

# City of Racine PRCS

Application Received: \_\_\_\_\_

## Public Events Application

### Instructions:

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

### \$25 Application Fee for all Applications

Applying for a NEW public event?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Applying for a RETURNING public event with significant changes?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stage on Wheels? If <u>YES</u> please see Stage on Wheel Application.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Select Location(s):

<input type="checkbox"/> Island Park	<input type="checkbox"/> Lake Michigan Pathway	<input type="checkbox"/> Monument Square	
<input type="checkbox"/> Lincoln Park	<input type="checkbox"/> Root River Pathway	<input type="checkbox"/> North Beach Park	
<input type="checkbox"/> Lockwood Park	<input type="checkbox"/> Sam Johnson Parkway	<input checked="" type="checkbox"/> Other: <u>Boat launch parking lot</u>	
Where applicable:			
<input type="checkbox"/> Pavilions	<input type="checkbox"/> Diamonds	<input type="checkbox"/> Green Space	<input checked="" type="checkbox"/> Other <u>parking lot</u>

### Event Organizer Information:

Name of Event Organizer Empty Bowls - Sue Causey and Heidi Farnin  
Name of the Organization Empty Bowls  
Address 96 Sue Causey, 6800 Washington, Suite E City/State Racine Zip 53406  
Daytime Phone \_\_\_\_\_ Cell Phone 262 498 6888 Email sue.causey.emptybowls@yahoo.com  
Alternate Contact Heidi Farnin Phone 262 497 2228 Email heidifarnin@gmail.com

Is the applicant organization a not-for-profit?  Yes  No \*Please attach a proof of your not-for-profit status

### Event Information:

Event Name Empty Bowls Expected Attendance 1800  
Date(s) of Event March 2, 2024 Start Time 9am End Time 9pm  
Set-Up Date March 1, 2024 Set-Up Start Time 10am Set-Up End Time 2pm  
Tear-Down Date March 3, 2024 Tear-Down Start Time 9am Tear-Down End Time 5pm

Boat launch parking is for volunteers to leave hall parking for paying guests.

### 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.

City-wide fundraiser for those with food insecurity. Locals create and donate handmade bowls to fill with soups donated from local restaurants, coupled with bread donated from groceries and bakeries... Live music, auction, raffle, bake sale, VIP server. Proceeds go to Racine County food bank, St. Ann's and

**Additional Information:**

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Has this event been previously held in a City of Racine park?  
 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 \_\_\_\_\_ *inside festival hall*  
 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? *inside festival hall here at the boat launch*

**Security Deposit Refund Information:**

To whom will the deposit refund be sent? *(is this applicable?)*  
 Name of Payee/Organization Empty Bowls ATM Saun Merritt  
 Street Address 4959 Douglas Avenue RM, FLR/STE, UNIT \_\_\_\_\_  
 City Racine State WI Zip Code 53402

**Application Signature:**

The event organizer applicant hereby certifies that all of the information provided within and for the 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 PRCO permit six (6) day prior to the first park use date and within 30 days following the date of invoice the post-activity expenses incurred by City for its assistance in the implementation of this permit.

**Release of Liability**

Applicant hereby covenants, holds to sue and agrees to indemnify, defend, and hold harmless City, its departments, officers, agents, employees, & volunteers from and against any and all costs (no limitation), damages, expenses, attorney's 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 date of or sustained by Applicant, permit holder, event organizer, its officers, employees, agents, volunteer workers, participants in said Event or requesters of said date 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 *Sue Cassey* Date 1/16/26

**\*\*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:**

Does request require approval by the Board of PRCO or Common Council?  YES  NO Approval Date \_\_\_\_\_  
 Event Schedule  Letter of Request  Layout Map/Route  Certificate of Liability  Not-For-Profit