

CITY OF KENOSHA APPLICATION FOR A SPECIAL EVENT

Must be filled out completely and returned to the Park Department

Kenosha is a city that loves to celebrate. The City of Kenosha Park Department is proud to host over 60 special events a year. Whether the event is a small neighborhood festival, charity run/walk, large sporting event or concert, Kenosha Parks are popular venues for special events.

The following Special Events Packet was developed to assist you, the Event Organizer, through the permit process. As the Event Organizer it is your responsibility to ensure that event participants are provided with a safe and enjoyable event. It is also your responsibility to make sure that the parkland, other park users and the surrounding park neighborhood are also safe and not unduly impacted. It is our goal to assist you in planning a safe and successful event.

Scheduling Your Event

As the Event Organizer, it is your responsibility to research appropriate dates for your event. The Kenosha Park Department encourages you to check the event schedules of the large annual events.

It is also your responsibility as the Event Organizer to reserve the appropriate park area. **Submission of this Special Events packet or holding the event during the previous year does not guarantee your event the use of the park and/or the park shelter.**

Special Events Packet

All Special Events will need to submit the special event packet application in order for the event to be given approval.

■ **New Special Events**

If you are organizing a new event, your event request will require approval from the Kenosha Board of Park Commissioners. You are required to submit a one page narrative along with the attached application. This narrative will be reviewed by the Park Commission. It is imperative that you plan your event far enough in advance to have time to obtain approval. The Park Commission meets twice a month. Proposals submitted less than 90 days prior to a special event will not be considered.

■ **Returning Special Events**

If the plans for your event differ significantly from the previous year's event, your event may require Park Commission approval. Examples of changes that require prior approval are: expansion of venue, gated admission, selling beer, additional stages, increased anticipated attendance. It is your responsibility as the Event Organizer to allow for appropriate planning time to secure the Park Commission approval as well as any additional permits.

All Special Events will need to submit the special event packet application in order for the event to be given approval.

Park Hours

All Kenosha Parks are closed at 10:00pm. The park hours are established by the Park Commission and regulated in accordance with the City of Kenosha General Ordinances. What this means for your special event is that clean up of the event must be completed by 10:00pm. If that is not possible, you must have made prior arrangements and/or rented the park area for the following day as well.

Requests for extended hours will require administrative review. Requests can only be approved by the Director of Parks or the Park Commission and must be submitted no later than 60 days prior to the reservation date.

Event Set-up & Take-down

As the Event Organizer, it is your responsibility to make proper arrangements for set up and clean up of your event. This includes making proper reservations of the park and park shelter, and sufficient event staff and volunteers to set up, clean up and safeguard the park and the park property during your event. Events will be required to pay a Damage Deposit prior to the event.

Accessibility

All requests for special events within the Kenosha Park System must include site plans with provisions for accessibility by persons who are disabled. All individuals will structure activities to ensure that they are barrier-free and offer equal opportunities for access.

When portable toilets are brought into a park for special events with large attendance, the event sponsor must provide an adequate supply of accessible toilets.

Accessibility shall also be addressed in your medical, security and parking plans in the special events packets.

Event Organizer Information

Name of Group _____

Is Host Organization a 501(c)-3? No Yes, #ES - _____

Group Contact Name _____

Address _____

City/State/Zip _____

Work Phone _____

Home Phone _____

Cell Phone _____

Fax _____

E-mail _____

Name of Event _____

Charitable Event? No Yes, Proceeds donated to _____

Date of Event _____ **Rain Date:** _____

Annual Event No Yes **Expected Attendance** _____

Event Category (check one)

Run/Walk _____ Festival _____ Concert _____ Athletic Tournament _____

Other, Please Specify _____

Park Requested _____

Admission Fee No Yes (Participants) \$ _____ and/or (Attendees) \$ _____

Time of Event:

Set up _____ Event Starts _____ Event Concludes _____

Does this require time in the park prior or after your event? No Yes

Explain date and time needed: _____

Will food be prepared and/or served at the event? No Yes (See pages 11 and 12)

Amplified Sound No Yes (See pages 13-17)

Beer/Wine Coolers Served No Yes (See page 18 and 19)

Temporary Structure No Yes (See page 10 and 11)

Organization Meeting

If you have organizational planning meeting regarding your event, should include the Parks Special Event Supervisor, Police & Fire Departments. Working with the City Departments during the planning phase is an excellent way to prevent potential problems & insure good communications. An on-site meeting between your group and the Park Department is also recommended.

Permits

As the event organizer, YOU are responsible for obtaining all permits that the City of Kenosha requires for special events. You must include all pertinent information before this application will be reviewed by staff. Some permit applications and regulations are attached to this Special Event packet. Other permit applications must be obtained from other City Departments. **Copies of any permit must be submitted to the Park Department no later than 30 days prior to the event.**

___ **Vending Permit** – required of ALL vendors selling items at your special event. All vendors must return their permit application 30 days prior to the event, or they may not participate in the event. Forms are available at the Park Department or the city of Kenosha website, click on parks.

___ **Temporary Restaurant Permit** – required if food or beverages will be sold or served at the event. To obtain application and permit, contact the Kenosha County Health Department 262-605-6700. Please indicate the date you submitted Temporary Restaurant Permit application _____.

___ **Parade Permit** – may be required of a run, walk, or bike ride event. Contact the Kenosha Police Department. Please indicate date you submitted Parade Permit application _____.

___ **Street Use Permit** – required if your event will require closing a city street or special parking requests on city streets. Call 262-653-4050. Please indicate date you submitted Street Use Permit application _____.

___ **Temporary Class “B” Retailers License** – required if your event will be selling fermented malt beverages. To obtain application and permit, contact the City Clerk's Office, 653-4020. Please indicate date you submitted license application _____.

___ **Fireworks Permit** – from the Fire Department 262-653-4100. If at a lake-front park, you must notify the Coast Guard.

___ **Bon-Fire Permit** – requires Park Commission approval prior to obtaining a permit from the Fire Department.

Certificate of Insurance

The City of Kenosha requires a "Certificate of Insurance" from your or your parent organization's insurance company. The Event Organizer shall submit a general liability insurance policy certificate in the amount of \$1,000,000 naming the City of Kenosha and its Parks Department as an additional insured party along with any vendors and participants. The City of Kenosha Park Department must receive this certificate 30 days prior to the event date. This official certificate may be mailed or faxed.

___ Yes, Event Organizer will be submitting Certificate of Insurance.

Marketing of Event

Please ensure that you have conditional approval of your event before you begin to promote, market or advertise your event. (Will there be live media coverage during the event and where will the media vehicles be parked?)

How will this event be marketed, promoted, or advertised?

If Co-Sponsorship has been approved by the Board of Park Commission the City/Park Department & Common Council must be listed as a sponsor.

Site & Route Plan

To ensure proper review of your event, please attach a site and route plan (if applicable). These site and route plans may be blueprints, CAD drawings, or legible sketches.

Site and route plans should include, but are not limited to, the following information: location of tents, stages, fencing, vendors, portable toilets, beer gardens, dumpsters, placement of vehicles, exit location for outdoor events that are fenced, clear signage, accessible paths for wheelchairs as well as ample disabled parking, and any other related event components not listed above.

Your site plan will also include the areas within the requested park you will need for the event including the parking lot, shelter, ball diamonds, soccer fields, ped/bike paths, tennis courts, volleyball courts and any other specific park feature.

If your event includes a walk/run component, the approval of the Park Department and the use of the park **does not imply approval of the proposed route**. The Event Organizer will need to secure approval from the Public Works Department at 653-4050.

Please feel free to include a narrative of the event with the site and route plan.

Parking Plan

As an Event Organizer, it is important that you plan for safe arrival, departure, and parking of the event attendees, participants, and vendors. The Kenosha Police Department does monitor and ticket illegally parked vehicles at the events. As the Event Organizer, you are responsible for informing all participants, volunteers, attendees, and vendors of the parking regulations. If your parking plan includes using neighborhood businesses, churches, etc, you will need to include the approval of such agreements in this parking plan.

Security and Medical Plan

As an Event Organizer, you are required to provide a safe and secure environment for your event. This is accomplished through sound planning. If your event will have over 250 attendees, you must submit a security and medical plan for your event. This description should include, but is not limited to, the hiring of private security companies and licensed professional emergency services, crowd control, venue safety, communication plan in case of emergency, etc. These plans may be subject to review by the City of Kenosha Police and Fire Departments who may make additional recommendations. For a review of your security and medical plans, please contact the Fire Department at 262-653-4100 and the Police Department. For large events, Police & Fire Department should be invited to planning meeting. A copy of the plan must also be submitted to the Park Department.

Mitigation of Impact

As an Event Organizer, you are required to develop mitigating measures to accommodate the impact your event may have on the surrounding neighborhood.

If your event will have over 250 participants/viewers, you must notify the alderman for that park location. This must be done prior to approval by the Board of Park Commissioners.

Your event may also necessitate posting and notifying of park users and neighbors of the event date and any necessary alternate route or parking impacts. If this is required of you, it must be completed prior to approval.

Have you done the appropriate notifications?

___ No ___ Yes, alderman Name/Date _____

Special Event Fees

To assist you with your special event, the Kenosha Park Department rents some equipment for use by the Event Organization. The location of this equipment must be noted on the site and route plan you have attached to this application. Attached at the end of this document are the current fees associated with special events in the Kenosha Parks. These fees include the park rental fee, the equipment rental fees, deposits, and cancellation fees.

All special events, for-profit and non-profit alike, are required to pay all of the fees associated with putting on a special event.

- The Park Department does not and cannot honor requests of waived fees for any portion of your event costs. Co-sponsorship is with Park Commission approval only.
- No individual, group, or organization shall be granted permission to hold an event in the park if there is any unpaid balance from a previous event.
- Cancellation of any event, for any reason, shall result in charges for actual services, labor and materials provided.
- These fees are included in the packet to assist you with your budget planning. If you need assistance in determining the fees for your particular event, contact the Park Department at 262-653-4080.

EQUIPMENT REQUESTS: Appropriate fees will be charged

___ Electric* ___ Water ___ # of Benches ___ # of Picnic Tables
___ # of Trash Containers ___ Barricades ___ Snow Fencing (must provide location)
___ Bleachers ___ Reviewing Stand ___ Showmobile ___ Portable Fencing

***Electrical availability vary by location. You may need to provide generators in order to supply the level of service required for your event. Contact the Park Department in advance with any concerns.**

Other Special Requests:

Application Signature

The person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved park area. This permit is subject to all City of Kenosha General Ordinances as defined by the City of Kenosha, in addition to all rules and regulations governing the City's Park Department. The applicant agrees that during the use of the park facility, the sponsoring organization will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, color, creed, national origin, or handicap.

The applicant for her/himself, and for other persons, organizations, firms and corporation, if any listed in this application, does hereby contract to agree that he/she (and they) will jointly and severally indemnify and hold the City of Kenosha harmless against liability for any and all claims for damages to property, injury to or death of person or persons arising out of or resulting from the negligence of the applicant.

Permit holders shall submit a general liability insurance policy certificate in the amount of \$1,000,000 naming the City of Kenosha, its Park Department and any vendors/participants as an additional insured party.

The applicant has read the Special Event Explanation Packet. The applicant has attached all of the appropriate permit applications for this event.

I hereby certify to the best of my knowledge that the information and statements contained in this application are complete and true. I understand that failure to report components of this event/activity may result in the loss of deposit, revocation of permit and/or failure to secure future permits.

Applicant Signature

Date

Application Submission

Please remember, you need a MINIMUM of 90 days advance submission. And most often, the planning of your event and the acquisition of all of the appropriate permits will take much longer than 90 days.

Please mail your application to:
City of Kenosha Park Department
3617 - 65th Street
Kenosha, WI 53142

Temporary Structures in Parks Instructions

Temporary structures are tents (larger than a 10x10 pop up), staging, trailers, inflatables, and dunk tanks. Because of the increasing number of underground utilities and the danger to the public and to property from damaging them, the Parks Department **must** be involved when installing any temporary structure that penetrates the ground in a public park. In addition, Wisconsin Statute 182.0175 requires anyone who is responsible for the planning and performance of any type of ground penetration and excavation to provide advance notice to Digger's Hotline.

No permit is required for the placement of chemical toilets, volleyball nets, or pop-up tents that are 10'x10' or smaller.

Digger's Hotline is a statewide one-call notification system which provides advance notice to public utilities of intended excavation which may impact underground and overhead utility service.

Prior to installation of structures which involve putting stakes in the ground in public parkland, the following steps must be taken:

- ◆ **Temporary Structure Permit Application**

Please answer all the questions as fully and accurately as you can. Return the completed application with your event application.

- ◆ Digger's Hotline, 1-800-242-8511

Call Digger's Hotline no earlier than 14 days before your event, and **no later than 5 working days prior to the event**. You **must** meet this time line. There are **NO** exceptions.

Digger's Hotline will assign you a ticket number. You must furnish this number to the **Park Department at least 5 days prior to your event**. Be sure to give us your name, the park site, ticket number, and the date the tent or other temporary structure will be installed.

If you have any questions about this process, please call the Park Department at:
262-653-4080.

Kenosha Park Department
3617 - 65th Street
Kenosha, WI 53142

---KEEP THIS SHEET FOR YOUR RECORDS---

Temporary Structure Permit

Today's Date _____

Name of Event _____

Park Requested _____

Date of Event _____

Event Organizer Information

Name of Group _____

Contact Person _____

Address _____

Work Phone _____ Home Phone _____

Type of Temporary Structure

___ Tent

___ Staging

___ Trailers

___ Inflatables

___ Dunk Tank

___ Other, Please explain _____

Insurance

All vendors that are supplying the organization with a temporary structure must supply a certificate of insurance for product and premises insurance in the amount of \$1,000,000 in the aggregate naming the City of Kenosha as 'additional insured', unless all vendors are being insured as an umbrella under the organizer's. Copy to be attached or sent to the Park Department 30 days prior to the event.

Insurance Company _____ Insurance Policy No. _____

Signatures

Vendor Signature _____ Date _____

Park Department Authorization _____ Date _____

---RETURN THIS SHEET TO PARK DEPARTMENT---

Vending in a Kenosha Park – Instructions

Park Vending for Special Events

To sell in a park at a special event, a vendor must have permission from the event sponsor. An event sponsor may choose to charge a vendor for participating in an event.

Vending applications from every vendor participating in your special event must be received in the Parks Office 30 days prior to the event.

Certificate of Insurance

The City also requires insurance: product and premises liability insurance in the amount of \$1,000,000 in the aggregate. A certificate of insurance **must** be provided to the Park Department showing the correct amount and naming the City of Kenosha as “additional insured”. The City's Risk Manager will not approve any insurance that does not have this wording. We cannot issue a vending permit without this proof of insurance.

Food Vendors

Information on a food permit and requirements for the safe handling of food at the event is provided by the Kenosha County Health Department. Vendor's must contact the Kenosha County Health Department at 605-6700 to determine if a temporary restaurant permit is needed. A copy must be given to the Park Department 30 days prior to the event.

---KEEP THIS SHEET FOR YOUR RECORDS---

Parks Vending Permit Application

A Park Vending Permit is required for anyone who sells in a City Park during an special event.

Today's Date _____ Date of Events _____

Park _____ Event _____

Event Organizer Information

Name of Group _____

Contact Person _____

Address _____

Work Phone _____ Home Phone _____

Number of Vendors _____ (If more than one, each vendor must fill out an application and return to Park Department.)

Product or Service Sold

Please list all items to be sold or service provided. Attach an additional list, if necessary.

Food Item _____

If selling food, please indicate your Temporary Restaurant License # _____

Non-Food Item _____

Detail of Vendor Set-up

Please include what your vending site will contain (tables, tents, electricity, etc.)

Insurance

All vendors must supply a certificate of insurance for product and premises insurance in the amount of \$1,000,000 in the aggregate naming the City of Kenosha as 'additional insured', unless all vendors are being insured as an umbrella under the organizer's.

Insurance Company _____ Insurance Policy No. _____

Signatures

Vendor Signature _____ Date _____

Park Department Authorization _____ Date _____

---RETURN THIS SHEET TO PARK DEPARTMENT---

Public Amplification Permit Application

By ordinance, public amplification is not allowed in City Parks except by permission from the Board of Park Commissioners. Permission for amplification does not exempt a group from obeying Ordinance restrictions on the volume of sound. Please be considerate of park neighbors and other park users. When notifying the alderman and neighborhood association (if necessary) about your event, be sure to include detailed information about any plans you have for amplified sound.

Event Information:

Name of Event _____

Date of Event _____

Park Requested _____

Contact Person _____

Daytime Phone # _____ Evening Phone # _____

Alderman Name _____

Approval - Date received _____

Type of Amplified Sound

- DJ
- Sound System
- Speeches/Announcements
- Karaoke
- Other (please specify) _____

Times of Sound From _____ To _____

---RETURN THIS SHEET TO PARK DEPARTMENT---

Excerpts from applicable City Ordinances:

23.5 NOISE PROHIBITED

- A. **Noise Disturbance Prohibited.** No person shall unreasonable make, continue, or cause to be made or continued, any noise or noise disturbance. Noncommercial public speaking and public assembly activities conducted on any public space or public right-of-way shall be exempt from the operation of this Section.

- B. **Specific Prohibitions.** The following acts, and the causing thereof, are declared to be in violation of this Ordinance.
 - 1. **Radio, Television Sets, Musical Instruments and Similar Devices.** Operating, playing or permitting the operation or playing of any radio, television, phonograph, drum, musical instruments, sound amplifier, or similar device which produces, reproduces or amplifies sound:
 - a. Between the hours of 10:00pm and 7:00am the following day in such a manner as to create a noise disturbance across a real property boundary; except for activities open to the public and for which a permit has been issued by the Department of Parks for the City of Kenosha, Wisconsin, according to the criteria set forth in **§23.6**;
 - b. In such a manner as to create a noise disturbance in any room in any dwelling unit located in any adjacent premises;
 - c. In such a manner as to create a noise disturbance at 50 feet from such device, when operated in or on a motor vehicle on a public right-of-way or public space or in a boat on public waters;
 - d. In such a manner as to create a noise disturbance to any person other than the operator of the device, when operated by any passenger on a common carrier;
 - e. This Section shall not apply to noncommercial spoken language covered under **§23.5B.2..**

2. Loudspeakers/Public Address Systems.

- a. Using or operating for any noncommercial purpose any loudspeaker, public address system, or similar device between the hours of 10:00pm and 8:00am the following day, such that the sound therefrom creates a noise disturbance across a residential real property boundary.
- b. Using or operating for any commercial purpose any loudspeaker, public address system, or similar device (1) such that the sound therefrom creates a noise disturbance across a real property boundary; or (2) between the hours of 5:00pm and 8:00am the following day on a public right-of-way or public space.

3. Emergency Signaling Devices

- a. The intentional sounding or permitting the sounding outdoors of any fire, burglar, or civil defense alarm siren, whistle or similar stationary emergency signaling device, except for emergency purposes or for testing, as provided in Subsection b.
- b. (1) Testing of a stationary emergency signaling device shall occur at the same time of day each time such a test is performed, but not before 9:00am or after 5:00pm. Any such testing shall use only the minimum cycle test time. In no case shall such test time exceed 60 seconds.

(2) Testing of the complete emergency signaling system, including the functioning of the signaling device and the personnel response to the signaling device, shall not occur more than once in each calendar month. Such testing shall not occur before 9:00am or after 5:00pm. The time limit specified in Subsection (1) shall not apply to such complete system testing.
- c. Sounding or permitting the sounding of any exterior burglar [or fire] alarm or any motor vehicle burglar alarm unless such alarm is automatically terminated within fifteen minutes of activation.

23.6 CRITERIA TO DETERMINE “NOISE”

A. Maximum Permissible Sound Levels By Land Use. No person shall operate or cause to be operated on private property any source of sound in such a manner as to create a sound level which exceeds the limits sets forth in Table 1. when measured at or within the property boundary of the receiving land use.

| Transmitting Land Use Zone | Time | Sound Level Limit, dBA |
|--|----------------------|------------------------|
| A-1, A-2, C-1, IP, FW, RR-1, RR-2, Rs-4, Rs-2, Rs-3, Rd, Rg-1, Rg-2, Rm-1, Rm-2 & All Other Zoning Not Specifically Listed in this table. (Residential, Public Space, Open Space, Agricultural or Institutional) | 7:00A.M. - 10:00P.M. | 60 |
| | 10:00P.M. - 7:00A.M. | 50 |
| B-1, B-2, B-3, B-4 | At All Times | 70 |
| M-1, M-2 | At All Times | 75 |

B. Correction For Character of Sound. For any source of sound which emits a pure tone or impulsive sound, the maximum sound level limits set forth in **§23.6.** shall be reduced by five (5) dBA.

C. Exemptions. The provisions of this section shall not apply to refuse collection vehicles, aircraft and airport operations, interstate railway locomotives and cars, and emergency signaling devices, the latter of which are regulated in **§23.5 B.4**, of the Code of General Ordinances.

23.7 METHOD OF MEASURING NOISE

A. Equipment. Noise measurement shall be made with a sound level meter manufactured according to the specifications of the American National Standards Institute, USA Standard Specifications for General Purposes Sound Level Meters (S1.4-1971) and Preferred Center Frequencies for Acoustical Measurements (S1.6-1960) or any subsequent nationally adopted standards superseding the above standards.

B. Location and Interpretation. Noise measurement shall be made at the nearest lot line of premises from which noise complaint (s) are received and shall be made at a height of at least three feet away from walls, barriers, obstructions or sound reflective surfaces. Where the nature of the noise permits, the slow response setting shall be used to obtain the noise level on the sound level meter.

23.8 VARIANCE PERMITS

Variance Permits may be issued by the Health Officer to exceed the noise standards set forth in this Ordinance as follows:

A. Temporary Variance Permits.

1. **General.** A Temporary Variance Permit may be issued upon request provided that the work producing such noise is necessary to promote the public health and/or welfare and reasonable steps are taken to keep such noise at the lowest possible practical level.
2. **Special Community Events.** A Temporary Variance Permit may be issued for special events, such as circuses, 4th of July celebrations and similar community events, which are limited in duration and are generally acceptable to the people of the community; provided that precautions are taken to maintain the noises produced at the lowest practical level.
3. **Procedure to Obtain a Variance Permit.** Applications for Temporary Variance Permits must be made in writing to the Health Officer and shall contain all of the following pertinent information:
 - a. Dates requested;
 - b. Time and place of operation;
 - c. Equipment and operation involved;
 - d. Necessity for such permit;
 - e. Steps to be taken to minimize noise; and,
 - f. Name of responsible person(s) who will be present at the operation site while the noise is produced.

B. Variance Permits of Indefinite Duration.

1. It is recognized that it is not technically or economically feasible for certain business operations and equipment to comply with the standards set forth herein as of the date of this ordinance. The Health Officer shall therefore issue a Variance Permit on existing business operations and equipment which produces excessive noise if it is found that it is not technically or economically feasible to alter such operation to reduce noise to within the prescribed standards set forth in this Ordinance. Applications for such variances must be made to the Health Officer by an affected party in a letter setting forth the reasons that such variance should be granted. The Health Officer, after review of all circumstances and the degree of nuisance, shall reply in writing giving the variance, denying the variance, or setting forth conditions or limitations under which the variance will be granted.
2. In the event the Health Officer issues an order citing a violation of this Ordinance on an existing business operation and equipment and the party cited applies for a variance within ten (10) days of such citation, then all penalties provided shall be tolled from the date the application is filed until a final order or decision has been issued on the merits of the application.

---KEEP SHEETS 14-17 FOR YOUR RECORDS---

Conditions and Operations for a Beer Garden/Sales in a City Park

The Event Organizer must:

1. Obtain Beer Consumption in a Park Permit (application attached)
 2. Must be approved by the Board of Park Commissioners.
 3. Obtain Temporary Class "B" Retailers License, for selling (application available in the City Clerk's Office)
 4. Abide by all of the following regulations.
- Each sponsoring organization shall have its beer garden area specifically delineated by a fence for selling, serving, and consumption of beer. The fence shall completely enclose the area except for space for ingress and egress. An adult member of the sponsoring organization or a security guard will check the identification of all persons entering the beer garden area.
 - One or more security guards shall be on duty at all times during the operation of the area to prevent entry of minors or intoxicated people into the area and to prevent beer from being carried out or passed out of the area. The Police Department is authorized to require additional security based on past experience or special concerns about the event.
 - The organization shall prevent patrons from obstructing sidewalks and roadways adjacent to its area.
 - **Toilet Facilities:** At least one portable toilet for men, one for women, and one handicap accessible unit shall be provided at each location.
 - **Litter Control:** Each organization is responsible for leaving the area free from litter so that it is in acceptable condition for the next event. In accordance with Park Commission policies, a clean-up deposit of \$1000 may be required. We encourage renting a sufficient number of trash cans and/or dumpsters to minimize clean-up and avoid possible forfeiture of the clean-up deposit. Any group which leaves the area in a condition which requires special clean-up by Park crews shall be assessed the cost of the clean-up.
 - **NO GLASS CONTAINERS ALLOWED IN THE PARKS!**
 - Each organization shall provide a reasonable number of signs indicating that drinking alcoholic beverages is prohibited on city streets and public ways, and that City Ordinances prohibit carrying out open containers containing alcohol from designated areas.
 - No person under the age of twenty-one (21) shall participate in serving or delivering beer to patrons.
 - All permits and outdoor sales of beer shall expire at such times as designated by the Park Superintendent, and shall never extend beyond 9:30pm.
 - At least one licensed bartender shall be present at each outdoor area during all times of operation.
 - Any live, amplified, or recorded music shall require approval by the Director of Parks and/or Board of Park Commissioners.

---KEEP THIS SHEET FOR YOUR RECORDS---

Application for the Fermented Malt Beverages

Today's Date _____

Event Organizer Information

Name of Group _____

Contact Person _____

Address _____

Work Phone _____ Home Phone _____

Date of Event _____ Location _____

Beer Selling Permit Information

Name of the licensed bartender(s) that will be responsible (must be licensed in the City of Kenosha).

Security Company _____

Have you applied for the Temporary Class "B" Retailers License (from the City Clerk's Office)?

- No
- Yes, Indicate Application Date _____

***A copy needs to be given to given to Park Department prior to event.**

Have you submitted the Certificate of Insurance with a liquor liability naming the City of Kenosha as additionally insured?

- No
- Yes, Indicate Application Date _____

***A copy needs to be given to given to Park Department prior to event.**

Park Commission Approval _____

Date

---RETURN THIS SHEET TO PARK DEPARTMENT---