \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

### Please select appropriate response

Event Organizer is an: ☐ Individual Proprietor ☐ Corporation\* ☐ LLC\* ☒ Other Tourism Commission/Local Govt

Is the applicant organization a not-for-profit? ☐ Yes\* ☒ No

(\*Please attach a proof of your not-for-profit status or a copy of the business structure status to this application for verification purposes.)

## STEP 3: EVENT INFORMATION

Event Name AVP Midwest Championships Expected Attendance 500

Date(s) of Event Saturday & Sunday, July 16-17, 2022 Start Time 8am End Time 5pm

Set-up Date Thurs & Fri. July 14-15, 2022 Set-up Start Time 11am Set-up End Time 4pm

Tear-down Date Sunday July 17, 2022 Tear-down Start Time 5pm Tear-down End Time 8pm

Does your event require you to be in the park before 8 a.m. and after 10 p.m.? ☐ Yes ☒ No

## STEP 4: RUN/WALK INFORMATION

Run/Walk Step-off time \_\_\_\_\_ Total # of Aid Stations \_\_\_\_\_

Does the route include any portion of the City bicycle pathways? ☐ Yes ☐ No

Run/Walk route map included? ☐ Yes ☐ No

How will the route be marked? (i.e. staff/volunteers at turns, signs staked in grass along the route, etc.)

## STEP 5: STAGE-ON-WHEELS INFORMATION

Delivery Location \_\_\_\_\_ Location Street Address \_\_\_\_\_ Zip \_\_\_\_\_

Delivery Date \_\_\_\_\_ Delivery Time \_\_\_\_\_ Pick-up Date \_\_\_\_\_ Pick-up Time \_\_\_\_\_

Open/Close/Use Information: Date Stage to be OPENED \_\_\_\_\_ Opening Time \_\_\_\_\_ Closing Time \_\_\_\_\_

Additional Opening Date \_\_\_\_\_ Opening Time \_\_\_\_\_ Closing Time \_\_\_\_\_

Is additional staging needed? ☐ yes ☐ no Will amplified music be played? ☐ yes ☐ no Will electricity be needed? ☐ yes ☐ no

**STEP 6: ADDITIONAL INFORMATION**

- 1) Has this event been previously held in a City of Racine park? ☐ yes ☒ no  
 Event Name \_\_\_\_\_ Location \_\_\_\_\_  
 Date \_\_\_\_\_
- 2) Will you be selling, serving, and/or sampling beer and/or wine at your event? ☐ yes ☒ no
- 3) Will you be selling, serving, and/or sampling food/beverages at your event? ☐ yes ☒ no
- 4) Will you have amplified sound at this event? ☒ yes ☐ no
- 5) Will you have any temporary structures such as tents, stages, inflatables at this event? ☒ yes ☐ no  
 # of tents/canopies 5 Size of tents/canopies 10x10
- 6) Will your event feature vendors? ☐ yes ☒ no
- 7) Will your event include the use of portable toilets? (# of portable toilets \_\_\_\_\_) ☐ yes ☒ no
- 8) Does your event include animals, exhibitions or petting zoos? ☐ yes ☒ no
- 9) Will you be posting advertisement for your event within the City of Racine Parks? ☐ yes ☒ no
- 10) Will your event require Monument Square Drive to be closed? ☐ yes ☒ no
- 11) Will your event require use of the electrical services? ☒ yes ☐ no

**SECURITY DEPOSIT REFUND INFORMATION** To whom will the Deposit Refund be sent:

Name of Payee/Organization Mount Pleasant Tourism Commission ATTN Cari Greving  
 Street Address 8811 Campus Drive RM/FLR/STE/UNIT \_\_\_\_\_  
 City Mount Pleasant State WI Zip Code 53406

**APPLICATION SIGNATURE**

The event organizer/applicant hereby certifies that all of the information provided within and for this permit application is true and correct to the best of his/her knowledge. The applicant understands falsification of information may result in termination of use/permit and furthermore could result in denial of future use of park facilities. Applicant certifies he/she has read and understands the Public Event Planning Instructions.

The applicant agrees to have an authorized representative in attendance at the event at all times the event is in progress, who shall supervise the reserved premises to ensure that the event is conducted in a safe and orderly manner. Applicant agrees to pay City for PRCS permits sixty (60) days prior to the first park use date and within 30 days following the date of invoice the cost of overtime expenses incurred by City for its assistance in the implementation of this permit.

**RELEASE OF LIABILITY**

Applicant hereby covenants Not To Sue and agrees to Indemnify, Defend, and Hold Harmless City, its departments, officers, agents, employees, &/or volunteers from and against any and all costs (no limitation), damages, expenses, attorneys fees, or liability for personal injuries, bodily injuries, death, or property damage, of any character and to any person or property, regardless of cause, arising out of the acts of or sustained by Applicant, permit holder, event organizer, its officers, employees, agents, volunteer workers, participants in said Event or frequenters of said area during the time specified in the application and issued permit.

I have read this release and waiver of liability, fully understanding its terms, and understand that I have given up substantial rights by signing it. I realize I am not required to sign the Release. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

Signature of Authorized Event Organizer: Cari A. Greving Date 3/9/2022

\*\*\*If you are a Limited Liability Company, all partners must provide a signature:

Signature of Partner: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Partner: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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**OFFICE USE ONLY:**

Does request require approval by the Board of PRCS or Common Council?

☒ Yes ☐ No Approval date: \_\_\_\_\_

☐ Event Schedule ☐ Letter of Request ☐ Layout Map/Route ☐ Certificate of Liability ☒ Not For Profit



3/10/22 COI Needed...



# City of Racine Parks, Recreation & Cultural Services Public Event Application

**Play  
Every Day.**

## NARRATIVE, SCHEDULE, ROUTE/SITE MAP, STAGE-ON-WHEELS

Please provide a brief narrative of the event. If your event is a new event, provide a detailed "Letter of Request" on a separate sheet of paper:

This event is an off-shoot of all the ROX/All In Volleyball events we have held here since 2017. AVP is the national organization for beach volleyball and they created a new event with All In Volleyball and this is it! Kyle McCall will be running the event and he runs 6 other events at North Beach each summer so he is very familiar with rules and policies. This event will feature both junior boys and girls teams and some adult teams too.

### EVENT SCHEDULE

The schedule begins when event set-up starts and ends when clean-up of the event area is complete, all equipment is removed and the park is available for regular use.

The schedule should include all activities planned for the event, including but not limited to:

General: set-up, hours of operation, teardown/clean-up, leave park

Vending: when vendors will set-up, hours of operation, teardown/clean-up, leave park

Music/Performance: stage set-up, performance schedule, teardown/clean-up, leave park

Displays, Exhibits, Demonstrations: set-up, open hours, teardown/clean-up, leave park

Run/Walk/Parade, etc.: when staging starts, start time(s), end time(s), set-up, clean-up, leave park

Example: 8:00 a.m.	Example: Set-up
Thurs & Fri, July 14-15	Set up. No need to close the beach or anything. Just general set up for the event organizers.
Sat & Sun, July 16-17	Tournament play begins at 8 and should end around 5pm.
Sun, July 17	Tear down begins immediately after play finishes on Sunday.

Please attach a detailed event route/site map and/or Stage-on-Wheels placement map.

Site map should include, but is not limited to, the following:

Accessible paths for wheelchairs

Disabled parking

Dumpsters

Exit location for fenced outdoor events

Event perimeter

Fencing

Garbage and recycling receptacles

Placement of Vehicles

Portable toilets

Signage

Stages

Temporary structures

Vendors

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If the event includes a run/walk component on City streets, the approval of the City of Racine Parks, Recreation, & Cultural Services department for the use of the park **does not imply approval of the proposed route**. Routes need to be approved through Department of Public Works and City of Racine Police Department.

What impact do you anticipate your event will have on the residents/businesses in the areas surrounding the park? Consider things such as noise, parking, traffic, etc. What plans do you have to minimize these impacts?

This event will not have any negative impact on the surrounding businesses or residents in the North Beach area. This type of event is held often throughout the summer. We will have a speaker and microphone but nothing unusually loud or distracting. The athletes, families, coaches and event staff are courteous and aware of those who live and work near the beach. Parking rules will be followed.