



CITY OF RACINE

PARKS, RECREATION & CULTURAL SERVICES Public Event Planning Instructions & Application

Park season runs May 1st to October 15th



800 Center St. Rm 127

Racine, WI 53403

(262) 636-9131

publicevents@cityofracine.org

Cityofracine.org/parksrec

facebook.com/RPRCS

TABLE OF CONTENTS

Overview	2
What is a “public event”?	
Things to consider while planning your event	3
Event Information & Application Process	4-6
What is the application process?	
General Event Information	
Monument Square & Stage-On-Wheels	7-8
Public Event Fees & Charges	9
Event Guidelines/Additional Information	10-13
Advertising	
Amenities	
Animals	
Business Transactions/Camp	
Cancellation Policy	
Clean Up/Teardown	
Concessionaires	
Conduct/Supervision	
Demonstration-Protest-Rally	
Electrical	
Fermented Malt Beverage Group Consumption	
Fires/Fireworks	
Keys	
Municipal Code	
Noise/Music	
Parking	
Payment	
Permits	
Revocation of Permit/Future Use	
Security	
Security Deposit	
Temporary Structures/Tents/Equipment	
Trash	
Walks/Runs/Races	
Water	
Weapons	
Additional City Permit/Contact Information	14
Application	

Thank you for choosing a City of Racine Park location for your event!



CITY OF RACINE PARKS, RECREATION & CULTURAL SERVICES PUBLIC EVENT APPLICATION

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OVERVIEW

The primary mission of the City of Racine Parks, Recreation & Cultural Services Department is to preserve our parks and open spaces and provide essential recreational programs and cultural services in a safe, professional and friendly manner. City of Racine PRCS is an extensive operation with a wide variety of park users and neighbors. It is imperative all public events no matter how large or small obtain all necessary permissions and permits.

What is a “public event”?

The City of Racine PRCS definition of a public event is a planned, special occurrence on public park property, which requires exclusive use of the property and has community-wide appeal. Events include, but are not limited to festivals, runs/walks, concerts, ceremonies, fairs, shows, etc. This application is not needed for small events such as birthday parties or neighborhood block parties.

You must complete an application for a public event permit if any of the following items apply:

- A large number of participants are expected to attend
- The event will be promoted to the general public
- Admission will be charged
- A park not normally used for events, such as a neighborhood park, beach, community center or pathway has been requested
- Vending will occur
- The purpose of the event is to raise money, whether for a non-profit/charity or as a commercial venture
- The event will use extensive space in a park

CONTACT US

If you are not sure whether your event qualifies as a public event, please contact us for additional information:

Web: www.cityofracine.org/Parksrec

Email: publicevents@cityofracine.org

Phone: 262.636.9131

Office: City of Racine PRCS
City Hall Annex
800 Center St., Rm. 127
Racine, WI 53403

SUBMIT APPLICATION

Submit the completed application forms and applicable documents by the outlined deadlines. You may submit your full application via email, USPS, or in person:

Email: publicevents@cityofracine.org

Office: City of Racine PRCS
City Hall Annex
800 Center St., Rm. 127
Racine, WI 53403

THINGS TO CONSIDER...

As you begin planning your public event, think carefully about the impacts and benefits the event will bring to the community. Preliminary planning is important and can help reduce stress and unforeseen situations. Here are some suggestions to consider:

- Your event may require approval by the Parks, Recreation & Cultural Services Board and/or Common Council.
- Street closure or rerouting can affect a larger area than only the immediate venue and would need special permitting from City of Racine Public Works Department.
- Are you planning to serve beer/wine at your event? How will the use affect the mood, participant safety, and overall enjoyment of the event? How will the use affect the security needs and necessary insurance?
- What type of music/attractions will be at the event? How will the noise level impact the surrounding neighborhood? What type of audience and participant numbers may result from the type of music/attractions?
- Have you made plans to ensure that your event is fully accessible? Is handicapped parking readily available? Will any fully-accessible portable toilets be supplied?
- Have arrangements been made for security?
- Have arrangements been made for trash removal and recycling?

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EVENT INFORMATION

The following application process serves as an overview of the public event process and is intended to help with the success of your event and insure the safety of the park space, public and event participants. Additional policies, procedures and ordinances may apply. No person or organization shall conduct a public/special event on public property without obtaining a permit. All permits must comply with applicable City and park ordinances.

New Public Events

If the application is for a **new event**, approval by the Parks, Recreation & Cultural Services (PRCS) Board will be **required**. You will be asked to attend the PRCS Board meeting held on the second Wednesday of each month. ***Please submit a detailed “Letter of Intent”, your completed application and \$25 non-refundable application fee at least **six months (180 days)** prior to the event to be considered.***

Returning Public Events – Significant Changes

Approval from the PRCS Board may be required if the plans for a returning event differ significantly from previous years’ event. ***Please submit a detailed “Letter of Change” notice, your completed application and \$25 non-refundable application fee at least **four months (120 days)** in advance of the event.*** Examples of changes that may require Board approval include, but are not limited to:

- Expansion of location
- Admission charges
- Selling of alcohol
- Additional structures or equipment
- Route change
- Increased attendance

Returning Public Events – No Significant Changes

If there are no significant changes to your event, ***the application and any applicable documents must be submitted at least **three months (90 days)** prior to the event.***

Events Utilizing Right-of-Ways

Approval by the Public Works Commissioners and/or the Racine Police Department may be required. Please contact Public Works at (262) 636-9121 or RPD (262) 636-7722 for approval procedures.

APPLICATION PROCESS

Please review the guidelines before submitting any applications. Incomplete applications will be returned to the event coordinator for completion. Park hours are regulated in accordance with City of Racine Municipal Codes Sec. 70-101. City of Racine Parks are closed from 10 p.m. to 6 a.m. All cleanup of the event must be completed by park closing time. Requests for extended hours after 10 p.m., will require approval by the PRCS Board and/or Common Council.

If you are planning a public event in a city park, the PRCS department reserves the right to deny your permit if the event is incompatible with the park area or if it conflicts with other scheduled or unscheduled park usage.

1. Complete *Public Event Application* and submit by required deadlines

- PRCS staff will notify the event coordinator of the next steps required.
- ***Please note:*** PRCS staff may contact you to set up a meeting to discuss the event in detail, if they feel it will be beneficial.

2. Submit additional application items. Items A-D are required forms that need to be submitted **with** your application.

a. *Event Request and Summary (new events and/or events with significant changes only)*

Attach a one-page detailed narrative with request to utilize the park area. Include all necessary components of the event.

b. *Route & Area Map*

All events must include a legible, printable site/route plan illustrating the proposed area, including parking lots, shelters, fields, bike paths, etc. Coordinators can use Google Maps, Map my Run or create a legible hand-drawn map. Runs/Walks/Race events need to consider the following:

- Checkpoints
- Private property cannot be used without permission of the property owner
- Race coordinators must provide road guides at all uncontrolled intersections
- The approval from PRCS for the use of the park does not imply approval of the proposed route.
- Routes involving “right-of-ways” require approval by the City Public Works Commissioners and is subject to review by the City of Racine Police Department.

c. *Event Schedule*

The schedule begins with set-up and ends with clean-up of the event area, all equipment is removed and the park is available for regular use. The schedule should include all activities planned for the event, but not limited to:

- General: Set-up, hours of operation, tear down/clean-up, leave park
- Music/Performance: stage set-up, open hours, teardown, leave park
- Run/Walk/Race, etc.: when staging starts, event start time(s), end time(s), cleanup, leave park
- Vending: when vendors will set-up, hours of operation, teardown, leave park

d. *Not-For-Profit Verification*

Provide current verification of not-for-profit status (ex: 501c3 documentation). If sufficient proof is not provided, the applicant will not receive not-for-profit pricing discount.

APPLICATION PROCESS CONT'D

3. Submit additional application items: Items E & F are required documents that need to be submitted thirty days (**30 days**) prior to your event.

e. Certificate of Liability Insurance – an example may be forwarded upon request

All organizers are required to provide a general liability insurance policy certificate in the amount of \$1,000,000.00 or more naming the City of Racine, its officers, council members, employees and agents as additional insured. Events including individuals registering for a walk, race or other athletic event must require participants to complete a waiver provided by the event coordinator. The official certificate may be submitted electronically, mailed or faxed and have the “insured/certificate holder” has to match the organization hosting the event.

f. Concessionaries/Vending

The event coordinator must provide a list of approved vending/concessionaries to the PRCS Department. Vending/concessions in a park is considered as the selling of a product or service in a City of Racine Park.

APPLICATION REVIEW

Upon receipt of a completed application and \$25 non-refundable application fee (*if applicable*), your event will be reviewed by the PRCS Department. After a successful review process, an approval letter and onsite walk-through date will be sent to the event coordinator via email. The Parks, Recreation & Cultural Services Department reserves the right to deny a Public Event Permit if the event is incompatible with the park area, conflicts with other park activities, or for any other reason deemed inappropriate by the PRCS Department.

Additional Considerations:

- Contact (262) 636-9131 or email publicevents@cityofracine.org, to see if the date and/or location is available before beginning the application process
- A \$25 non-refundable application fee is required with **ALL** “new” and “significant changes” event applications.
- Review the Fees & Charges to estimate the costs of your event. Actual fees will be determined by PRCS Department.
- Conditional approval of the event is required before promoting, marketing or advertising the event.

IMPORTANT NOTE:

If your event includes multiple park locations, additional set-up or tear-down dates and/or varying times, please complete the “schedule” page. All event components are subject to approval by PRCS.

Additionally, some components such as street closures, police attendance, etc., may require permits/approvals from other City departments. It is the responsibility of the Event Coordinator to notify all necessary City departments of their event. Notification requirements vary with each department; however, it is recommended that the Event Coordinator contact the following departments a minimum of three months (90 days) in advance to discuss necessary permits and permissions: City of Racine Police Department, Building Department (tent permits), City Clerk (Hawkers/Peddlers & Temp. Class B), Health Department (Food/Environmental), Fire Department and Public Works. Contact information for these departments may be found on page 13 on the Planning Instructions Guide.

Monument Square

The Monument Square public gathering space is available for scheduling of public programs and events. The Board of Parks, Recreation & Cultural Services ("the Board") shall make Monument Square available to the community to reserve for uses that will fulfill Monument Square's role as an essential community resource and gathering place. Programs scheduled for Monument Square property and facilities shall not be permitted to impede the regular delivery of service in the area. (e.g. vehicles that are loading or unloading may not block traffic, entry way, or sidewalks).

Permits to use Monument Square do not constitute City of Racine or the Parks, Recreation & Cultural Services department ("PRCS") endorsement of the policies, beliefs, or goals of the Sponsor, nor shall any advertisement or publicity indicate endorsement or sponsorship by the City or PRCS without prior approval of the Board or the City's Common Council.

The Director of PRCS and/or The Board reserves the right to approve, deny, or cancel each application for the use of its facilities under the standards of this policy and determines that the use, or proposed use, endangers public health, safety or general welfare. Failure to observe regulations governing the use of Monument Square may result in denial of its use in the future.

Additionally:

1. Monument Square property and facilities are scheduled on a first-come, first serve basis.
2. PRCS activities and those that PRCS jointly sponsors with will have first priority in scheduling.
3. Unless approved by the Board, use of Monument Square by an organization on a reservation basis shall not exceed five (5) events per year.
4. The event coordinator/organization may be charged additional permitting fees; such as, Fermented Group Consumption, Amplified Sound, Signs & Banners Placement, etc.
5. Established annual events on Monument Square in good standing with the City shall have first right of refusal when conflicting requests to use the site arise.

Monument Square Drive

The closure of Monument Square Drive will be at the desecration of the event coordinator. It is the event coordinators responsibility to notify the PRCS Department of this request and by doing so, you are agreeing to the following terms:

- PRCS Department will provide the event coordinator with meter bags. It is the responsibility of the coordinator to place the bags on meters.
- Event coordinator must notify the abutting property owners of the closing of Monument Square Drive at minimum of 72 hours in advance of your event.
- The event coordinator will be required to compensate the City for loss of meter revenue and payment of other City costs associated with the closure. This applicable fee will be included on the final invoice.

Stage on Wheels

Civic or non-profit Racine community organizations and associations, etc. may request use of the Stage-On-Wheels on a rental basis. Use for private events is not permitted. Use of the stage must be within City limits, unless otherwise approved by the City of Racine Parks Department. Each rental of the Stage-On-Wheels, without exception, requires a paid deposit. Provided there is no damage to the stage and use was in accordance to policy, the deposit will be refunded.

Please complete the site map showing the requested location of the Stage-On-Wheels in a manner that assures the PRCS department placement can be made without having to maneuver onto an uneven surface condition or into an unreasonable location. Event coordinators must have a representative available at placement site at the time of delivery.

Any changes in the stage location will result in additional charges based on the department's actual incurred costs. Changes to the original request can be made **ONLY** if staff is available (ex. the opening & closing of the stage). The PRCS department reserves the right to limit placement of the unit. Due to unforeseeable weather conditions, the PRCS department reserves the right to cancel all rentals.

The stage is delivered closed and locked. Only City personnel are allowed to move and open/close the Stage-On-Wheels. You must indicate the date(s) and the specific time(s) the stage will be in use. PRCS will have a staff member arrive on site to open & close the stage on the specific dates/times specified on the application. Additional day/use fee will be incurred should you require the stage to be opened and closed more than once. The stage may not remain open during non-use times (i.e. overnight for use on a 2nd day). Placement and pick up must occur before 2:00 p.m. For weekend use, the Stage-On-Wheels will be delivered prior to 2:00 p.m. on Friday, and picked up prior to 2:00 p.m. on Monday. User will be responsible for any damage to the unit resulting from its usage during an event or activity from the time of placement until pick-up.

Sound Equipment

Sound equipment is **not** provided with use of the Stage-On-Wheels.

Amplified Music

When amplified music is used in conjunction with use of the Stage-On-Wheels upon parkland, the renter must obtain an Amplified Music Permit prior to the event. To obtain this permit, the renter must submit to PRCS a consent petition with more than 50% of those citizen's signatures and addresses who live in homes adjacent to the park and who will be affected by the music (where applicable).

Electric

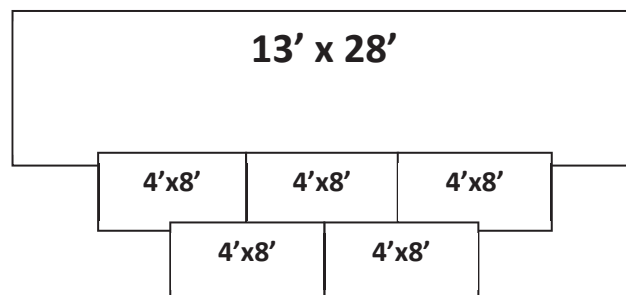
Where electricity is required, use must be approved by PRCS prior to placement and should be identified at time of request. Electrical connection is the responsibility of the user. Electric supply cord is provided but limited to 100 feet. User must arrange any need beyond this distance. Long distance runs are not recommended. Use may be denied if distance is too far from electrical source.

Stage Dimensions

Stage on Wheels
31'7" L x 11'7" H x 8'W

Stage Itself
13'x28'

5 Sections 4'x8'



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FEES AND CHARGES SCHEDULE

(\$25 non-refundable fee required on all NEW and significant changes applications)

*** Civic/Non-Profit organizations will receive a 15% discount off their total reservation cost.						
*** Amplified Sound Permit, Fermented Malt Beverage Group Consumption Permit & Signs and Banners Permit are included in the prices noted above. Structures such as tents, bouncy houses, etc. will incur an additional \$100 fee/structure, <i>if applicable</i> .						
LEVEL	PER	Island Park Lincoln Park Lockwood Park		North Beach Park Pershing Park		DEPOSIT
		Resident	Non-Resident	Resident	Non-Resident	
I	Day	\$375	\$560	\$565	\$845	½ of rental costs
II	Day	\$460	\$690	\$670	\$1005	½ of rental costs
III	Day	\$600	\$900	\$1030	\$1545	½ of rental costs
IV	Day	\$910	\$1365	\$1650	\$2470	½ of rental costs
LEVEL I (small local fundraisers & runs/walks) • Use of pavilion w/restrooms if applicable (excludes Beachside Oasis, Boat Launch and Pershing Concession Buildings) • 25% of green space park or beach area • Limited structures allowed (tents, inflatables, portable toilets, tables, stages, bleachers, etc.) • Attendance under 250						
LEVEL II (medium local festivals, walk/runs, fundraisers) • Use of pavilion w/restrooms if applicable (excludes Beachside Oasis, Boat Launch and Pershing Concession Buildings) • 50% of green space park or beach area • Limited structures allowed (tents, inflatables portable toilets, tables, stages, bleachers, etc) • Attendance 251 – 500						
LEVEL III (large local festivals, walk/runs, fundraisers) • Use of pavilion w/restrooms if applicable; use of Pershing outside restrooms. (Excludes use of Beachside Oasis & Boat Launch Concession Buildings) • 75% of green space park or beach area • Exclusive use of some parking areas: small lot at Pershing, one small lot at North Beach and/or partial lots at parks • Multiple structures allowed (tents, inflatables, portable toilets, tables, stages, bleachers, etc) • Attendance under 501 - 1000 (Some parks may not be suitable)						
LEVEL IV (large/extensive national events, festivals, walk/runs, fundraisers) • Use of pavilion w/restrooms if applicable; use of Pershing concession building with possible limitations. (<i>excludes use of Beachside Oasis and Boat Launch Concessions</i>) • Full use of green space park and/or beach area • Exclusive use of all parking areas • Inside park road closures • Multiple structures allowed (tents, inflatables, portable toilets, tables, stages, bleachers, etc) • Attendance over 1000 (some parks may not be suitable)						

****Fees are subject to change and depicts an estimate of your public event cost.***

Incidental Locations	PER	Resident	Non-Resident	DEPOSIT
Monument Square	reservation/day	\$125	\$185	½ of rental cost
Monument Square Drive Closure	Day	\$220	\$220	½ of rental cost
<i>Additional permits required for Monument Square:</i>		Amplified Sound Permit \$65	Signs and Banners Permit \$90/month	Fermented Malt Beverage Group Consumption Permit \$50/event/day
Crosswalk Park	reservation/day	\$75	\$110	½ of rental cost
Harris Plaza	reservation/day	\$75	\$110	½ of rental cost
Sam Johnson Parkway	reservation/day	\$100	\$150	½ of rental cost
Lake Michigan Pathway	reservation/day	\$100	\$150	½ of rental cost
Root River Pathway	reservation/day	\$100	\$150	½ of rental cost
Parking Lots	Day	\$2/space	\$4/space	½ of rental cost
Stage on Wheels (5/1-10/31)	Day	\$415	N/A	½ of rental cost
Additional Open/Close Day		\$200	N/A	N/A
Additional Staging		\$50	N/A	N/A

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ADVERTISING

Please ensure that your Public Event Application has been approved by the PRCS Department, the PRCS Board (when applicable), and the Common Council (when applicable) before you promote, market, or advertise your event. Conditional approval may be made after the event coordinator submits the application, fee and it is initially screened by the PRCS Department. Your event application is not guaranteed for approval for either the date or location, nor is it automatic approval for your event.

AMENITIES

The City of Racine Parks, Recreation & Cultural Services does not provide amenities such as portable restrooms, sound systems, stages, banquet tables, chairs, tents, canopies, fencing, bleachers, benches or other equipment. Other items owned by City of Racine PRCS may be rented by organization, if inventories are available.

ANIMALS

No person who owns, possesses, or is in control or charge of an animal shall permit such animal to be in or upon any park, unless otherwise noted in Sec. 70-90 of the Municipal Code.

BUSINESS TRANSACTIONS/CAMP

No person shall entertain or transact business of any kind, or establish or occupy a camp upon any park, beach or recreation area, except by written consent of the Board of Parks, Recreation and Cultural Services.

CANCELLATION

- All cancellations must be made in writing.
- All cancellations will be charged a \$100.00 administrative fee.
- Public Event cancellations must be received by the PRCS Department no later than forty-five (45) days prior to the event to receive a full refund.
- Cancellations received at the PRCS Department between forty-five (45) and thirty (30) days prior to the event will receive a fifty percent (50%) refund.
- All cancellations received less than thirty (30) days' notice will not receive a refund. However, deposit will be returned in full.
- NO rain dates will be issued. No refunds will be granted due to inclement weather, unless the cancellation of your event is a decision made by the City of Racine PRCS Department. Park season runs May 1st – October 15th.

CLEAN UP/TEAR-DOWN

Event coordinator shall be responsible for the collection and removal of all event related garbage and litter from the location and surrounding areas. Details for the pickup and removal shall be negotiated between the event coordinator and the Parks Superintendent. All garbage collection and removal shall be to the satisfaction of the PRCS Department. **Damage to Park Property:** Event coordinator shall be responsible for any actual documented physical damage to the premises caused by the event, employees, agents, representatives, and guest and agrees to reimburse the City of Racine for any permit violation fines &/or costs of clean-up and restoration that exceed the amount of the security deposit.

- The use of confetti, spray paint, and chalk is prohibited.
- All setup/teardown dates and times must be approved and within the park opening/closing times. If that is not possible, further arrangements will be made and will incur an additional cost.

CONCESSIONAIRES

A list of approved vendors & concessionaires must be provided to PRCS no later than thirty (30) days prior to the event. Vending/concessions in a park is the selling of a product, food, refreshments, services, etc. in a City of Racine Park location. Each vendor/concessionaire must hold a Hawkers & Peddler's License with City of Racine Clerk's Office unless the event coordinator has otherwise applied & been approved for a Hawker & Peddlers Special Event License. **Vendors selling food may also be required to obtain a Temporary Restaurant Permit through the City of Racine Health department.*

CONDUCT/SUPERVISION

The permit holder shall be responsible for the conduct and control of both patrons and participants under authority of this agreement. Permit holder must provide adequate supervision of the group by being present at all times during the rental period.

DEMONSTRATION/PROTEST/RALLY

Demonstrations, protests and rallies are allowed on public property without obtaining a Public Event Permit, under the following conditions:

- Protest remains peaceful
- Sound is not audible from more than 50 feet from the source or on private property at the property line
- Pedestrian/vehicular traffic is not interrupted
- Streets and sidewalks are not blocked
- Building entrances remain open
- Public use of park is not restricted area

***Please notify the City of Racine PRCS of any possible demonstrations, protests and/or rallies.**

ELECTRICAL

Electricity may not be available or approved for use. Applicants should consider alternate sources (i.e. generators). **Should electrical outlets be accessible, tripped breakers will result in no electricity for the duration of the event.*

FERMENTED MALT BEVERAGE GROUP CONSUMPTION

- Permits are issued to the event coordinator by the PRCS department.
- All beverages must be dispensed in paper, plastic, or aluminum containers. ***Glass containers are prohibited in all park locations (Municipal Code 70-89).***
- Event coordinators must ensure vendor(s) obtain a Temporary Class "B", Class "B" Retailers License if malt beverages are being sold at the event.
- No person under the age of twenty-one shall participate in serving or delivering malt beverages to patrons.
- At least one licensed bartender shall be present at each serving area during all times of operation.
- ***Fermented Malt Beverage Group Consumption permit will not be issued for Lockwood Park.***

FIRES/FIREWORKS

No fires are allowed, except one made in and confined to a grill for food preparation purposes (grills are not provided). No person shall use, discharge, or explode any fireworks in or bring any fireworks upon any park grounds (*Municipal Code 70-80*), unless approved by the PRCS Board and City of Racine Fire Department (*Municipal Code 50-125 & 50-261*).



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KEYS

If applicable, keys may be provided where restrooms are available and if use is approved at time of application. Restrooms must be locked when the event has ended. Keys may be picked up on setup day or the Friday before, should the event be held on a weekend. Keys must be returned the day following the event, or on the Monday following the event if the event is held on the weekend. If keys are not returned within three (3) business days of event and/or lost, a \$50.00 key fee will be retained for each key not returned.

MUNICIPAL CODE

The Applicant, sponsor and all attendees of the event are required to comply with all applicable state statutes and City ordinances/municipal codes.

NOISE/MUSIC

Any loud and unnecessary noise is prohibited. Please review the City of Racine Noise Ordinance available on the City of Racine website.

(Municipal Code 42-129)

PARKING

No parking or driving on grass. No person shall stop/leave unattended any motor vehicle within any City park during the hours that such park is closed, unless otherwise noted in Sec. 70.104 of the Municipal Code. Parking plans for event coordinators, workers, volunteers and participants should be included in the public event application.

PAYMENT

Payments will be accepted by cash, check, MasterCard or Visa. If your Public Event Application is approved, you will receive an email with invoice and requirements to obtain your permit. All payments are required at least sixty (60) days prior to the event date. If the public event permit fee is not received by the specified due date, a \$100 late fee will be assessed or the event may be cancelled by the City of Racine Parks, Recreation & Cultural Services Department. Reservation is not secured until full payment is received.

PERMITS

Reservation permits are non-transferable and sub-leasing is not permitted. Reservation permits and paid receipts must be brought to the reserved location for the duration of the approved reservation period. Amplified Sound, Fermented Malt Beverage Group Consumption and Signs & Banners permits are included in the public event pricing shown on the fee schedule.

REVOCATION OF PERMIT/FUTURE USE

The Director of PRCS may, for good cause, deny or cancel use of facilities, or revoke a permit at any time. Such determination may be appealed to the Board of PRCS. Any group failing to conduct its function consistent with these policies may be denied subsequent use.

SECURITY

Event coordinators are responsible for providing safety and security for all attendees by securing police officers or other bonded security personnel. Two (2) police officers or security personnel per 250 people are required. *The Applicant is responsible for contacting the City of Racine Police Department and informing them of event regardless of size.*

SECURITY DEPOSIT

If the Applicant is applying for more than one Public Park Event, or utilizing multiple park areas, your deposit is one-half (½) of the total rental cost. The PRCS Department will conduct a post-event review. If all rules and regulations have been observed and the park is returned to a clean condition without damage, the security deposit will be refunded thirty (30) business days following the event.

SIGNS AND BANNERS

Applicable public event rental cost includes one 30 day Signs & Banners permit. Each additional months permit is \$90 per month. **Signs** may be placed in the following locations: Brose Park, Erskine Park, Lakeview Park and Riverside Park. **Banners** may be placed at the following locations: Humble Park and Solbraa Park. Signs/Banners should be monitored to ensure they are safely secured the duration of placement. They should be removed within seven (7) days after event. All signs must be on an independent post and not exceed 16 square feet (i.e. 4 ft. by 4 ft.). Banners may not exceed 10 feet in length. A Certificate of Liability Insurance is required and the City of Racine is not responsible for lost, stolen or damaged signs, banners or posts. Maps of placement locations are available upon request.

TEMPORARY STRUCTURES/TENTS/EQUIPMENT

Temporary structures include, but are not limited to, tents larger than 10' x 10', staging, trailers, inflatables or anything that penetrates into the ground by stakes, tools, or equipment. When dealing with temporary structures the event coordinator agrees to the following:

- Receive approval from PRCS for all temporary structures. Because of the increasing number of underground utilities and the potential danger to the public/private property from them, the PRCS Department must be involved when any temporary structure is installed.
- Call Digger's Hotline no later than seven (7) business days prior to the event. **There are no exceptions.**
- Tents larger than 10' x 10' will require a permit from the City of Racine Building department.
- Permit holder must fill in any holes caused by stakes, tools or equipment.

TRASH

Event coordinators are required to provide 50-gallon plastic trash can liners to be used inside of trash cans. The number of trash cans will depend on the type of gathering and number of people in attendance. For groups of 500 or more, the event coordinator shall provide a six (6) cubic yard container and an additional container for each additional 500 people.

WALKS/RUNS/RACES/RIDES

All proposed routes are subject to the approval of the PRCS Department, Public Works and Police Department. If your event is requesting the closure of or use of public street or right-of-way, you must obtain approval and all necessary permits for the affected department. PRCS is not responsible for any costs associated with the denial of a proposed route. **NOTE:** All markers must be removed during tear-down. Sprays, paints, chalks, etc. **may not** be used to mark the roadway, pathway, parking lots, gravel, buildings, etc. ***A legible/printable copy of the route must be submitted with the application.

WATER

Water for hose connection, hot running water, or other water sources is not available.

WEAPONS

No person, except a police officer or any other law enforcement officer, shall carry any firearm, slingshot, cross knuckles of lead, brass or other metal, bowie knife, dirk knife, dirk or dagger, or any other dangerous or deadly weapon or explosives upon any of the premises under the jurisdiction of the Board of PRCS.



CITY OF RACINE PARKS, RECREATION & CULTURAL SERVICES PUBLIC EVENT APPLICATION

*Play.
Every Day.*

Event coordinators are responsible for obtaining all permits that the City of Racine requires for public events. Please take time to make sure you have contacted all departments needed for your event, if applicable.

City of Racine Building Department

730 Washington Ave., Rm. 305
Racine, WI 53403
262.636.9464

City of Racine Clerk's Office

730 Washington Ave., Rm. 103
Racine, WI 53403
262.636-9171

City of Racine Fire Department

810 8th St.
Racine, WI 53403
262.635.7900

City of Racine Health Department

730 Washington Ave., Rm. 1
Racine, WI 53403
262.636.9202

City of Racine Police Department – Planning & Special Events

730 Center St.
Racine, WI 53403
262.636.7722

City of Racine PRCS

800 Center St., Rm. 127
Racine, WI 53403
262.636.9131

City of Racine Public Works

730 Washington Ave., Rm. 305
Racine, WI 53403
262.636.9121

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 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

- | | |
|--|--|
| <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 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 _____

Name of the Organization _____

Address _____ City/State _____ Zip _____

Daytime Phone _____ Cell Phone _____ 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 _____ Expected Attendance _____

Date(s) of Event _____ Start Time _____ End Time _____

Set-Up Date _____ Set-Up Start Time _____ Set-Up End Time _____

Tear-Down Date _____ Tear-Down Start Time _____ 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 _____ 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:

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

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 _____ Date _____

***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.

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
 - 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?