

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

Play Every Day.

(For new events/returning with significant changes)

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? Applying for a RETURNING public event with significant changes? Root River Pathway Lincoln Park, 2200 Domanik Dr. STEP 1: SELECT A LOCATION(S) please select all that apply: Lockwood Park, 4300 Graceland Blvd. Crosswalk Park, 317 Main St. ☐ Stage-on-Wheels Monument Square, 502 Main St. Harris Plaza, 605 Grand Ave. North Beach Park, 1501 Michigan Blvd. Other Island Park, 1704 Liberty St. Pershing Park, 800 Pershing Dr. ☐ Lake Michigan Pathway STEP 2: EVENT ORGANIZER INFORMATION Name of Event Organizer N/A Name of the Organization Amber Huron Zip 53403 City/State Racine Address 2307 Taylor Ave Cell Phone 262-417-0583 Email ahuron34@gmail.com Daytime Phone Alternate Contact Tremain Carter Phone 262-631-0276 Email tremaincarter@yahoo.com Please select appropriate response CIndividual Proprietor Corporation* CLLC* © Other Event Organizer is an: Is the applicant organization a not-for-profit? Yes* (*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 Expected Attendance 75-100 Event Name Huron-Carter Wedding Start Time 1pm End Time 2pm Date(s) of Event August 20th, 2022 Set-up End Time 1230pm 10am August 20th. 2022 Set-up Start Time Set-up Date Tear-down End Time 3pm Tear-down Date August 20th, 2022 Tear-down Start Time 2pm STEP 4: RUN/WALK INFORMATION Run/Walk Step-off time Does the route include any portion of the City bicycle pathways? ☐ Yes ☐ No ☐ Yes ☐ No Run/Walk route map included? 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

STE	P 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
	•	yes	⊠ no
3)	Will you be selling, serving, and/or sampling food/beverages at your event?	_	
4)	Will you have amplified sound at this event?	yes	∐ no
.,			☐ no
5)	Will you have any temporary structures such as tents, stages, inflatables at this event? # of tents/canopies Size of tents/canopies floral archway		
6)	Will your event feature vendors?	yes yes	⊠ no
U)		☐ yes	🔀 no
7)	Will your event include the use of portable toilets? (# of portable toilets)		
٥١	Does your event include animals, exhibitions or petting zoos?	∐ yes	🔀 no
8)		yes yes	⊠ no
9)	Will you be posting advertisement for your event within the City of Racine Parks?	_	
4.0\	Will your event require Monument Square Drive to be closed?	☐ yes	🔀 no
10)	Will your event require Monathert Square Diffe to be tieses.	□ vos	⊠ no
11)	Will your event require use of the electrical services?	☐ hes	

SE	CURITY DEPOSIT REFUND INFORMATION To whom will the Deposit Refund be sent:		
	me of Payee/Organization Amber Huron ATTN Amber Huron		
	RM/FI R/STE/UNIT		
Sti	reet Address 230/ Taylor Ave		
-			
Cit	y Racine State WI Zip Code 53403		
AP	PLICATION SIGNATURE	ue and cor	rect to the
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NARRATIVE, SCHEDULE, ROUTE/SITE MAP, STAGE-ON-WHEELS

ease 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:
ase provide a brief narrative of the event. If your event is a new event, provide a detailed 2000

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
10am	Set-up time
1pm	Ceremony Start-Time
2pm	Ceremony End-time
2pm	Tear down
3pm	off location

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, & 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?

Our guest planning to attend our Wedding Ceremony will need parking and we plan on using the city parking lot and or Lake Ave garage.