

City of Racine PRCS Public Events Application

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?

similar

Select 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: MARK GATES PARK (1st Park)

Event Organizer Information:

Name of Event Organizer HYPV Scholarship Event
Name of the Organization Dominion Church of God MRCG
Address 402 Ninth Street City/State _____ Zip _____
Daytime Phone 262 497 8029 Cell Phone ← Kelvin 8512 @ yahoo.com
Alternate Contact Kelvin Weatherspoon Phone dominionchurchracine@gmail.com

Please select appropriate response:

Event organizer is a(n): 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

Event Information:

Event Name HYPV Scholarship Fund Raiser Expected Attendance < 100
Date(s) of Event May 03, 2025 Start Time 11 AM End Time 5 PM
Set-Up Date May 03, 2025 Set-Up Start Time 9 AM Set-Up End Time 11 AM
Tear-Down Date 5.30-6 PM Tear-Down Start Time 5/3/25 Tear-Down End Time _____
Does your event require you to be in the park before 8 am and after 10 pm? Yes No

Run/Walk Information:

Run/Walk Step-Off Time N/A Total # of Aid Stations _____

How will the route be marked? (i.e. staff/volunteers at turns, signs staked in grass along the route, etc.)

Does the route include any portion of the City bicycle pathways?

YES NO

Run/Walk route map included?

Stage-On-Wheels Information:

Delivery Location N 2 Location Street Address _____ Zip _____
Delivery Date _____ Delivery Time _____ Pick-Up Date _____ Pick-Up Time _____
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

Additional Information:

Has this event been previously held in a City of Racine park? YES NO
Event Name Community Affair Location West Park Date 2015
Will you be selling, serving, and/or sampling beer and/or wine at your event? YES NO
Will you be selling, serving, and/or sampling food/beverages at your event? YES NO
Will you have amplified sound at this event? YES NO
Will you have any temporary structures such as tents, stages, or inflatables at this event?
of Tents/Canopies _____ Size of Tents/Canopies Bouncy House
Will your event feature vendors? YES NO
Will your event include the use of portable toilets? # of Portable toilets _____ YES NO
Does your event include animals, exhibitions, or petting zoos? YES NO
Will you be posting advertisement for your event within the City of Racine parks? YES NO
Will your event require Monument Square Drive to be closed? YES NO
Will your event require the use of electrical services? YES NO

Security Deposit Refund Information:

To whom will the deposit refund be sent?
Name of Payee/Organization Dominican Church MPGT ATTN Kelvin
Street Address 402 North Street RM/FLR/STE/UNIT _____
City Racine State WI Zip Code 53403

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 _____ Date 2/16/25

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

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

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 PRCS

Narrative, Schedule, Route/Site Map, Stage-on-Wheels

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.

Our national has selected the Racine Church to host this year's Scholarship Fund Raiser event. Games for Youth, Silent Auction, Basketball Tournament at Power Center.

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 am	Example: Set-up
9 am	Set up tables & Games
10 am	Set up Center for Tournament
11 am	Event Begins
5:30 pm	Wrap up to close event

Site/Placement Map:

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
- Disabled parking
- Dumpsters
- Exit location for fenced outdoor events
- Event perimeter
- Fencing
- Garbage and recycling receptacles

- Placement of vehicles
- Portable toilets
- Signage
- Stages
- Temporary structures
- Vendors

West
MARK GATES Park
Proper

If the event includes a run/walk component on City streets, the approval of the City of Racine Parks, Recreation, and 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?

We plan to petition neighbors permission to cover any unforeseen noise distractions as we have done in the past twice during our Community Auction which was well received and anticipated.

