

City of Racine PRCS Public Events Application

Instructions:

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

	YES	NO
Applying for a NEW public event?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Applying for a RETURNING public event with significant changes?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Select Location(s):

please select all that apply

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

Event Organizer Information:

Name of Event Organizer Empty Bowls, Racine. Sue Causey, co-chair

Name of the Organization Empty Bowls, Racine

Address co-chair address: 6800 Washington Suite E City/State Racine, WI Zip 53406

Daytime Phone 262 681 6676 Cell Phone 262 498 6888 Email sue@suecausey.com

Alternate Contact Heidi Fannin Phone 262 497 2228 Email heidifannin@gmail.com

Please select appropriate response:

Event organizer is a(n): Individual Proprietor Corporation* LLC* Other

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

Event Information:

Event Name Empty Bowls, Racine Expected Attendance 1700 ish

Date(s) of Event March 4, 2024 Start Time 11 am End Time 7 pm

Set-Up Date March 3 Set-Up Start Time 9 am Set-Up End Time 2 pm ish

Tear-Down Date March 5 Tear-Down Start Time 9 am Tear-Down End Time 3 ish

Does your event require you to be in the park before 8 am and after 10 pm? Yes No

Run/Walk Information:

Run/Walk Step-Off Time _____ Total # of Aid Stations _____

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

	YES	NO
Does the route include any portion of the City bicycle pathways?	<input type="checkbox"/>	<input type="checkbox"/>
Run/Walk route map included?	<input type="checkbox"/>	<input type="checkbox"/>

Stage-On-Wheels Information:

Delivery Location _____ Location Street Address _____ Zip _____
Delivery Date _____ Delivery Time _____ Pick-Up Date _____ Pick-Up Time _____
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

Additional Information:

Has this event been previously held in a City of Racine park? YES NO

Event Name _____ Location _____ Date _____
Will you be selling, serving, and/or sampling beer and/or wine at your event?
Will you be selling, serving, and/or sampling food/beverages at your event?
Will you have amplified sound at this event?
Will you have any temporary structures such as tents, stages, or inflatables at this event?
of Tents/Canopies _____ Size of Tents/Canopies _____
Will your event feature vendors?
Will your event include the use of portable toilets? # of Portable toilets _____
Does your event include animals, exhibitions, or petting zoos?
Will you be posting advertisement for your event within the City of Racine parks?
Will your event require Monument Square Drive to be closed?
Will your event require the use of electrical services?

Security Deposit Refund Information:

To whom will the deposit refund be sent?
Name of Payee/Organization _____ ATTN _____
Street Address _____ RM/FLR/STE/UNIT _____
City _____ State _____ Zip Code _____

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  _____ Date _____
Authentisign 1/23/2024 12:09:44 PM CST

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

Signature of Partner _____ Title _____ Date _____
Signature of Partner _____ Title _____ Date _____

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

City of Racine PRCS

Narrative, Schedule, Route/Site Map, Stage-on-Wheels

Narrative:

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

Empty Bowls is a fundraiser to help feed those in need. This will be our 10th year at Festival Hall and we have been able to use the boat launch parking lot for volunteers every year.

We are grateful and appreciative of being able to use that space for our volunteers to park, thereby freeing up the parking lot for guests. This form is for the boat launch parking only. We have a separate contract for the hall.

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 am	Example: Set-up

Site/Placement Map:

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

If the event includes a run/walk component on City streets, the approval of the City of Racine Parks, Recreation, and 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?



CITY OF RACINE PARKS, RECREATION & CULTURAL SERVICES PUBLIC EVENT APPLICATION

*Play.
Every Day.*

Event coordinators are responsible for obtaining all permits that the City of Racine requires for public events. Please take time to make sure you have contacted all departments needed for your event, if applicable.

City of Racine Building Department

730 Washington Ave., Rm. 305
Racine, WI 53403
262.636.9464

City of Racine Clerk's Office

730 Washington Ave., Rm. 103
Racine, WI 53403
262.636-9171

City of Racine Fire Department

810 8th St.
Racine, WI 53403
262.635.7900

City of Racine Health Department

730 Washington Ave., Rm. 1
Racine, WI 53403
262.636.9202

City of Racine Police Department – Planning & Special Events

730 Center St.
Racine, WI 53403
262.636.7722

City of Racine PRCS

800 Center St., Rm. 127
Racine, WI 53403
262.636.9131

City of Racine Public Works

730 Washington Ave., Rm. 305
Racine, WI 53403
262.636.9121