AGENDA
BOARD OF PARK COMMISSIONERS
Monday, February 8, 2010
Kenosha Municipal Building Room 202
5:15 pm

Chairman: Michael Orth

Commissioners: Jesse Downing, Stephen Casey, Donald Ruef, Kathy Carpenter

Call to Order
Roll Call

A. APPROVAL OF MINUTES

A-1 Approval of minutes of regular meeting held on January 25, 2010.

C. REFERRED TO COMMITTEE

C-1. Guidelines for special events.

C-2. Request from After Eleven Apparel to hold a Skateboard Competition on April 17, 2010 at Anderson Park. *(District 9)*

C-3. Request from Kenosha Garden Railroad Society to hold an event on June 4-6, 2010 at Harbor Park east of the museum. *(District 2)*

C-4. Request from Kite Society of Wisconsin and Gift of Wings to hold an event (Outta Sight Kite Flight) on June 5-6, 2010 at Kennedy Park. *(District 1)*

C-5. Request from Society for Creative Anachronism, Inc, to hold an event (Border Skirmish VII) on June 11-13, 2010 at Simmons Island Park. *(District 2)*

C-6. Request from Friends of the Kenosha Public Museums to hold an event (Art Fair In Library Park) on July 18, 2010 at Library Park. *(District 2)*

C-7. Request from Kenosha Unified School District #1 to hold an event (Festival of Arts and Flowers) on July 18, 2010 at Lincoln Park. *(District 12)*

C-8. Request from Kenosha YMCA to hold an event (Food, Folks & Spokes) on July 23, 2010 at Library Park. *(District 2)*

C-9. Request from Pro Tour Promotions LLC to hold an event (Great Lakes Watercross PWC Race Series) on July 23-25, 2010 at Pennoyer Park. *(District 1)*

C-10. Request from Kiwanis Club of Western Kenosha to hold an event (Taste of Wisconsin) on July 30 – August 1, 2010 at Harbor Park Promenade. *(District 2)*

C-11. Request from American Cancer Society to use the Showmobile and benches for an event (Relay for Life) on August 6-7, 2010 at Bullen Middle School. *(District 5)*

C-12. Request from Kiwanis Breakfast Club to hold a City Softball Tournament on August 6-8, 2010 rain dates August 13-15, 2010) at Poerio Park, and request to sell fermented malt beverages. *(District 1)*

C-13. Request from Kenosha Unified School District #1 to hold an event (Back to School – A Celebration of Family & Community) on September 11, 2010 at Celebration Park and east of the Museums in Harbor Park. *(District 2)*

C-14. Request from Greater Mr Hebron Church to hold an event (Community Outreach – School Supply Giveaway) on August 21, 2010 at Lincoln Park. *(District 12)*

INFORMATIONAL:

1. Purple Marten Bird Houses along the lakefront requested by Local Audobon Society.
2. Status Update: Comprehensive Outdoor Recreation Plan and two (2) Master Plans.
3. Special Events – Administrative Approvals by Park Superintendent.

DIRECTOR AND/OR SUPERINTENDENT COMMENTS
CITIZEN COMMENTS/COMMISSIONER COMMENTS

OTHER BUSINESS AUTHORIZED BY LAW

IF YOU ARE DISABLED AND NEED ASSISTANCE PLEASE CALL 653-4052 BEFORE THIS MEETING

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE MEMBERS OF THE COMMON COUNCIL MAY BE PRESENT AT THE MEETING, AND ALTHOUGH THIS MAY CONSTITUTE A QUORUM OF THE COMMON COUNCIL, THE COUNCIL WILL NOT TAKE ANY ACTION AT THIS MEETING.

CITY OF KENOSHA – BOARD OF PARK COMMISSIONERS
Meeting Minutes – January 25, 2010

A meeting of the Board of Park Commissioners was held on Monday, January 25, 2010, at the Kenosha Municipal Building in Room 202. The meeting was called to order at 5:15 pm. The following members were present: Chairman Orth, Commissioner Carpenter, Downing, and Ruef. Commissioner Casey was excused. Staff members in attendance were Jeff Warnock, Mary Durkee, Mike Pancheri.

It was moved by Commissioner Downing, seconded by Commissioner Ruef, to approve the minutes from the meeting held on Monday, January 11, 2010. Motion passed 4-0.

B-1. 2010 Park Fees *(Deferred from the meeting held on January 11, 2010)*
Staff/Commissioners: Chairman Orth asked if there will be specials during the golf season. Mike said that there are 13 golf tournaments scheduled already, and that Mary was able to get through a grant 10 junior golf clubs for rental. Chairman Orth asked if there would be special rate coupons available and if there would be a golf pro. Mike said that Mr. Thompson will be the golf pro and he does give lessons for juniors. Commissioner Downing asked about the softball fees. Jeff said that he is working on contracts similar to the KUSA and Anderson Diamond #2 and that seasonals would be used more to maintain the fields.
It was moved by Commissioner Ruef, seconded by Commissioner Carpenter, to approve. Motion passed 4-0.

C-1. Request from the Nash Company Car Club of America to use Simmons Island Park on Saturday, July 23, 2011 for a car show,
Staff/Commissioners: Chairman Orth asked if this date interferes with any regularly scheduled events. Commissioner Downing informed staff that the application wasn't signed.
It was moved by Commissioner Carpenter, seconded by Commissioner Ruef, to approve. Motion passed 4-0.

INFORMATIONAL ITEM: Municipal Golf Course Clubhouse Enhancements. Jeff informed that the enhancements would make it a multi-purpose all year round. They are building a bar area, will be serving more food, will have a big screen TV, all to make the clubhouse more appealing for golfers to go there after a round of golf. Jeff invited the commissioners to do a walk through to see the changes. Jeff said that they would like to have cross country skiing and an ice rink. Jeff also said that the golf course would be accepting credit cards. Chairman Orth would like to have a Park Commission meeting held there so that the citizens and Alderman could see the changes.

DIRECTOR/SUPERINTENDENT COMMENTS: No one spoke.

CITIZEN/COMMISSIONERS COMMENTS: No one spoke.

There being no further business to come before the Board of Park Commissioners it was moved, seconded and unanimously carried to adjourn at 5:29 pm.

C-1

Engineering Division
Michael M. Lemens, P.E.
Director/City Engineer
Fleet Maintenance
Mauro Lenci
Superintendent
Administrative Supervisor
Janice D. Schroeder

Street Division
John H. Prijic
Superintendent
Waste Division
Rocky Bednar
Superintendent
Park Division
Jeff Warnock
Superintendent

DEPARTMENT OF PUBLIC WORKS

Ronald L. Bursek, P.E., Director

Municipal Building · 625 52nd ST · RM 305 · Kenosha, WI 53140
Telephone (262) 653-4050 · Fax (262) 653-4056

O.K.
please email to Orth
as is JW 2/5/10

February 5, 2010

To: Michael Orth, Chairman
Park Commission

From: Jeff Warnock
Superintendent

Subject: Guidelines for Special Events

BACKGROUND INFORMATION
City of Kenosha Park Division provides tremendous recreational opportunities for Kenosha residents. Several annual City-affiliated or unaffiliated special events are located in City parks. The City has been approached by organizations seeking partial or full sponsorship for their events.

By a directive from the Park Commission the Park Division staff has created fees and guidelines to apply to all requests for special events. The attached schedule will be applied to all special event requests that ask for City co-sponsorship.

RECOMMENDATION
Approve guidelines for Park Division Staff.

GUIDELINES FOR CITY CONTRIBUTIONS FOR EVENTS CO-SPONSORED BY THE BOARD OF PARK COMMISSIONERS

REQUESTOR	PERCENTAGE OF CITY-RELATED RENTAL COSTS	PERCENTAGE ON NON-CITY RELATED COSTS
City	100.00%	100.00%
Not-For-Profit Corporation or Other Non-Profit Entity	50.00%	0
Government Entity (County of Kenosha/Kenosha Unified/BID	0	0
For Profit Corporation or Entity, Either or Both of First 2 years of a Pilot, Annnual Event	0	0
For Profit – After first 2 Years	0	0

Date Approved
by Park Commission _____

C-2

Engineering Division
Michael M. Lemens, P.E.
Director/City Engineer
Fleet Maintenance
Mauro Lenci
Superintendent
Administrative Supervisor
Janice D. Schroeder

Street Division
John H. Prijic
Superintendent
Waste Division
Rocky Bednar
Superintendent
Parks Division
Jeff Warnock
Superintendent

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February 3, 2010

TO: Chairman Orth, Board of Park Commissioners

FROM: Jeff Warnock, Superintendent of Parks

RE: Special Event: Skateboard Competition

A request has been received from After Eleven Apparel to hold a Skateboard Competition at Anderson Park on Saturday, April 17th. This is the first time that the event will be held in the Park System.

Recommendation from staff:

To approve the event with a $100.00 deposit; $100.00 rental fee and a requirement that the organization is to provide their own security to monitor the restroom facility.

C-2

Zimbra jmckinney@kenosha.org

± Font size -

Re: sporting event question

Rec'd 1/14/10

From : Tim Muenchow <mutimysr1@yahoo.com> Thu, Jan 14, 2010 02:08 AM
Subject : Re: sporting event question
To : Jodi McKinney <jmckinney@kenosha.org>

Ok thanks, and i send it to you correct? If so here it is.
Thanks for your consideration
Tim

APPLICATION "A"
SPECIAL EVENT APPLICATION
CITY OF KENOSHA – PARK DIVISION
Please note that this application does not guarantee approval of your event or equipment requested. It will need to be approved by the Board of Park Commissioners and/or the Superintendent of Parks.

$100 / deposit
$ 100 / rental
security to watch restrooms

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization: After Eleven Apparel

Contact Person who is responsible for event: Tim Muenchow

Address: 9328 W. Morgan Ave.

City/State/Zip: Milwaukee/ Wisconsin / 53228

Daytime # 414 810 1227 Evening #_____ Cell# 414 737 5273

Fax #_____ E-mail: Mutimysr1@yahoo.com

Is the Host Organization a 501(c)-3? Yes, provide ES#_____

EVENT INFORMATION

Name of the Event:Competition

Date Requested: April 17th Rain Date_____

Location Requested: Anderson Skate Park Estimated Attendance 100

Charitable Event: No Proceeds donated to: Prizes / Next competition

Brief Description of the Event: Beginner / Intermidiate / Expert Skate and BMX competition

Set up date and time: Saturday April 17th At 10:00 AM

Time of Event: 12:00 P.M

Take down date and time: Saturday April 17th at 5 PM

Will food be served: No

Fermented Malt Beverages Served: No

From: Jodi McKinney <jmckinney@kenosha.org>
To: Tim Muenchow <mutimysr1@yahoo.com>
Cc: Jan Schroeder <jschroeder@kenosha.org>; Jeff Warnock <jwarnock@kenosha.org>
Sent: Tue, January 12, 2010 2:34:07 PM
Subject: Re: sporting event question

Mr. Muenchow,

Thank you for your interest in using the Anderson Skate Park. I think for what you are looking to do, you would have to fill out a Special Event form. These forms can be found online by going to www.kenosha.org >click on "parks">scroll down to "Special Events" and click>you will see the procedure manual for organizing a special event with the City of Kenosha. If you have further questions, you can reach me at 262-653-4080.

Thank you,

Jodi McKinney
City of Kenosha
Department of Public Works
Athletic Clerk
262-653-4061 - office
262-653-4065 - fax
jmckinney@kenosha.org

----- Original Message -----
From: "Tim Muenchow" <mutimysr1@yahoo.com>
To: parks@kenosha.org
Sent: Thursday, January 7, 2010 2:12:51 PM
Subject: sporting event question

Hey Jeff, my name is Tim and im the represenitive for After Eleven Apparel and i was wondering if it would be possible to set up a Skate/ bmx competition April 17th.

The whole month of April im holding a series of events at different locations and i would love for that skate park to be park of it, I understand there is a no peg rule and that of course will be followed.

please contact me by email Mutimysr1@yahoo.com or by phone 414 810 1227

thanks

Tim

C-3

Engineering Division
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Director/City Engineer
Fleet Maintenance
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Superintendent
Administrative Supervisor
Janice D. Schroeder

Street Division
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February 3, 2010

TO: Chairman Orth, Board of Park Commissioners

FROM: Jeff Warnock, Superintendent of Parks

RE: Special Event: Kenosha Garden Railroad Society

A request has been received from the Kenosha Garden Railroad Society to hold an event in HarborPark east of the museum, on June 4 – 6, 2010h. This is the first time that the event will be held in Kenosha.

Recommendation from staff:

To approve the event and as a non-profit to co-sponsor 50% of the fees

C-3

Kenosha Garden Railroad Society

501 (C3) non profit group

Event Coordinator Walter Kreuser 748-5840
www.walter@kreuserelectric.com

June 4,5,6 2010
Guinness book of world record sanctioned event!
3 Record setting attempts:

***Worlds largest garden railway layout**
***Most trains running at one time**
***Longest continuous running garden train**

Event overview;

Location: Kenosha Wisconsin lake front park and museum.
Event will run: Thursady June 4 through Sunday June 6@ 10 pm
Event set up: Monday June 1- 8am through Thursday AM
Museum Train Show: Saturday and Sunday June 5 and 6

Park will need to be completely fenced in with a gate on the west side to the parking lots

Picnic tables and benches will be needed from the parks dept, along with fencing.

An 80 x 150 main tent will be erected, several smaller tents will also be put up for food service and misc event areas.

Vendors will be selling Railroad and G scale train items.

Multiple garden railroads will be set up with a combined distance of over 7000' of track.

Friday night an event will be held, possible sound and light show covering the grounds

Food will be provided by the event organizers (Kenosha Garden Railroad Society)

Local Landscapers will temporarily landscape the layouts.

Attendance: 10,000+

Event Organizer Information

Name of Group Kenosha Garden Railroad Society

Is Host Organization a 501(c)-3? ___ No X Yes, #ES - 31-1662019

Group Contact Name Walter Kreuser

Address 4800-25 Ave

City/State/Zip Kenosha Wis 53140

Work Phone ___ **Home Phone** ___ **Cell Phone** 262-748-5840

Fax 262-997-9446 **E-mail** walter@KreuserElectric.com

Name of Event	Train Extravaganza 2010
Charitable Event? ___ No X Yes, Proceeds donated to	Kenosha Garden Railroad Society
Date of Event June 4,5,6 2010	**Rain Date:** NONE
Annual Event ___ No First year (Yes)	**Expected Attendance** 10,000 +
Event Category (check one)	
Run/Walk ___ Festival ___ Concert ___ Athletic Tournament ___	
(Other), Please Specify	Train Show and Business World Record Attempt
Park Requested	East of Museum's
Admission Fee ___ No X Yes (Participants) $ Ø and/or (Attendees) $	1.00
Time of Event: Set up June 1-3 ALLDAY	Event Starts 9:00 AM Event Concludes 10:00 PM
Does this require time in the park prior or after your event?	___ No X Yes
Explain date and time needed:	June 1-3 All Day
Will food be prepared and/or served at the event?	___ No X Yes (See pages 11 and 12)
Amplified Sound	___ No X Yes (See pages 13-17)
Beer/Wine Coolers Served	X No ___ Yes (See page 18 and 19)
Temporary Structure	___ No X 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.***

__X__**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.

__X__**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.

X 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?)

Media and Advertising in progress will submit in Jan.

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

will submit in Jan.

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

We are seeking a co-sponsorship with the parks

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.

Submit IN JAN.

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.

Sub MIT IN JAN

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?

_X_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

_X_Electric* _X_Water _X_# of Benches _X_# of Picnic Tables

_X_# of Trash Containers _X_Barricades _X_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

OCT 7, 2009
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 Structure Permit

Todays Date OCT-7-2009

Name of Event Train Extravagana 2010

Park Requested EAST of Museums

Date of Event June 1-6, 2010

Event Organizer Information

Name of Group Kenosha Garden Railroad Society

Contact Person Walter Kreuser

Address 4800-25 Ave Kenosha, Wis 53140

Work Phone 262.748.5840 **Home Phone** _____

Type of Temporary Structure

X Tent

____ Staging

X 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. _____

Will submit in January

Signatures

Vendor Signature _____ Date 10.7.09

Park Department Authorization _____ Date _____

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

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 10-7-09 **Date of Events** June 4,5,6 2010

Park East of Museum's **Event** Kenosha Train Extravaganza 2010

Event Organizer Information

Name of Group Kenosha Garden Railroad Society

Contact Person Walter Kreuser

Address 4800-25 Ave Kenosha, Wisc 53140

Work Phone 262-748-5840 **Home Phone** _____

Number of Vendors 10 (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 Will Submit Closer to Event

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

Non-Food Item Will Submit Closer to Event

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 [signature] Date 10-7-09

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 Train Extravaganza 2010

Date of Event June 4,5,6 2010

Park Requested East of Museums

Contact Person Walter Kreuser

Daytime Phone # 262·748·5840 Evening Phone #

Alderman Name

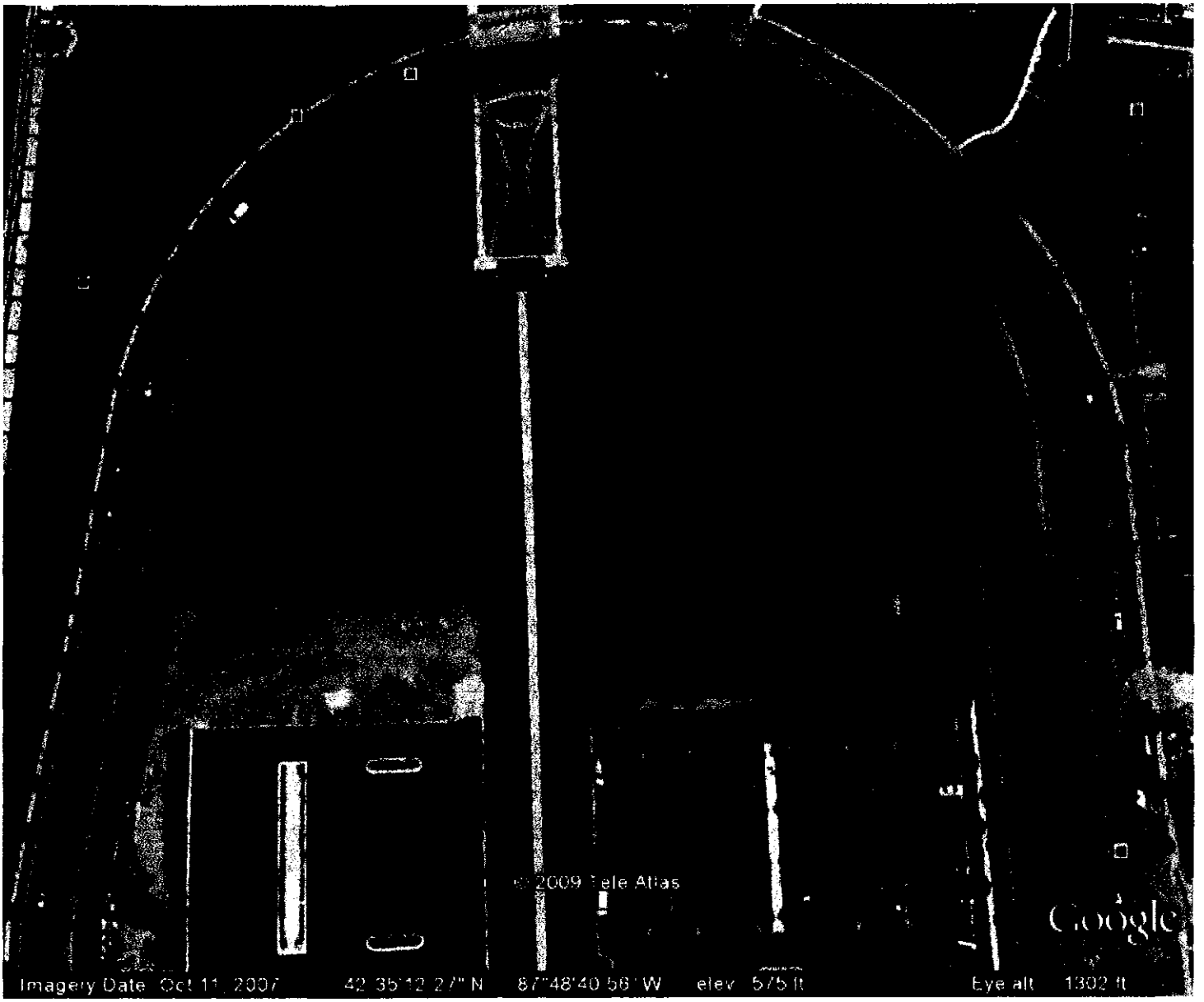
Approval - Date received

Type of Amplified Sound

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

Times of Sound From 9:00 AM To 10:00 pm

---RETURN THIS SHEET TO PARK DEPARTMENT--


© 2009 Tele Atlas
Google
Imagery Date: Oct 11, 2007
42°35'12.27" N 87°48'40.56" W elev 575 ft
Eye alt 1302 ft

C-4

Engineering Division
Michael M. Lemens, P.E.
Director/City Engineer
Fleet Maintenance
Mauro Lenci
Superintendent
Administrative Supervisor
Janice D. Schroeder

Street Division
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Jeff Warnock
Superintendent

DEPARTMENT OF PUBLIC WORKS

Ronald L. Bursek, P.E., Director

Municipal Building · 625 52nd ST · RM 305 · Kenosha, WI 53140
Telephone (262) 653-4050 · Fax (262) 653-4056

February 3, 2010

TO: Chairman Orth, Board of Park Commissioners

FROM: Jeff Warnock, Superintendent of Parks

RE: Special Event: Outta Sight Kite Flight

A request has been received from the Kite Society of Wisconsin and Gift of Wings to hold a Kite Festival on June 5 – 6, 2010 in Kennedy Park. This event has been held several years and the organization is requesting co-sponsorship of the event.

Recommendation from staff:

To approve the event with no co-sponsorship, all fees and charges, as approved by the Commission for 2010, be assessed to the organization.

C-4

APPLICATION "A"

SPECIAL EVENT APPLICATION
CITY OF KENOSHA – PARK DIVISION

RECEIVED 1-19-2010

Please note that this application does not guarantee approval of your event or equipment requested. It will need to be approved by the Board of Park Commissioners and/or the Superintendent of Parks.

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization: Kite Society of Wisconsin + Gift of Wings

Contact Person who is responsible for event: Scott Fisher

Address: 9955 W. St Martins Rd

City/State/Zip: Franklin WI 53132

Daytime # 414-305-3145 Evening # _____ Cell# 414 305 3145

Fax # 414 425-8095 E-mail: gsf@execpc.com

Is the Host Organization a 501(c)-3? Yes, provide ES# _____

EVENT INFORMATION

Name of the Event: 9th Outta Sight Kite Flight

Date Requested: June 5+6 Rain Date —

Location Requested: Kennedy Park Estimated Attendance 8000

Charitable Event: X No ____ Yes, Proceeds donated to _____

Brief Description of the Event: Kite Festival - co sponsored by The City of Kenosha, Kite Society of WI + Gift of Wings

Set up date and time: June 4

Time of Event: 9:00 - 5:00

Take down date and time: June 6th

Will food be served: X Yes ____ No

Fermented malt Beverages: NO If Yes, _____ (Sold or Served at no charge)

APPLICATION "B"

EQUIPMENT RENTAL REQUEST
CITY OF KENOSHA – PARK DIVISION

To assist you with your special event, the Kenosha Park Division does have equipment available for rent to your organization. The location of this equipment must be noted on the site and/or route plan you have attached to this application.

Please note: Appropriate fees will be charged

X Electric: See Item #8 in the manual. Service varies by location. The organization may be required to provide their own generators in order to supply the level of service required for your event.

____ Water: Varies by location

____ Benches – # requested

X Picnic Tables – # requested

X Trash Containers – # requested

____ Barricades – # requested

X Snow fencing – # of feet requested

____ Portable fencing – # of sections requested

____ Bleachers – # requested

____ Reviewing Stands – # requested

____ Showmobile

Other Special Requests: These ITEMS have Been Provided AT No Charge Because of our CO Sponsorship W/The City

NOTE: The organization will be notified if equipment requested is available for the date of your event.

TEMPORARY STRUCTURE
CITY OF KENOSHA - PARK DIVISION

Name of Event OUTTA SIGHT KITE FLIGHT

Park Requested KENNEDY PARK Date of Event: JUNE 5+6

Type of Temporary Structure

X Tent

____Staging

____Trailers

____Inflatables

____Dunk Tank

____Other, Please explain_____

Vendor Information

Name of Company/Individual:_____

Work #_____ Home #_____ Cell _____

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 GENERAL CASUALTY Insurance Policy No._____

Signatures

Vendor Signature_____ Date 1/9/10

Park Division Authorization_____ Date_____

PUBLIC AMPLIFICATION PERMIT APPLICATION
CITY OF KENOSHA – PARK DIVISION

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: OUTTA SIGHT KITE FLIGHT

Location of Event: KOWDY PARK Date of Event: June 5+6

Contact Person: Scott Fisher

Name of Company and/or Individual handling the amplification of the event:

KITE SOCIETY

Daytime # 414 305 3145 Evening # Same Cell # Same

Alderman of the District: Name_____ Approval Date received_____

Type of Amplified Sound

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

Requested time of amplification: Start: 9-5 Ending 9-5

PARK VENDING PERMIT APPLICATION
CITY OF KENOSHA – PARK DIVISION

Name of the Event: OUTTA SIGHT KITE FLIGHT

Location of the Event: KENNEDY PARK Date of Event JUNE 5 + 6

Name of Group/Organization providing the service KITE SOCIETY OF WI

Contact Person Scott Fisher

Address 9955 W ST MARTINS RD

Daytime # 414 305 3145 Evening # _____ Cell # _____

Number of Vendors 1
(If more than one, each vendor must fill out an application and return to Park Division).

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

Food Item BRATS, DOGS, PIZZA

If selling food, please indicate your Temporary Restaurant License # Yes.

Non-Food Item SODA

Detail of Vendor Set-up
Please include what your vending site will contain (tables, tents, electricity, etc.)
TENTS

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 GENERAL CASUALTY Insurance Policy No. _____
A copy of the policy must be provided to the Park Division

Signatures
Vendor Signature _____ Date _____

Park Department Authorization _____ Date _____

C-5

Engineering Division
Michael M. Lemens, P.E.
Director/City Engineer
Fleet Maintenance
Mauro Lenci
Superintendent
Administrative Supervisor
Janice D. Schroeder

Street Division
John H. Prijic
Superintendent
Waste Division
Rocky Bednar
Superintendent
Parks Division
Jeff Warnock
Superintendent

DEPARTMENT OF PUBLIC WORKS

Ronald L. Bursek, P.E., Director

Municipal Building · 625 52nd ST · RM 305 · Kenosha, WI 53140
Telephone (262) 653-4050 · Fax (262) 653-4056

February 3, 2010

TO: Chairman Orth, Board of Park Commissioners

FROM: Jeff Warnock, Superintendent of Parks

RE: Special Event: Border Skirmish VII

A request has been received from the Society for Creative Anachronism, Inc, to hold their event on June 11 – 13, 2010 at Simmons Island Park. This is the 2nd year for the event to be held in Kenosha, there were no problems or concerns in 2009.

Recommendation from staff:

To approve the event with all fees and charges, as approved by the Commission for 2010, be assessed to the organization.

C-5

RECEIVED 1-11-2010

APPLICATION "A"

SPECIAL EVENT APPLICATION
CITY OF KENOSHA – PARK DIVISION

Please note that this application does not guarantee approval of your event or equipment requested. It will need to be approved by the Board of Park Commissioners and/or the Superintendent of Parks.

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization: Society for Creative Anachronism, Inc

Contact Person who is responsible for event: Kimberly N. Rogalski

Address: 5516 N 37th St

City/State/Zip: Milwaukee WI 53209

Daytime # 414 810 3136 Evening # _____ Cell# _____

Fax # _____ E-mail: sigrid@wi.rr.com

Is the Host Organization a 501(c)-3? Yes, provide ES# _____

EVENT INFORMATION

Name of the Event: Border Skirmish VII

Date Requested: June 11-13, 2010 Rain Date N/A

Location Requested: Simmonds Island Park Estimated Attendance 350

Charitable Event: _____ No _____ Yes, Proceeds donated to _____

Brief Description of the Event: RECREATION OF HISTORICAL LIFE AND ACTIVITIES FROM MEDIEVAL/RENAISSANCE ERA (600 AD – 1600 AD) – ARTS, SCIENCES, RECREATIONS, MARTIAL ACTIVITIES, CLOTHING AND EQUIPMENT

Set up date and time: FRIDAY 6/11, 9AM

Time of Event: FRIDAY 6/11, NOON – SUNDAY 6/13, 2PM

Take down date and time: SUNDAY 6/13, 2PM – 6PM

Will food be served: X Yes _____ No BY A VENDOR

Fermented malt Beverages: NO If Yes, _____ (Sold or Served at no charge)

TEMPORARY STRUCTURE
CITY OF KENOSHA - PARK DIVISION

Name of Event BORDER SKIRMISH III

Park Requested SIMMONS ISLAND Date of Event: 6/11 - 6/13

Type of Temporary Structure

X Tent

____ Staging

____ Trailers

____ Inflatables

____ Dunk Tank

X Other, Please explain MULTIPLE MEDIEVAL-STYLE CANVAS TENTS

Vendor Information

Name of Company/Individual: _____

Work # _____ Home # _____ Cell _____

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 PHILADELPHIA INSURANCE CORP Insurance Policy No. PHPK 371569 (09)

Signatures

Vendor Signature _____ Date 1/2/10

Park Division Authorization _____ Date _____

PARK VENDING PERMIT APPLICATION
CITY OF KENOSHA – PARK DIVISION

Name of the Event: BORDER SKIRMISH VII

Location of the Event: SIMMONS ISLAND PARK Date of Event JUNE 11-13 2010

Name of Group/Organization providing the service SOCIETY FOR CREATIVE ANACHRONISM INC

Contact Person KIMBERLY N ROGALSKI

Address 5516 N 37TH ST MILWAUKEE WI 53209

Daytime # 414 810 3136 Evening #_____ Cell #_____

Number of Vendors 6 - 12
(If more than one, each vendor must fill out an application and return to Park Division).

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 PHILADELPHIA INS. CORP Insurance Policy No. PHPK371569 (09)
A copy of the policy must be provided to the Park Division

Signatures
Vendor Signature_____ Date 1/10/10

Park Department Authorization_____ Date_____

Application/Permit

X Open Burning

_____ Fireworks

Date of Event: JUNE 11-13 2010

Event Location: SIMMONS ISLAND PARK

City of Kenosha Fire Department
Fire Prevention Bureau
625 52nd Street
Kenosha WI 53140
262.653.4110

PERMIT FEES – OPEN BURNING

Open Burning: Bonfire for Non-Profit Civic Organizations	$150 for 3 Hours; $50 per Additional Hour Needed	
Open Burning: Single Ceremony	$10	
Open Burning: Civic Event Sponsored By the City of Kenosha	NO FEE	

Name of Occupancy – Event Location:

BORDER SKIRMISH VII - SOCIETY FOR CREATIVE ANACHRONISM INC

Property Owner:

Owner Mailing Address: _____

City/State/Zip: _____

Phone #: _____

PERMIT FEES – FIREWORKS

Fireworks Display Inspection and Permit	$100	
Fireworks Sale Inspection and Permit	$50	
Plan Resubmittal Fee	$125	
Alteration to Plans	$50	

Applicant/Contact Information:

Name of Applicant: KIMBERLY ROGALSKI

Mailing Address: 5516 N 37TH ST

City/State/Zip: MILWAUKEE WI 53209

Phone #: 414 810 3136

E-mail: SIGRID@WI.RR.COM

Total Permit Fee: _____

Event Description:

EVENING BONFIRE ON BEACH AS PART OF HISTORICAL RECREATION ACTIVITIES

Date Received: ___/___/___ KFD Permit #: Applicant Signature: _____

KFD Signature: _____

APPLICATION "B"

EQUIPMENT RENTAL REQUEST
CITY OF KENOSHA – PARK DIVISION

To assist you with your special event, the Kenosha Park Division does have equipment available for rent to your organization. The location of this equipment must be noted on the site and/or route plan you have attached to this application.

Please note: Appropriate fees will be charged

_____ Electric: See Item #8 in the manual. Service varies by location. The organization may be required to provide their own generators in order to supply the level of service required for your event.

✓ Water: Varies by location

20 Benches – # requested

20 Picnic Tables – # requested

20 Trash Containers – # requested

20 Barricades – # requested

_____ Snow fencing – # of feet requested

✓ Portable fencing – # of sections requested SEE SITE PLAN

_____ Bleachers – # requested

_____ Reviewing Stands – # requested

_____ Showmobile

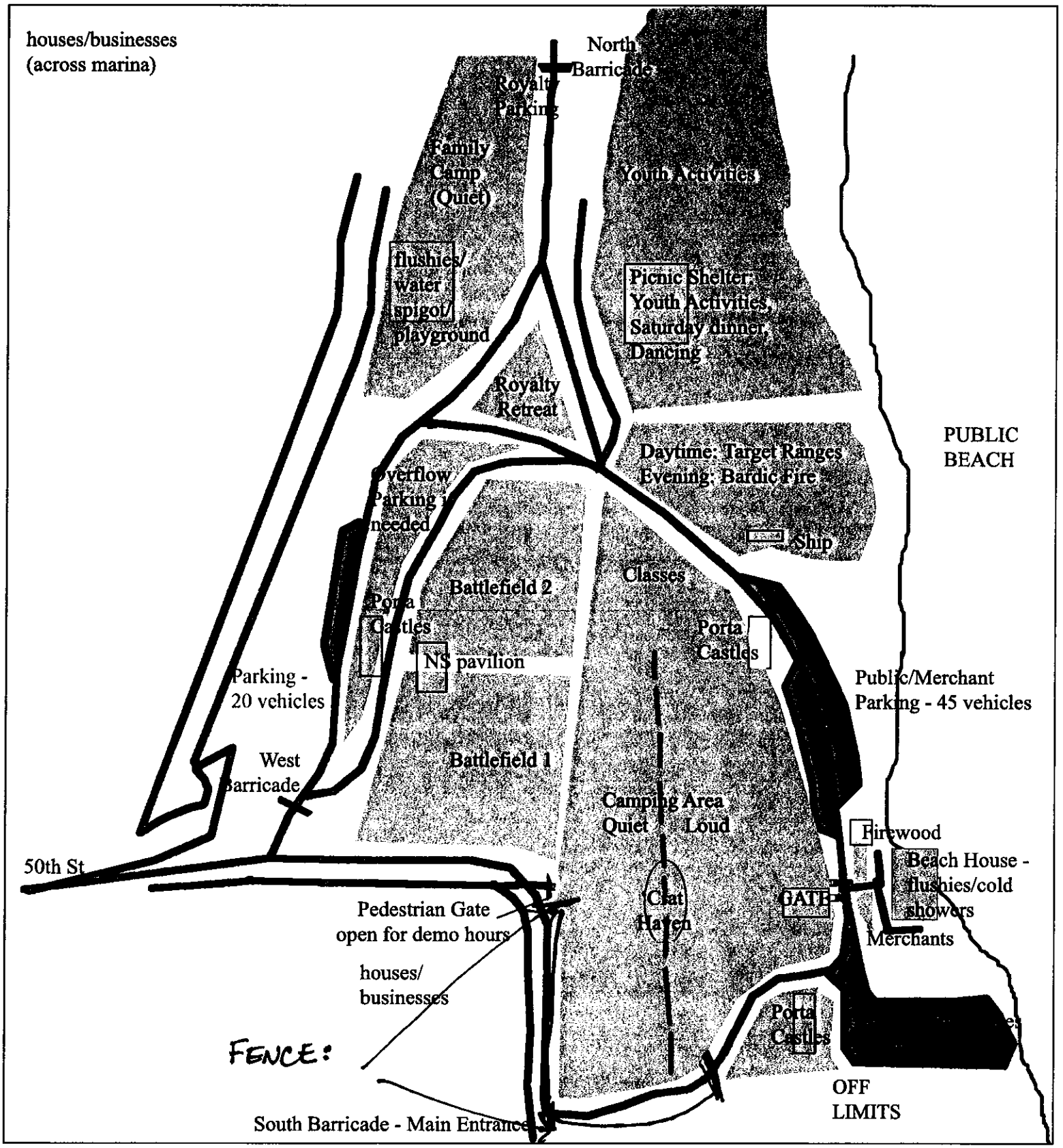
Other Special Requests:_____

_____

_____

NOTE: The organization will be notified if equipment requested is available for the date of your event.

TENTATIVE SITE PLAN
BORDERS KIRMISH VII
JUNE 11-13 2010



C-6

Engineering Division
Michael M. Lemens, P.E.
Director/City Engineer
Fleet Maintenance
Mauro Lenci
Superintendent
Administrative Supervisor
Janice D. Schroeder

Street Division
John H. Prijic
Superintendent
Waste Division
Rocky Bednar
Superintendent
Parks Division
Jeff Warnock
Superintendent

DEPARTMENT OF PUBLIC WORKS

Ronald L. Bursek, P.E., Director

Municipal Building · 625 52nd ST · RM 305 · Kenosha, WI 53140
Telephone (262) 653-4050 · Fax (262) 653-4056

February 3, 2010

TO: Chairman Orth, Board of Park Commissioners

FROM: Jeff Warnock, Superintendent of Parks

RE: Special Event: Art Fair in Library Park

A request has been received from the Friends of the Kenosha Public Museums to hold their event on July 18, 2010 in Library Park. This event is held each year and has previously been co-sponsored by the Commission.

Recommendation from staff:

To approve the event with all fees and charges, as approved by the Commission for 2010, be assessed to the organization. As a non-profit organization the co-sponsorship would be 50%.

C-6

APPLICATION "A"

SPECIAL EVENT APPLICATION
CITY OF KENOSHA – PARK DIVISION

Please note that this application does not guarantee approval of your event or equipment requested. It will need to be approved by the Board of Park Commissioners and/or the Superintendent of Parks.

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization FRIENDS OF THE KENOSHA PUBLIC MUSEUMS

Contact Person who is responsible for event: MARTY ANDERSON

Address: 5500 1st Ave

City/State/Zip KENOSHA WI 53140

Daytime # 657-3144 Evening # 8971422 Cell# 262 945-8785

Fax # 657-3145 E-mail: marty618@hotmail.com

Is the Host Organization a 501(c)-3? Yes, provide ES# 2269

EVENT INFORMATION

Name of the Event: ART FAIR IN LIBRARY PARK

Date Requested: JULY 18, 2010 Rain Date NONE

Location Requested: Library Park 8th Ave/60th St Estimated Attendance 8000

Charitable Event: ____ No X Yes, Proceeds donated to KENOSHA PUBLIC MUSEUMS

Brief Description of the Event: Art Fair

Set up date and time: JULY 18, 2010 6AM

Time of Event: 10 AM - 5 PM

Take down date and time: JULY 18, 2010 5-6 PM

Will food be served: X Yes ____ No

Fermented malt Beverages: NO If Yes, ____ (Sold or Served at no charge)

APPLICATION "B"

EQUIPMENT RENTAL REQUEST
CITY OF KENOSHA – PARK DIVISION

To assist you with your special event, the Kenosha Park Division does have equipment available for rent to your organization. The location of this equipment must be noted on the site and/or route plan you have attached to this application.

Please note: Appropriate fees will be charged

_____ Electric: See Item #8 in the manual. Service varies by location. The organization may be required to provide their own generators in order to supply the level of service required for your event.

_____ Water: Varies by location

16 Benches – # requested

8 Picnic Tables – # requested

18 Trash Containers – # requested

_____ Barricades – # requested

_____ Snow fencing – # of feet requested

_____ Portable fencing – # of sections requested

_____ Bleachers – # requested

_____ Reviewing Stands – # requested

_____ Showmobile

Other Special Requests:_____

_____

_____

NOTE: The organization will be notified if equipment requested is available for the date of your event.

APPLICATION "C"

TEMPORARY STRUCTURE
CITY OF KENOSHA - PARK DIVISION

Name of Event Friends of the Kenosha Public Museums in Library Art Fair

Park Requested Library Park Date of Event: July 18, 2010 Park

Type of Temporary Structure

X Tent

____Staging

____Trailers

____Inflatables

____Dunk Tank

____Other, Please explain_____

Vendor Information

Name of Company/Individual:_____

Work #_____ Home #_____ Cell _____

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 Division Authorization_____ Date_____

PUBLIC AMPLIFICATION PERMIT APPLICATION
CITY OF KENOSHA – PARK DIVISION

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: Art Fair in Library Park

Location of Event: Library Park Date of Event July 18, 2010

Contact Person Marty Anderson

Name of Company and/or Individual handling the amplification of the event:

TOKA PIRKA

Daytime #_____ Evening #_____ Cell #_____

Alderman of the District: Name_____ Approval Date received_____

Type of Amplified Sound

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

Requested time of amplification: Start: 10 AM Ending 5 PM

C-7

Engineering Division
Michael M. Lemens, P.E.
Director/City Engineer
Fleet Maintenance
Mauro Lenci
Superintendent
Administrative Supervisor
Janice D. Schroeder

Street Division
John H. Prijic
Superintendent
Waste Division
Rocky Bednar
Superintendent
Parks Division
Jeff Warnock
Superintendent

DEPARTMENT OF PUBLIC WORKS

Ronald L. Bursek, P.E., Director

Municipal Building · 625 52nd ST · RM 305 · Kenosha, WI 53140
Telephone (262) 653-4050 · Fax (262) 653-4056

February 3, 2010

TO: Chairman Orth, Board of Park Commissioners

FROM: Jeff Warnock, Superintendent of Parks

RE: Special Event: Festival of Arts and Flowers

A request has been received from the Kenosha Unified School District to hold their event on July 18, 2010 in Lincoln Park. This event is held each year and has previously been co-sponsored by the Commission.

Recommendation from staff:

To approve the event with all fees and charges, as approved by the Commission for 2010, be assessed to the organization. As a non-profit organization the co-sponsorship would be 50%.

C. 7

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
DEPARTMENT OF FINE ARTS
EDUCATIONAL SUPPORT CENTER
3600 – 52ND STREET
KENOSHA, WISCONSIN 53144-2697
262-359-6388

January 7, 2010

Mr. Jeff Warnock, Superintendent
City Parks Department
City of Kenosha
3617 65 Street
Kenosha, WI 53142

Dear Mr. Warnock,

This is intended as a formal request from the Festival of Arts and Flowers Planning Committee for the use of Lincoln Park for the twenty-fourth annual Festival of Arts and Flowers to be held on Sunday, July 18, 2010. **As in the past, set-up will take place in the Orbiletti Center during the entire week preceding the festival and it will take an additional two days after the festival to disassemble and remove all the artwork and display panels. Therefore the pavilion will be needed from Tuesday, July 13th through Tuesday, July 20th.** On Sunday, July 18th the Festival will run from noon until 6:00 P.M. The Special Event Application Form is attached with the requested event setup picture/diagram. Jennifer Miller will supply the Certificate of Liability Insurance as soon as it is available. Please let me know if you have any questions or require additional information.

Thank you for your department's continuing support and participation in this project.

Sincerely,

Dr. Robert Wells
Coordinator of Fine Arts
Kenosha Unified School District No. 1
Phone: (262) 359-6388

cc: Jennifer Miller, KUSD Human Resources

APPLICATION "A"

SPECIAL EVENT APPLICATION
CITY OF KENOSHA – PARK DIVISION

Please note that this application does not guarantee approval of your event or equipment requested. It will need to be approved by the Board of Park Commissioners and/or the Superintendent of Parks.

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization Kenosha Unified School District No. 1 – Department of Fine Arts

Contact Person who is responsible for event: Dr. Robert Wells

Address: 3600 52nd St

City/State/Zip Kenosha, WI 53144

Daytime # 252-359-7399 Evening # _____ Cell# 262-945-2105

Fax # 262-359-7712 E-mail: rwells@kusd.edu

Is the Host Organization a 501(c)-3? Yes, provide ES# 0353 (Public Education entity)

EVENT INFORMATION

Name of the Event: Festival of Arts & Flowers

Date Requested: July 18, 2010 Rain Date NONE

Location Requested: Lincoln Park – Warren Taylor Gardens & Orbiletti Center
Estimated Attendance 175-200

Charitable Event: X No _____ Yes, Proceeds donated to _____

Brief Description of the Event: This is a free festival that showcases the work of KUSD's youth in the visual and performing arts, plus performances by professional musical groups and activity booths by the Keep Kenosha Beautiful Organization, Kenosha Public Library and Kenosha Art Association.

Set up date and time: 10:30 am – day of event; July 13 for Orbiletti Center setup

Time of Event: 12:00 – 6:00 PM

Take down date and time: 6:00 – 7:00 PM on July 18; Orbiletti Center will be taken down by end of the day on Tuesday, July 20

Will food be served: X Yes _____ No

Fermented malt Beverages: NO If Yes, _____ (Sold or Served at no charge)

APPLICATION "B"

EQUIPMENT RENTAL REQUEST
CITY OF KENOSHA – PARK DIVISION

To assist you with your special event, the Kenosha Park Division does have equipment available for rent to your organization. The location of this equipment must be noted on the site and/or route plan you have attached to this application.

Please note: Appropriate fees will be charged

√	Electric: See Item #8 in the manual. Service varies by location. The organization may be required to provide their own generators in order to supply the level of service required for your event.
√	Water: Varies by location
50	Benches – # requested
10	Picnic Tables – # requested
5	Trash Containers – # requested
	Barricades – # requested
13	Snow fencing – # of feet requested
	Portable fencing – # of sections requested
	Bleachers – # requested
	Reviewing Stands – # requested
√	Showmobile

Other Special Requests: Use of the Orbiletti Center for Student Art Exhibit from July 13 – 20, 2010

NOTE: The organization will be notified if equipment requested is available for the date of your event.

APPLICATION "D"

PUBLIC AMPLIFICATION PERMIT APPLICATION
CITY OF KENOSHA – PARK DIVISION

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 Festival of Arts & Flowers

Location of Event: Lincoln Park – Warren Taylor Gardens Date of Event July 18, 2010

Contact Person Robert Wells

Name of Company and/or Individual handling the amplification of the event:

Sound Specialty – Glen Saunders

Daytime # 262-554-5201 Evening #_____ Cell #_____

Alderman of the District: Name_____ Approval Date received_____

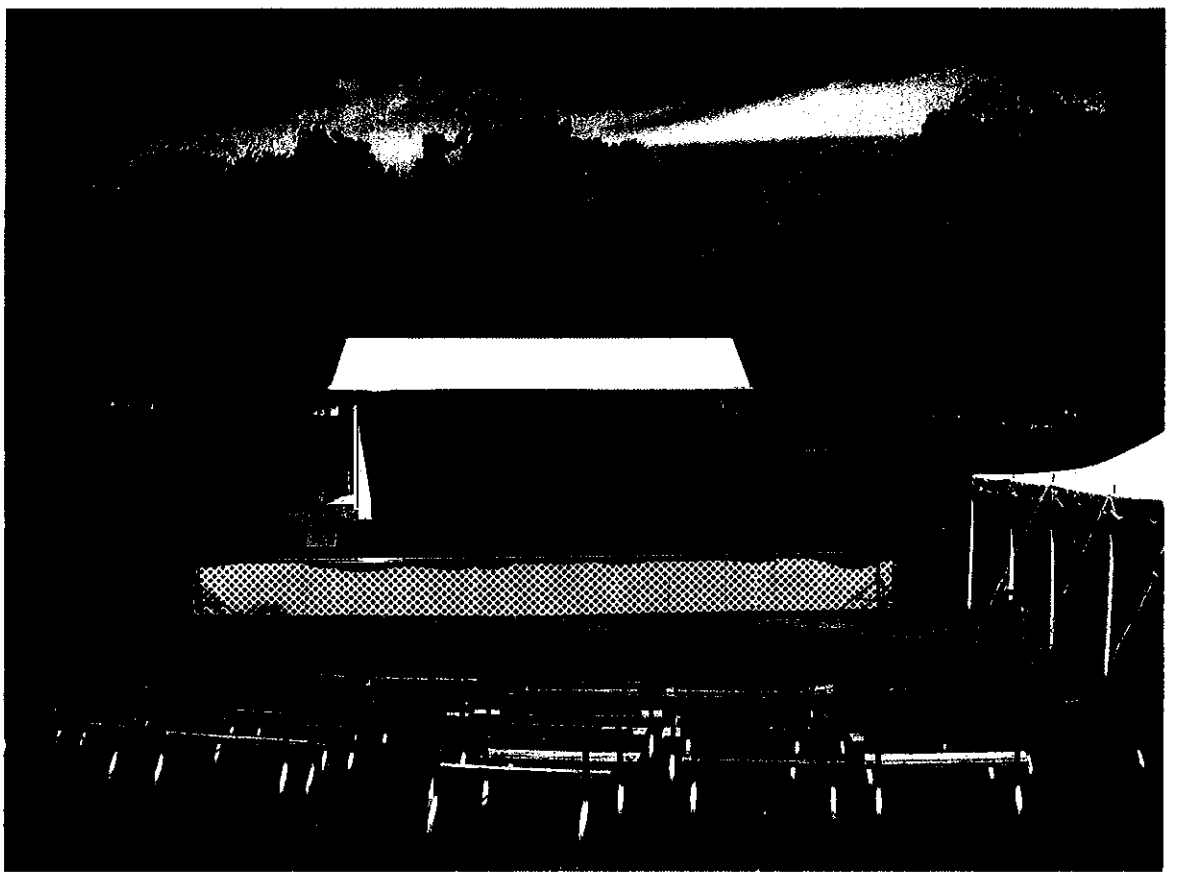
Type of Amplified Sound

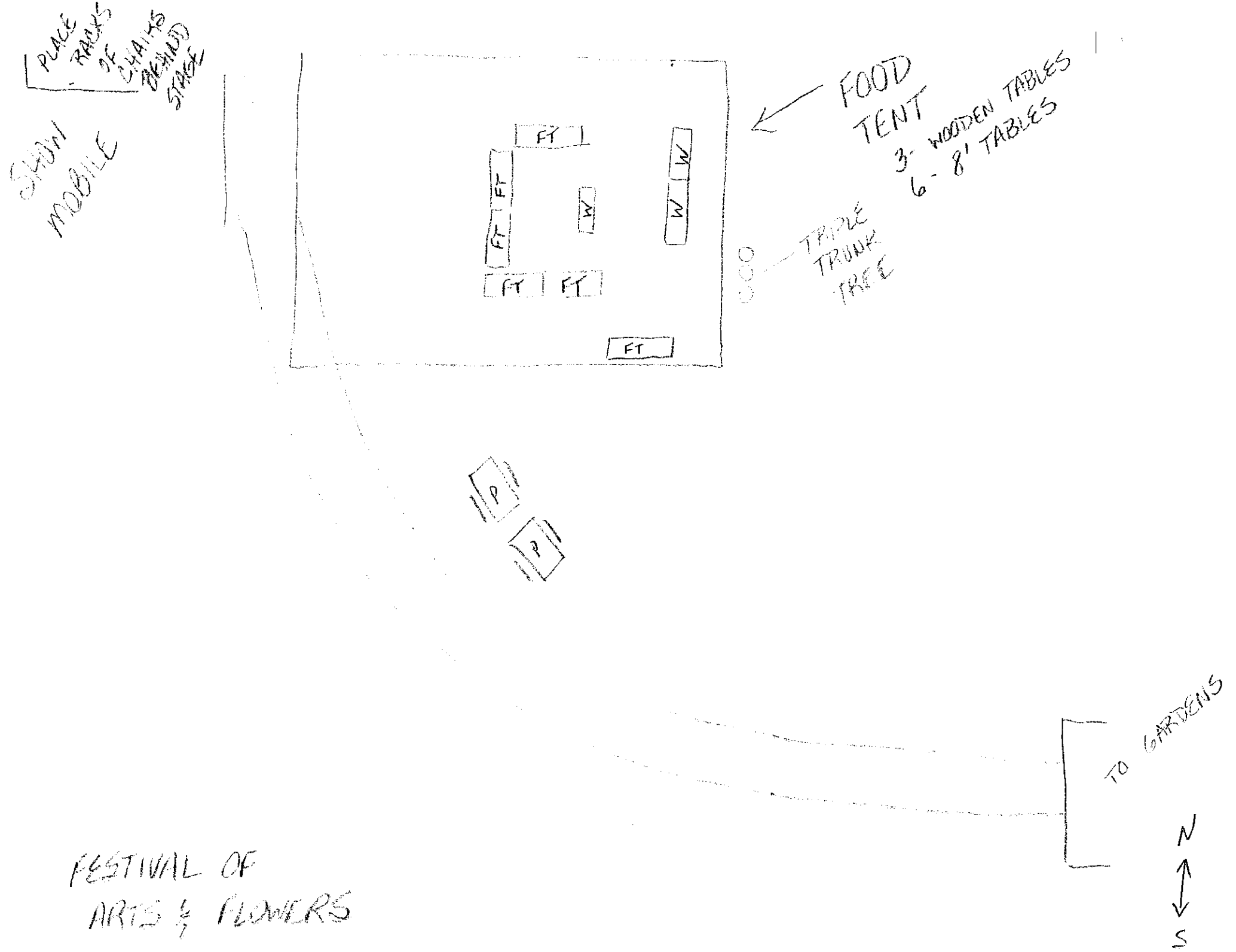
- ☐ DJ
- ☒ Sound System
- ☐ Speeches/Announcements
- ☐ Karaoke
- ☐ Other (please specify)_____

Requested time of amplification: Start: 12:00 pm Ending 6:00 pm

Showmobile Placement for Festival of Arts and Flowers

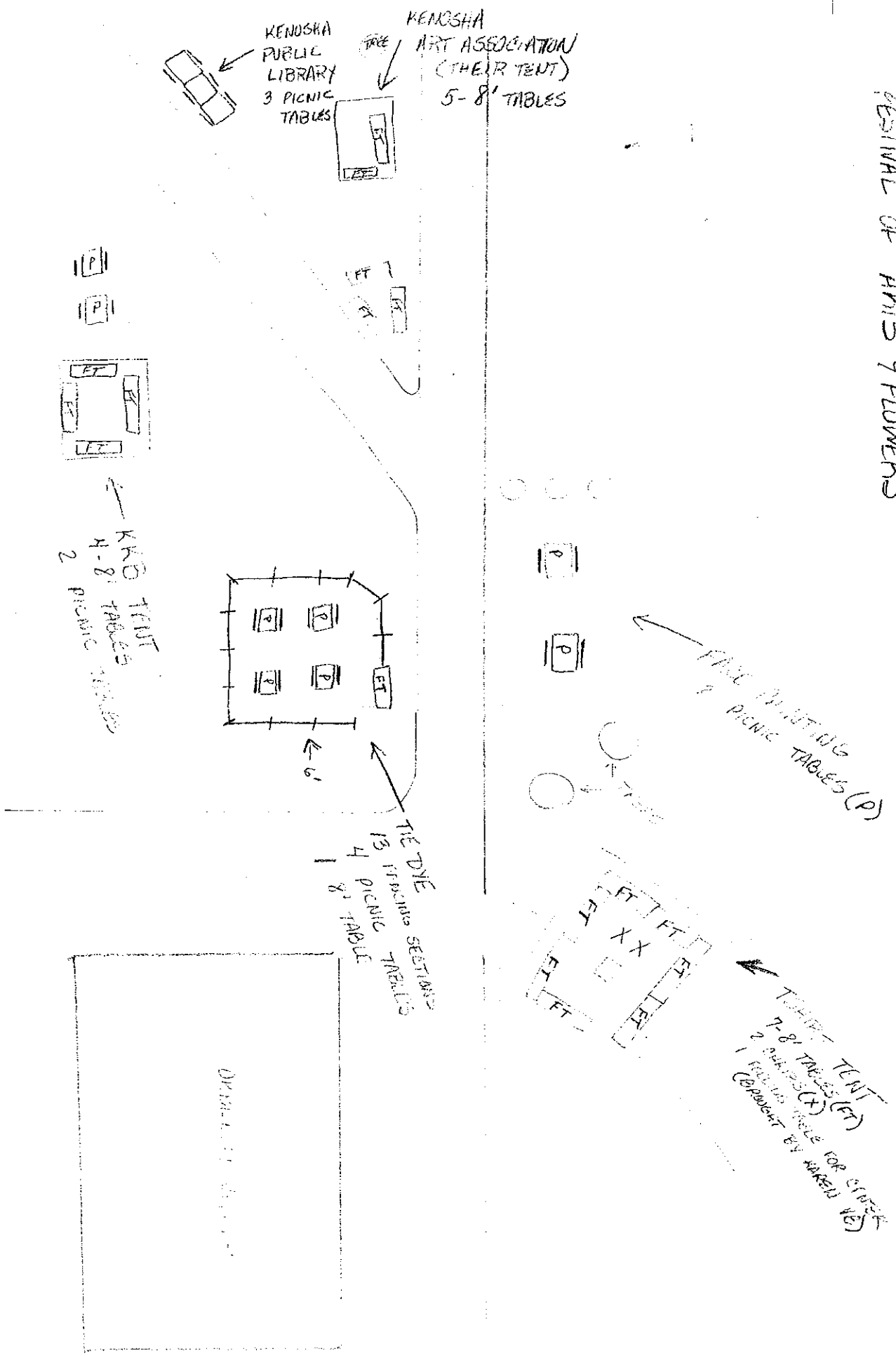
July 18, 2010





FESTIVAL OF ARTS & FLOWERS

FESTIVAL OF ARTS & FLOWERS



C-8

Engineering Division
Michael M. Lemens, P.E.
Director/City Engineer
Fleet Maintenance
Mauro Lenci
Superintendent
Administrative Supervisor
Janice D. Schroeder

Street Division
John H. Prijic
Superintendent
Waste Division
Rocky Bednar
Superintendent
Parks Division
Jeff Warnock
Superintendent

DEPARTMENT OF PUBLIC WORKS

Ronald L. Bursek, P.E., Director

Municipal Building · 625 52nd ST · RM 305 · Kenosha, WI 53140
Telephone (262) 653-4050 · Fax (262) 653-4056

February 3, 2010

TO: Chairman Orth, Board of Park Commissioners

FROM: Jeff Warnock, Superintendent of Parks

RE: Special Event: Food, Folks & Spokes

A request has been received from the Kenosha YMCA to hold their annual event on July 23, 2010 in Library Park. They will also requesting various streets to be blocked off, this information will be forwarded to the Public Works Department for approval.

Recommendation from staff:

To approve the event and as a non-profit to co-sponsor 50% of the fees.

C-8

APPLICATION "A"

RECEIVED 1-18-2010

SPECIAL EVENT APPLICATION
CITY OF KENOSHA – PARK DIVISION

Please note that this application does not guarantee approval of your event or equipment requested. It will need to be approved by the Board of Park Commissioners and/or the Superintendent of Parks.

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization: Kenosha YMCA

Contact Person who is responsible for event: Christine VanDyke

Address: 7101 53rd Street

City/State/Zip: Kenosha WI 53142

Daytime # 262-564-6814 Evening # _____ Cell# _____

Fax # 262-653-9886 E-mail: CVandyke@kenoshaymca.org

Is the Host Organization a 501(c)-3? Yes, provide ES# 0010441

EVENT INFORMATION

Name of the Event: Food Folks & Spokes

Date Requested: Friday, July 23, 2010 Rain Date N/A

Location Requested: Library Park Estimated Attendance 15,000+

Charitable Event: ____ No X Yes, Proceeds donated to Kenosha YMCA

Brief Description of the Event: ICC Bike races, Festival of Food, Fun Fest for kids including inflatables, information booths. This is a Non-alcoholic community event.

Set up date and time: Thursday, July 22, 2010 at 9:00am

Time of Event: 10:00am - 10:00pm

Take down date and time: Most down 7/23 - remainder 7/24 by 2pm

Will food be served: X Yes ____ No

Fermented malt Beverages: No If Yes, _____ (Sold or Served at no charge)

APPLICATION "B"

EQUIPMENT RENTAL REQUEST
CITY OF KENOSHA – PARK DIVISION

To assist you with your special event, the Kenosha Park Division does have equipment available for rent to your organization. The location of this equipment must be noted on the site and/or route plan you have attached to this application.

Please note: Appropriate fees will be charged

_____ Electric: See Item #8 in the manual. Service varies by location. The organization may be required to provide their own generators in order to supply the level of service required for your event.

X Water: Varies by location

60 Benches – # requested

60 Picnic Tables – # requested

50 Trash Containers – # requested

18 Barricades – # requested

Appox. 400 ft Snow fencing – # of feet requested map attached

_____ Portable fencing – # of sections requested

4 Bleachers – # requested

_____ Reviewing Stands – # requested

_____ Showmobile

Other Special Requests: Two cans for hot coals.

NOTE: The organization will be notified if equipment requested is available for the date of your event.

TEMPORARY STRUCTURE
CITY OF KENOSHA - PARK DIVISION

Name of Event Food Folks & Spokes

Park Requested Library Park Date of Event: July 23, 2019

Type of Temporary Structure

X Tent - Top Choice Rentals · 262-652-2717

____Staging

____Trailers

X Inflatables · Fun Services, Inc 414-762-6200

____Dunk Tank

____Other, Please explain_____

Vendor Information

Name of Company/Individual:_____

Work #_____ Home #_____ Cell _____

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 Division Authorization_____ Date_____

PUBLIC AMPLIFICATION PERMIT APPLICATION
CITY OF KENOSHA – PARK DIVISION

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: Food Folks & Spokes

Location of Event: Library Park Date of Event: July 23, 2010

Contact Person: Christine VanDyke

Name of Company and/or Individual handling the amplification of the event:

International Cycling Classic

Daytime #_____ Evening #_____ Cell #_____

Alderman of the District: Name: Don Maldenhauer Approval Date received_____

Type of Amplified Sound

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

Requested time of amplification: Start: 9:30am Ending 10:00pm

APPLICATION "F"

PARK VENDING PERMIT APPLICATION
CITY OF KENOSHA – PARK DIVISION

Name of the Event: Food Folks & Spokes

Location of the Event: Library Park Date of Event July 23, 2010

Name of Group/Organization providing the service Kenosha YMCA

Contact Person Christine VanDyke

Address 7101 53rd Street, Kenosha WI 53144

Daytime # 262-564-6814 Evening #_____ Cell #_____

Number of Vendors 14
(If more than one, each vendor must fill out an application and return to Park Division).

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

Food Item Corn on the Cob, Soda, Water

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

Non-Food Item YMCA Memberships

Detail of Vendor Set-up
Please include what your vending site will contain (tables, tents, electricity, etc.)
Corn Roaster, tables, tent, electricity, coolers

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.

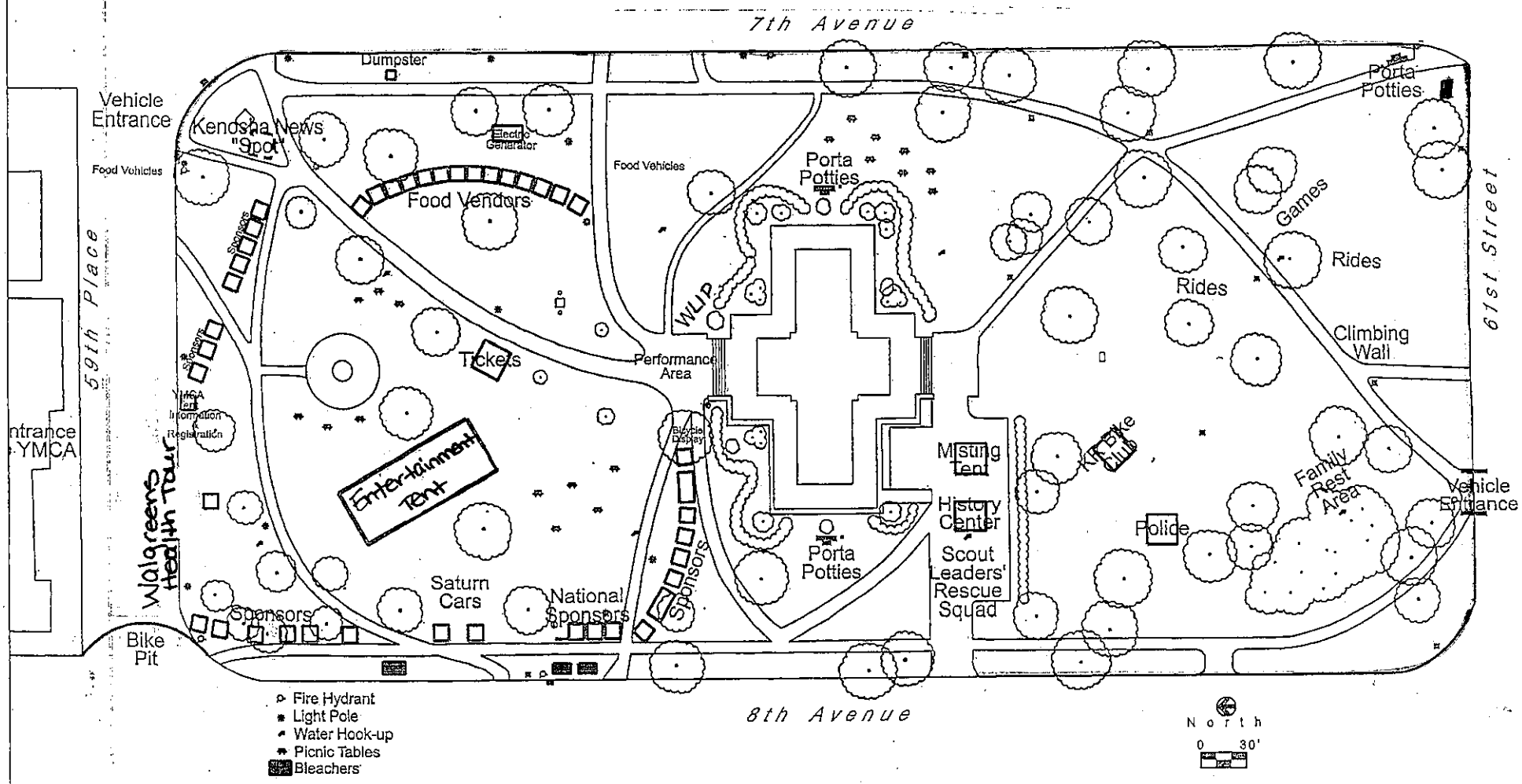
Insurance Company_____ Insurance Policy No._____
A copy of the policy must be provided to the Park Division

Signatures
Vendor Signature_____ Date_____

Park Department Authorization_____ Date_____

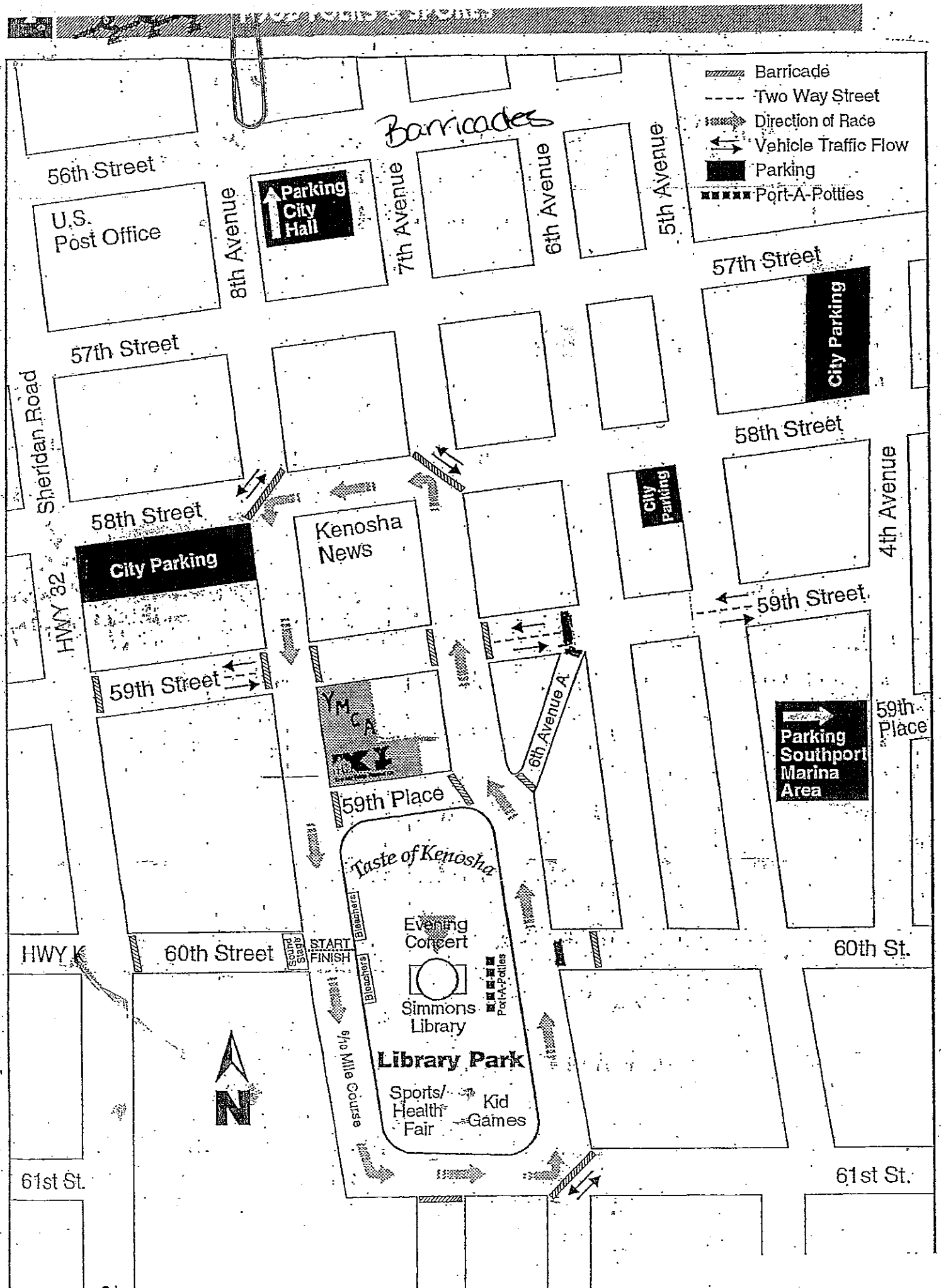
Kenosha YMCA & Chase
Food Folks and Spokes

snow fencing



DCD ~ Department of City Developmnet ~ RAF ~ 7/6/05 ~ mc

...\food folks and spokes '05.dgn 7/6/2005 9:30:44 AM



Barricade
Two Way Street
Direction of Race
Vehicle Traffic Flow
Parking
Port-A-Potties
Barricades
56th Street
U.S. Post Office
8th Avenue
Parking City Hall
7th Avenue
6th Avenue
5th Avenue
57th Street
City Parking
57th Street
Sheridan Road
58th Street
City Parking
Kenosha News
City Parking
4th Avenue
HWY 32
59th Street
59th Street
YMCA
6th Avenue A
59th Place
Parking Southport Marina Area
59th Place
Taste of Kenosha
Bleachers
Evening Concert
Sound Stage
START FINISH
Bleachers
Port-A-Potties
Simmons Library
Library Park
Sports/ Health Fair
Kid Games
6/10 Mile Course
HWY K
60th Street
60th St.
N
61st St.
61st St.

KENOSHA YMCA - FOOD FOLKS & SPOKES

SECURITY & MEDICAL PLAN

- Two off-duty Kenosha Police Officers are hired guard the park Thursday 6:00 pm - Friday 6:00 am
- One on-duty Kenosha Police Officer working with us throughout the day
- Scout Rescue leaders
- International Cycling Circuit also brings medical personal
- Food Folks & Spokes Committee members also carry two-way radios to keep in constant contact with rescue personal, volunteers and police officers

PARKING PLAN

- Handicap parking is available in the Kenosha YMCA parking lot
- All other parking will be on city streets
- Arrangements are made for sponsors to park in the Hansen-Lendman Funeral Home parking lot

KENOSHA YMCA - FOOD FOLKS & SPOKES

TEMPORARY RESTAURANT PERMIT

Each food vendors applies for their own permit. Please contact Brad Wozniak, Kenosha County Health Department at 605-6746 with any questions.

Sincerely,

Christine VanDyke
Kenosha YMCA
564.6814

C-9

Engineering Division
Michael M. Lemens, P.E.
Director/City Engineer
Fleet Maintenance
Mauro Lenci
Superintendent
Administrative Supervisor
Janice D. Schroeder

Street Division
John H. Prijic
Superintendent
Waste Division
Rocky Bednar
Superintendent
Parks Division
Jeff Warnock
Superintendent

DEPARTMENT OF PUBLIC WORKS

Ronald L. Bursek, P.E., Director

Municipal Building · 625 52nd ST · RM 305 · Kenosha, WI 53140
Telephone (262) 653-4050 · Fax (262) 653-4056

February 3, 2010

TO: Chairman Orth, Board of Park Commissioners

FROM: Jeff Warnock, Superintendent of Parks

RE: Special Event: 2010 Great Lakes Watercross PWC Race Series

A request has been received from the Pro Tour Promotions, L.L.C., to hold their event on July 23 – 25, 2010 in Pennoyer Park. This is the second year of the event to be held in Kenosha. There were no problems or concerns from 2009.

Recommendation from staff:

To approve the event with all fees and charges, as approved by the Commission for 2010, be assessed to the organization.

C-9

APPLICATION "A"

SPECIAL EVENT APPLICATION
CITY OF KENOSHA – PARK DIVISION

RECEIVED 1-7-2010

Please note that this application does not guarantee approval of your event or equipment requested. It will need to be approved by the Board of Park Commissioners and/or the Superintendent of Parks.

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization: Pro Tour Promotions L.L.C.

Contact Person who is responsible for event: Scott C. Hyke

Address: 3806 Tulane Avenue

City/State/Zip: Madison, WI 53714

Daytime # 608-575-0492 Evening # 608.575-3037 Cell# 608-575-3037

Fax # N/A E-mail: MSTRJETSKI@HOTMAIL.COM SCOTT@GREATLAKESWATERCROSS.COM

Is the Host Organization a 501(c)-3? Yes, provide ES# NO, N/A

EVENT INFORMATION

Name of the Event: 2010 GREAT LAKES WATERCROSS PWC RACE SERIES

Date Requested: JULY 23 - JULY 25, 2010 Rain Date N/A

Location Requested: PENOYER PARK (SAME LOCATION AS PREVIOUS YEAR) Estimated Attendance 200

Charitable Event: X No ____ Yes, Proceeds donated to ____

Brief Description of the Event: PERSONAL WATERCRAFT RACING EVENT ON LAKE MICHIGAN.

Set up date and time: THURSDAY AFTERNOON & FRIDAY (7/22-7/23) FOR SET UP.

Time of Event: SAT-SUN (7/24-7/25) 8:00 A.M. - 4:30 P.M.

Take down date and time: SUNDAY EVENING (7/25) 4:30 PM - FINISH

Will food be served: X Yes ____ No

Fermented malt Beverages: X If Yes, SOLD (Sold or Served at no charge)

APPLICATION "B"

EQUIPMENT RENTAL REQUEST
CITY OF KENOSHA – PARK DIVISION

To assist you with your special event, the Kenosha Park Division does have equipment available for rent to your organization. The location of this equipment must be noted on the site and/or route plan you have attached to this application.

Please note: Appropriate fees will be charged

✓ Electric: See Item #8 in the manual. Service varies by location. The organization may be required to provide their own generators in order to supply the level of service required for your event.

_____ Water: Varies by location

_____ Benches – # requested

_____ Picnic Tables – # requested

_____ Trash Containers – # requested

_____ Barricades – # requested

_____ Snow fencing – # of feet requested

_____ Portable fencing – # of sections requested

✓ Bleachers – # requested

_____ Reviewing Stands – # requested

_____ Showmobile

Other Special Requests:_____

_____

_____

NOTE: The organization will be notified if equipment requested is available for the date of your event.

TEMPORARY STRUCTURE
CITY OF KENOSHA - PARK DIVISION

Name of Event 2010 GREAT LAKES WATERCROSS PNC RACE SERIES

Park Requested PENNOYER PARK Date of Event: 7/24 - 7/25/2010

Type of Temporary Structure

✓ Tent

✓ Staging

✓ Trailers

___ Inflatables

___ Dunk Tank

WE WILL BE SETTING UP E-Z UPS AND SCAFFOLDING FOR A SCORING TOWER NEXT TO LAKE. TRAILER IS OUR EQUIPMENT TRAILER. ALL EQUIPMENT IS OWNED, PROVIDED BY & SET UP/TAKEN DOWN BY PRO TOUR PROMOTION'S STAFF.

___ Other, Please explain ___

Vendor Information

Name of Company/Individual: ___

Work # ___ Home # ___ Cell ___

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 Division Authorization ___ Date ___

PUBLIC AMPLIFICATION PERMIT APPLICATION
CITY OF KENOSHA – PARK DIVISION

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 2010 GREAT LAKES WATERCROSS PWC RACE SERIES

Location of Event: PENNOYER PARK Date of Event 7/24 - 7/25/2010

Contact Person SCOTT C. HYKE

Name of Company and/or Individual handling the amplification of the event:

PRO TOUR PROMOTIONS, LLC

Daytime #608-575-3037 Evening #608-575-3037 Cell #608-575-3037

Alderman of the District: Name_____ Approval Date received_____

Type of Amplified Sound

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

Requested time of amplification: Start: 8:00 AM Ending 4:30 P.M.

FERMENTED MALT BEVERAGE SALES APPLICATION
CITY OF KENOSHA – PARK DIVISION

Name of Event: 2010 GREAT LAKES WATERCROSS 2010 PWC RACE SERIES

Location of Event PENNOYER PARK Date of Event 7/24 - 7/25/2010

Name of Group Responsible AM WORKING ON THE POSSIBILITY OF HAVING A LOCAL BUSINESS PROVIDE THIS SERVICE, IF SO THEY WILL PROVIDE SEPERATE

Person that is Responsible for License and Regulations SALES APPLICATIONS

Address_____

Daytime #_____ Evening #_____ Cell #_____

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 Division 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 Division prior to event.**

Park Commission Approval_____

PARK VENDING PERMIT APPLICATION
CITY OF KENOSHA – PARK DIVISION

Name of the Event: 2010 GREAT LAKES WATERCROSS PWC RACE SERIES

Location of the Event: PENNOYER PARK Date of Event 7/24-7/25/2010

Name of Group/Organization providing the service Pro Tour Promotions, LLC

Contact Person SCOTT C. HYKE

Address 3806 TULANE AVENUE, MADISON, WI 53714

Daytime # 608-575-3037 Evening # 608-575-3037 Cell # 608-575-3037

Number of Vendors 2
(If more than one, each vendor must fill out an application and return to Park Division).

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 T-SHIRTS & PWC ACCESSORIES

Detail of Vendor Set-up
Please include what your vending site will contain (tables, tents, electricity, etc.) EZ UP'S W/TABLES

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.

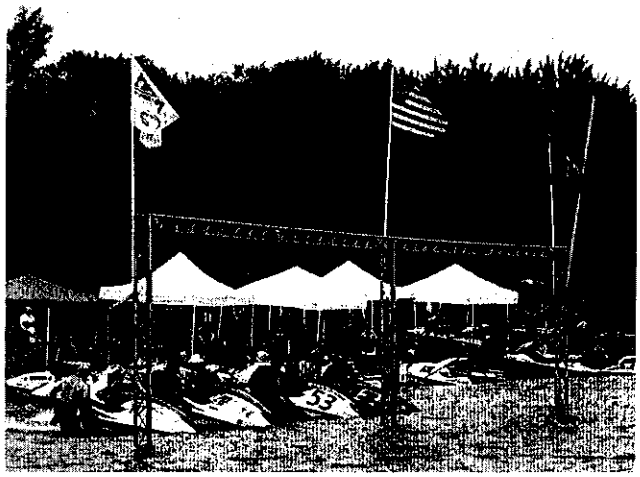
Insurance Company K+K Insurance Insurance Policy No. Unavailable – Policy will not be issued until 2 WEEKS PRIOR TO EVENT.
A copy of the policy must be provided to the Park Division

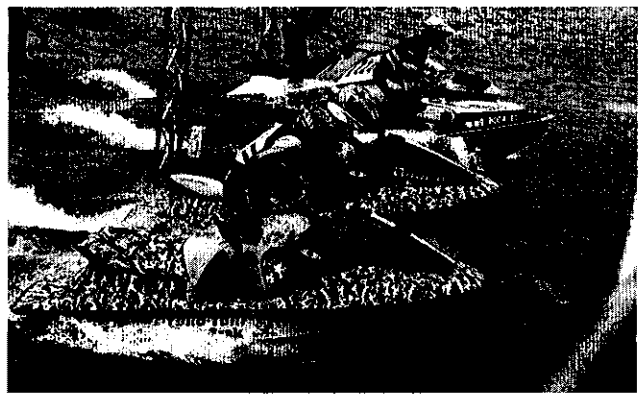
Signatures
Vendor Signature Date

Park Department Authorization Date

GREAT LAKES WATERCROSS

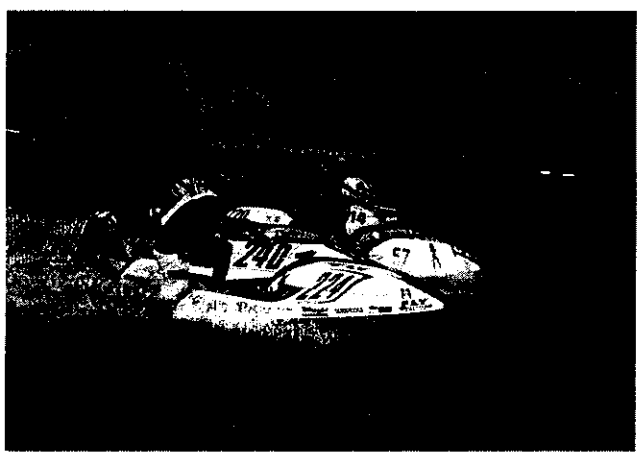
IJSBA RACING





Skat-Trak

SEA-DOO



GREAT LAKES WATERCROSS

The 2009

MOST IMPROVED RACER

Award

is presented to

Susan Voss

#138

About Watercross Racing

The 2010 Great Lakes Watercross race series features Closed Course and Freestyle events annually at locations throughout Wisconsin. There are two styles of personal watercraft raced in these events; the Ski Class (stand up) and Runabout (sit down). With a motocross style starting gate, Closed Course events are a contest of speed and riding ability featuring competitors negotiating multiple laps of a course. Freestyle events are intended to show a rider's skill and expertise in executing difficult, challenging and creative maneuvers in a two minute time period with winners determined by a panel of judges.

About Us

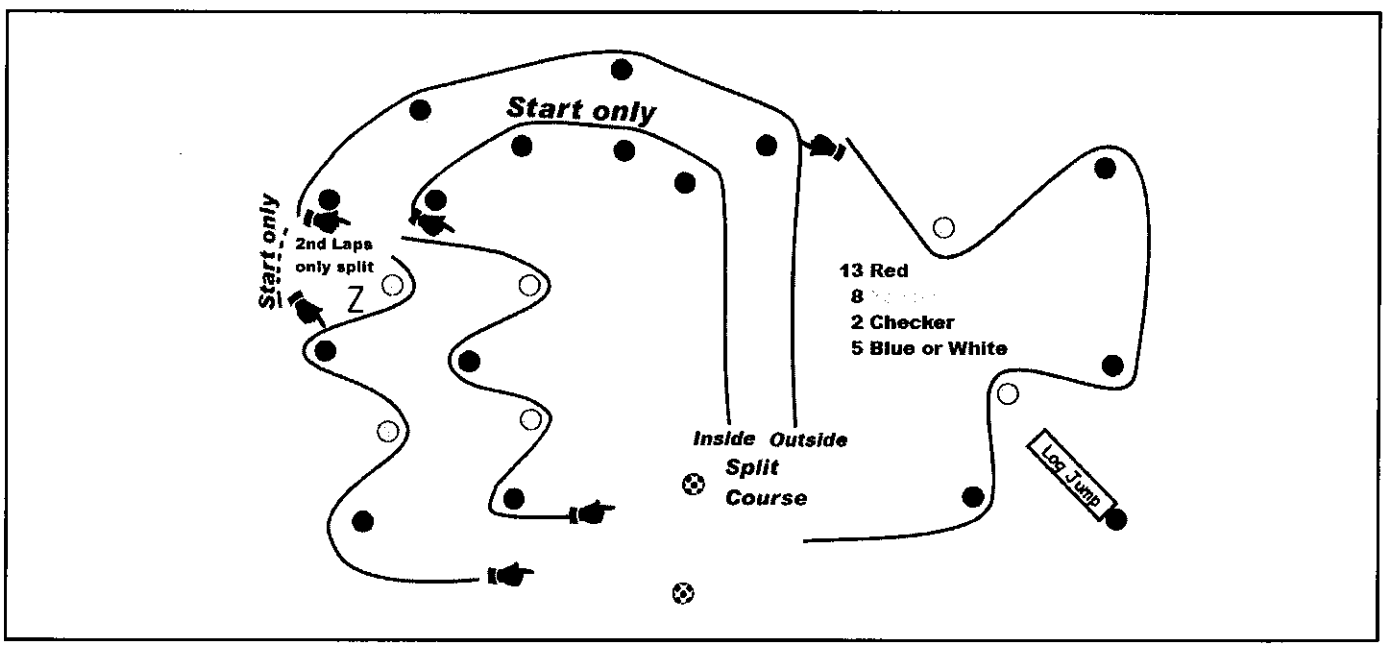
The objectives of Great Lakes Watercross are to foster strong and fair competition, encourage and promote safety in competition, and to provide an impartial event and competition program with a means for competitors to qualify for National and World titles.

With the help of sponsors, Pro Tour Promotions produces the Great Lakes Watercross Race Series. Race Director Scott Hyke has vast knowledge related to watercross racing including twenty years of experience competing in PWC racing as well as six years experience promoting PWC racing. Great Lakes Watercross events are sanctioned by the American Power Boat Association or the International Jet Sports Boating Association.

Race Course Area Requirements

With the deployment from a starting gate in about three feet of water, watercross racing requires a beach from which to race off of. There are between four and eighteen participants on the course at one time and the typical closed course racetrack will take up an area of water approximately 1200 ft. wide by 800 ft. deep with red and yellow buoys marking turns.

Sample Race Course



Parking Requirements

Beach parking lot (pits), or a parking lot close to the beach, required for competitors vehicles and trailers. Also will require necessary permissions for use of ATV's to haul competitor's equipment from parking lot to water.

Our Insurance Coverage Information

Pro Tour Promotions has teamed up with the International Jet Sports Boating Association for the insurance and national promotions portion of racing. The Event Liability Insurance is a two million dollar policy with coverage from set up to tear down. We will provide a copy of the policy and insurance certificate prior to event. This policy provides the following coverage:

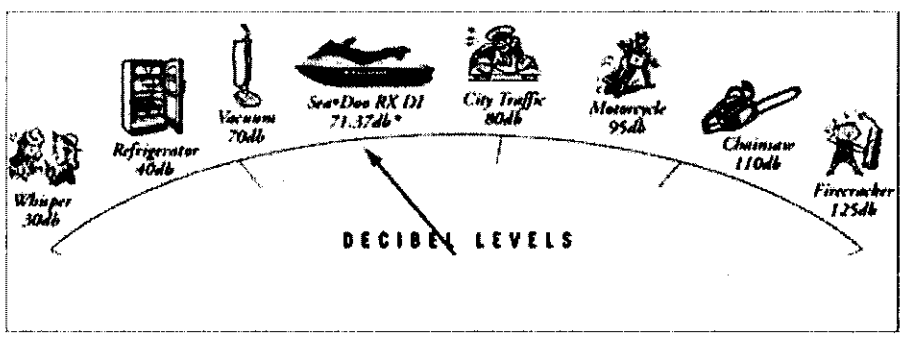
- Spectator bodily injury liability-protection for spectator lawsuits.
- Property damage liability-property coverage for damage to spectator's property.
- Owners, drivers and sponsors liability-automatically included as additional insured up to the policy limits. Additional insured-medical personnel allowed.
- Participant-to participant coverage.
- Legal liability to participants-protection for participant lawsuits.
- Errors and omissions liability (100,000)-indemnification against a claim alleging a breach of duty as an event organizer or property owner.

Required Permits for Event

Pro Tour Promotions will obtain all required permits for our events. A copy of each permit required will be submitted prior to event and may include one or more of the following permits;

- Department of Natural Resources
- United States Coast Guard
- Army Corps of Engineers

PWC and Sound Emissions



Event Schedule

Thursday:	6:00 PM	Drop equipment trailers, do site layout.
Friday:	7:00 AM – 8:00 PM	test water depths and on site set-up (land and water).
Saturday:	7:00 AM – 8:30 AM	Registration and Rider's meeting
	8:30 AM – 9:30 AM	Practice
	9:30 AM – 12:30 PM	Qualifying heats
	12:30 PM – 1:00 PM	Break
	1:00 PM – 5:00 PM	Heats continued
Sunday:	Same schedule of Events as Saturday	

Award ceremonies are held on site after last race of each day. Staff begins tear down of the race course, removal of all buoys, and thorough clean up of race site which is complete by 9:00 PM Sunday.

Other communities that have welcomed the Great Lakes Watercross Tour

Racine - We've enjoyed the beauty of Lake Michigan where our racers faced the challenge of Great Lakes Waves! Everyone enjoyed the featured vendors, music and food at Harborfest.

Nekoosa - We've enjoyed racing on the 23,000 acre Lake Petenwell whether it was the thrill of flat-water racing or the choppy challenge commonly whipped up on the large inland lakes.

Milwaukee - It was great fun to be part of the TCF Air and Water Show, Southeastern Wisconsin's largest and most exciting air show event with a very nautical flavor.

La Crosse - Pettibone Beach, located on the Mississippi River, is a wonderful sandy beach and an excellent site for spectators. We enjoyed the challenge of the Mighty Mississippi.

Sheboygan - Deland Beach is a beautiful Lake Michigan site. Our racers once again faced the great lake waves. This is truly some of the best surfing conditions Wisconsin has to offer.

Pleasant Prairie - Lake Andrea is a beautiful lake and the Pleasant Prairie Family Days with 30,000 spectators throughout the weekend made this two day race event spectacular.

Kenosha – We went to the beautiful sandy beaches of Kenosha in 2009 where we once again pitted our racers against the challenging waves of Lake Michigan.

Prairie Du Chien – We raced in front of the Villa Louis, here racers once again competed on the mighty Mississippi.

How can your community benefit from this type of event?

- Our even can bring in outside exposure to your city which could increase revenue for your surrounding businesses!
- Our event creates a new and exciting activity for your citizens to enjoy by watching and/or participating in and the event is free of charge to spectators.
- Our Racer's bring with them friends and family members who purchase hotels, food, fuel and other necessities in your community.

Join in on the fun and have the Great Lakes Watercross Race Series become a scheduled event in your Community!

Visit us at www.greatlakeswatercross.com

C-10

Engineering Division
Michael M. Lemens, P.E.
Director/City Engineer
Fleet Maintenance
Mauro Lenci
Superintendent
Administrative Supervisor
Janice D. Schroeder

Street Division
John H. Prijic
Superintendent
Waste Division
Rocky Bednar
Superintendent
Parks Division
Jeff Warnock
Superintendent

DEPARTMENT OF PUBLIC WORKS

Ronald L. Bursek, P.E., Director

Municipal Building · 625 52nd ST · RM 305 · Kenosha, WI 53140
Telephone (262) 653-4050 · Fax (262) 653-4056

February 3, 2010

TO: Chairman Orth, Board of Park Commissioners

FROM: Jeff Warnock, Superintendent of Parks

RE: Special Event: Taste of Wisconsin

A request has been received from the Kiwanis Club of Western Kenosha to hold their event on July 30 – August 1, 2010 on the HarborPark Promenade.

Recommendation from staff:

To approve the event and as a non-profit organization to co-sponsor 50% of the fees.

11-23-09 C-10

RECEIVED

CC: MARY DIRK

Org to Jeff 11/30

Event Organizer Information

Name of Group KIWANIS CLUB OF WESTERN KENOSHA

Is Host Organization a 501(c)-3? ____No X Yes, #ES - 39-1783091

Group Contact Name CANDY EISENHAUER - CO CHAIR

Address PO BOX 602

City/State/Zip KENOSHA, WI 53141

Work Phone 262 942-9400 **Home Phone** 262-652-0127 **Cell Phone** 262-496-9400

Fax 262 942-9402 **E-mail** CMECDW@AOL.COM

Name of Event TASTE OF WISCONSIN	
Charitable Event? ____No X Yes, Proceeds donated MULTIPLE LOCAL ORGANIZATIONS	
Date of Event JULY 30 & 31, AUG 1, 2010	**Rain Date:** NONE
Annual Event ____No X Yes	**Expected Attendance** 20,000
Event Category (check one)	
Run/Walk____ Festival X Concert____ Athletic Tournament____	
Other, Please Specify____	
Park Requested HARBOR PARK PRMENADE	
Admission Fee X No ____Yes (Participants) $____ and/or (Attendees) $____	
Time of Event: Set up JULY 29, 2010 Event Starts JULY 30, 2010 Event Concludes AUG 1, 2010	
Does this require time in the park prior or after your event? ____No X Yes	
Explain date and time needed: SET UP ON JULY 29 & TEAR DOWN AUGUST 2	
Will food be prepared and/or served at the event?____No X Yes (See pages 11 and 12)	
Amplified Sound ____No X Yes (See pages 13-17)	
Beer/Wine Coolers Served ____No X Yes (See page 18 and 19)	
Temporary Structure ____No X 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.***

_X_ **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.
KIWNAIS WILL SUBMIT A VENDING APPLICATION - NOT INDIVIDUAL

_X_ **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_____.

_NO_ **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_____.

_NO_ **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 _____.

_X_ **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 _MARCH, 2010_.

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

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

* PER 2009 EVENT

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?)

LIVE MEDIA COVERAGE IS NOT PLANNED

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

YES - WEBSITE, PRINT ADVERTISING SOUTHEASTERN WISCONSIN AND NORTHER ILLINOIS NEWSPAPERS AND SPECIALTY MAGAZINES, CABLE TV ADS IN SOUTHEAST WISCONSIN, ON LINE ADVERTISING, E MARKETING, CROSS PROMOTIONAL MARKETING ACTIVITIES THROUGH KEY VENDORS, EVENT SPONSORS, AND LOCAL AND STATE AGENCIES SUCH AS THE DEPT OF TOURISM, NEW RELEASES ETC

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

50/50 SPLIT BETWEEN CITY AND WESTERN KIWANIS PER NON PROFIT ORGANIZATION STATUS

Site & Route Plan

SEE ATTACHED

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.

PARKING WIL BE ON CITY STREETS AND WITHIN PUBLIC PARKING LOTS

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.

PRIVATE SECURITY WILL BE PROVIDED

FIRST AID PLAN EITHER SCOUT LEADERS RESUE OR KENOSHA FIRE 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 __X__Yes, alderman Name/Date DON MOLDENHAUER NOTIFIED 11/17/2009

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

__X__Electric* __X__Water __X__# of Benches __X__# of Picnic Tables

__X__# of Trash Containers ____Barricades __X__Snow Fencing (must provide location)

____Bleachers ____Reviewing Stand ____Showmobile __X__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

11-17-09
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 Structure Permit

Todays Date NOVEMBER 17, 2009

Name of Event TASTE OF WISCONSIN 2010

Park Requested HARBORPARK PROMENADE

Date of Event JULY 30, 31 & AUG 1

Event Organizer Information

Name of Group KIWANIS CLUB OF WESTERN KENOSHA

Contact Person CANDY EISENHAUER, CO-CHAIR

Address PO BOX 602, KENOSHA, WI 53141-0602

Work Phone 262-942-9400 **Home Phone** 262-652-0127

Type of Temporary Structure

_X_ Tent

_X_ Staging

_X_ Trailers

_X_ 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 Candy Eisenhauer Date 11-17-09

Park Department Authorization_____ Date_____

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

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 NOVEMBER 17, 2009 **Date of Events** JULY 30, 31 & AUG 1

Park HARBOR PARK PROMENADE **Event** TASTE OF WISCONSIN 2010

Event Organizer Information

Name of Group KIWANIS CLUB OF WESTERN KENOSHA

Contact Person CANDY EISENHAUER

Address ~~PO BOX 602, KENOSHA, WI 53141-0602~~

Work Phone 262-942-9400 **Home Phone** 262-652-0127

Number of Vendors 50 (If more than one, each vendor must fill out an application and return to Park Department.)
KIWANIS FILLS OUT APP FOR ALL PER 2009

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

Food Item FRUITS, VEGETABLES, CHEESES, MEATS, BEER, WINE

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

Non-Food Item TENTS, TABLES, CHAIRS

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 Candy Eisenhauer Date 11-17-09

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 TASTE OF WISCONSIN 2010

Date of Event JULY 30, 31 AND AUG 1

Park Requested HARBOR PARK PROMENADE

Contact Person CANDY EISENHAUER

Daytime Phone # 262-942-9400 Evening Phone # 262-652-0127

Alderman Name DON MOLDENHAUER

Approval - Date received _____

Type of Amplified Sound

- ☐ DJ
- ☒ Sound System
- ☒ Speeches/Announcements
- ☐ Karaoke
- ☐ Other (please specify) ACOUSTIC, LIGHT AMPLIFICATION, BIG BAND

Times of Sound From _____ To _____

FRI 4PM - 10PM
SAT 11AM - 10PM

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

Application for the Fermented Malt Beverages

Today's Date NOVEMBER 17, 2009

Event Organizer Information

Name of Group KIWANIS CLUB OF WESTERN KENOSHA

Contact Person CANDY EISENHAUER

Address ~~PO BOX 602, KENOSHA, WI 53141-0602~~

Work Phone 262-942-9400 Home Phone 262-654-0127

Date of Event ~~JULY 30, 31 & AUG 1, 2010~~ Location ~~HARBOR PARK PROMENADE~~

Beer Selling Permit Information

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

~~KURT ROEMER, GENE OLSON, FRED TENUTA~~

Security Company KENOSHA PRIVATE POLICE

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

- ☐ No
- ☒ Yes, Indicate Application Date MARCH 2010

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

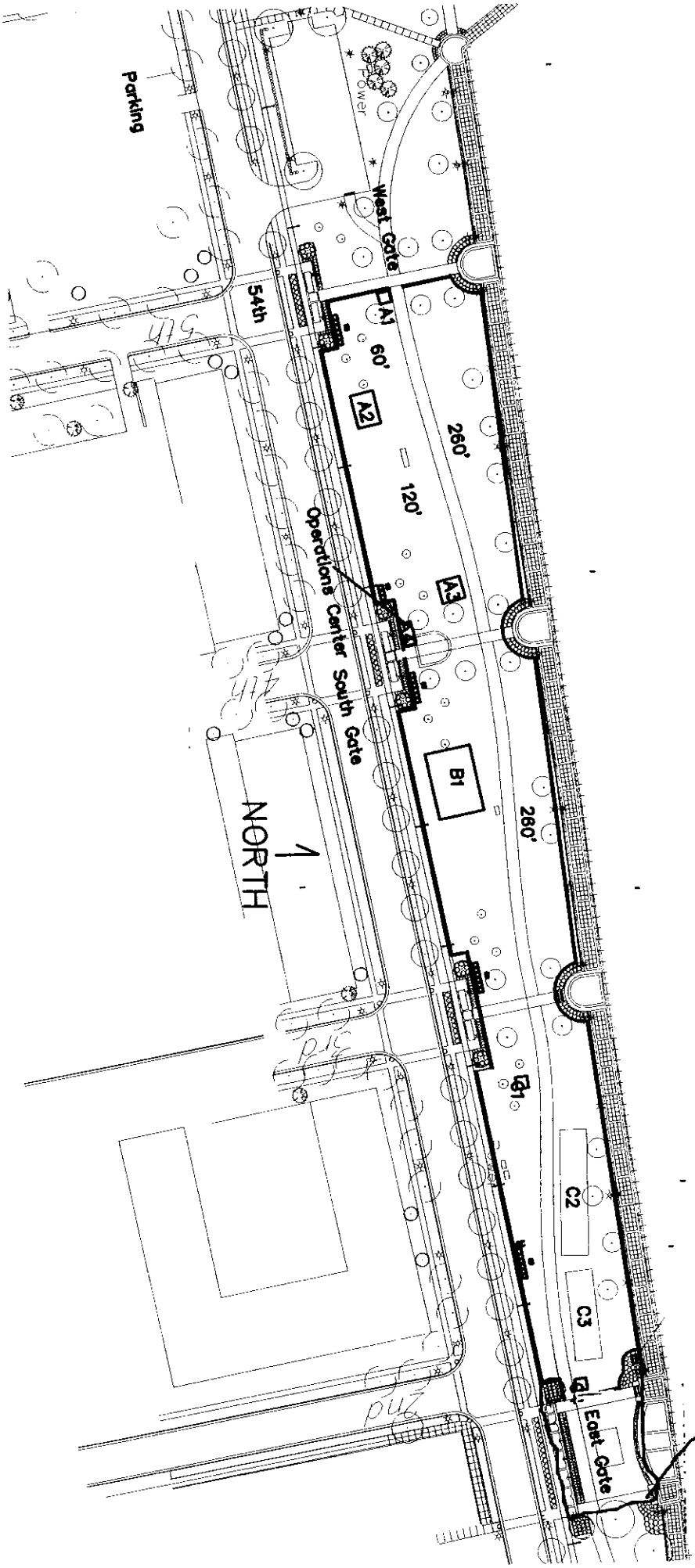
Have you submitted the Certificate of Insurance with a liquor liability naming the City of Kenosha as additionally insured?

- ☐ 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---



TASTE OF WISCONSIN 2010

GATE WOULD EXTEND TO HERE
FROM 2009

C-11

Engineering Division
Michael M. Lemens, P.E.
Director/City Engineer
Fleet Maintenance
Mauro Lenci
Superintendent
Administrative Supervisor
Janice D. Schroeder

Street Division
John H. Prijic
Superintendent
Waste Division
Rocky Bednar
Superintendent
Parks Division
Jeff Warnock
Superintendent

DEPARTMENT OF PUBLIC WORKS

Ronald L. Bursek, P.E., Director

Municipal Building · 625 52nd ST · RM 305 · Kenosha, WI 53140
Telephone (262) 653-4050 · Fax (262) 653-4056

February 3, 2010

TO: Chairman Orth, Board of Park Commissioners

FROM: Jeff Warnock, Superintendent of Parks

RE: Special Event: Relay for Life

A request has been received from the American Cancer Society for use of the Showmobile and benches to be used for their event on August 6 – 7, 2010 at Bullen Middle School. The organization is requesting that the fees be a donation from the Park Commission to the American Cancer Society, as in previous years.

Recommendation from staff:

To approve the event and as a non-profit organization to co-sponsor 50% of the fees.

C-11

APPLICATION "A"

SPECIAL EVENT APPLICATION
CITY OF KENOSHA – PARK DIVISION

Recd 1-7-10

Please note that this application does not guarantee approval of your event or equipment requested. It will need to be approved by the Board of Park Commissioners and/or the Superintendent of Parks.

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization American Cancer Society

Contact Person who is responsible for event: Jim McPhaul / David Vranak

Address: 5117 Green Bay Road

City/State/Zip Kenosha, Wisconsin 53144

Daytime # 262-842-1075 Evening # _____ Cell# 262/770/1251

Fax # 262-619-2733 E-mail: dvranak@johnsonbank.com

Is the Host Organization a 501(c)-3? Yes, provide ES# yes

EVENT INFORMATION

Name of the Event: Relay For Life

Date Requested: August 6th and 7th, 2010 Rain Date —

Location Requested: Bullen Middle School Estimated Attendance 200,000

Charitable Event: ____ No X Yes, Proceeds donated to American Cancer Society

Brief Description of the Event: _____

Set up date and time: Thursday, August 5th, 9AM, 2010

Time of Event: FRIDAY, August 6th, NOON, 2010

Take down date and time: Saturday, August 7th, after 12 NOON

Will food be served: X Yes ____ No

Fermented malt Beverages: No If Yes, _____ (Sold or Served at no charge)

APPLICATION "B"

EQUIPMENT RENTAL REQUEST
CITY OF KENOSHA – PARK DIVISION

To assist you with your special event, the Kenosha Park Division does have equipment available for rent to your organization. The location of this equipment must be noted on the site and/or route plan you have attached to this application.

Please note: Appropriate fees will be charged

_____ Electric: See Item #8 in the manual. Service varies by location. The organization may be required to provide their own generators in order to supply the level of service required for your event.

_____ Water: Varies by location

__X__ Benches – # requested

_____ Picnic Tables – # requested

_____ Trash Containers – # requested

_____ Barricades – # requested

_____ Snow fencing – # of feet requested

_____ Portable fencing – # of sections requested

_____ Bleachers – # requested

_____ Reviewing Stands – # requested

__X__ Showmobile

Other Special Requests: Please consider the Application fee as a donation to the American Cancer Society. This event is a fund raiser to find a cure to eliminate the terrible disease.

NOTE: The organization will be notified if equipment requested is available for the date of your event.

C-12

Engineering Division
Michael M. Lemens, P.E.
Director/City Engineer
Fleet Maintenance
Mauro Lenci
Superintendent
Administrative Supervisor
Janice D. Schroeder

Street Division
John H. Prijic
Superintendent
Waste Division
Rocky Bednar
Superintendent
Parks Division
Jeff Warnock
Superintendent

DEPARTMENT OF PUBLIC WORKS

Ronald L. Bursek, P.E., Director

Municipal Building · 625 52nd ST · RM 305 · Kenosha, WI 53140
Telephone (262) 653-4050 · Fax (262) 653-4056

February 3, 2010

TO: Chairman Orth, Board of Park Commissioners

FROM: Jeff Warnock, Superintendent of Parks

RE: Kiwanis Breakfast Club

A request has been received from the Kiwanis Breakfast Club to hold the City Softball Tournament at Poerio Park on August 6 – 8, 2010, with rain dates of August 13 – 15 2010. The tournament will be held at Poerio Park. The organization is also requesting to sell fermented malt beverages during their tournament as in previous years. Poerio Park is not a designated fermentated malt beverage park, therefore it needs commission approval.

Recommendation from staff:

To approve the event with all fees and charges, as approved by the Commission for 2010, be assessed to the organization. Also, approval for the selling and consumption of fermented malt beverages during their tournament.

ATHLETIC - BALL FIELD - 2010
EQUIPMENT/FACILITY REQUEST

Rec'd 10/28/09

This application does not guarantee dates or fields.

Information:

Name of organization/company: KIWAIN BREAKFAST CLUB

Non-Profit Organizations: _____ (tax exempt number or attach certificate)

Type of Event: ____Baseball X Softball ____Soccer ____Football ____Tennis

Purpose: ____Practice (no prep/lights) ____Game X Other: TOURNAMENT

Will lights be required: YES *What time should staff turn on:* _____

Pitching Rubber distance: _____ *Baseline Distance:* _____

Requested Location: Poerio *# of Diamonds/Fields/Courts* 4

Date(s): Aug 6, 2010 Time: 5:00 p.m. to 10:00 p.m.

Date(s): Aug 7, 2010 Time: 8:00 AM to 10:00 p.m.

Date(s): Aug 8, 2010 Time: 8:00 AM to 10:00 p.m.

Date(s): _____ Time: _____ to _____

Additional dates should be listed on an attached sheet RAIN DATES Aug. 13-15, 2010

Special Requests for Equipment/Labor/Field Layout: _____

Contact Information: (Person responsible for signing agreement, fees, cancellations etc.)

Name: Greg Feivor

Address: 7413 32 AVE KENOSHA (City) WI (State) 53142 (Zip)

E-Mail Address (if available: gregoryfeivor@sbcglobal.net

Phone: Day (262) 652-9328 Night (262) 945-6631

FEES AND CHARGES APPLY TO ALL FACILITIES AND EQUIPMENT REQUESTS – UNLESS AUTHORIZED BY THE BOARD OF PARK COMMISSIONERS.

RETURN FORM TO: City of Kenosha - Park Division
3617 - 65th Street
Kenosha, WI 53142

C-13

Engineering Division
Michael M. Lemens, P.E.
Director/City Engineer
Fleet Maintenance
Mauro Lenci
Superintendent
Administrative Supervisor
Janice D. Schroeder

Street Division
John H. Prijic
Superintendent
Waste Division
Rocky Bednar
Superintendent
Parks Division
Jeff Warnock
Superintendent

DEPARTMENT OF PUBLIC WORKS

Ronald L. Bursek, P.E., Director

Municipal Building · 625 52nd ST · RM 305 · Kenosha, WI 53140
Telephone (262) 653-4050 · Fax (262) 653-4056

February 3, 2010

TO: Chairman Orth, Board of Park Commissioners

FROM: Jeff Warnock, Superintendent of Parks

RE: Special Event: Back to School – A Celebration of Family & Community

A request has been received from Kenosha Unified School District #1 to hold their event on Saturday, September 11, 2010 at Celebration Park and east of the Museums in HarborPark. This event has been held previously with no problems or concerns.

Recommendation from staff:

To approve the event and as a non-profit organization to co-sponsor 50% of the fees.

SPECIAL EVENT APPLICATION
CITY OF KENOSHA – PARK DIVISION

Please note that this application does not guarantee approval of your event or equipment requested. It will need to be approved by the Board of Park Commissioners and/or the Superintendent of Parks.

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization: Kenosha Unified School District # One

Contact Person who is responsible for event: Patricia Demos

Address: 3600 - 52nd Street

City/State/Zip: Kenosha, Wisconsin 53144

Daytime # 359-2257 Evening # 552-8358 Work Cell# 945-3546

Fax # 359-6276 E-mail: pdemos@kusd.edu

Is the Host Organization a 501(c)-3? Yes, provide ES# 0353

EVENT INFORMATION

Name of the Event: Back to School – A Celebration of Family & Community

Date Requested: Saturday, Sept. 11, 2010 Rain Date: None

Location Requested: Celebration Park + Parcel of Land East of Museum Estimated Attendance: 10,000

Charitable Event: X No ____ Yes, Proceeds donated to: None

Brief Description of the Event: A "Back to School" celebration to welcome back students + families of the Kenosha Unified Community. Events scheduled for the afternoon include entertainment, inflatables + games for children, free food & resource booths.

Set up date and time: 7:30 AM on Sept. 11, 2010 ** Boys + Girls Club tents to be set up day before (Sept. 10)

Time of Event: Noon to 4:00

Take down date and time: Sept. 11, 2010 4:00 - 6:00 p.m. ** Boys + Girls Club tent to be dismantled next day - Sept. 12, 2010

Will food be served: X Yes ____ No

Fermented malt Beverages: No If Yes, ____ (Sold or Served at no charge)

APPLICATION "B"

EQUIPMENT RENTAL REQUEST
CITY OF KENOSHA – PARK DIVISION

To assist you with your special event, the Kenosha Park Division does have equipment available for rent to your organization. The location of this equipment must be noted on the site and/or route plan you have attached to this application.

Please note: Appropriate fees will be charged

✓ Electric: See Item #8 in the manual. Service varies by location. The organization may be required to provide their own generators in order to supply the level of service required for your event.
1 GENERATOR

____ Water: Varies by location

50 Benches – # requested

100 Picnic Tables – # requested

50 Trash Containers – # requested

3 Barricades – # requested

____ Snow fencing – # of feet requested

____ Portable fencing – # of sections requested

____ Bleachers – # requested

____ Reviewing Stands – # requested

✓ Showmobile (one) We prefer old ShowMobile

Other Special Requests: Request closure of FisherMAN's Drive for our event by 9:00 A.M. on 9-11-10 up until 4:30 p.m.

NOTE: The organization will be notified if equipment requested is available for the date of your event.

TEMPORARY STRUCTURE
CITY OF KENOSHA - PARK DIVISION

Name of Event Back to School - A Celebration of Family + Community

Park Requested Celebration Park + Area East of Museum Date of Event: September 11, 2010

Type of Temporary Structure

✓ Tent

✓ Staging (Use of Showmobile)

____ Trailers

✓ Inflatables

____ Dunk Tank

____ Other, Please explain _____

Vendor Information

Name of Company/Individual: Top Choice Tents, Inflatables & Generators

Work # 652-2717 Home # _____ Cell _____

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.

** KUSD will supply Insurance Co. name in July, 2010 when policy is renewed

Insurance Company _____ Insurance Policy No. _____

Signatures

Vendor Signature _____ Date _____

Park Division Authorization _____ Date _____

PUBLIC AMPLIFICATION PERMIT APPLICATION
CITY OF KENOSHA – PARK DIVISION

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: Back to School - A Celebration of Family + Community

Location of Event: Celebration Park + East of Museum Date of Event: September 11, 2010

Contact Person: Patricia Demas

Name of Company and/or Individual handling the amplification of the event:

Eric Carlson

Daytime # 262 930-8995 Evening # _____ Cell # 262-930-8995

Alderman of the District: Name Don Moldenaver Approval Date received _____

Type of Amplified Sound

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

Requested time of amplification: Start: Noon Ending 4:00 p.m

PARK VENDING PERMIT APPLICATION
CITY OF KENOSHA – PARK DIVISION

Name of the Event: Back to School - A Celebration of Family and Community

Location of the Event: Celebration Park + Parcel of Land East of Museum Date of Event Saturday, Sept. 11, 2010

Name of Group/Organization providing the service Kenosha Unified School District

Contact Person Patricia Demos

Address 3600 - 52 Street

Daytime # 359-2257 Evening # 552-8358 Work Cell # 945-3546

Number of Vendors Three or Four
(If more than one, each vendor must fill out an application and return to Park Division).

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

Food Item Pizza + Hot Dogs

If selling food, please indicate your Temporary Restaurant License # Giving Food Away
Unified is NOT selling food
Non-Food Item

Detail of Vendor Set-up ** Vendors to be determined in July through bidding process
Please include what your vending site will contain (tables, tents, electricity, etc.)
Table, tent + electricity

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._____
A copy of the policy must be provided to the Park Division

Signatures
Vendor Signature_____ Date_____

Park Department Authorization_____ Date_____

C-14

Engineering Division
Michael M. Lemens, P.E.
Director/City Engineer
Fleet Maintenance
Mauro Lenci
Superintendent
Administrative Supervisor
Janice D. Schroeder

Street Division
John H. Prijic
Superintendent
Waste Division
Rocky Bednar
Superintendent
Parks Division
Jeff Warnock
Superintendent

DEPARTMENT OF PUBLIC WORKS

Ronald L. Bursek, P.E., Director

Municipal Building · 625 52nd ST · RM 305 · Kenosha, WI 53140
Telephone (262) 653-4050 · Fax (262) 653-4056

February 3, 2010

TO: Chairman Orth, Board of Park Commissioners

FROM: Jeff Warnock, Superintendent of Parks

RE: Special Event: Community Outreach – School Supply Giveaway

A request has been received from the Greater Mr. Hebron Church to hold their annual event on August 21, 2010 in Lincoln Park.

Recommendation from staff:

To approve the event and as a non-profit organization to co-sponsor 50% of the fees.

APPLICATION "A"

SPECIAL EVENT APPLICATION
CITY OF KENOSHA – PARK DIVISION

Please note that this application does not guarantee approval of your event or equipment requested. It will need to be approved by the Board of Park Commissioners and/or the Superintendent of Parks.

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization: Greater Mt. Hebron Church

Contact Person who is responsible for event: Curtiss Tolefree Jr.

Address: 7445 20th Ave

City/State/Zip: Kenosha, WI 53142

Daytime #: 262 359-6282 Evening #: 262 748-3430 Cell#: 262 748-3430

Fax #: _____ E-mail: ctolefree@kusd.edu

Is the Host Organization a 501(c)-3? Yes, provide ES#: on file

EVENT INFORMATION

Name of the Event: Community outreach - school supply give away

Date Requested: 8-21-10 Rain Date: 8-28-10

Location Requested: Lincoln Park Estimated Attendance: _____

Charitable Event: X No _____ Yes, Proceeds donated to _____

Brief Description of the Event: The event will allow local churches to inspire community members. Children will be given a backpack filled with school supplies.

Set up date and time: 8-21-10 8:30 set up

Time of Event: 1:00 P.M.

Take down date and time: 5:00 P.M.

Will food be served: X Yes _____ No

Fermented malt Beverages: No If Yes, _____ (Sold or Served at no charge)

APPLICATION "B"

EQUIPMENT RENTAL REQUEST
CITY OF KENOSHA – PARK DIVISION

To assist you with your special event, the Kenosha Park Division does have equipment available for rent to your organization. The location of this equipment must be noted on the site and/or route plan you have attached to this application.

Please note: Appropriate fees will be charged

X Electric: See Item #8 in the manual. Service varies by location. The organization may be required to provide their own generators in order to supply the level of service required for your event.

_____ Water: Varies by location

_____ Benches – # requested

10 Picnic Tables – # requested

_____ Trash Containers – # requested

_____ Barricades – # requested

_____ Snow fencing – # of feet requested

_____ Portable fencing – # of sections requested

_____ Bleachers – # requested

_____ Reviewing Stands – # requested

X Showmobile

Other Special Requests: Access to Restroom & Kitchen / Serving area

NOTE: The organization will be notified if equipment requested is available for the date of your event.

Recd 1/11/10

PUBLIC AMPLIFICATION PERMIT APPLICATION
CITY OF KENOSHA – PARK DIVISION

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 Community Outreach – School Supply Give away

Location of Event: Lincoln Park - (Diamond area) Date of Event 8-21-10

Contact Person Curtiss Tolefree Jr.

Name of Company and/or Individual handling the amplification of the event:

Greater Mt. Hebron Church / Kenosha First Assembly of God

Daytime # 262-359-6282 652-6030 Evening # 262-748-3430 Cell # 262-748-3430

Alderman of the District: Name Kathy Marks Approval Date received 01-10-10

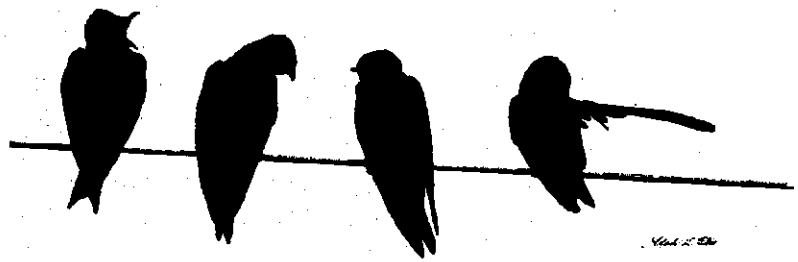
Type of Amplified Sound

- ☐ DJ
- ☒ Sound System
- ☒ Speeches/Announcements - spanish english
- ☐ Karaoke
- ☒ Other (please specify) Inspirational moments

Requested time of amplification: Start: 1:00 p.m. Ending 4:00 p.m. Max

STAN

The Purple Martin Conservation Association's



Information Booklet

Includes information on how to attract & manage Purple Martins, standards for martin housing, conducting nest checks and nest replacements, supplemental feeding, migration and more.

About Purple Martins:

- Purple Martins are one of North America's best known and most desired birds.
- People treasure Purple Martins for their graceful flight, social antics, gurgling song, and insect-eating habits.
- Purple Martins are a unique part of North America's natural history, managed by humans longer than any other species of songbird.
- In most of North America, Purple Martins depend on human-supplied housing for nesting.

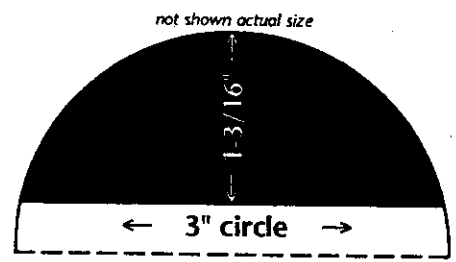
About the Purple Martin Conservation Association

The PMCA is a nonprofit, membership organization dedicated to the conservation of Purple Martins through research, education and the promotion of best management practices. Current PMCA projects include:

- Project Martinwatch—landlords collect and report data on nesting success in their Purple Martin colonies.
- Scout-Arrival Study—participants report the first spring arrivals of martins in their area.
- Project MartinRoost—participants locate, report and monitor Purple Martin roosts.
- Banding and color-marking Purple Martins.
- Assisting local organizations with efforts to protect Purple Martins.
- Providing advice and educational materials to Purple Martin landlords and the general public.

Working together for over 20 years, the PMCA and Purple Martin landlords are making a difference for the future of Purple Martins.

A Starling-resistant Entrance Hole



This diagram shows how to cut a starling-resistant entrance hole for your martin housing. The height dimension is extremely critical. If made a hair too big, starlings will get in; if made a hair too small, martins won't be able to. Cut the hole with a jigsaw. Cut it slightly small, then file or sand it to proper height. Also, placement is important. The bottom of the entrance hole may be placed flush with the porch floor, or 1/4" to 1/2" above the porch. Starling-resistant entrance holes (SREHs) are also available as plates from the PMCA. The crescent, along with the Excluder and Clinger entrance are all starling-resistant. If you have ever had starling problems, give this entrance a try.

The crescent entrance was designed by landlord Charles McEwen of Moncton, NB

Choosing Martin Housing

Vertical Accessibility: Martin housing should raise and lower vertically on a telescoping pole, lanyard, or winch system. Housing will need to be lowered—sometimes on a daily basis—to remove House Sparrow and European Starling nests. Regular monitoring of active martin nests is essential; landlords who do not monitor their colony will not know if they are losing martins to snakes, owls, hawks, parasite infestation, etc. Early detection allows landlords to fix problems before they affect the entire martin colony.

Height and Installation of Pole: Recommended height is 12-20'. The higher the housing is placed, the more susceptible it is to wind damage. Poles should be set in concrete, with 18"-25" below ground.

Compartment Interior: The minimum size for compartments is 6" x 6", but research has shown that larger compartments (measuring 7" x 12" from front to back) offer greater protection from predators and the elements, and will keep nestlings more comfortable. Gourds should be no less than 8" in diameter, with gourds in the 10-12" range being ideal. Adult martins are 8" long, so compartments must be large enough to accommodate 4-6 nearly-grown nestlings and both parents. Houses with smaller rooms can be remodeled to offer larger, two-room suites (PMCA how-to info available). Spacious compartments also allow nestlings to spread out to keep themselves cool in hot temperatures. Nestlings are less likely to fledge prematurely when they are kept comfortable and cool inside the house. Wooden houses and natural gourds should have a natural (unpainted) interior. Metal or plastic housing with flat, slick floors could result in young developing permanently splayed legs—a potentially fatal abnormality that can be prevented by providing textured subfloors in each compartment.

Compartment Access: Access to individual compartments during the nesting season is essential, allowing for monitoring, trapping and/or removal of House Sparrow and starling nests. Access doors can be added to natural gourds.

Entrance Hole: Traditional round entrance holes are generally 2-1/8" in diameter, but a range between 1-3/4" and 2-1/4" is acceptable. Round entrances should be placed 1" to 1-1/2" above the floor or porch. The crescent, starling-resistant hole (1-3/16" tall x 2-3/4" to 3" wide) should be placed so the bottom of the entrance is flush with the compartment floor, or not more than 1/4" to 1/2" below it.

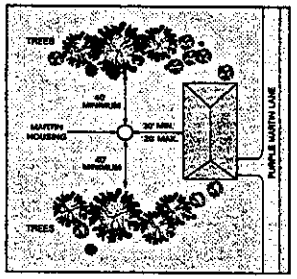
Material: Aluminum, thick plastic, wood, and natural gourds are all suitable materials for martin housing, provided that the exterior of the house is white in color. White reflects heat, keeping housing cooler in hot temperatures. Wooden housing should be made from untreated material only. Wood 3/4" thick will provide better insulation against heat and cold. Cedar, cypress, or redwood works well. Plastic houses and gourds should be of thick (preferably UV-resistant) material, and should not allow light to filter through the walls. Transparency creates a "greenhouse effect"; the heat can be deadly for nestlings. A layer of insulation in the attic of plastic or metal housing will protect martins during periods of extreme temperatures.

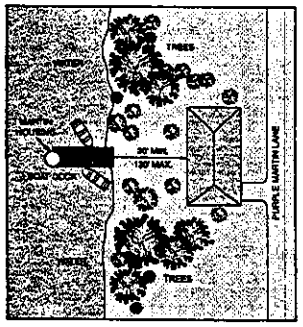
Predator Guards: Predator guards should be installed on ALL active housing. Any type or size of pole, wood or metal, is easily climbed by snakes, raccoons, and squirrels. Pole guards are commercially available, but landlords can also make their own. The top of the pole guard should be at least 4' above ground; if it's lower, large raccoons and snakes may bypass the guard. Aerial predators like hawks, owls, and crows commonly raid martin housing. Conventional 6" x 6" compartments do not offer much protection from these predators, who can reach nestlings in shallow rooms. Larger compartments will allow martins to build their nests further from the entrance, and out of a predator's reach. All housing—even housing with deep compartments—should be equipped with an external owl guard. If commercial guards are not available, landlords can fasten hardware cloth (2" x 4" mesh) to the outside of the house or gourd rack, creating a protective cage that can be removed for nest checks and monitoring.

Recommended Features: Since martin houses should be placed in the open, where they are fully exposed to wind, rain, and summer sun, good ventilation, drainage, and insulation are important features. Materials and construction methods should be chosen for their ability to withstand wind and hailstorms. The roof overhang can be extended to help protect compartments from rain. Ventilation holes should be drilled at an upward angle or placed under the roof overhang to prevent water from funneling into the compartments. Drain holes in the bottom of each compartment or gourd will allow wet nests to dry more quickly. Raised subfloors and larger compartments also offer protection from the rain. Nestlings under 10 days old are unfeathered and prone to hypothermia, so it is important that they do not become chilled in a rain-soaked nest. Housing should be easy to maintain, and built to last. Both house and pole benefit from treatments to reduce the effects of weathering and rusting. Winch & pulley systems should be oiled regularly, and ropes and cables should be checked routinely for signs of wear. Frayed rope or cable should be replaced.

How to Attract Purple Martins

Educate Yourself. Learn everything you can about Purple Martins. Talk with other martin landlords and visit the web site (www.purplemartin.org) of the Purple Martin Conservation Association, an international nonprofit organization dedicated to aiding Purple Martins through landlord education and scientific research. Read the book: "Enjoying Purple Martins More" by Richard Wolinski and/or the "Stokes' Purple Martin Book," by Donald & Lillian Stokes. Join the PMCA and receive the informative *Purple Martin Update* magazine.





Choose the Right Location. (See diagrams) Martins have very specific space requirements. One of the main reasons people fail to attract martins is that they place their martin housing incorrectly. Martin housing should be in the center of the largest open spot available, about 30-120 feet from human housing. Place the housing where you can see it so you can enjoy watching and hearing the martins. There should be no trees within 40 feet, preferably 60 feet, of the housing. In the southern half of their breeding range, martins are less fussy about house placement, so sometimes housing can be within 25 feet of trees and still attract martins. But the farther housing is placed from trees, the better. Housing height should be in the range of 10-17 feet. Don't attach wires that lead to trees, buildings, or the ground to the house or pole, as they may allow predators to access the housing.

Put Up Manageable Housing. Your chances for success will be better if your housing is easy to manage. Choose a pole that telescopes, or is equipped with a winch or rope & pulley, and housing that has easy access to the compartments. Houses and gourds should be white, or a light color. White housing attracts martins best and reflects sunlight, keeping nestlings cooler. Cavity floor dimensions should be at least 6" x 6" but larger cavities (7" x 12") are preferred by the martins, and offer better protection from predators and rain. Unfortunately, larger compartments are also attractive to European Starlings, but a modification to the entrance hole will minimize starling problems. A round entrance hole of 2-1/8" is preferred by the martins, but a range from 1-3/4" to 2-3/8" will work. Make sure there is adequate ventilation and drainage in each nest cavity. Many houses can be improved: add insulation to the attic, remodel interiors to offer larger compartments, and add porch dividers to houses with shared porches. Dividers keep males from claiming extra cavities, and can improve occupancy rates. They also keep nestlings from wandering to other compartments where they can steal food from younger nestlings, causing them to starve.

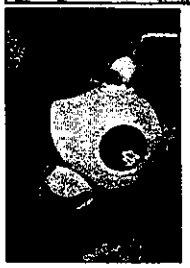
Open Housing at the Right Time. At active sites, the first martins usually return within a week or two of the previous years' arrival dates. (See adult migration-timing map). Landlords should have housing ready, but keep it closed until some martins are back. Adult martins can sometimes be attracted to new sites, especially if their nesting attempt failed the previous year, or if the new site offers superior housing or location. At uncolonized sites, you can open housing when the "scouts" are due in hopes of attracting adult martins, but be prepared to keep your site free of House Sparrows and starlings (see tips on next page) through both adult and subadult arrival periods. Be ready to supply single boxes or gourds for any native nest-site competitors (Eastern Bluebirds, Tree Swallows & Great Crested Flycatchers) that try to claim martin housing. Don't be discouraged if you are unsuccessful at attracting adults; keep trying while subadults are arriving. Subadult martins (last year's young) will colonize new sites or join existing sites; they begin arriving 4 weeks after the first adults in the northern third of the breeding range (see migration map), 6 weeks after adults in the center third, or 8 weeks after adults in the southern third of the breeding range. Martin migration is a drawn-out affair, and martins can begin nesting up through the end of June, range-wide. Keep your housing ready; don't close it up or let other birds use it.

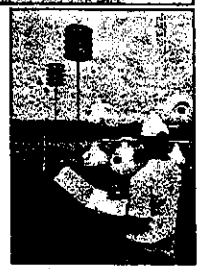
Increase Your Chances. A few things can be done to make your site more attractive to Purple Martins. Offer a combination of houses and gourds. Play a dawnsong recording. Add a Purple Martin decoy or two. Place 1-2" of nesting material into each compartment.

Don't Close It Too Soon. Don't close the entrances, or take the housing down, until late August, as fledglings will be searching for next year's breeding sites in late summer.

How to Manage Purple Martins

Protect Your Housing from Predators. Once you attract Purple Martins, don't assume that because you never see any predators there are none around. Raccoons, snakes, and owls raid bird houses at night. Few experiences are more painful than losing all your martins because you didn't equip your poles and housing with guards. Since all martin poles, wood or metal, are easily climbed by rat snakes, squirrels, and raccoons, the poles require climbing animal barriers. You can install guards before or after your martins have arrived. In areas with fire ants, Teflon spray or tape, or a ring of petroleum jelly (or grease) on the pole will stop the ants. Grease won't stop snakes or raccoons, so install a pole guard, too. External guards on the housing itself protect against aerial raids by hawks, owls, and crows.





Top: A pair of adult Purple Martins on the porch of their wooden house. **Bottom left:** Conducting a weekly nest check on a plastic gourd with screw-off access door. **Bottom right:** A landlord keeping written records at a lowered gourd rack.

Conduct Weekly Nest Checks, Daily Walk-unders, and Keep Written Records. Although many landlords are reluctant to check on their tenants during the nesting season, it's one of the most valuable practices landlords can adopt. Nest checks will not cause martins to abandon their young. If your martin housing raises and lowers vertically, as it should, number the compartments, check the nests weekly, and keep written records. Landlords who conduct regular nest checks will be more successful, simply because they'll discover any problems in time to correct them. In addition to weekly checks, walk under the housing daily to look for plucked martin feathers, shed owl feathers, cast owl pellets, thrown-out nestlings, hatched eggshells, etc. The items you find are clues to what's going on and may alert you to problems that need your attention. We strongly urge you to register your colony site with the Purple Martin Conservation Association and to participate in its "Project Martinwatch."

Supply These Aids. Crushed eggshell or oystershell is a valuable dietary supplement that supplies calcium and grit, and helps prevent calcium deficiencies in nestlings. Offer it all season in an elevated platform feeder. Eggshells should be rinsed, dried thoroughly in a 200-degree oven (to kill bacteria), then crushed into small pieces. Landlords can supply nest material by scattering dried pine needles (long, soft ones such as White Pine), dry twigs, or a bale of straw in an open area. Create a supply of mud nearby for nest building. During martin-killing weather extremes, toss crickets or mealworms to your martins.

Be Prepared for Problems. Keep the phone number of a licensed wildlife rehabilitator or your state wildlife agency handy; they are a sick or injured bird's best chance for survival. Place fallouts back in their own nest (your records will help). If it's not possible to put them back in, take them to a rehabber. Don't try to raise them yourself; it's illegal and your good intentions cannot replace the experience of a specialist. If parasites or wet nests threaten the survival of nestlings, replace the nest material with clean, dry wood shavings or pine straw. Never use pesticides in nest boxes; it's illegal and they are not safe for the birds.

Practice Active Management by Controlling House Sparrows and European Starlings. Starlings and House Sparrows will take over compartments, destroy eggs, and kill nestlings. They can also prevent martins from nesting at *unestablished* sites. Adult martins are often injured or killed by starlings. Successful martin landlords do not tolerate these nonnative nest-site competitors. Starlings and House Sparrows are not protected (since they are not native birds) and may be controlled by trapping, shooting, and nest tear-outs. You can also use starling-resistant entrances (cut crescent entrances 1-3/16" high by 3" wide, and place no higher than 1/2" above the porch floor). If native birds (Tree Swallows, wrens, bluebirds, or flycatchers) try to nest in your martin housing, close it and put up single-unit boxes for these desirable species elsewhere on your property. Reopen the martin housing once the new box has been accepted.

Keep Your Housing in Good Repair. Remove nests and scrub housing with a 10% bleach solution (1 part bleach to 9 parts water). Rinse and air dry before storing or closing for the winter. Take care of any needed repairs now, so you won't be caught unprepared next spring. All types of housing will last longer if stored indoors over the winter. If housing is left out, plug the holes, otherwise House Sparrows and starlings will claim it in late winter and be impossible to dislodge come spring.

Project Martinwatch

Housing & Cavity #	Type	Date Male/female	Age Date 1st Egg Is Laid	Projected Hatch Date	Actual Hatch Date	Fledge Date	20 May	25 May	30 May	4 June	9 June	14 June	19 June	24 June	29 June	4 July	9 July	14 July	19 July	24 July	Egg #	Hatch #	Fledge #
WH-1 EH	A / A	5/18	6/08	6/08	7/04	PMN 3E	7E	7E	7E	2E 5Y 1do	7Y NR	7Y	7Y NR	6Y	6Y	N	N	N	N	7	7	6
WH-2 OH	S / A	6/03	6/21	6/22	7/18	ST ND	HS ND	PM N	2E	4E	4E	4E	1E* 3Y 2do	1E/3Y NR	3Y	3Y NR	3Y	N	N	4	3	3
WH-3 CH	A / ?	6/04	6/24	6/24	7/20	X	PM N	N	1E	6E	6E	6E	3E 3Y HD	5Y/NR 1DY/D	5Y	5Y NR	5Y	4Y	N	6	6	4
WH-4 RH	S / S	5/31	6/19	6/19	7/15	X	PM N	N	5E	5E	5E	2E 3Y HD	5Y NR	3Y 2DY/D	3Y NR	3Y	3Y	1Y	N	5	5	3
AG-1 CH	A / A	5/26-30 6/10-12	6/10-14 6/27-29	6/28	7/24	X	PM N	1E	1E	0E	3E RA	3E	3E	3Y 1do	3Y NR	3Y	2Y NR	2Y	N	1 3	0 3	0 2
NG-1 CH	A / S	6/01	6/20	6/20	7/16	X	PM N	N	4E	5E	5E	5E	5Y 4do	5Y NR	4Y 1DY/D	4Y NR	4Y	N	N	5	5	4

Using the codes below, record exactly what you find in each compartment on every nest check and any action you may take. Using the laminated baby pictures, record age of nestlings on first encounter. **Nest Record Sheet Totals:** 31 29 22

A completed Project Martinwatch nest data sheet from a hypothetical 4-unit wooden martin house that has one Artificial Gourd and one Natural Gourd hung underneath it.

Your Help Needed: Since 1995, the PMCA has been coordinating a continent-wide investigation known as "Project Martinwatch." Participants monitor nests, record the information on photocopies of the enclosed data sheet, and mail them to the PMCA at season's end. Project Martinwatch allows us to obtain information on the range-wide reproductive success of Purple Martins.

Participation is Easy: Participants conduct nest checks every five days all season long and record exactly what they find in each nest cavity, and what actions they may take. Participants start monitoring nests when nest building begins at their sites and continue at 5-day intervals until all the young have fledged. If 5-day nest checks are not possible, a 7-day schedule is acceptable. Checks are done in the afternoon. Checks are avoided during cool or rainy weather, and are done as quickly as possible to minimize the time parents are kept away from their eggs or young. Nest monitoring will not cause martins to abandon their nests. Landlords who conduct regular nest checks actually raise more martins than those who don't.

Nest Check Codes: The codes to use during nest checks are listed in the "Martin Codes" box on the data sheet. Familiarize yourself with these codes and the layout of the data sheet. Record the date of each nest check at the top of each column. Use a separate line for the contents of each nest cavity. List the housing type, cavity number, and entrance hole type in the far left column (all compartments should be numbered). Use the 2nd column for the age each parent (if known), male first, female second. The 3 column is for the date the first egg is laid, which is det mined by extrapolation and/or using the Prognostica The 4th column is for projected hatch date (see belo The 5th column is for the actual hatch date (determin using the laminated baby photos in conjunction with Prognosticator). The 6th column is for entering the ea est possible fledging date for each nest (see below). T remaining columns are for recording exactly what you fin each nest cavity on each nest check, and for any actions may take. More than one code can be entered in a sin box and codes can be combined, as in 3Y/2do/2DYD*, *"3 live young, 2 days old, 2 dead young, discarded, additio dated comments on back of sheet."*

Counting Eggs and Nestlings: Purple Martins commo hide their incomplete clutches under a layer of green leav During each nest check, inspect this leaf layer gently w your fingertips to feel for hidden eggs. Devote at le 5-10 seconds of extremely gentle digging per nest. Af hatching, nestlings huddle together, so to count them; t may need to be separated with a finger or blunt probe. houses or gourds with access doors, monitoring nests simple task, but in housing lacking these features, landlo may need flashlights, mirrors, and probes in order to ch nests. Adding porch dividers to all housing with sha porches will not only prevent older nestlings from walk between compartments and confusing your results, bu

will raise the nesting success of your martins. NEVER MOVE EGGS OR YOUNG TO DIFFERENT NESTS! This actually *lowers* the survival rates of host nestlings, shortens parental life, and can spread disease.

Martin Breeding Biology: Purple Martins lay one egg a day at sunrise until they've laid from 1 to 7 eggs. They do not skip a day. Incubation begins before the last egg is laid and requires 15 days (from the laying of the *last* egg until the hatching of the *first* egg). During cool weather, incubation may be delayed, causing clutches not to hatch until 16-24 days after clutch completion. Once hatching begins, it may take 48 hours for all the eggs in a clutch to hatch. Due to this staggered hatch, siblings may vary in age by as much as two days, causing fledging of most nests to be spread over 2-3 calendar days. Nestling martins don't fledge until 26-35 days after hatching.

Aging Nestlings: On the very first check that you encounter a hatchling in each active nest, age the *largest* nestling in that nest by carefully removing it and comparing it to the life-size index photos on the laminated martin photos. Determine its age, then place it back in the nest huddle with its sibs. Record the age on the Martinwatch sheet. Later, using the Prognosticator, align that age cell with the nest check date cell and read backwards to the hatch date. Record this in the "Actual Hatch Date" column. Use the actual hatch date to calculate the "Earliest Possible Fledge Date."

Fledged or Failed? The only way to tell how many young have fledged from a nest is to determine how many survived to the date on which they would have reached the minimum fledging age of 26 days old. A formula for determining it follows: Earliest Possible Fledging Date = Date First Egg is Laid + [(Number of eggs laid, minus one) + 15 days + 26 days]. For example: if a clutch of 5 eggs was initiated on June 1st, the last egg would be laid on June 5th. These eggs would begin hatching 15 days later on June 20th, and the oldest nestlings could begin fledging no sooner than July 16th, the day they would turn 26 days old. Using the formula: Earliest Possible Fledging Date = June 1st + (5-1) + 15 + 26 = 45 days. When you add 45 days to June 1st you get July 16th. Add 43 days to a clutch of three, 44 days to a clutch of four, etc.

Landlords can make these determinations more easily using the Prognosticator which tells: 1) clutch-initiation date; 2) the date hatching will begin in each nest; 3) the age the young will be on any given date; and 4) the earliest possible fledging date for the young in any nest. Using the Prognosticator, Project Martinwatch participants can accurately fill out the 3rd, 4th, 5th, and 6th columns of their nest record sheets, and determine whether young have fledged successfully, or disappeared prematurely due to predation or other causes.

Preventing Premature Fledging: As stated previously, landlords should continue nest checks until every last nestling at the colony site has fledged. However, when the nestlings approach or reach fledging age, extra caution is needed. In combination with the Prognosticator, the laminated baby pictures, and Project Martinwatch nest record sheets, a landlord should know the exact age of every nestling BEFORE lowering housing for a check. Housing with young 22 days old or older needs to be raised and lowered very slowly and quietly, to prevent premature fledging. Nestlings that have already fledged and have returned to their nests may fly out regardless. Their departure during a nest check is both normal and expected.

Assigning Parental Ages: Landlords with binoculars or a scope who can distinguish among the four breeding plumages of martins should record the age of each parent at each nest. When unsure of the age of a parent, put a "?" in its sex/age category. Novices should refer to the color photos in the book, *Enjoying Purple Martins More*. Before assigning a parental age, observe it *entering* its cavity on several different dates as it brings nest material, incubates eggs, removes fecal sacs or feeds its young.

Summarizing Your Data: Once you have determined the final clutch size for a nest, enter it in the Egg # column. Likewise, record the number of young that hatched and fledged from each nest in the Hatch # and Fledge # columns. Calculate season totals for each sheet by totaling all the numbers in each of these three columns, and recording them in the circles at the bottom of each data sheet. At season's end, mail copies of your sheets to the PMCA. Visit *http://purplemartin.org/pmw/MartinWForm.pdf* to download the form, or contact the PMCA to have a data sheet sent. Thanks for participating!

Scout-Arrival Study

How to participate: Everyone is encouraged to participate in this ongoing study by sending your scout-arrival dates to the PMCA. We will add your dates to our scientific database, and will also map it on our web site so others can track the northward migration of martins on the internet. You can submit your scout dates using the report form on our web site. You can also phone, e-mail, fax, or mail us your scout date for this year. If you have written records for other years and have never sent them in to us in the past, please do so at any time. To track the daily northward migration of the Purple Martin this year, visit our web site at *<www.purplemartin.org/scoutreport/>*.

Why should you participate? Because through the combined efforts of citizen scientists such as yourself, we can add to our knowledge base on martins. By adding to our knowledge, participating landlords can help ensure the long-term survival of the birds they love.

Why we need your cooperation: This project is ongoing. If you've never participated, or if you've participated in the past but not recently, we hope you will participate this year. We also want experienced landlords to be on the daily lookout for the arrival of subadult males and to let us know what they encounter.

Purple Martin "Scout": The term given to the very first martin(s) observed back at an active colony site each year. Scouts are the oldest individuals in the population who migrate north as early as weather allows in an effort to claim the best nest cavities. Scouts, or first-arrivals, can be either male or female. These first birds will stay at a site if they nested there the previous year, but wil move on if they are migrants, resting briefly while trav eling back to their former breeding sites. People onc thought that martin scouts flew north in search of suitabl breeding sites and then returned south to guide thei colonies back to the sites they had selected. This is no true — a martin "colony" is a random aggregation o unrelated birds attracted to a common breeding site Colony members do not travel in or func tion as a flock. They arrive in spring, and depart in late sum mer, independently of each other.

Breeding range & spring-arrival timetable of the Purple Martin

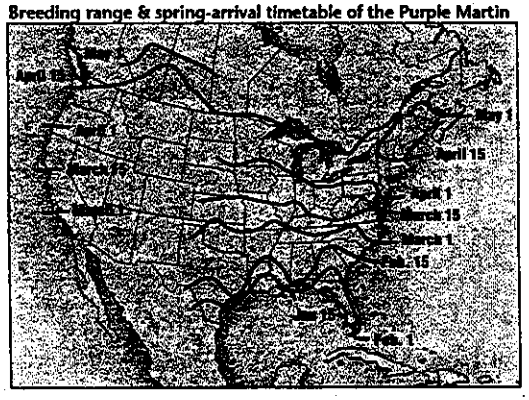


Fig. 1. Black lines mark the *average* first-arrival dates of older adult martins at *established* colony sites. Landlords with younger or smaller colonies will typically experience slightly later return dates. Arrivals continue for an additional 12-16 weeks. The martins' northward advance coincides with warming temperatures that support the emergence of the flying insects they eat.

"First-arrival" o "Scout-arriva Date": The date th very first martins ar observed at a nestin site where martin nested the previou year. First-arriva dates are weather de pendent and can var by two to four week from one year to th next. Migration is prolonged proces with successive wave of migrants arrivin for 12 to 16 weel after the first arriva have returned.

Martin Migration : Martins follow at least three di ferent pathways northward from South America: Som go around the Gulf of Mexico through Mexico, othe make the 600-mile water crossing from the Yucatan t the Gulf Coast, and others travel through the Caribbea islands to Florida. The journey between North and Sout America, which all martins make twice a year, is abou 5,000 miles each way. Since martins are dependent o flying insects, the pace at which they travel is dictate largely by weather.

Nest Replacements

Controlling nest parasites by doing nest replacements can dramatically improve your nestlings' health and chances of survival, both before and after they fledge. In the past, some landlords routinely added sulfur or other pesticides to their martin nests in order to control parasites, but today, nest replacement is the preferred method of control.

Unfortunately, most people balk at the thought of replacing a martin nest. Some landlords believe that touching baby birds will cause their parents to abandon them. This 'old wives tale' is untrue. Most birds have little or no sense of smell, and by the time martins have built nests, laid eggs, and hatched young, they've invested an enormous amount of time and energy in their reproductive effort and will not be discouraged when they witness humans handling their young.

What is a nest replacement? It's when a landlord removes a parasite-infested nest from a martin cavity while the young are still living in it and replaces it with a bed of clean, dry material. By the time nestlings are about 10 days old, the typical martin nest is crawling with a variety of insects and arachnids that weaken and sometimes kill the martin nestlings. These nest-dwelling parasites include martin fleas, nest mites, blowflies, and bedbugs, all of which are harmless to humans, but can be deadly to the nestlings.

In Pennsylvania, it's not uncommon for us to find hundreds of blowfly larvae, mites, and fleas in every Purple Martin nest we see. When food is plentiful and parents are attentive, parasites usually won't cause the death of a substantial number of martin nestlings. After all, martins have coevolved with these parasites. However, if food becomes scarce because of foul weather, or inexperienced second year (SY) parents do not bring in enough food, the energy drain inflicted by these parasites can weaken or kill even healthy nestlings. Under normal conditions, replacing the nest material when the young are about 10 days old, and then again when they're 20 days old, eliminates the majority of nest parasites, allowing runts and other marginally-healthy nestlings to survive.

Materials:

- 8ag of replacement nesting material (soft, dry pine needles or wood shavings)
- Deep 5 gallon bucket
- Putty knife, or similar instruments
- Container for old nesting material.
- Bottle of rubbing alcohol and rag for wiping down cavities

Although martin parasites are not harmful to humans, nest mites and feather lice can crawl onto you and be annoying, plus there is a considerable amount of dust and debris that is kicked up when doing nest replacements. Therefore, if you have a large number of nests to replace, you might consider wearing long sleeves and pants, a dust mask, and goggles.

How to Conduct Nest Checks

- Remove and inspect the young. Pull off and discard any blowfly larvae that are attached.
- Place the nestlings into a bucket already lined with a few inches of fresh nesting material.
- Remove all of the nest material from the compartment or gourd and scrape out the bottom of the compartment to insure removal of all blowfly larvae. With gourds, dump the remaining debris/blowfly larvae out the access door or push them out through the drainage holes (check to make sure these are not clogged).
- If the housing is heavily infested with nest mites, quickly wipe down interior and exterior surfaces with a rag and rubbing alcohol. You don't need to search out every last mite, blowfly larva, and flea; as long as you remove most of the nest material, you will have removed most of the parasites.
- Insert a handful or two of fresh, dry nesting material (either wood shavings or soft pine needles) into the cavity. Pat this material down to form a 1&1/2- to 2-inch-thick "bed."
- Finally, form a depression or bowl in this bedding and deposit the nestlings into it.

Repeat the procedure for each nest to be replaced. You may find that some active nest cavities contain very little if any nesting material; this is not unusual for inexperienced breeders. Insert the same amount of replacement nesting material as you would for all other nests. Never attempt to replace more than one nest at a time or you risk mixing up nestlings. While you don't need to rush, move as quietly and as quickly as possible, especially when there are a large number of nests to replace, in which case you might consider staggering your replacements (do some one day, some the next). Aim for taking no longer than two or three minutes per nest; if your changes take longer, you are being too fussy. Never perform nest checks replacements on days when the weather is poor, and early afternoon is the best time to conduct the nest checks and replacements. Dispose of removed nests promptly; it is against the law to possess nests, eggs, and birds.

Don't be alarmed if, after raising the housing, the parents are at first reluctant to reenter their cavities. A few may recognize a change in their nest and be mildly alarmed, but they will accept the change within a few minutes and resume feeding their young. Nest changes will not cause abandonment.

We realize that many landlords are reluctant to do nest checks, let alone nest replacements. But every time we show landlords a typical, parasite-infested martin nest, they are shocked and instantly become "nest-change converts." Please consider doing nest replacements. Remember, many new colony sites are established by just one pair of martins. Some landlords try for years, even decades, to attract that first breeding pair. The nestling that you helped survive could become some landlord's future matriarch or patriarch!

About Supplemental Feeding

When to Feed

Weather conditions that limit insect availability include temperatures below 40 degrees, steady rain, drought, or dense fog. They can have trouble feeding in warmer weather if it is very windy. Landlords often assume that when martins are feeding in these conditions, they are finding enough food for themselves and their nestlings. But when flying insects are scarce, energy spent foraging unsuccessfully can hasten starvation. Listless martins that spend the entire day at the colony site are obviously not feeding. Watch perched birds for drooping wings—a sign that the martin's system is beginning to break down and digest its primary flight muscles. In very cold weather, martins will begin communal roosting, where a dozen or more birds will crowd into one compartment or gourd. Clustering together conserves body heat, allowing martins to save energy. While this is a beneficial adaptation, it is a sign that martins are in "survival mode" and would benefit from supplemental food.

What to Feed

Crickets— Because they closely resemble grasshoppers, a natural food item, crickets make a good choice for first-time supplemental feeding efforts. But of the three options, they are the most costly. They can be ordered online or via phone and stored in the freezer. Before using, thaw in warm water.

Mealworms— Like crickets, they must be ordered in advance, but are less expensive.

Scrambled eggs— Perhaps best accepted after martins have learned to accept crickets or mealworms; eggs require preparation time, but are the least expensive of the three foods and are readily available. Cook eggs in microwave or nonstick pan without any fat. Break into small, cricket-size pieces before feeding.

Feeding Methods

Physical condition of the birds, severity and duration of poor weather, site specifics and individual limitations will all play a role in what feeding technique works best for you and your birds. Three techniques, each with its own advantages and disadvantages, can work:

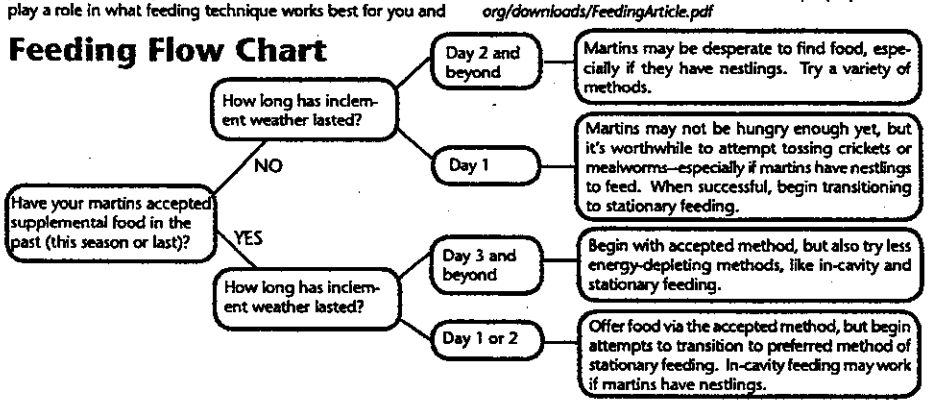
Tossing— Tossing crickets or mealworms into the air with a plastic spoon or slingshot may be the best method for first-time feeding attempts, as it is closest to the martin's natural feeding habits. Propelling food into the air requires time and effort from both the landlord and martins, and food will be missed or dropped. Landlords report the greatest success with tossing food after 2-3 days of non-feeding weather, when martins are hungry enough to pursue the food, but not too weak to go after it.

Platform (Stationary) feeding— Offering food on a platform is ideal. This self-serve method requires minimal energy and allows martins to eat multiple items at one sitting. Since most landlords report that supplemental food is recognized as food more quickly when tossed, many transition their birds to platform feeding after they have first eaten tossed food. Tossing food right above the feeder encourages martins to land on the feeder.

In-cavity feeding— Mealworms and crickets can be placed inside a gourd or house compartment, where they can easily be seen and eaten by roosting martins. This method can be particularly helpful during very cold temperatures or advanced stages of weakness, when conservation of energy is critical. While live crickets or mealworms often stimulate a feeding response, they tend to escape or bury themselves in nest material. Landlords can freeze crickets and thaw before serving. Another method to try is to put food in shallow dishes (try seed containers for cage birds) and fasten them to porch or cavity floors, or to interior walls. Lowering the house to add food will flush the martins, but the energy expense is worthwhile if they return and eat.

Be flexible—try several methods until you find one that works. Don't be discouraged if you are not successful the first time. More information on supplemental feeding and sources for mealworms and crickets is available at *http://purplemartin.org/downloads/FeedingArticle.pdf*

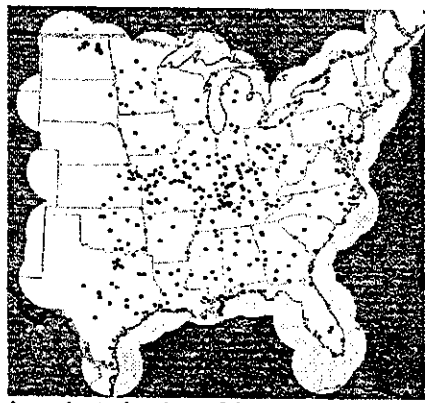
Feeding Flow Chart



Project MartinRoost

What is Project MartinRoost? Purple Martins (*Progne subis*) are highly social birds. After leaving the nesting colony and the care of their Purple Martin landlords, they form large, migratory communal roosts where they sleep at night. They also form winter roosts on their South American wintering grounds, usually with other martin species.

Migratory Purple Martin roosts are typically associated with larger bodies of water. Reed beds or dry islands with low, thick brush are commonly used as roost sites. Chosen roost sites usually provide sanctuary from predators and a micro-environment warmer and less windy than land roosts which sometimes form in clumps of trees in urban and suburban settings. Martins will also roost on man-made structures, particularly bridges over water and on pipes and girders of petroleum refineries. Winter roosts in South America usually occur in urban settings, often in small parks.



Approximate locations of known and suspected Purple Martin roosts. White areas illustrate the area examined with radar.

Scores of martin roosts are thought to exist in the eastern half of North America, and some can be very large. It was estimated that one roost at Lake Murray, South Carolina, U.S.A. contained 703,000 martins. Although this is exceptional, many martin roosts are large enough to be detected by Doppler radar. As the martins leave the roost in early morning, going in all compass directions to forage for the day, their synchronous departures show as distinct rings on radar maps. The same phenomena occurs in South America; however the numbers and locations of martin roosts in South America are not well documented.

Banding studies indicate that martins using a particular roost may come from a wide geographic area. Individual martins may use a roost for several weeks before migrating, but the roost itself may last 8-12 weeks or more. Once established, martin roosts may be reused for many consecutive years.

Roost Conservation: Migratory and wintering roosts are critically important to the annual life cycle and ecology of Purple Martins. Roosts occurring in natural areas such as reed beds or on dry islands seldom pose problems and often are unnoticed or ignored by people. However, roosts that form in trees in urban and suburban areas, and roosts that occur on man-made structures sometimes have problems associated with them. This is because they may be perceived as a nuisance to municipalities and owners of private property, or the roost locations may be hazardous to the birds and/or humans.

On the positive side, martin roosts can be quite spectacular with tens of thousands of birds descending to roost at dusk. Visiting a roost is a unique bird- watching experience, and roosts can provide communities and conservation groups a focal point for environmental education programs, birding festivals or ecotourism promotions.

Regardless of their location or associated problems and opportunities, Purple Martin roosts need recognition and protection. Project MartinRoost is designed to achieve that.

How You Can Help: Project MartinRoost is a cooperative project designed to protect and promote Purple Martin roosts in North and South America with the assistance of PMCA members and others.

The first step in conserving Purple Martin roosts is documenting their occurrence. Based on the PMCA's exhaustive review of Doppler radar images, more than 350 possible migratory roosts are thought to occur in the eastern U.S. and Canada. Most roosts are undocumented. Radar research has yet to be conducted south of the U.S.A. How many might exist in South America is currently unknown. This is where you can help the most.

To get involved with Project MartinRoost, visit our website at *http://www.purplemartin.org/roost/* and follow the directions. If you are interested in helping with Project MartinRoost but do not have access to the Internet, please contact us at 814-833-7656 to inquire about procedures.

Contact the PMCA

Receive a Catalog

The Martin Market Place is the product catalog of the Purple Martin Conservation Association. We are a non-profit, tax-exempt organization and the funds we generate through memberships and sales of martin products are used for educational programs, conservation projects, and scientific research.

The Martin Market Place contains martin products including gourds, houses, poles, traps, attraction tools and much more. If you would like to receive a free Martin Marketplace, please fill out the form below or contact the PMCA.

Join the PMCA

Whether you are an experienced landlord or an aspiring one, you'll benefit by becoming a member of the PMCA. Membership benefits include:

Discounts on every item in the Martin Market Place. (The savings on your first order may pay for your membership!)

Four issues of the *Purple Martin Update* magazine each year. The *Update* is a uniquely valuable resource that features diverse articles on Purple Martins, martin landlords and their colonies, research and education projects, conservation issues, and practical information that you can apply in your own colony.

☐ Yes, please send me the Martin Market Place catalog

☐ Yes, I would like to join the PMCA

Name _____

Address _____

City _____ **State** _____ **Zip** _____

E-mail _____ **Phone ( )** _____

☐ Student/Senior/Educator	$20.00	☐ Donor	$50.00**
☐ Basic	$25.00	☐ Benefactor	$100.00**
☐ Family	$30.00		
☐ 2-year Membership Option	(Membership dues multiplied by two)		

** Membership incentive gift available. Gifts can be viewed in the catalog or online.

Make checks payable to the *"PMCA."* Thank you for your donation to help the Purple Martin.

Method of Payment ☐ Check

☐ Credit Card Card # _____ Exp. Date _____

☐ Check here if you would prefer NOT to receive the incentive gift.

Phone: 814-833-7656
FAX: 814-833-2451
Web Site: www.purplemartin.org

Purple Martin Conservation Association
Tom Ridge Environmental Center
301 Peninsula Drive, Suite 6
Erie, PA 16505

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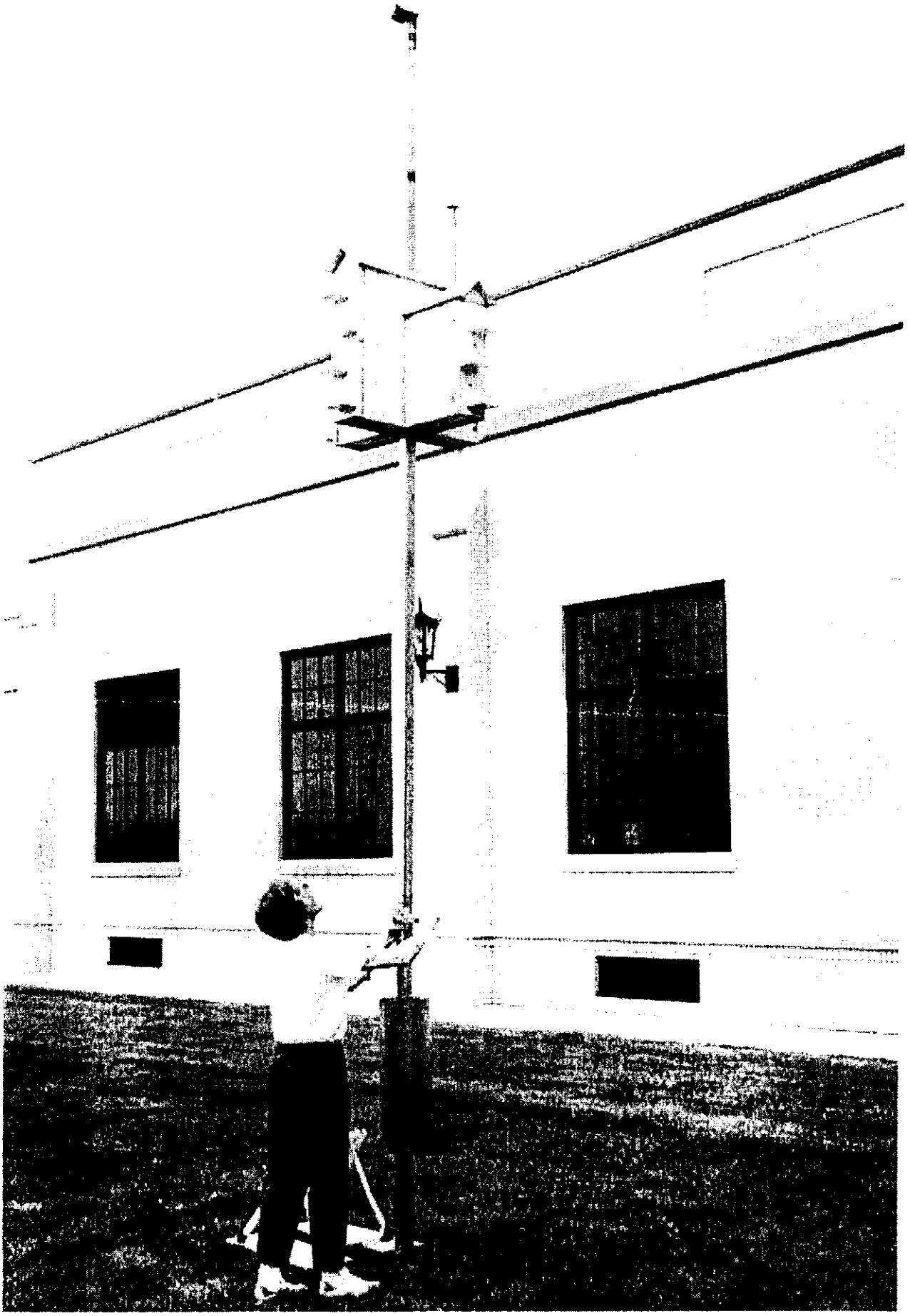
The *PMCA* is a registered, tax-exempt 501(c)3, charity headquartered in Pennsylvania. It is affiliated with the *Edinboro University of Pennsylvania*, which supplies logistical support. The *Edinboro University of Pennsylvania* is a member of the State System of Higher Education.



ENGINEERING DIVISION
MICHAEL M. LEMENS, P.E.
DIRECTOR/CITY ENGINEER

FLEET MAINTENANCE
MAURO LENCI
SUPERINTENDENT

PARK DIVISION
JEFF WARNOCK
SUPERINTENDENT

STREET DIVISION
JOHN H. PRIJIC
SUPERINTENDENT

WASTE DIVISION
ROCKY BEDNAR
SUPERINTENDENT

ADMINISTRATION SUPERVISOR
JANICE D. SCHROEDER

DEPARTMENT OF PUBLIC WORKS
RONALD L. BURSEK, P.E., DIRECTOR

MUNICIPAL BUILDING • 625 - 52ND ST.• RM. 305 • KENOSHA, WI 53140
TELEPHONE (262) 653-4050 • FAX (262) 653-4056

February 3, 2010

To: Michael Orth, Chairman
Park Commission

From: Ronald L. Bursek, P.E.
Director of Public Works

Cc: Ald. Carpenter, District 5
Ald. Bogdala, District 17

Subject: ***Status Update – Comprehensive Outdoor Recreation Plan and Two Master Plans (Strawberry Creek and Sunrise Parks)***

BACKGROUND INFORMATION

Public Works staff requested proposals to complete the Comprehensive Outdoor Recreation Plan (CORP) and Two Master Plans from twelve consultants. The Request for Proposals (RFP) was issued on January 12th with responses due by 4:00 pm on January 27th.

The Comprehensive Outdoor Recreation Plan is a requirement by the DNR that enables the City to apply for funding programs such as DNR Stewardship grants. Developing a feasible and economically mindful plan will aid the City in developing the five year Capital Improvement Program as proposed under the accepted CORP. In developing the CORP, staff was also interested in developing a master plan for the ultimate development of two newly acquired parks with the City of Kenosha. Sunrise and Strawberry Creek parks recently acquired additional acreage with very few amenities currently provided.

Staff received six proposals and two letters of regret from firms that were not able to submit a RFP at this time. A staff review committee has met and chosen three firms to interview on Tuesday, February 9th. The firms chosen for interviews are as follows:

- Bonestroo
- Graef
- Schreiber Anderson Associates

Upon choosing a consultant staff will negotiate and finalize the project schedule, scope of services and compensation for completion of the Comprehensive Outdoor Recreation Plan and Two Master Plans (Strawberry Creek and Sunrise Parks).

This project was included in the 2010-2014 Capital Improvement Program under Project PK-10-005.

RECOMMENDATION

Informational Only – No Action Required

Engineering Division
Michael M. Lemens, P.E.
Director/City Engineer
Fleet Maintenance
Mauro Lenci
Superintendent
Administrative Supervisor
Janice D. Schroeder

Street Division
John H. Prijic
Superintendent
Waste Division
Rocky Bednar
Superintendent
Parks Division
Jeff Warnock
Superintendent

DEPARTMENT OF PUBLIC WORKS

Ronald L. Bursek, P.E., Director

Municipal Building · 625 52nd ST · RM 305 · Kenosha, WI 53140
Telephone (262) 653-4050 · Fax (262) 653-4056

February 3, 2010

TO: Chairman Orth, Board of Park Commissioners

FROM: Jeff Warnock, Superintendent of Parks

RE: Special Events – Administrative Approvals by Park Superintendent

The following is a list of those special event requests for 2010 that have met the criteria to be approved by the Park Superintendent. These organizations will be assessed the fees that were approved by the Commission for 2010.

Event	*Date*	*Location*
Kenosha County UW-Extension/LNCA "Eggs in the Park"	April 3	Lincoln Park/Orbiletti Center
Kenosha Sport Fishing & Conservation Assn. "Kids Fish N Fun"	May 8	Anderson Park
Kenosha Art Association "Good Old Summertime Art Fair	June 6	Civic Center Park
Kenosha Car Club "Car Club Show"	June 20	Baker Park
Kenosha County Sheriff's Department "ATV Practical Training"	June 21 & 22	Poerio Park – Nature Center
Kenosha YMCA "33rd Annual Firecracker Run"	June 26	Library Park
Youth for Christ "True Freedom"	July 2	Pennoyer Park/Bandshell
Kenosha Serra Club/CYO Bands "Outdoor Mass"	July 4	Pennoyer Park/Bandshell
WISIL HPV'ers Cheddar Challenge – Human Powered Vehicles	July 11	Washington Park Velodrome
Saint Joseph High School "For Pete's Sake 5K Walk/Run	July 17	Outside of Southport Beachhouse

Event	*Date*	*Location*
Bicycle Illinois Tri-State Tour	July 17 and August 7	Anderson Park (KASL building)
Lemon Street Gallery "CAGED – Artists in their Natural Habitat"	July 10	Union Park
Lemon Street Gallery "KUPP 2nd Annual Picnic"	August 8	Union Park
Kenosha Literacy Council "Laps for Literacy"	August 21	Navy Park
Evanston Bicycle Club "North Shore Century Ride"	September 12	Restrooms at Lincoln and Washington Parks
Women and Children's Horizons "Shelter them from the Storm Awareness Walk"	October 16	Veteran's Memorial Park
Extra Mile "Spooktacular Walk"	October 23	Simmons Island Park
Harborside Academy "Harborside Monster Dash – 5K Run	October 30	Pennoyer Park/Bandshell

Rec'd 1/13/10

Event Organizer Information

Name of Group KENOSHA SPORT FISHING + CONSERVATION ASSN

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

Group Contact Name JIM DAVIS

Address 205 54TH ST

City/State/Zip KENOSHA WI 53140

Work Phone ____ **Home Phone** ____ **Cell Phone** 847-340-5693

Fax 847-891-6209 **E-mail** HILINESALES @ AOL.COM

Name of Event KIDS FISH N FUN

Charitable Event? ____ No X Yes, Proceeds donated to NO ADMISSION / NO CHARGE

Date of Event 5-8-10 **Rain Date:** 5-15-10

Annual Event ____ No X Yes **Expected Attendance** 200

Event Category (check one)

Run/Walk ____ Festival ____ Concert ____ Athletic Tournament ____

Other, Please Specify INTRODUCE KIDS TO FISHING & CONSERVATION

Park Requested ANDERSON PARK PAVILION (EAST #1)

Admission Fee X No ____ Yes (Participants) $____ and/or (Attendees) $____

ACCESS TO POOL WASHROOMS

Time of Event:
Set up 8:AM Event Starts 9 AM Event Concludes 1:00 PM

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

Explain date and time needed: ____

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

Amplified Sound X No ____ Yes (See pages 13-17)

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

Temporary Structure X No ____ Yes (See page 10 and 11)

APPLICATION "A"

RECEIVED
1-11-2010

SPECIAL EVENT APPLICATION
CITY OF KENOSHA – PARK DIVISION

Please note that this application does not guarantee approval of your event or equipment requested. It will need to be approved by the Board of Park Commissioners and/or the Superintendent of Parks.

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization: LNCA / Kenosha County UW-Extension

Contact Person who is responsible for event: Holly Meyer

Address: [redacted] 19600 75th St

City/State/Zip: [redacted] Bristol, WI 53104

Daytime # (262) 857-1947 Evening # _____ Cell# (262) 344-3968

Fax # (262) 857-1998 E-mail: NRSA@co.kenosha.wi.us

Is the Host Organization a 501(c)-3? Yes, provide ES# 42402

EVENT INFORMATION

Name of the Event: Eggs in the Park

Date Requested: April 3rd, 2010 Rain Date N/A

Location Requested: Oribiletti Center Estimated Attendance 250

Charitable Event: ✓ No ___ Yes, Proceeds donated to _____

Brief Description of the Event: Egg hunt specifically for the children of the neighborhood and the organizations located within the neighborhood. All aspects of the event (eggs, snacks, crafts, games) are free.

Set up date and time: April 3rd @ 8:00 AM

Time of Event: 10 - Noon

Take down date and time: April 3rd @ Noon - 1:00 PM

Will food be served: ✓ Yes ___ No

Fermented malt Beverages: NO If Yes, _____ (Sold or Served at no charge)

APPLICATION "A"

SPECIAL EVENT APPLICATION
CITY OF KENOSHA – PARK DIVISION

RECEIVED 1-6-2010

Please note that this application does not guarantee approval of your event or equipment requested. It will need to be approved by the Board of Park Commissioners and/or the Superintendent of Parks.

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization: Friends of the Kenosha Art Assoc.

Contact Person who is responsible for event: Pat Koesser

Address: 4122-109 st (FKAA P.O. Box 1753 Kenosha WI 53141)

City/State/Zip: Pleasant Prairie WI 53158

Daytime #: 262-654-0065 Evening #: 262-694-4692 Cell#: 262-945-9675

Fax #: _____ E-mail: kenoshaartassoc@yahoo.com

Is the Host Organization a 501(c)-3? (Yes), provide ES# _____

EVENT INFORMATION

Name of the Event: Good Old Summertime Art Fair

Date Requested: June 6, 2010 Rain Date: —

Location Requested: Civic Center Park Estimated Attendance: Exhibitors 100, Atendees 3,000

Charitable Event: ____ No X Yes, Proceeds donated to Friends of the Kenosha Art Assoc.

Brief Description of the Event: Art Fair with about 100 exhibitors including Artist and food venders

Set up date and time: 8 - 10 am (exhibitors do show up earlier

Time of Event: 10 am - 4 pm

Take down date and time: after 4 pm June 6

Will food be served: X Yes ____ No

Fermented malt Beverages: ____ If Yes, ____ (Sold or Served at no charge)

APPLICATION "A"

SPECIAL EVENT APPLICATION
CITY OF KENOSHA – PARK DIVISION

Rec'd 1/11/10

Please note that this application does not guarantee approval of your event or equipment requested. It will need to be approved by the Board of Park Commissioners and/or the Superintendent of Parks.

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization Kenosha County Sheriff's Department

Contact Person who is responsible for event: Lt. Shannon Rawson

Address: 1000-55th St.

City/State/Zip Kenosha Wi. $3140

Daytime # 262-605-5100 Evening # _____ Cell# _____

Fax # 262-605-5197 E-mail: srawson@co.kenosha.wi.us

Is the Host Organization a 501(c)-3? Yes, provide ES# _____

EVENT INFORMATION

Name of the Event: ATV Practical Training

Date Requested: June 21 and June 22 2010 Rain Date June 28 and June 29 2010

Location Requested: Peorio Park Estimated Attendance 25

Charitable Event: x No _____ Yes, Proceeds donated to _____

Brief Description of the Event: Provide pratical riding test for Atv Training

Set up date and time: Date of Event 0700

Time of Event: Date of Event 0800- 1200

Take down date and time: Date of event 1200- 1:00 pm

Will food be served: _____ Yes x No

Fermented malt Beverages: _____ If Yes, _____ (Sold or Served at no charge)

RECEIVED 7-12-2010

APPLICATION "A"

SPECIAL EVENT APPLICATION
CITY OF KENOSHA – PARK DIVISION

Please note that this application does not guarantee approval of your event or equipment requested. It will need to be approved by the Board of Park Commissioners and/or the Superintendent of Parks.

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization: Kenosha YMCA

Contact Person who is responsible for event: Kelly Hetzel

Address: 7101 53rd st.

City/State/Zip: Kenosha, Wi 53144

Daytime # 262-654-9622x205 Evening # 262-654-9622x205 Cell# 262-497-7591

Fax # 262-653-9886 E-mail: Khetzel@kenoshaymca.org

Is the Host Organization a 501(c)-3? Yes, provide ES# 1044

EVENT INFORMATION

Name of the Event: 33rd Annual Firecracker Run

Date Requested: Saturday, June 26th Rain Date none

Location Requested: Library Square Estimated Attendance 200-300

Charitable Event: ____ No ✓ Yes, Proceeds donated to Kenosha YMCA

Brief Description of the Event: 5K/10K Walk run with awards and refreshments after

Set up date and time: Saturday, June 26th @ 5:00am

Time of Event: 8:00am – noon

Take down date and time: Saturday, June 26th by 11:~~00am~~ noon

Will food be served: ✓ Yes ____ No free light snacks. fruit, H_2O

Fermented malt Beverages: NO If Yes, ____ (Sold or Served at no charge) bagels

APPLICATION "A"

Rec'd 1/14/10

SPECIAL EVENT APPLICATION
CITY OF KENOSHA – PARK DIVISION

Please note that this application does not guarantee approval of your event or equipment requested. It will need to be approved by the Board of Park Commissioners and/or the Superintendent of Parks.

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization YOUTH FOR CHRIST

Contact Person who is responsible for event: Lora Lehmann

Address: 1303 43rd Street

City/State/Zip Kenosha, WI 53140

Daytime # 262.551-8715 X203 Evening # 262.945.0886 Cell# 262.945.0886

Fax # 262551.8725 E-mail: llehmann@m3promopartners.com

Is the Host Organization a 501(c)-3? (Yes), provide ES# 3708

EVENT INFORMATION

Name of the Event: TRUE FREEDOM

Date Requested: ~~JULY 2, 2010~~ Friday JULY 2, 2010 Rain Date N/A

Location Requested: Bandshell/Pennoyer Park Estimated Attendance 500

Charitable Event: X No _____ Yes, Proceeds donated to _____

Brief Description of the Event: Worship Service with 10-15 local churches – including speakers/Praise Bands/Dramas/Skits

Set up date and time: Friday, July 2, 2010 – 10 a.m. - 5:30 p.m.

Time of Event: 6:00pm – 8:30 p.m.

Take down date and time: 8:30 p.m – 9:30 p.m.

Will food be served: _____ Yes X No

Fermented malt Beverages: (NO) If Yes, _____ (Sold or Served at no charge)

APPLICATION "A"

SPECIAL EVENT APPLICATION
CITY OF KENOSHA – PARK DIVISION

Please note that this application does not guarantee approval of your event or equipment requested. It will need to be approved by the Board of Park Commissioners and/or the Superintendent of Parks.

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization: Kenosha Sierra Club / CKO Band

Contact Person who is responsible for event: Bernadette Lasky Loewen

Address: 3518A 7th AVE Kenosha, WI 53140

City/State/Zip

Daytime # 262 694-1830 Evening # SAME Cell# 262 914-1353

Fax # E-mail:

Is the Host Organization a 501(c)-3? Yes, provide ES#

EVENT INFORMATION

Name of the Event: Outdoor Mass

Date Requested: 7/4/10 Rain Date

Location Requested: Pennoyer Park Estimated Attendance 1000

Charitable Event: X No ____ Yes, Proceeds donated to

Brief Description of the Event: Catholic Mass at Pennoyer Park Bandshell - Accompanied by city wide choir and CKO Band

Set up date and time: 6:30 A.m 7/4/10

Time of Event: 9:30 music - 10:00 A.m Mass

Take down date and time: Noon - 7/4/10

Will food be served: ____ Yes X No

Fermented malt Beverages: N/A If Yes, N/A (Sold or Served at no charge)

APPLICATION "A"

SPECIAL EVENT APPLICATION
CITY OF KENOSHA – PARK DIVISION

RECEIVED 1-19-2010

Please note that this application does not guarantee approval of your event or equipment requested. It will need to be approved by the Board of Park Commissioners and/or the Superintendent of Parks.

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization: WISIL HPVer's

Contact Person who is responsible for event: Dan Glatch

Address: 3304 W. Minnesota Ave.

City/State/Zip: Franklin, WI 53132

Daytime # 262-637-4491 (work) M-F 8-5 Evening # 414-761-1923 (Home) Cell# 414-828-7923

Fax # 262-637-1624 (work) E-mail: dglatch@aol.com

Is the Host Organization a 501(c)-3? Yes, provide ES#_____

EVENT INFORMATION

Name of the Event: Cheddar Challenge Proposed

Date Requested: Sunday July 11 ~~or 12~~ Rain Date_____

Location Requested: Washington Park Velodrome Estimated Attendance 50

Charitable Event: X No ____ Yes, Proceeds donated to_____

Brief Description of the Event: Bicycle race (human-powered vehicle racing)

Set up date and time: 7am

Time of Event: 9am – 1pm

Take down date and time: 2pm

Will food be served: ____ Yes X No

Fermented malt Beverages: No If Yes, _____ (Sold or Served at no charge)

APPLICATION "A"

SPECIAL EVENT APPLICATION
CITY OF KENOSHA – PARK DIVISION

RECEIVED
1-15-2010

Please note that this application does not guarantee approval of your event or equipment requested. It will need to be approved by the Board of Park Commissioners and/or the Superintendent of Parks.

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization: Saint Joseph High School

Contact Person who is responsible for event: J. MICHAEL MCTERNAN

Address: 2401 - 69th street

City/State/Zip: Kenosha WI 53143

Daytime # 262 654 8651 Evening # 262 653 0883 Cell# 262 945-2022

Fax # 262 654 8600 E-mail: jmm@odam-law.com

Is the Host Organization a 501(c)-3? Yes, provide ES# 39-1091323

EVENT INFORMATION

Name of the Event: For Pete's Sake 5K Walk/Run

Date Requested: 7-17-2010 Rain Date NONE

Location Requested: Southport Beach House Estimated Attendance 150 people

Charitable Event: ____ No X Yes, Proceeds donated to St. Joseph High School

Brief Description of the Event: 5K Walk/Run

Set up date and time: Saturday 7AM July 17, 2010

Time of Event: 7:30 AM

Take down date and time: 10:00 AM on July 17, 2016

Will food be served: ____ Yes X No

Fermented malt Beverages: ____ If Yes, — NO — (Sold or Served at no charge)

BICYCLE ILLINOIS

Illinois' Cross-State Bicycle Tours

January 14, 2010

Mary Durkee
Park Operations Supervisor
City of Kenosha, WI
Department of Parks
3617 65th St.
Kenosha, WI 53142

Dear Mary:

My name is Rob Layton and I am the director of the Tri-State Tour, a one-day bicycle ride traveling from Hammond, IN to Kenosha, WI. The Tri-State Tour will be celebrating its fifth year in 2010 and occur *on two separate days* again - Saturday July 17th AND Saturday Aug. 7th, 2010.

For the past four years have we successfully used Anderson Park as the official ending point for the ride and we would like to do so again this year. Anderson Park is perfectly situated at the end of the Kenosha County bike path and the available shelter, showers, and pool facilities have been greatly appreciated by all our riders after a long day of riding. We do not expect this year's events to differ in any significant way from the previous years' events.

Enclosed is our completed special event application to use the park again next summer. In the past one application has been acceptable for the two separate event dates - please let me know if you need me to fill out two separate applications for this year. The applications would be identical except for the dates.

As in the past, it is our sincere intent to provide our participants a safe and enjoyable event and to make sure that the parkland, other park users, and the surrounding park neighborhood are also safe and not unduly impacted. Based on our previous experience, I'm sure that we will not have any type of complicated or unusual set-up that would require any type of on-site meeting with you. Other than the considerations listed in this letter, all of which are already provided at Anderson Park, we do not expect to need any other special services or considerations. Of course if you have any questions or need further clarification about any aspect of our event at any time, please do not hesitate to contact us. We will be happy to assist you in any way that we can.

Once again Mary thanks for your support of the Tri-State Tour. I look forward to working with you and any suggestions you may have in order to provide a safe and successful event both this year and for many years to come. With your cooperation, I know the events will continue to be a huge success. Thanks again!

Sincerely,

Robert S. Layton
Ride Director

P.O. Box 8454 CHICAGO, IL 60680 PHONE: (877) TOUR-ILL

BICYCLEILLINOIS@BICYCLEILLINOIS.COM WWW.BICYCLEILLINOIS.COM

APPLICATION "A"

SPECIAL EVENT APPLICATION
CITY OF KENOSHA – PARK DIVISION

Please note that this application does not guarantee approval of your event or equipment requested. It will need to be approved by the Board of Park Commissioners and/or the Superintendent of Parks.

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization: Lemon Street Gallery

Contact Person who is responsible for event: Melanie Hovey

Address: 4601 Sheridan Rd

City/State/Zip: Kenosha WI 53140

Daytime # 262 605-4745 Evening # → Cell# 262 4963898

Fax # None E-mail: info@lemonstreetgallery

Is the Host Organization a 501(c)-3? Yes, provide ES# 39-1975575

EVENT INFORMATION

Name of the Event: CAGED! Artists in their natural habitat (formerly LemonAID)

Date Requested: July 10 Rain Date —

Location Requested: Union Park Estimated Attendance 200

Charitable Event: ____ No X Yes, Proceeds donated to Lemon Street

Brief Description of the Event: Artists paint pictures in the park while the public watches. Artwork is auctioned off in the late afternoon.

Set up date and time: July 10 8AM

Time of Event: 10-5

Take down date and time: July 10 5pM

Will food be served: ____ Yes ____ No Not to the public

Fermented malt Beverages: No If Yes, ____ (Sold or Served at no charge)

APPLICATION "A"

SPECIAL EVENT APPLICATION
CITY OF KENOSHA – PARK DIVISION

Please note that this application does not guarantee approval of your event or equipment requested. It will need to be approved by the Board of Park Commissioners and/or the Superintendent of Parks.

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization: Lemon Street Gallery

Contact Person who is responsible for event: Melanie Hovey

Address: 4601 Sheridan Rd

City/State/Zip: Kenosha WI 53140

Daytime # 262 605-4745 Evening # → Cell# 262 4963898

Fax # None E-mail: info@lemonstreetgallery

Is the Host Organization a 501(c)-3? Yes, provide ES# 39-1975575

EVENT INFORMATION

Name of the Event: KUPP 2nd Annual Picnic in Union Park

Date Requested: August 8 Rain Date

Location Requested: Union Park Estimated Attendance 100

Charitable Event: X No ____ Yes, Proceeds donated to

Brief Description of the Event: Neighborhood picnic

Set up date and time: Aug 8 10AM

Time of Event: 11am - 3pm

Take down date and time: Aug 8 - 3pm

Will food be served: X Yes ____ No

Fermented malt Beverages: No If Yes, ____ (Sold or Served at no charge)

RECEIVED
1-7-10

APPLICATION "A"

SPECIAL EVENT APPLICATION
CITY OF KENOSHA – PARK DIVISION

Please note that this application does not guarantee approval of your event or equipment requested. It will need to be approved by the Board of Park Commissioners and/or the Superintendent of Parks.

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization: Kenosha Literacy Council

Contact Person who is responsible for event: Cheryl Hernandez

Address: 2419 63rd St

City/State/Zip: Kenosha WI 53143

Daytime # 654-7323 Evening # _____ Cell# 262-308-6325

Fax # 262 654-7262 E-mail: cheryl@kenoshalit.org

Is the Host Organization a 501(c)-3? Yes, provide ES# yes

EVENT INFORMATION

Name of the Event: Laps for Literacy

Date Requested: Saturday Aug 21 Rain Date Ø

Location Requested: Navy Park Estimated Attendance 75-100

Charitable Event: ____ No X Yes, Proceeds donated to Kenosha Literacy Council

Brief Description of the Event: Participants will walk 3 laps around the park. 8 check-in stations will be set up around the path.

Set up date and time: Saturday Aug 21 6:30 am

Time of Event: 8:00 am - 11:00 a.m.

Take down date and time: Saturday Aug 21 11:00 am

Will food be served: ____ Yes X No

Fermented malt Beverages: ND If Yes, _____ (Sold or Served at no charge)

1-6-10

APPLICATION "A"

SPECIAL EVENT APPLICATION
CITY OF KENOSHA – PARK DIVISION

Please note that this application does not guarantee approval of your event or equipment requested. It will need to be approved by the Board of Park Commissioners and/or the Superintendent of Parks.

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization: Evanston Bicycle Club

Contact Person who is responsible for event: Neal J. Ney

Address: 224 Grey Ave.

City/State/Zip: Evanston, IL 60202

Daytime # 847-274-6480 Evening # 847-274-6480 Cell# 847-274-6480

Fax # N. A E-mail: nney60202@gmail.com

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

EVENT INFORMATION

Name of the Event: North Shore Century

Date Requested: Sept 12, 2010 Rain Date N. A

Location Requested: _____ Estimated Attendance 600

Charitable Event: ____ No ✓ Yes, Proceeds donated to Bicycling Causes

Brief Description of the Event: Invitational bike ride from Evanston to Kenosha. We would like to use the Lincoln Park Pavilion for a rest stop. We would also like to use the Washington Park Velodrome as our turnaround point.

Set up date and time: Sept 12, 2010 7:30 AM

Time of Event: Sept 12, 2010 8:00 AM - 2:00 PM

Take down date and time: Sept 12, 2010 2:00 PM

Will food be served: X Yes ____ No

Fermented malt Beverages: NO If Yes, _____ (Sold or Served at no charge)

Women and Children's Horizons, Inc.
Providing help for domestic and sexual violence victims

Lori Bastian
Marketing/Development Coordinator

Phone: (262) 656-3500 / Fax: (262) 656-3402
Crisis Line: (262) 652-9900 or (800) 853-3503
nail: lbastian@wchkenosha.org / Website: www.wchkenosha.org

APPLICATION "A"

AL EVENT APPLICATION
ENOSHA – PARK DIVISION

uarantee approval of your event or equipment requested. It will
ommissioners and/or the Superintendent of Parks.

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization: Women and Children's Horizons

Contact Person who is responsible for event: Lori Bastian

Address: 2529 63rd St.

City/State/Zip: Kenosha, WI 53143

Daytime # 262.656.3500 Evening # _____ Cell# 262.902.1826

Fax # 262.656-3402 E-mail: lbastian@wchkenosha.org

Is the Host Organization a 501(c)-3? Yes, provide ES# 17855

EVENT INFORMATION

Name of the Event: "Shelter them from the Storm Awarness Walk"

Date Requested: October 16th Rain Date _____

Location Requested: Veteran's Park Estimated Attendance 100-150

Charitable Event: ____ No ✓ Yes, Proceeds donated to WCH

Brief Description of the Event: 8:00 am set up, 9:00 am start registration, 10:00 am start walk - conclude walk, short speech back at park, conclude by noon.

Set up date and time: 8:00 am on Sat. October 16th

Time of Event: 9:00 am on Sat. October 16th

Take down date and time: 12 noon on Sat. October 16th

Will food be served: X Yes ____ No

Fermented malt Beverages: no If Yes, _____ (Sold or Served at no charge)

Event Organizer Information

RECEIVED 11-23

11-30 CC: Mary DIRK Org to Jeff

Name of Group Extra Mile

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

Group Contact Name John Corrigan

Address 4110 Heather Lane

City/State/Zip Lake Forest, IL 60045

Work Phone 847 344.6829 **Home Phone** SAME **Cell Phone** SAME

Fax 847 604.9768 **E-mail** INKPARTNERS@SBCGlobal.net

Name of Event Spooktacular

Charitable Event? ____ No ____ Yes, Proceeds donated to ____

Date of Event 10.23.2010 **Rain Date:** N/A

Annual Event ____ No ____ Yes 1st year **Expected Attendance** 2000

Event Category (check one)

Run/Walk ✓ Festival ____ Concert ____ Athletic Tournament ____

Other, Please Specify ____

Park Requested Simmons Island Park

Admission Fee ____ No ✓ Yes (Participants) $ 30-40 and/or (Attendees) $ ____

Time of Event:

Set up 10:00am-4:00pm Event Starts 9:00 am Event Concludes 1:00pm

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

Explain date and time needed: Setup date is 10.22.2010

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)

APPLICATION "A"

SPECIAL EVENT APPLICATION
CITY OF KENOSHA – PARK DIVISION

RECEIVED 1-15-2010

Please note that this application does not guarantee approval of your event or equipment requested. It will need to be approved by the Board of Park Commissioners and/or the Superintendent of Parks.

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization: Harborside Academy

Contact Person who is responsible for event: Dan Buschmann

Address: 714 49th

City/State/Zip: Kenosha, WI 53142

Daytime #: 359-8400 Evening #: _____ Cell#: _____

Fax #: 359-8450 E-mail: dbuschma@kusd.edu

Is the Host Organization a 501(c)-3? Yes, provide ES#: _____

EVENT INFORMATION

Name of the Event: Harborside Monster Dash

Date Requested: Oct 30 2010 Rain Date: _____

Location Requested: Pennoyer Band shell Estimated Attendance: 100

Charitable Event: ____ No ✓ Yes, Proceeds donated to Harborside Academy

Brief Description of the Event: 5 K fun run in Halloween Costumes.

Set up date and time: Oct 30, 2010 - 8:00 A.M

Time of Event: 10:00 A.M

Take down date and time: 1:00 P.M Oct 30, 2010

Will food be served: ✓ Yes ____ No

Fermented malt Beverages: No If Yes, _____ (Sold or Served at no charge)