

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.

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

Select Location(s):

please select all that apply

- | | |
|--|--|
| <input type="checkbox"/> Crosswalk Park, 317 Main St. | <input type="checkbox"/> Monument Square, 502 Main St. |
| <input type="checkbox"/> Harris Plaza, 605 Grand Ave. | <input type="checkbox"/> North Beach Park, 1501 Michigan Blvd. |
| <input type="checkbox"/> Island Park, 1704 Liberty St. | <input type="checkbox"/> Pershing Park, 800 Pershing Dr. |
| <input type="checkbox"/> Lake Michigan Pathway | <input type="checkbox"/> Root River Pathway |
| <input checked="" type="checkbox"/> Lincoln Park, 2200 Domanik Dr. | <input type="checkbox"/> Sam Johnson Parkway |
| <input type="checkbox"/> Lockwood Park, 4300 Graceland Blvd. | <input type="checkbox"/> Stage-on-Wheels |
| | <input type="checkbox"/> Other: _____ |

Event Organizer Information:

Name of Event Organizer Wisconsin Humane Society
 Name of the Organization Sure
 Address 4500 W Wisconsin Ave City/State Milwaukee WI Zip 53208
 Daytime Phone 414-431-6118 Cell Phone 414-467-6104 Email _____
 Alternate Contact _____ Phone _____ Email _____

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 WHS Outreach Event/Vaccine Clinic Expected Attendance 150-200
 Date(s) of Event 5/14/24 (5/11/24 as backup) Start Time 9am End Time 1pm
 Set-Up Date Date of event Set-Up Start Time 6am Set-Up End Time 9am
 Tear-Down Date Date of event Tear-Down Start Time 1pm Tear-Down End Time 2pm

Does your event require you to be in the park before 8 am and after 10 pm? ☒ Yes ☐ No
Just before 8am, not after 10pm

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 Outreach event Location Lincoln Pl Date 5-20-23
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? ☒ YES ☐ NO
of Tents/Canopies 4 Size of Tents/Canopies backyard pop up tent
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 _____ ATTN _____
Street Address _____ RM/FLR/STE/UNIT _____
City _____ State _____ Zip Code _____

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 M. [Signature] Date 2-2-24

***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
☐ Event Schedule ☐ Letter of Request ☐ Layout Map/Route ☐ Certificate of Liability ☐ Not-For-Profit
Approval Date _____

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.

See attached file

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

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 | Placement of vehicles |
| Disabled parking | Portable toilets |
| Dumpsters | Signage |
| Exit location for fenced outdoor events | Stages |
| Event perimeter | Temporary structures |
| Fencing | Vendors |
| Garbage and recycling receptacles | |

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 are a return event. We held one event in May of 2023 where we served 175 animals at Lincoln Park. We also held an event in August of 2022 where we served 80 animals at Heck Park (poor weather impacted turnout). Below is the narrative WHS submitted as part of our application for each of those events.

Request: The Wisconsin Humane Society is looking to host a large-scale pet vaccination event for cats and dogs who live in the 53404 zip code. We are hoping to hold this event on a Saturday in May in Lincoln Park. We hope for Saturday, May 4th but request Saturday, May 11th as a backup if the 4th is already booked.

Context about WHS and the medical services we offer: The Wisconsin Humane Society (WHS) is the largest and oldest animal welfare organization in Wisconsin. We operate shelters in Milwaukee County, Ozaukee County, Brown County, Door County, and, of course, Racine County. We also operate a high-quality, low-cost spay neuter clinic in West Allis.

In all of communities we serve, including Racine, we offer low-cost medical services to owned animals, mostly dogs and cats. We offer spay/neuter surgeries and core vaccines (rabies and distemper/parvo) for dogs and cats. We regularly host vaccine clinics at our shelter locations; community members can make an appointment to get their dog or cat vaccinated. We also have hosted annual outreach events where we offer free vaccines for dogs and cats at the Franklin Square Playground within the Milwaukee Public School parks and recreation system. Franklin Square Playground is a park in Milwaukee's 53206 zip code, the zip code with the highest rate of poverty and least access to many community services, including veterinary care. We know residents in that zip code face many barriers to accessing services for the pets they love, and by hosting these large-scale events in the community with free vaccines, we're able to remove geographical and financial barriers.

There is public health benefit to these events, since we're able to bring vaccines that prevent rabies, a zoonotic disease that is transmissible to humans, to animals who may not otherwise have access to vaccines. In addition, reducing disease like parvovirus reduces suffering of animals and the families who love them.

Details about the event: This event will be modeled after the events we have successfully run in 2022 and 2023 in Racine. Key details include:

- WHS expect to serve around 200 community animals.
- The event would run from roughly 9 a.m. to 1 p.m., and we'd like to permit the park from roughly 7 a.m. to 3 p.m. to account for setup and tear down.
- It is a rain or shine event so we use a handful of small pop-up tents, which do not need to be staked into the ground, for our veterinarians to work under in event of rain or blaring sun.
- We pick up animal droppings during and after the event.
- Our staff and volunteers require access to the restroom facilities at the park

Thank you for your consideration, and we're excited to partner with you to bring these important services to the community we share. Please reach out with any questions about our request.