



February 25, 2022

Dear Madam or Sir,

On behalf of Siena Catholic Schools and St. Catherine's High School, I am requesting street closure/blockage on Park Avenue between 12th and 13th Streets on May 14, 2022 for Angel Fest. Angel Fest was once a weekend-long community-wide event that unofficially kicked off Summer in Racine. We are attempting to bring this event back after an extended absence, focusing on family-friendly fun for one day. While all of our students, families, faculty, staff, and alums are welcome, we are extending the invitation to the greater Racine community, too. We are planning on music, games, food, cribbage, cornhole, crafts, vendors, and kid-friendly opportunities. Funds raised will benefit St. Catherine's High School students and programs. In addition to this letter, we have submitted a special events application to the City of Racine and are working with members of the Racine Police Department to ensure a safe and fun event.

Angle Fest will be taking place between 10 a.m. and 7 p.m. on Saturday, May 14, and we kindly request that the streets be blocked off by 6 a.m. the morning of May 14 for setup. We anticipate cleanup being complete by 9 p.m.

Thank you for your consideration. We hope to see you at Angel Fest!

Sincerely,

Kimberly Gardner
Chief Advancement Officer
Siena Catholic Schools of Racine



RECEIPT NO. _____ LICENSE NO. _____

ACCOUNT #: **11101-44110** \$75.00 SPECIAL EVENT FEE
ACCOUNT #: **11101-44110** \$50.00 LATE FEE
IF LESS THAN 2 WEEKS BEFORE EVENT

CITY OF RACINE, WI ANGEL FEST
SPECIAL EVENT APPLICATION

DATE ISSUED _____ EXPIRATION DATE _____ 501(C)(3)/By Laws Submitted: YES _____ NO: _____

NAME OF BUSINESS OR NON-PROFIT ORGANIZATION: Siena Catholic Schools of Racine/St. Catherine's High School

ORGANIZATION ADDRESS: 245 Main Street/1200 Park Ave.

CITY: Racine STATE: WI ZIP: 53403

ORGANIZATION TELEPHONE: 262-800-1111

NAME OF CONTACT PERSON: Kimberly Gardner

CONTACT PERSON HOME ADDRESS: 2612 Erie Street HOME TELEPHONE: 773-749-6389 (cell)

CITY: Racine STATE: WI ZIP: 53402

HOME TELEPHONE: 773-749-6389 (cell)

CONTACT E-MAIL ADDRESS: kgardner@sienacatholicschools.org

CONTACT PERSON SIGNATURE:  DATE OF BIRTH: 10/21/1976

FOOD BEING SOLD: YES NO _____ IF YES, LIST TYPES OF FOOD: carnival or fair-type food. Hot dogs, popcorn, cotton candy, etc.

ENVIRONMENTAL HEALTH DEPT. SIGN OFF: YES _____ NO _____ NOT REQUIRED _____

Guidance needed from City. We are working with Taher, Inc., Siena/St. Catherine's food provider to understand what is needed to ensure food safety and compliance.

NAME OF SPECIAL EVENT: **Angel Fest**

LOCATION OF SPECIAL EVENT: 1200 Park Ave (Acquin Yard, St. Cat's parking lot, possibly blocking off surrounding block...Park Ave. between 12th and 13th)

APPROVAL OF LOCATION GRANTED BY: _____

DATE(S) OF SPECIAL EVENT: **May 14, 2022**

NUMBER OF VENDORS: estimate of 20 vendors, will give City final count two weeks prior to event. This number includes bands, food, RFD, security. If needed, we can also provide list of event setup vendors, such as electric, tents, etc.

LIST OF ALL VENDORS SUBMITTED TO CLERK'S OFFICE: YES: _____ NO: _____

COMPLIANCE WITH CHAPTER 22-538 OF CITY OF RACINE MUNICIPAL CODE REQUIRED