

City of Racine PRCS

Public Events Application

Instructions:

Please carefully read the attached "Public Event Planning Instructions" before completing this application.
Incomplete applications will not be accepted.

	YES	NO
Applying for a NEW public event?	<input type="checkbox"/>	<input type="checkbox"/>
Applying for a RETURNING public event with significant changes?	<input type="checkbox"/>	<input type="checkbox"/>

Select Location(s):

please select all that apply

- | | |
|--|--|
| <input type="checkbox"/> Crosswalk Park, 317 Main St. | <input type="checkbox"/> Monument Square, 502 Main St. |
| <input type="checkbox"/> Harris Plaza, 605 Grand Ave. | <input type="checkbox"/> North Beach Park, 1501 Michigan Blvd. |
| <input type="checkbox"/> Island Park, 1704 Liberty St. | <input type="checkbox"/> Pershing Park, 800 Pershing Dr. |
| <input type="checkbox"/> Lake Michigan Pathway | <input type="checkbox"/> Root River Pathway |
| <input type="checkbox"/> Lincoln Park, 2200 Domanik Dr. | <input type="checkbox"/> Sam Johnson Parkway |
| <input type="checkbox"/> Lockwood Park, 4300 Graceland Blvd. | <input type="checkbox"/> Stage-on-Wheels |
| | <input type="checkbox"/> Other: _____ |

Event Organizer Information:

Name of Event Organizer _____

Name of the Organization _____

Address _____ City/State _____ Zip _____

Daytime Phone _____ Cell Phone _____ Email _____

Alternate Contact _____ Phone _____ Email _____

Please select appropriate response:

Event organizer is a(n): ☐ Individual Proprietor ☐ Corporation* ☐ LLC* ☐ Other

Is the applicant organization a not-for-profit? ☐ Yes* ☐ No

**Please attach a proof of your not-for-profit status or a copy of the business structure status to this application for verification purposes*

Event Information:

Event Name _____ Expected Attendance _____

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

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

Tear-Down Date _____ Tear-Down Start Time _____ Tear-Down End Time _____

Does your event require you to be in the park before 8 am and after 10 pm? ☐ Yes ☐ No

Run/Walk Information:

Run/Walk Step-Off Time _____ Total # of Aid Stations _____

How will the route be marked? (i.e. staff/volunteers at turns, signs staked in grass along the route, etc.)

Does the route include any portion of the City bicycle pathways?	YES	NO
Run/Walk route map included?	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Stage-On-Wheels Information:

Delivery Location _____ Location Street Address _____ Zip _____

Delivery Date _____ Delivery Time _____ Pick-Up Date _____ Pick-Up Time _____

Date: Stage to be Opened _____ Opening Time _____ Closing Time _____

Additional Opening Date _____ Opening Time _____ Closing Time _____

Is additional staging needed? ☐ YES ☐ NO

Will amplified music be played? ☐ YES ☐ NO

Will electricity be needed? ☐ YES ☐ NO

Additional Information:

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

Security Deposit Refund Information:

To whom will the deposit refund be sent?

Name of Payee/Organization _____ ATTN _____

Street Address _____ RM/FLR/STE/UNIT _____

City _____ State _____ Zip Code _____

Application Signature:

The event organizer/applicant hereby certifies that all of the information provided within and for this permit application is true and correct to the best of his/her knowledge. The applicant understands falsification of information may result in termination of use/permit and furthermore could result in denial of future use of park facilities. Applicant certifies he/she has read and understands the Public Event Planning Instructions.

The applicant agrees to have an authorized representative in attendance at the event at all times the event is in progress, who shall supervise the reserved premises to ensure that the event is conducted in a safe and orderly manner. Applicant agrees to pay City for PRCS permits sixty (60) days prior to the first park use date and within 30 days following the date of invoice the cost of overtime expenses incurred by City for its assistance in the implementation of this permit.

Release of Liability

Applicant hereby covenants Not To Sue and agrees to Indemnify, Defend, and Hold Harmless City, its departments, officers, agents, employees, &/or volunteers from and against any and all costs (no limitation), damages, expenses, attorneys fees, or liability for personal injuries, bodily injuries, death, or property damage, of any character and to any person or property, regardless of cause, arising out of the acts of or sustained by Applicant, permit holder, event organizer, its officers, employees, agents, volunteer workers, participants in said Event or frequenters of said area during the time specified in the application and issued permit.

I have read this release and waiver of liability, fully understanding its terms, and understand that I have given up substantial rights by signing it. I realize I am not required to sign the Release. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

Signature of Authorized Event Organizer _____ Date _____

***If you are a Limited Liability Company, all partners must provide a signature:

Signature of Partner _____ Title _____ Date _____

Signature of Partner _____ Title _____ Date _____

Does request require approval by the Board of PRCS or Common Council? ☐ YES ☐ NO

☐ Event Schedule ☐ Letter of Request ☐ Layout Map/Route ☐ Certificate of Liability ☐ Not-For-Profit

Approval Date _____

City of Racine PRCS

Narrative, Schedule, Route/Site Map, Stage-on-Wheels

Narrative:

Please provide a narrative of the event. If your event is a new event, provide a detailed "Letter of Request" on a separate sheet of paper.

Event Schedule:

The schedule begins when event set-up starts and ends when clean-up of the event area is complete, all equipment is removed, and the park is available for regular use.

The schedule should include all activities planned for the event, including but not limited to:

- General: set-up, hours of operation, teardown/clean-up, leave park
- Vending: when vendors will set-up, hours of operation, teardown/clean-up, leave park
- Music/Performance: stage set-up, performance schedule, teardown/clean-up, leave park
- Displays, Exhibits, Demonstrations: set-up, open hours, teardown/clean-up, leave park
- Run/Walk/Parade, etc.: when staging starts, start time(s), end time(s), set-up, clean-up, leave park

Example: 8:00 am	Example: Set-up

Site/Placement Map:

Please attach a detailed event route/site map and/or Stage-on-Wheels placement map.

Site map should include, but is not limited to, the following:

- Accessible paths for wheelchairs
 - Disabled parking
 - Dumpsters
 - Exit location for fenced outdoor events
 - Event perimeter
 - Fencing
 - Garbage and recycling receptacles
- Placement of vehicles
 - Portable toilets
 - Signage
 - Stages
 - Temporary structures
 - Vendors

If the event includes a run/walk component on City streets, the approval of the City of Racine Parks, Recreation, and Cultural Services Department for the use of the park **does not imply approval of the proposed route**. Routes need to be approved through Department of Public Works and City of Racine Police Department.

What impact do you anticipate your event will have on the residents/businesses in the areas surrounding the park? Consider things such as noise, parking, traffic, etc. What plans do you have to minimize these impacts?