



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.

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

STEP 1: SELECT A LOCATION(S)

please select all that apply:

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

STEP 2: EVENT ORGANIZER INFORMATION

Name of Event Organizer Kristin M Wilson

Name of the Organization Billy's Posse Inc

Address 7007 Whitewater Street City/State Racine Zip 53402-1277

Daytime Phone 262-977-1594 Cell Phone _____ Email barkintheparkracine@gmail.com

Alternate Contact _____ Phone _____ Email _____

Please select appropriate response

Event Organizer is an: 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.)*

STEP 3: EVENT INFORMATION

Event Name Bark in the Park Expected Attendance 250

Date(s) of Event September 30, 2023 Start Time 10 AM End Time 3 PM

Set-up Date September 30, 2023 Set-up Start Time 7 AM Set-up End Time 9:30 AM

Tear-down Date September 30, 2023 Tear-down Start Time 3 PM Tear-down End Time 5 PM

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 Bark in the Park Location Island Park
 Date September 10, 2022
- 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 15 Size of tents/canopies 10 x 10
- 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 Billy's Posse Inc ATTN Kristin M Wilson
 Street Address 7007 Whitewater Street RM/FLR/STE/UNIT _____
 City Racine State Wisconsin Zip Code 53402-1277

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 *Kristin M. Wilson* Date 4/24/2023

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

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

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





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

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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:

Dog friendly family entertainment and vendor fair for the community. Event will consist of mainly pet related vendors, have officer K9 demonstrations, and a free community microchip clinic. A food truck will be invited.

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
7 AM	Set up off all tents, arena, stage, picnic tables and garbage, etc.
9:30 AM	Set up finished and walk through
10 AM	Festival opens with all vendors, music, food/beer trucks, and demonstrations
3 PM	Festival closes and clean up begins
5 PM	Clean up finished

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 | Placement of Vehicles |
| Disabled parking | Portable toilets |
| Dumpsters | Signage |
| Exit location for fenced outdoor events | Stages |
| Event perimeter | Temporary structures |
| Fencing | Vendors |
| Garbage and recycling receptacles | |

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?

Minimal noise with announcements and music in the pavilion area. Traffic and parking along Domanik Dr and Steelhead facility parking lot for festival go-ers and vendors.



Mission Statement:

To assist in the search and recovery of lost, loose, or stolen pets. And to educate the public, through public outreach, on how to prevent pets from going missing.

Vision Statement:

To help reunite pets with their families and to make the community safer for all pets.

Executive Director

Kristin M Wilson

Treasurer

Barbara Barker

Secretary:

Brittany Phillip

April 24, 2023

**CITY OF RACINE
PARKS, RECREATION & CULTURAL SERVICES**

RE: BARK IN THE PARK, SEPT 30th, 2023

Dear Sirs/Madams:

We are excited to want to bring back Bark in the Park, a family and dog friendly event. This year we are hoping to bring it to Lincoln Park. It will be located within the pavilion and the grassy part between the pavilion and baseball diamonds. We will be putting signage and/or safety fencing around the playground to keep dogs out of the playground area that is in that area as well.

One of the main reasons for this location is to bring a free microchip clinic and another pet related community service organization to serve the inner-city community surrounding the park, and anyone who wants to take advantage of this. Also, to bring a large and fun, pet-friendly event within reach of the lower income communities.

The grassy area to the East of the pavilion will be utilized as such:

- A food truck and eating area by the pavilion.
- A vendor area will be spread out to accommodate local vendors and dog rescues.
- The center of this grassy/vendor area is to be a demonstration area for use by the House of Corrections or Sheriff's K9 unit. Also, for demonstrations by local dog trainers and training organizations and for announcements. A temporary safety fence will be erected to surround this area for containment.
- There will be raffles held with winners announced during the festival. And a silent auction for bigger ticket items (such as the GBP signed football like we had last year and more).
- Amplified music will be placed in the pavilion and food area for entertainment and announcements.

We sincerely hope you share in our excitement to bring this event back to the community this year. And the hope to continue to return and grow each year.

Thank you!

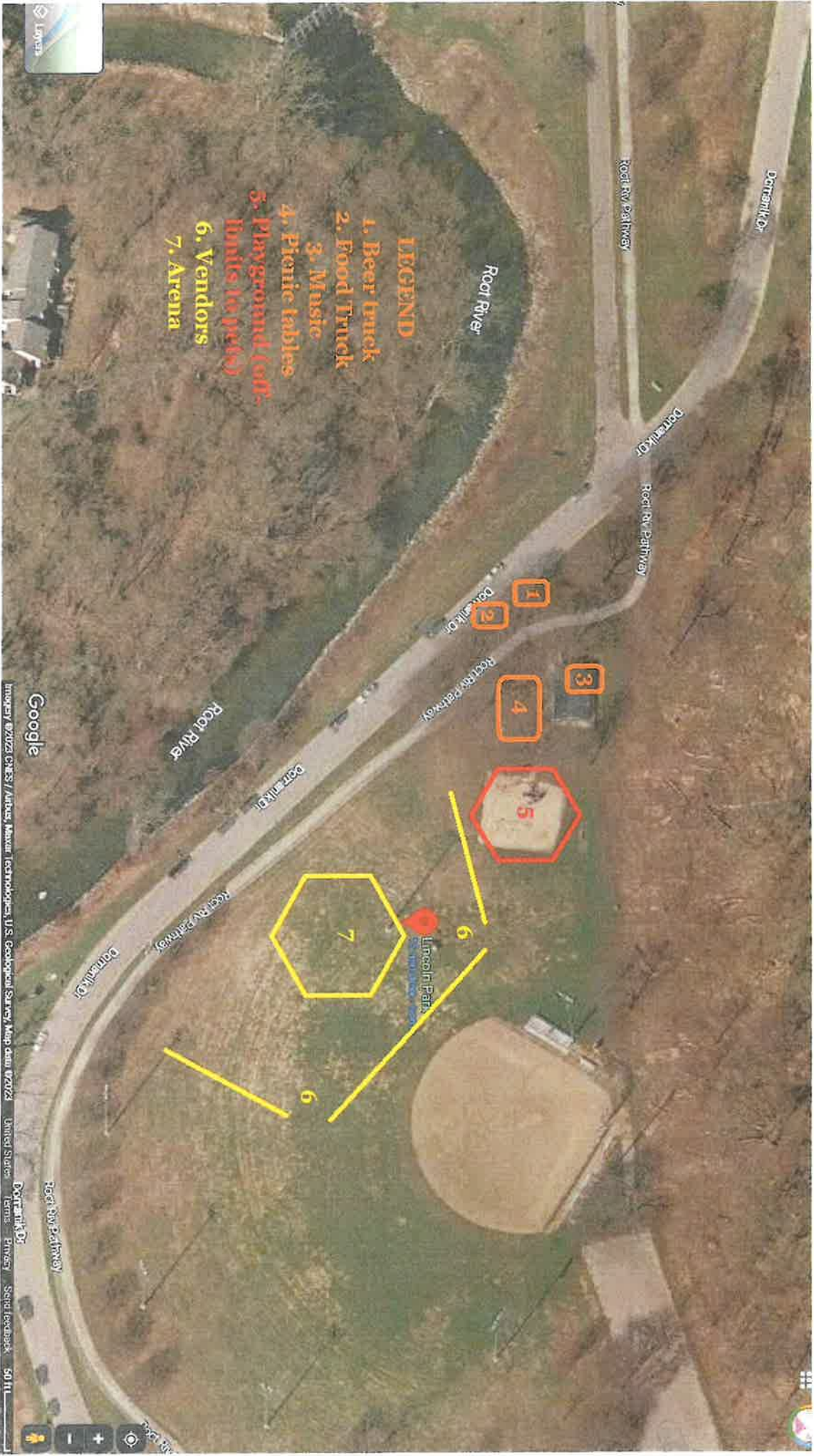
Sincerely,

Kristin M Wilson

Executive Director, Billy's Posse, Inc.
262-833-7480 barkintheparkracine@gmail.com



- LEGEND**
- 1. Beer truck
 - 2. Food Truck
 - 3. Music
 - 4. Picnic tables
 - 5. Playground (off-limits to pets)
 - 6. Vendors
 - 7. Arena



Google

