

**POLICY/PROCEDURE MANUAL  
CITY OF KENOSHA – PUBLIC WORKS/PARKS  
SPECIAL EVENTS POLICY**

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

***This Special Events Policy/Procedure Manual was developed to assist you, the Event Organizer, through the permit process. As the Event Organizer it is your responsibility to ensure that event participants are provided with a safe and enjoyable event. It is also your organization's responsibility to make sure that the parkland, other park users and the surrounding neighborhood are also safe and not unduly impacted. It is our goal to assist you in planning a safe and successful event. Please do not hesitate to contact our office at any time during the process.***

1. **Purpose:**
  - a) To establish a procedure which permits individuals, organizations and agencies to conduct public events in the City of Kenosha Park System in accordance with the Code of General Ordinances and policies set forth by the City and/or Board of Park Commissioners.
  
2. **Scope:**
  - a) This policy sets forth minimum guidelines which will control the application process, scheduling, conduct of and clean-up of public events in City parks. This also includes the Code of General Ordinances Chapter 6 – Parks. **See Attachment “A” or review on the City of Kenosha website.**
  
3. **Discretionary Approval Authority:**
  - a) Board of Park Commissioners and/or Public Works Administration. The City at all times reserves the right to exercise its discretion in implementing this policy based on its consideration of public policy, community health and safety issues.
  
4. **Organization Meeting:**
  - a) The organizational meeting regarding your event, should include the Park Division Special Events Supervisor that can assist during the planning phase. It is an excellent way to prevent potential problems and insure good communications. An on-site meeting between your organization and the supervisor is required.
  
5. **Public Event Policy:**
  - a) Definition of a Public Event: Is a planned special occurrence on park property, which requires exclusive use of a portion of the park and has a community-wide appeal. Events include but are not limited to athletic activities, festivals, concerts, parades, and art shows.
  
  - b) A copy of the applications will be given to the Alderman of the District for their approval and comments before final approval from the Board of Park Commissioners and/or Superintendent of Parks.
  
  - c) Event sponsors are required to submit a **“Special Event Application – Application “A”** Requesting approval for the event. Application forms must be submitted no less than ninety (90) days prior to the event or they may not be considered. Please note, submission of this application is not considered an approval.
  
  - d) Special Event Application requests will be forwarded to various other City Departments for their comment and approval.

- e) The Park Division reserves the right to deny a Public Event Permit if the event is incompatible with the park area or conflicts with other scheduled or unscheduled park usage.
- f) The Park Division and other governmental agencies may establish temporary rules and regulations to insure the best interests of the community are considered in approving an event.
- g) Upon approval, the organization must contact the Special Event Supervisor, to set up a meeting to discuss the event in detail.
- h) Organizers are advised to meet with the Park Supervisor following an event for a follow-up review.

**6. Deposits:**

- a) Cancellation Policy. The Park Division is to be notified a minimum of thirty (30) days prior to the scheduled event, in order to receive any full/partial refund of the deposit less any administrative costs.
- b) Full or partial deposits will be retained if damages have resulted to the facility, equipment or if the park ground used is not returned to its original condition. An inspection by the Park Division will be conducted at the conclusion of the event.

**7. Equipment Rental – Application “B”:**

- a) To assist you with your event, the Kenosha Public Works/Parks has various equipment available for rental. Please fill out the application and return it to our office. If you have a question, please contact our Special Events Supervisor.

**8. Temporary Structures – Application “C”:**

- a) Temporary structures such as tents (larger than a 10 x 10 pop-up), staging, trailer, inflatables and other equipment that penetrates the ground by stakes, tools or equipment in a public park.
- b) Wisconsin State Statute 182.0175 requires anyone who is responsible for the planning and performance of any type of ground penetration and excavation to provide advanced notice to Diggers Hotline.
- c) Call Digger's Hotline at 1-800-242-8511 **no later than three(3) working days prior to the event.** There are no exceptions. They will provide you with a ticket number and the date that you will be able to place structures at your approved location.

**9. Layout Map:**

- a) Prior to receiving approval for a public event, the sponsor must provide a map of the park area showing the location of all facilities and services to include, but not limited to concessions, rides, parking, fencing, portable toilets, dumpsters, stages etc.

**10. Utilities :**

- a) Any temporary installation of electrical services must be approved in advance by Public Works/Parks and a City permit issued by the Community Development & Inspections. The total cost of which will be borne by the sponsor. Any service shall be installed by a licensed electrician.
- b) Adequate electrical capacity to support the demands of the event shall be the responsibility of the sponsor.

- c) All necessary precautions shall be taken to protect the existing electrical service from overload and damage.
- d) The sponsor, upon receiving approval for the event, must contact Digger's Hotline (1-800-242-8511) and arrange for utility locations before any material is driven into the ground. Contact should be made at least three (3) working days prior to the setup date of the public event to allow utilities adequate time to locate their underground utilities. Event sponsors will be held liable and will repair at full cost any and all damages done to utilities.
- e) If additional water supply is needed, provisions must be made by the sponsor.

**11. Cleanup and Refuse:**

- a) The event sponsor shall provide sufficient refuse containers and dumpsters to meet the anticipated demand. Dumpsters will be located close to hard surface roads and shall be emptied on an as-needed basis. Cost to be borne by the sponsor.
- b) Cleaning and clearing of the park area during and after a public event is the responsibility of the sponsor. The area will be entirely cleared of litter within 24 hours of the end of the public event. All portable objects such as tents, fencing, portable toilets, etc shall be removed within 48 hours following the event. If cleaning and clearing is not accomplished within the time allotted, the same shall be done by the Park Division and costs will be deducted from the deposit and/or billed to the sponsor.

**12. Parking :**

- a) No Parking or driving of any vehicle on turf or paved areas outside designated parking areas is not allowed without prior written approval by Public Works/Parks.
- b) The sponsor shall provide an adequate number of individuals to control and regulate the parking of vehicles in designated parking areas.
- c) Event sponsors are responsible for any damage and will be billed for repair costs.

**13. Street Closure:**

- a) Any event that is requesting a partial or full street closure, must contact the Public Works Department at 625-52<sup>nd</sup> Street Room 305 for an application and any related fees. The phone number is 262-653-4050.

**14. No Parking Signage:**

- a) Approval must be received from the Public Works Department.
- b) The department will provide you with a sample of the sign that is to be posted.
- c) It is the **responsibility** of the organization to have these signs printed in the correct form and color as directed by Public Works
- d) The organization is also responsible for the stakes, placement of the signs and in the locations approved, no earlier than 48 hours prior to the event. The signs are to be removed within 24 hours following the event.

**15. Traffic Control:**

- a) All traffic control measures must be coordinated with and approved by the City of Kenosha Police Department and a copy of the approved plan shall be provided to the Park Division.

**16. Noise Control: Public Amplification Permit Application "D":**

- a) Any Live, amplified, or recorded music shall require the approval from the Board of Park Commissioners. Bands are not allowed at an event with out permission of the commission.

- b) In compliance with the Noise Control City Ordinance Chapter 23.5. Loud and unnecessary noise is prohibited. **See Attachment "D1"** for excerpts from the ordinance. Any violations may result in closure of the event.
- c) Music cannot begin prior to 11:00 am and must end by 9:30 pm, Exceptions must be approved by the Board of Park Commissioners.

**17. Fermented Malt Beverage Sales (Beer/Wine Coolers): Application "E":**

- a) All beverages must be dispensed in paper, plastic, or aluminum containers. Glass containers are **prohibited!**
- b) Sponsors wishing to dispense fermented malt beverages and wine containing not more than 6% alcohol by volume must receive approval from the Board of Park Commissioners.
- c) Following approval, the sponsor must secure a Temporary Class "B" License from the City of Kenosha Clerk's Office. This process will take approximately thirty (30) days to be approved. A copy of this license must be provided to the Park Division prior to the event.
- d) At least one person shall hold an operator's license and be present at all times when fermented malt beverages are sold and consumed.
- e) In compliance with the Conditions and Operations for a Beer Garden/Sales in a City Park – Attachment "E1"

**18. Food/Non Food Concessions: Park Vending Permit Application "F":**

- a) Information on any necessary permits and requirements for the safe handling of food and beverages at the event, the event organizer must contact the Kenosha County Health Department at 262-605-6700
- b) If sponsor elects to contract this service to a separate vendor (s), they must complete the Vending Permit Application. The Park Division will need to receive this application a minimum of thirty (30) days prior to the event.

**19. Security and Protection :**

- a) Event sponsors are responsible for providing safety and security for all attendees. Measures must be taken to maintain order and to enforce all laws, rules, and regulations pertinent to the event.
- b) An event must have security personnel the rate of one security guard for every 50 people present when fermented malt beverages are available, or one security guard for every 100 people if fermented malt beverages are not available. One member of the security personnel must be designated as the "Head of Security" who can be contacted at any time by the Park Division, Police, Fire or Health Department personnel. The Police and Fire Department, depending on fact and circumstances specific to each event shall have the discretion to modify this ratio, as they deem necessary.
- c) Confer with the Police Department to establish review and approve a security and safety plan. The Police Department may deny the event permit if the plan is inadequate. Contact information: 262-605-5212

**20. Restroom Facilities:**

- a) In addition to restroom facilities available in the immediate park area, portable units and portable hand washing facilities may be required for health and sanitation reasons at the expense of the sponsoring agency/organization.

- b) Any portable units shall be located within the authorized area of the public event. If fermented malt beverages permit has been granted, a selected number of portable units will be placed within 400 feet of the beer garden area.
- c) Portable units and park restroom buildings used for a public event shall be kept in a clean and usable condition by the sponsor. This will include periodic inspection by a representative of the sponsor to ensure proper function of the units and adequate supply of toilet paper.

**21. Open Burning/Fireworks – Application “G”:**

- a) Any Open Burning and/or Fireworks will need the approval of the Board of Park Commissioners. Tentative approval must be received from the Fire Department in regards to the location.
- b) If approved, the organization must contact the City of Kenosha Fire Department – Fire Prevention Bureau to obtain a permit and pay appropriate fees.

**22. Outdoor Event Rules – Fire Department :**

- a) If you are holding an outdoor event, it must be reviewed by the Fire Department. Items of concern include general fire and life safety, crowd capacity, access for emergency vehicles, configuration and identification of all vendors cooking with flammable and combustible liquids and/or gases or potentially hazardous cooking appliances. A copy of your Special Event application will be forwarded to the Fire Prevention Bureau for review
- b) See Rules – **Attachment “B”**