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Dept of Public Works



September 6, 2012

Honorable Mayor John Dickert
Members of the Common Council
730 Washington Avenue
Racine, WI 53403

Re: Special Event Permit - Street Closing Permit
St. Edward Parish Fall Fun Fest
1401 Grove Avenue
Racine, WI 53405

Dear Mayor and Council Members:

St. Edward Parish seeks a special event permit and street closing permit in order to conduct its Fall Fun Fest. The festival is scheduled for Friday, September 21, Saturday, September 22, and Sunday, September 23, 2012. Safe operations during the festival make necessary the closure of 15th St. and alley between West Blvd and Grove Ave. on Saturday, September 22nd. The following is the anticipated set-up and tear-down schedule:

Thursday, September 20 th.....	3:00 p.m. to 9:00 p.m.	Begin supply delivery and set-up (tents, booths, games, stage, etc)
	9:00 p.m.	Begin security watch
Friday, September 21 th.....	7:30 a.m. to 5:00 p.m.	Continued delivery and set-up
	5:00 p.m.	Festival begins
	10:30 p.m.	Festival Ends/Begin clean-up
	11:00 p.m.	Festival Grounds Closed- begin security
Saturday, September 22th.....	8:00 a.m. to Noon	Prepare grounds, deliveries and set-up
	Noon to 10:30 p.m.	Festival and car show begins.
	10:30 p.m.	Festival Ends/Begin clean-up
	11:30 p.m.	Festival Grounds Closed- begin security
Sunday, September 23nd.....	8:00 a.m. - Noon.	Pancake breakfast
	10:30 a.m. to 11:30 a.m.	Outdoor Mass (weather permitting)
	11:30 a.m. to 2:00 p.m.	Festival close, teardown and clean-up

Enclosed are maps indicating the general location of activities and events, and a Street Closing permit application. If you have any questions please feel free to contact us. Please inform us of any meetings we must attend or permits or fees required.


Matt Sadowski
Fun Fest Committee Member
634-4623

David Fleury
Fun Fest Co-Chair
633-9061

Barb Hantschel
Fun Fest Co-Chair
637-3376

Cindy Johnson
St. Ed Business Manager
636-8040

St. Edward Parish 1401 Grove Avenue, Racine, WI 53405 (262)636-8040 www.stedracine.org



15th St.

Grove Ave.

Ave.

West Blvd

Blvd

STREET AND ALLEY CLOSING

Festival Grounds

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