



# 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

5/3/2022  
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### 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 Cesar Chavez Community Ctr of Robert Heck Park

### STEP 2: EVENT ORGANIZER INFORMATION

Name of Event Organizer Wisconsin Matt Witte - COO  
 Name of the Organization Wisconsin Humane Society  
 Address 4500 W. Wisconsin Ave City/State Milwaukee WI Zip 53208  
 Daytime Phone 414-431-6118 Cell Phone 414-467-6104 Email mwitte@wihumane.org  
 Alternate Contact \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**Please select appropriate response**

Event Organizer is an:  Individual Proprietor  Corporation\*  LLC\*  Other Non-Profit  
 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 Vaccine Event Expected Attendance 200  
 Date(s) of Event A Saturday in late June - Aug<sup>TBD</sup> Start Time 9am End Time 1pm  
 Set-up Date Same day as event Set-up Start Time 7am Set-up End Time 9am  
 Tear-down Date Same day as event Tear-down Start Time 1pm Tear-down End Time 3pm  
 Does your event require you to be in the park before 8 a.m. and after 10 p.m.?  Yes  No

\*need a proposed date. jmk 8/20/22??

### 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  
*Use snacks for staff + vols*
- 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 3-4 Size of tents/canopies \_\_\_\_\_
- 6) Will your event feature vendors?  yes  no
- 7) Will your event include the use of portable toilets? (# of portable toilets \_\_\_\_\_) *Depends on access to restroom on site*  yes  no *unknown*
- \* 8) Does your event include animals, exhibitions or petting zoos?  yes  no  
*animals on-site for vaccinations*
- 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 \_\_\_\_\_ 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: M. Kelly Date 5-2-22

\*\*\*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





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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:

Letter of intent attached

### 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
7am	Set up by WHS staff /vol
9am - 1pm	We serve clients + animals (walk up to stations)
1pm - 3pm	Tear down /clean up by WHS staff /vol

**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       |                       |

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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?

**Request:** The Wisconsin Humane Society is looking to host a large-scale pet vaccination event for cats and dogs who live in the 53404 zip code. We are hoping to hold this event on a Saturday between late June and late August. We are most interested in the outdoor area of Cesar Chavez Community Center and Robert Heck Park. If those are unavailable, Cheska Park or Matson Park may also meet our needs. (Bathroom access and outdoor fencing are desired features at any location.) Based on our team's availability and planning, a Saturday in mid to late August would be ideal, depending on venue availability.

**Context about WHS and the medical services we offer:** The Wisconsin Humane Society (WHS) is the largest and oldest animal welfare organization in Wisconsin. We operate shelters in Milwaukee County, Ozaukee County, Brown County, Door County, and, of course, Racine County. We also operate a high-quality, low-cost spay neuter clinic in West Allis.

In all of communities we serve, including Racine, we offer low-cost medical services to owned animals, mostly dogs and cats. We offer spay/neuter surgeries and core vaccines (rabies and distemper/parvo) for dogs and cats. We regularly host vaccine clinics at our shelter locations; community members can make an appointment to get their dog or cat vaccinated. We also have hosted annual outreach events where we offer free vaccines for dogs at cats at the Franklin Square Playground within the Milwaukee Public School parks and recreation system. Franklin Square Playground is a park in Milwaukee's 53206 zip code, the zip code with the highest rate of poverty and least access to many community services, including veterinary care. We know residents in that zip code face many barriers to accessing services for the pets they love, and by hosting these large-scale events in the community with free vaccines, we're able to remove geographical and financial barriers.

WHS has been in conversation with Dottie-Kay Bowersox of the Racine Health Dept about hosting a similar event in Racine's highest-poverty zip code, 53404, this summer. She supports the event and knows we are actively seeking venues. (Ms. Bowersox is WHS's primary contact at the City for the contracted services we offer.) There is public health benefit to these events, since we're able to bring vaccines that prevent rabies, a zoonotic disease that is transmissible to humans, to animals who may not otherwise have access to vaccines. In addition, reducing disease like parvovirus reduces suffering or animals and the families who love them. If you have questions about partnering with us, feel free to connect with Ms. Bowersox and/or we'd be happy to connect you with our contact at Milwaukee Recreation/Milwaukee Public Schools, Megan Frey, who has been our venue partner for our Milwaukee events.

**Details about the event:** This event will be modeled after the events we have successfully run at Milwaukee's Franklin Square Playground County since 2012. Key details include:

- WHS expect to serve 200+ community animals.
- The event would run from roughly 9 a.m. to 1 p.m., and we'd like to permit the park from roughly 7 a.m. to 3 p.m. to account for setup and tear down.
- It is a rain or shine event so we use a handful of small pop-up tents, which do not need to be staked into the ground, for our veterinarians to work under in event of rain or blaring sun.
- We pick up animal droppings during and after the event.

Thank you for your consideration, and we're excited to partner with you to bring these important services to the community we share. Please reach out with any questions about our request.

5/3/2022  
JMK