

To Obtain a Special Event Approval

Submit a letter to the Mayor and Common Council (send to Dept. of Public Works, 730 Washington Ave., Racine, WI 53403) outlining the request.

Who *Racine Arts Council - Monument Square Art Festival (MSAF)*
 What *Monument Square Art Festival*
 When *June 9, 10, 11 2017*
 Where *Downtown Racine (5th street closure request 1-Block Main to Wisconsin Ave.)*
 Why *For safe access and art-exhibit space - street closure.*

Requests should be submitted 2 months before the event as it must be presented to the Common Council, the Public Works and Services Committee and then back to the Common Council for final approval. Fee for a special event is \$250 for one block plus \$50 for any additional blocks. A Hold Harmless Agreement needs to be executed and a \$75.00 processing fee needs to be paid to the Attorneys Office.

Council meets the 1st and 3rd Tuesday of the month and the Public Works and Services Committee the 2nd and last Tuesday of the month.

Please contact the Dept. of Public Works at (262) 636-9121 if you have any further questions.

Can street be cleaned in advance of Friday June 9?

contact

*1) Denise Roberts-McKee - Racine Arts Council |
 409 Sixth St.
 Racine*

c: 880.373-7608

2) Richard Huennekens - MSAF Committee

c: 262-930-3456