

# City of Racine PRCS

## Public Events Application

RECEIVED  
APR 01 2024

### Instructions:

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

	YES	NO
Applying for a NEW public event?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Applying for a RETURNING public event with significant changes?	<input type="checkbox"/>	<input type="checkbox"/>

### 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: \_\_\_\_\_

### Event Organizer Information:

Name of Event Organizer Jose Felix

Name of the Organization Gato's Enterprise LLC

Address 704 Romaine Ave City/State Racine WI Zip 53402

Daytime Phone \_\_\_\_\_ Cell Phone (262) 994 2907 Email jmfelix1972@gmail.com

Alternate Contact Maria Felix Phone (262) 994 8960 Email maria.felix23@yahoo.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 Latin Food Festival Expected Attendance 250

Date(s) of Event 7-6-2024 Start Time 10:00 am End Time 7:00 pm

Set-Up Date 7-6-2024 Set-Up Start Time 8:00 am Set-Up End Time 10:00 am

Tear-Down Date 7-6-2024 Tear-Down Start Time 7:00 pm Tear-Down End Time 9:00 pm

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 \_\_\_\_\_ Total # of Aid Stations \_\_\_\_\_

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

	YES	NO
Does the route include any portion of the City bicycle pathways?	<input type="checkbox"/>	<input type="checkbox"/>
Run/Walk route map included?	<input type="checkbox"/>	<input type="checkbox"/>

**Stage-On-Wheels Information:**

Delivery Location \_\_\_\_\_ 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 \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_  
 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 \_\_\_\_\_  YES  NO  
 Will your event feature vendors?  YES  NO  
 Will your event include the use of portable toilets? # of Portable toilets 2  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 Gato's Enterprise LLC ATTN Maria Felix  
 Street Address 704 Romaine Ave 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 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 3-22-24

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

Signature of Partner Maria Felix Title Owner Date 3-22-24  
 Signature of Partner \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Does request require approval by the Board of PRCS or Common Council?  YES  NO  
 Event Schedule  Letter of Request  Layout Map/Route  Certificate of Liability Approval Date \_\_\_\_\_  
 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.

This will be a Latin Food Festival in which we will invite food vendors to serve the patrons. We will also invite craft and other vendors to sell merchandise at the event.

Oasis parking lot

### 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
8:00 am	Set up
7:00 pm	tear down

### 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

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?

This event will have minimal impact on the surrounding residence.