AGENDA
CITY OF KENOSHA - BOARD OF PARK COMMISSIONERS
Monday, August 31, 2009
Municipal Office 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 August 10, 2009.

C. REFERRED TO COMMITTEE

C-1 Request from the CYC/Boy's and Girl's Club Football to approve the waiver of fees for the use Anderson #1 for various dates. (District 9)

C-2 Request from UW Parkside to approve the waiver of fees for the use of the Southport Beach House for workshops various dates. (District 2)

C-3 Reconsideration the request from the Kenosha AFL-CIO Council for the following:
a. Approval to use the City's Showmobile on Monday, September 7, 2009 for Laborfest at St. Therese picnic grounds
b. Approval to waive the fees
(District 9)
PUBLIC HEARING

C-4 Request from South Kenosha Progress Fund, Inc. for the following:
a. Approval to use the City's Showmobile on Saturday, September 12, 2009 for Southfest 2009 at Sunnyside Park
b. Approval of fermented malt beverages
c. Approval co-sponsorship
(District 13)

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 – August 10, 2009

A meeting of the Board of Park Commissioners was held on Monday, August 10, 2009, 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 absent. Staff members in attendance were Jeff Warnock.

It was moved by Commissioner Ruef, seconded by Commissioner Carpenter, to approve the minutes from the meeting held on Monday, July 27, 2009. Motion passed 4-0.

C-1. Sale of land at 4624 73rd Place from City of Kenosha to Philip and Barbara Pofahl. (District 15) (Also referred to City Plan Commission and Finance Committee)
It was moved by Commissioner Ruef, seconded by Commissioner Downing, to approve. Motion passed 4-0.

C-2. Request from Vida Rose, Program Director - "Attack of the Giant Art", for the use of Civic Center Park on August 29 & 30, 2009, to display 4'x4' to 4'x8' paintings and collages. (District 2)
Staff: Jeff informed the commission that the art would be displayed on the south side of the park.
It was moved by Commissioner Ruef, seconded by Commissioner Downing, to approve. Motion passed 4-0.

INFORMATIONAL ITEM: Union Park Project. Melanie Hovey, KUPP Development Coordinator, spoke on a future project that they would like to hold at Union Park. She would like to have a scuplture by Bruce Niemi displayed. Chairman Orth thought this would be a good project.

DIRECTOR/SUPERINTENDENT COMMENTS: Jeff explained about the fireworks and the contract the city had with them. They reason for the fireworks that went off after the finale was due to a delay sequence.

CITIZEN/COMMISSIONERS COMMENTS: Commissioner Ruef asked Jeff if he had the number of how often Anderson Diamond #2 was used. Jeff informed he had it and would send it to him.

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
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

August 31, 2009

TO: Michael Orth, Chairman
Board of Park Commissioners

FROM: Jeff Warnock, Superintendent of Parks

Re: CYC/Boy's and Girl's Club request

BACKGROUND INFORMATION

A request has been received from the CYC/Boy's and Girl's Club Football to waive the permit fees for the use of Anderson #1 on various dates. The process for issuing practice permits for athletics is that an individual/organization fills out a request form with the location, date and times. If the area is available then a permit is issued at a cost of $5.00 per date requested. This permit guarantees the individual the site so when they arrive at the field, they have priority over a team that may be practicing without a permit. All teams may also go to a field without a permit, however that is on a first come first serve basis.

STAFF RECOMMENDATION

Park Staff recommends approval of the practice location and dates

CITY OF KENOSHA - PARK DEPARTMENT
PARK USE AGREEMENT
PRACTICE FIELDS/TENNIS COURTS

3617 - 65th Street
Kenosha, WI 53142

copy to Brian on 8/19/09 pm

Phone: 262-653-4052 OR 262-653-4080

FOR OFFICE USE ONLY:
Date Received_____ By:_____
Receipt #_____ TOTAL DUE:_____

PLEASE PRINT CLEARLY

Applicant Name DANIEL Prozanski Cyc/Boys & Girls Club Football
Individual, Club, Organization, or Company

Name and Title (if any)_____
Individual authorized to sign this agreement on behalf of the applicant

Address: 4429-88th Place City: Kenosha State: WI Zip: 53142

Telephone: Daytime: 697-1155 (Home Evening: 237-0971 (cell

Park Area Requested: Anderson Courts/Field # #1 (Ave 26/85 St.)

Type of Event: ____Baseball ____Softball ____Soccer X Football ____Tennis

Purpose: X Practice ____Game ____Other: _____

Date(s): 8/19 8/20 8/24-8/27, 8/31 9/2 9/3, 9/7 9/9 9/10 Time: 5:00 to 7:30 (for all dates)

Date(s): 9/14 9/16 9/17, 9/21 9/22 9/23 9/24 9/28 9/29 9/30 Time:_____ to _____

Date(s): 10/1 10/5 10/7 10/8 10/12 10/14 10/15 10/19 10/20 10/22 10/26 10/28 10/29 Time:_____ to _____

PLEASE NOTE: Park Facilities close at 10:00 pm.

The undersigned accepts responsibility for any damage to city property, fixtures or buildings covered by this permit resulting from permitees use of facilities and to abide by all rules of the Park Department as stated in the attached Code of General Ordinances and Rules and Regulations.

I have read the reverse side and agree to abide by the General and Special Park Rules and Regulations.

Signature of Applicant: Daniel Prozanski Date: 8/17/09

Drivers License of Applicant: P625 0726 7048 00

Please read the reverse side before signing: This is a Legal Document carrying financial obligations.

C-2

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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August 31, 2009

TO: Michael Orth, Chairman
Board of Park Commissioners

FROM: Jeff Warnock, Superintendent of Parks

Re: Peace Learning Circle Workshops

BACKGROUND INFORMATION

A request has been received to use the Southport Beach House (upper level) for various dates during the year for school workshops which are held on Monday through Thursday. The workshops are not held each day of the week, it averages approximately 6 times a month. They have used the facility the past two years, with no problems. Fees have been waived in the past due to the on going relationship with UW Parkside and renovations.

1. Organization to enter into a Contractual Agreement with the City of Kenosha (Park Use Agreement) along with proof of Comprehensive General Liability Insurance in the amount of one million dollars ($1,000,000.00) (Certificate of Liability) which names the City of Kenosha and any participants as an additional insured and contains provisions to support the Hold Harmless Agreement.

2. In compliance with all Park Rules and Regulations (enclosed)

3. In compliance with the Rules for usage of the Southport Beachhouse. This includes no tape, tacks, nails etc. are to be used on the walls or floors.

4. Organization is responsible for cleanup of the building and park area.

5. The organization will need to work with Park Division staff to schedule dates and times as not to conflict with other usage of the facility. The building will not be available during the months of January - March.

STAFF RECOMMENDATION

Staff recommends approval with co-sponsorship and in compliance with all requirements.

Event Organizer Information

Name of Group Peace Learning Circles of Kenosha & Racine

Is Host Organization a 501(c)-3? ___ No ✓ Yes, #ES - 40706

Group Contact Name SUE HOLLOW

Address UW-PARKSIDE P.O. BOX 2000

City/State/Zip KENOSA WI 53141-2000

Work Phone CHRIS KUGEL-UWP 262-595-2402 **Home Phone** SUE HOLLOW 262-681-0135 **Cell Phone** SUE HOLLOW 262-939-1285

Fax ___ **E-mail** jshollow12@yahoo.com

Name of Event WORKSHOPS	
Charitable Event? ✓ No ___ Yes, Proceeds donated to ___	
Date of Event TBD - COORDINATE W/PARK DEPT.	**Rain Date:** ←
Annual Event ___ No ✓ Yes	**Expected Attendance** 30 per date
Event Category (check one)	
Run/Walk ___ Festival ___ Concert ___ Athletic Tournament ___	
Other, Please Specify SCHOOL - 4th GRADE WORKSHOP	
Park Requested SOUTHPORT BEACH HOUSE	
Admission Fee ✓ No ___ Yes (Participants) $___ and/or (Attendees) $___	
Time of Event: VARIES, DEPENDING ON SCHOOL START TIME. ESTIMATES	
Set up 8:30 Event Starts 9:00 Event Concludes 3:00	
Does this require time in the park prior or after your event? ✓ No ___ Yes	
Explain date and time needed: WEEKDAYS ONLY DURING REGULAR CLASS TIME OF EACH PARTICIPATING CLASS.	
* 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)	

* STUDENTS EAT ON BLANKETS ON FLOOR. THEY EACH BRING A BAG LUNCH. CRACKERS & WATER ARE GIVEN AT BREAKTIME - ALSO EATEN ON BLANKETS. FLOOR IS SWEPT AFTER BREAK (SNACK) & AFTER LUNCH.

Organization Meeting

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

Permits

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

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

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

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

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

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

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

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

Certificate of Insurance

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

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

Marketing of Event

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

NO

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

THIS IS NOT AN ADVERTISED EVENT. PARTICPATING SCHOOLS SIGN UP, BASED ON NEED.

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

Site & Route Plan

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

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

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

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

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

Parking Plan

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

BUS DROPS STUDENTS OFF INFRONT OF BEACH HOUSE & PICKS THEM UP AT SAME PLACE - VOLUNTEERS PARK IN PARKING LOT

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.

N/A

Mitigation of Impact

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

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

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

Have you done the appropriate notifications?

____No ____Yes, alderman Name/Date N/A

Special Event Fees

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

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

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

EQUIPMENT REQUESTS: Appropriate fees will be charged

____Electric* ____Water ____# of Benches ____# of Picnic Tables

____# of Trash Containers ____Barricades ____Snow Fencing (must provide location)

____Bleachers ____Reviewing Stand ____Showmobile ____Portable Fencing

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

Other Special Requests:

_____

_____

Application Signature

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

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

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

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

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

Sue Hollow
Applicant Signature

July 22, 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

March 6, 2009 to June 30, 2010

MEMORANDUM OF AGREEMENT

BETWEEN

THE UNIVERSITY OF WISCONSIN-PARKSIDE
CENTER FOR COMMUNITY PARTNERSHIPS

AND

THE PEACE LEARNING CIRCLES OF KENOSHA & RACINE

In the spirit of collaboration, the Center for Community Partnerships (CCP) at the University of Wisconsin-Parkside (UWP) and the Peace Learning Circles of Kenosha & Racine (PLC), enter into this agreement of mutual support. This affiliation provides a fiscal agent for the PLC of Kenosha and Racine, and the opportunity for the CCP to expand its efforts to promote community dialogue.

The University of Wisconsin-Parkside, through the Center for Community-Partnerships, agrees to provide the following:

- UWP and CCP will serve as the fiscal agent for the PLC. University of Wisconsin System policies and procedures will govern all transactions as outlined in the attachment to this agreement.
- The CCP will provide periodic accounting of all revenues and expenses.
- Federal or state grants submitted by UWP on behalf of the PLC will be charged a negotiated overhead cost to recover UWP administrative monitoring and reporting costs.
- Any conferences or workshops will require a negotiation of fees for services between the CCP and the PLC.
- To the extent possible, the CCP will promote PLC events at the University and allow the use of UWP facilities for PLC programs.
- UWP shall provide liability coverage only for those PLC events which are approved by UWP and in which UWP, through the CCP, participates or sponsors. PLC events which are not approved by UWP or do not involve direct participation or sponsorship by UWP shall not receive the benefit of liability coverage.

The Peace Learning Circles of Kenosha and Racine agrees to provide the following:

- The PLC will reserve a seat on its organizing committee for the Director of Community Development and Dialogues.
- Programs planned by the PLC will publicly acknowledge the partnership with the CCP Community Development and Dialogues and the University of Wisconsin-Parkside.
- To the extent possible, the PLC will help promote Community Development and Dialogues programs which are congruent with the PLC's mission to inspire hope for a peaceful world by promoting and developing understanding, caring, respect, and peaceful living in our communities.
- To the extent possible, the PLC will work with other appropriate CCP units to engage UWP students in their Community Development and Dialogues efforts.

Overview of University of Wisconsin System Policies and Procedures Governing all Transactions by the Peace Learning Circles of Kenosha and Racine

1. All expenditures will use the appropriate requisition process. For orders under $500, the PLC may pay directly and be reimbursed upon completion of a reimbursement form. Orders over $500 must be checked first by the financial specialist in the CCP. The UW System has non-profit status, and, as such, is tax exempt.

2. UWP is guided by UW System regulations, which include state mandated contracted vendors for some items. The CCP's Financial Specialist will provide a list of contracted vendors.

3. Mileage reimbursements for 2008-2009 are .485 per mile for under 100 miles round trip and .365 per mile for over 100 miles round trip. State rate for hotel rooms is $80.00 per night.

4. Speakers will not receive pay until after the presentation. Their home addresses and social security numbers are needed to process payment. In the case of paying an employer, a federal ID number is needed.

5. If programs or meetings are held on the University campus, we are bound by contract to have our food service provide the food.

Keep in mind that the UW System may take three to four weeks before expenditures are processed and completed. Therefore, it is important to project needs early and to work closely with the Financial Specialist in the CCP.

C-3

Engineering Division
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DEPARTMENT OF PUBLIC WORKS

Ronald L. Bursek, P.E., Director

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Telephone (262) 653-4050 · Fax (262) 653-4056

August 31, 2009

TO: Michael Orth, Chairman
Board of Park Commissioners

FROM: Jeff Warnock, Superintendent of Parks

Re: Request from Kenosha AFL-CIO

BACKGROUND INFORMATION

A request has been received from Kenosha AFL-CIO for park equipment usage for their Laborfest to be held on Monday, September 7, 2009 at St. Therese picnic grounds. In the past this event was held at Columbus Park with full sponsorship. A few years ago, it was moved to St. Therese for several reasons, including weather conditions.

The Park Division provides the Showmobile and park benches for this event, which includes delivery and removal. The equipment is delivered and picked up during normal work day hours by employees. Rental fees: Showmobile - $250.00 and $150.00 for the benches.

STAFF RECOMMENDATION

Staff recommendation is to approve the request for equipment with full/co-sponsorship

Kenosha AFL-CIO Council

3030 - 39th AVENUE • KENOSHA, WISCONSIN 53144
Phone (262) 657-3808 • Fax (262) 657-5242

RECEIVED
APR 28 2009
CITY OF KENOSHA
MAYOR'S OFFICE

Mayor Keith Bosman
City of Kenosha
625 52nd Street
Kenosha, WI 53140

Dear Mayor Bosman

May 01, 2009

The Kenosha AFL-CIO Central Labor Council will again hold Laborfest 2008 at St. Therese picnic grounds on Kenosha's south side. As you know we moved it for several reasons but mainly the weather.

As in the past we ask that the City of Kenosha provide the band shell and benches. We would like to meet with you or your representative to discus this

We always appreciated the City of Kenosha's help on making this event possible and we hope you will continue to do so.

Sincerely,

Ron Frederick

Ronald J. Frederick, President
Kenosha AFL-CIO Central Labor Council

cc: File

C-4

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

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August 31, 2009

TO: Michael Orth, Chairman
Board of Park Commissioners

FROM: Jeff Warnock, Superintendent of Parks

Re: South Kenosha Progress Fund, Inc.

BACKGROUND INFORMATION

A request has been received from the South Kenosha Progress Fund, Inc. for use of the City's Showmobile on Saturday, September 12, 2009 for Southfest 2009 at Sunnyside Park. They are also requesting permission to sell fermented malt beverages and co-sponorship of the event. The previous event was held in 2007.

REQUIREMENTS

1. The sponsoring organization enter into a Contractual Agreement with the City of Kenosha, (PARK USE AGREEMENT) along with proof of Comprehensive General Liability Insurance the amount of one million dollars ($1,000,000.00) (CERTIFICATE OF INSURANCE) which names the **City of Kenosha, any athletic participants and vendors** as an additional insured, and contains provisions for Contractual Liability to support the Hold Harmless Agreement.

2. The Certificate of Insurance must provide an endorsement supporting the sale of fermented malt beverages.

3. In compliance with the Wisconsin Administrative Code pertaining to temporary tent structures. Organization must contact Diggers Hotline no later than 3 business days prior to the event.

4. Organization to provide private security for gatherings of over two hundred and fifty (250) persons in park areas.

5. As to food handling for the event, the necessary arrangements for permits must be obtained from the Kenosha County Health Department, and permission is contingent upon satisfying the requirements as outlined by the Health Department.

6. Fees and Charges: Rental fee for the park is $100.00 - 45 Picnic Tables $15.00 per table; 60 Benches - $3.00 each and Showmobile $250.00

7. Any vendors that are not covered under the organization's Certificate of Liability Insurance, must provide one to the Park Division as outlined in Item #1.

8. If approved, the sponsoring organization will be required to meet with Park Division staff to plan all aspects of the event at least 2 weeks prior to the date.

9. Organization is responsible for trash removal for the park area following the event. If Park Division staff is required to clean up the area, the organization will be billed for labor costs.

10. Equipment ordered by the organization (portable toilets, dumpster, tents etc). will need to be removed from the park on Monday, September 14, 2009.

11. The sponsoring organization must be in conformance with all Park Rules and Regulations.

STAFF RECOMMENDATION

Staff recommends approval of this request along with permission to sell fermented malt beverages as in previous years.

RECEIVED 8-14-09

Event Organizer Information

Name of Group South Kenosha Progress Fund, Inc.

Is Host Organization a 501(c)-3? ___No *X Yes, #ES - Applied For

Group Contact Name Ray Misner, Chair or Cory Zimmerman President

Address 2732 Lincoln Rd.

City/State/Zip Kenosha, WI 53143

Work Phone 960-0978 **Home Phone** 652-7378 **Cell Phone** 960-0978

Fax ___ **E-mail** ___

Name of Event SOUTHFEST 2009

Charitable Event? ___No X Yes, Proceeds donated to 501 C 3 organizations & the south Kenosha Progress Fund

Date of Event Sept. 12+13th **Rain Date:** None

Annual Event ___No X Yes **Expected Attendance** 5,000 to 10,000

Event Category (check one)

Run/Walk ___ Festival X Concert ___ Athletic Tournament ___

Other, Please Specify ___

Park Requested Sunnyside park

Admission Fee X No ___Yes (Participants) $___ and/or (Attendees) $___

Time of Event:

Set up 8:00 am Event Starts 11 am (Sat + Sun) Event Concludes 10pm (Sat) / 7pm (Sun.)

Does this require time in the park prior or after your event? ___No X Yes

Explain date and time needed: We will have a security presence in the park through the weekend after closing hrs.

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.***

N/A **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. Not required if less than two days a year
To obtain application and permit, contact the Kenosha County Health Department 262-605-6700. Please indicate the date you submitted Temporary Restaurant Permit application_____.

N/A **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_____.

X **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 _____.

N/A X **Fireworks Permit** – from the Fire Department 262-653-4100. If at a lake-front park, you must notify the Coast Guard. A laser & light show will take place – Airport will be notified.

N/A **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?)

YES - Knews and Milwaukee news channels may cover. - will be parked at snap on.

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

Kenosha News, Happenings, News media, Signs posters, Counter cards, door hanger and email blasts.

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 have requested the snow mobil and fencing + the use of 3 golf carts at the event.

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.

f 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.

Salvation will be providing the parking.

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.

2 to 4 off duty KPD will be providing security for this weekend event.

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 Ray Misner (part of event)

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* ___Water ✓ as many as possible # of Benches ✓ as many as possible # of Picnic Tables

8 # of Trash Containers X Barricades X Snow Fencing (must provide location)

___Bleachers ___Reviewing Stand X 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:

Recycll bins.

Application Signature

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

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

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

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

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

Applicant Signature

Date 08/10/09

Application Submission

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

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

Temporary Structures in Parks Instructions

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

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

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

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

- **Temporary Structure Permit Application**
  Please answer all the questions as fully and accurately as you can. Return the completed application with your event application.

- Digger's Hotline, 1-800-242-8511
  Call Digger's Hotline no earlier than 14 days before your event, and **no later than 5 working days prior to the event**. You **must** meet this time line. There are **NO** exceptions.

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

  If you have any questions about this process, please call the Park Department at:
  262-653-4080.
  Kenosha Park Department
  3617 - 65th Street
  Kenosha, WI 51342

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

Temporary Structure Permit

Todays Date 08/10/09

Name of Event South Fest 2009

Park Requested Sunny side park

Date of Event Sept. 12+13, 2009

Event Organizer Information

Name of Group South Kenosha Progress Fund

Contact Person Ray Misner

Address 2732 Lincoln Rd. Kenosha, WI 53143

Work Phone 960-0978 **Home Phone** 652-7378

Type of Temporary Structure

X Tent

X Staging (show mobile)

X Trailers

X Inflatables

____ Dunk Tank

____ Other, Please explain _____

(Will Fax over) Ray M

Insurance

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

Insurance Company_____ Insurance Policy No._____

Signatures

Vendor Signature_____ Date_____

Park Department Authorization_____ Date_____

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

Vending in a Kenosha Park – Instructions

Park Vending for Special Events

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

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

Certificate of Insurance

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

Food Vendors

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

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

Parks Vending Permit Application

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

Today's Date 08/10/09 **Date of Events** sept. 12&13, 2009

Park Sunnyside park **Event** SouthFest

Event Organizer Information

Name of Group South Kenosha progress Fund

Contact Person Ray misner

Address 2732 Lincoln Rd. Kenosha, WI 53143

Work Phone 960-0978 **Home Phone** 652-7378

Number of Vendors 1 (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 Hot dogs, Fries, Hamburgers, pizza, drinks, popcorn cotton candy.

If selling food, please indicate your Temporary Restaurant License # N/A

Non-Food Item T-shirts, Hats, toy's, Misc. Festival type stuff + Raffle & silent Auction.

Detail of Vendor Set-up

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

tables, chairs, tents, 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._____

Signatures

Vendor Signature_____ Date_____

Park Department Authorization_____ Date_____

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

Public Amplification Permit Application

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

Event Information:

Name of Event SouthFest

Date of Event Sept. 12+13th, 2009

Park Requested Sunnyside park

Contact Person Ray misner

Daytime Phone # 960-0978 Evening Phone # 652-7378

Alderman Name Ray misner

Approval - Date received

Type of Amplified Sound

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

Times of Sound From 11am To 9:45 pm (Sat)
11am to 7pm (Sun)

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

Excerpts from applicable City Ordinances:
23.5 NOISE PROHIBITED

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

B. **Specific Prohibitions**. The following acts, and the causing thereof, are declared to be in violation of this Ordinance.

1. **Radio, Television Sets, Musical Instruments and Similar Devices**. Operating, playing or permitting the operation or playing of any radio, television, phonograph, drum, musical instruments, sound amplifier, or similar device which produces, reproduces or amplifies sound:

a. Between the hours of 10:00pm and 7:00am the following day in such a manner as to create a noise disturbance across a real property boundary; except for activities open to the public and for which a permit has been issued by the Department of Parks for the City of Kenosha, Wisconsin, according to the criteria set forth in **§23.6**;

b. In such a manner as to create a noise disturbance in any room in any dwelling unit located in any adjacent premises;

c. In such a manner as to create a noise disturbance at 50 feet from such device, when operated in or on a motor vehicle on a public right-of-way or public space or in a boat on public waters;

d. In such a manner as to create a noise disturbance to any person other than the operator of the device, when operated by any passenger on a common carrier;

e. This Section shall not apply to noncommercial spoken language covered under **§23.5B.2**..

2. Loudspeakers/Public Address Systems.

a. Using or operating for any noncommercial purpose any loudspeaker, public address system, or similar device between the hours of 10:00pm and 8:00am the following day, such that the sound therefrom creates a noise disturbance across a residential real property boundary.

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

3. Emergency Signaling Devices

a. The intentional sounding or permitting the sounding outdoors of any fire, burglar, or civil defense alarm siren, whistle or similar stationary emergency signaling device, except for emergency purposes or for testing, as provided in Subsection b.

b. (1) Testing of a stationary emergency signaling device shall occur at the same time of day each time such a test is performed, but not before 9:00am of after 5:00pm. Any such testing shall use only the minimum cycle test time. In no case shall such test time exceed 60 seconds.

(2) Testing of the complete emergency signaling system, including the functioning of the signaling device and the personnel response to the signaling device, shall not occur more than once in each calendar month. Such testing shall not occur before 9:00am or after 5:00pm. The time limit specified in Subsection (1) shall not apply to such complete system testing.

c. Sounding or permitting the sounding of any exterior burglar [or fire] alarm or any motor vehicle burglar alarm unless such alarm is automatically terminated within fifteen minutes of activation.

23.6 CRITERIA TO DETERMINE "NOISE"

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

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

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

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

23.7 METHOD OF MEASURING NOISE

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

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

23.8 VARIANCE PERMITS

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

A. Temporary Variance Permits.

1. **General.** A Temporary Variance Permit may be issued upon request provided that the work producing such noise is necessary to promote the public health and/or welfare and reasonable steps are taken to keep such noise at the lowest possible practical level.
2. **Special Community Events.** A Temporary Variance Permit may be issued for special events, such as circuses, 4th of July celebrations and similar community events, which are limited in duration and are generally acceptable to the people of the community; provided that precautions are taken to maintain the noises produced at the lowest practical level.
3. **Procedure to Obtain a Variance Permit.** Applications for Temporary Variance Permits must be made in writing to the Health Officer and shall contain all of the following pertinent information:

    a. Dates requested;
    b. Time and place of operation:
    c. Equipment and operation involved;
    d. Necessity for such permit;
    e. Steps to be taken to minimize noise; and,
    f. Name of responsible person(s) who will be present at the operation site while the noise is produced.

B. Variance Permits of Indefinite Duration.

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

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

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

The Event Organizer must:

1. Obtain Beer Consumption in a Park Permit (application attached)
2. Must be approved by the Board of Park Commissioners.
3. Obtain Temporary Class "B" Retailers License, for selling (application available in the City Clerk's Office)
4. Abide by all of the following regulations.

- Each sponsoring organization shall have its beer garden area specifically delineated by a fence for selling, serving, and consumption of beer. The fence shall completely enclose the area except for space for ingress and egress. An adult member of the sponsoring organization or a security guard will check the identification of all persons entering the beer garden area.

- One or more security guards shall be on duty at all times during the operation of the area to prevent entry of minors or intoxicated people into the area and to prevent beer from being carried out or passed out of the area. The Police Department is authorized to require additional security based on past experience or special concerns about the event.

- The organization shall prevent patrons from obstructing sidewalks and roadways adjacent to its area.

- **Toilet Facilities:** At least one portable toilet for men, one for women, and one handicap accessible unit shall be provided at each location.

- **Litter Control:** Each organization is responsible for leaving the area free from litter so that it is in acceptable condition for the next event. In accordance with Park Commission policies, a clean-up deposit of $1000 may be required. We encourage renting a sufficient number of trash cans and/or dumpsters to minimize clean-up and avoid possible forfeiture of the clean-up deposit. Any group which leaves the area in a condition which requires special clean-up by Park crews shall be assessed the cost of the clean-up.

- **NO GLASS CONTAINERS ALLOWED IN THE PARKS!**

- Each organization shall provide a reasonable number of signs indicating that drinking alcoholic beverages is prohibited on city streets and public ways, and that City Ordinances prohibit carrying out open containers containing alcohol from designated areas.

- No person under the age of twenty-one (21) shall participate in serving or delivering beer to patrons.

- All permits and outdoor sales of beer shall expire at such times as designated by the Park Superintendent, and shall never extend beyond 9:30pm.

- At least one licensed bartender shall be present at each outdoor area during all times of operation.

- Any live, amplified, or recorded music shall require approval by the Director of Parks and/or Board of Park Commissioners.

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

Application for the Fermented Malt Beverages

Today's Date 08/10/09

Event Organizer Information

Name of Group South Kenosha progress Fund, Inc.

Contact Person Ray misner

Address 2732 Lincoln Rd.

Work Phone 960-0978 Home Phone 652-7378

Date of Event sept. 12+13th, 2009 Location Sunnyside park

Beer Selling Permit Information

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

(TBD)

Security Company

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

- ☐ No
- ☑ Yes, Indicate Application Date 08/3/09

***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?

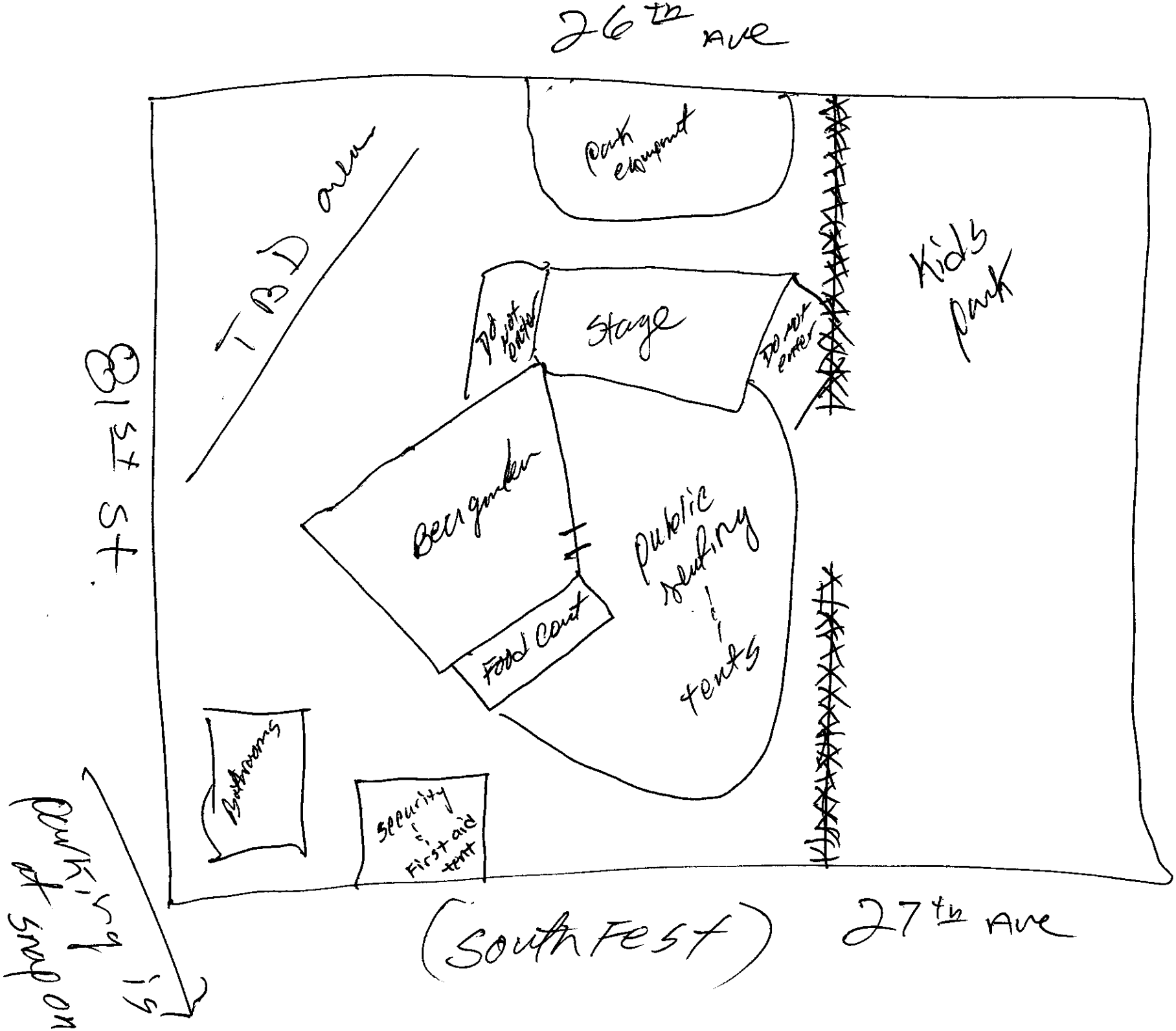
- ☑ No
- ☐ Yes, Indicate Application Date (Will be Faxed or delivered as soon as we recieve it.)

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

Park Commission Approval _____

Date

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


26th Ave
TBD area
park equipment
Kids park
Do not enter
Stage
Do not enter
Beer garden
public seating & tents
Food Court
Bathrooms
security & First aid tent
(South Fest)
27th Ave
81st St
parking is at snap on