



**Application for a Special Event Permit\***  
**Form #ADM400 (rev. 12/2021)**

\*Subject to Change

Nonrefundable Fee: \$100 if submitted 45 days or more before an event

Nonrefundable Fee: \$500 if submitted 30-45 days before an event  
*Applications for an event less than 30 days away will not be considered*  
Fee waived by ordinance

**Before completing this application, carefully read the Special Event Planning Guide found at [www.kenosha.org](http://www.kenosha.org)**

**Event Name:** \_\_\_\_\_

**Event Date(s) Requested:** \_\_\_\_\_ **Rain Date(s):** \_\_\_\_\_

**A. Event Organization**

1. Organization's Name: \_\_\_\_\_

2. Does this organization hold not-for-profit status?      No      Yes (Please provide verification of 501(c) 3 status by submitting organization's IRS determination letter which outlined your tax-exemption or call IRS Customer Service at 1-877-829-5500 to request a copy). *Required to receive non-profit rate for equipment rental.*

3. Organization's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Contact Person: \_\_\_\_\_

5. Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

**B. Event Location**

1. Location (check all that apply):

- |                                   |   |                               |  |
|-----------------------------------|---|-------------------------------|--|
| City Street<br>City Owned Parcels | City Sidewalk<br>Water Utility Property | City Park<br>Airport Property | City-Owned Building*<br>Transit Property |
|-----------------------------------|---|-------------------------------|--|

Name & Address of the park, and any building\* (includes shelter, concession area, bandshell, etc.):  
\_\_\_\_\_

2. Does the event require any streets to be closed?      Yes      No  
Name of street: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

3. Type of street use requiring closure:      Parade      Run or Walk      Other: \_\_\_\_\_

4. Attach a scaled site plan of the event location and include the following if applicable:      Site Plan Attached

- |  |                  |   |
|--|------------------|---|
| Fences                                       | Entrances/Exits  | Volunteer Check-in                            |
| Beer Garden                                  | Staging Areas    | Vendor locations                              |
| Waste Containers                             | Portable Toilets | Routes & Traffic Lanes (including barricades) |
| Stages                                       | Signage          | Parking (including handicapped spaces)        |
| Temporary Structures (tents, trailers, etc.) |                  | Street parking restrictions                   |

**C. Event Operation Plan & Details**

1. Attach additional pages for events more than 3 days. Each day's event times must be listed.

SET-UP DATE	DAY 1 EVENT DATE	DAY 2 EVENT DATE	DAY 3 EVENT DATE	TEAR-DOWN DATE
SET-UP TIME	DAY 1 START & END TIMES	DAY 2 START & END TIMES	DAY 3 START & END TIMES	TEAR-DOWN TIME

2. Estimated Number of Attendees Per Day: \_\_\_\_\_

3. Event Description (provide a brief description of the event; attach additional pages if needed):

4. Indicate if the event will have any of the following (check all that apply):

- |              |   |                        |                        |
|--------------|---|------------------------|------------------------|
| Food Vendors | Merchandise Vendors   | Artwork Displays/Sales | Signage                |
| Animal Rides | Petting Zoo   | Rides                  | Announcements/Speeches |
| Fireworks*   | Bonfire*  | Pyrotechnic Devices*   | Horse Drawn Vehicles** |
| Carnival     | Circus  | Games                  | Public Entertainment   |
| Other: _____ | Sports tournament (list type: softball, hardball, rugby, etc.): _____ | Band                   | DJ Theatre             |

\*If approved by the Parks Commission, an [Open Burning/Fireworks Permit](#) may be obtained a minimum of fourteen (14) business days before the event. For details, contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109.

\*\*The event must be in compliance with [Chapter 14.025 C & D](#) of the Code of General Ordinances.

**D. Beer/Wine**

- Will beer and/or wine be served or sold at the event?      Yes                                      No (If no, skip to section E.)  
**Event staff or security will check identification and issue wristbands to anyone age 21 and older who wishes to purchase beer or wine.**
- Name of organization applying for the Temporary Class "B" Retailer's License: \_\_\_\_\_  
Contact the City Clerk-Treasurer's office at 262-653-4020 or by emailing [cityclerk@kenosha.org](mailto:cityclerk@kenosha.org) a minimum of 30 days prior to the event to obtain a [Temporary Class "B"/"Class B" Retailer's License](#).
- Specify, for each day of sale, the start and end times when beer/wine will be sold. Attach additional sheets if needed for more than 3 days. Note: If the event is in a Park, all beer/wine sales after 10 p.m. must get approval from the Board of Parks Commission.

Day 1 Date of beer/wine sales	Day 2 Date of beer/wine sales	Day 3 Date of beer/wine sales
Start Time	Start Time	Start Time
End time	End time	End time

**E. Food/Merchandise**

1. Will food be sold or served at your event?      Sold      Served      No Food

Contact the Kenosha County Health Department at 262-605-6700 or by emailing Mark Melotik at [mark.melotik@kenoshacounty.org](mailto:mark.melotik@kenoshacounty.org) or Brad Wozniak at [brad.wozniak@kenoshacounty.org](mailto:brad.wozniak@kenoshacounty.org) for information on the safe handling of food and beverages.

Contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109 a minimum of fourteen (14) business days prior to the event in order to coordinate inspections for the day of the event.

2. Will vendors sell merchandise at the event?                      Yes      No

- ◆ If yes to either food or merchandise, complete a Vendor List and submit it at least fourteen (14) days prior to the event to Administration. A copy will be sent to the Health Department and the Fire Department.

**F. Equipment Rental**

1. Will the event need:                      Electricity      Yes      No                      Water      Yes      No  
*Service for electric and water varies by location. The organizer may be required to provide their own generators in order to have sufficient electricity required for the event.*

2. Indicate requests for any of the following City-provided rental equipment (check all that apply).

**Supplies are limited and granted upon availability.**

- |                          |                   |  |                   |
|--------------------------|-------------------|--|-------------------|
| Bleachers                | # requested _____ | Benches  | # requested _____ |
| Barricades               | # requested _____ | Picnic Tables                                    | # requested _____ |
| Trash Carts              | # requested _____ | Traffic Cones                                    | # requested _____ |
| Recycling Carts          | # requested _____ | Traffic Signs                                    | # requested _____ |
| Showmobile (2 available) | # requested _____ | Generator (1 available and only with Showmobile) |                   |
| Reviewing Stands         | # requested _____ |  |                   |
| Fencing                  |                   |  |                   |

How many 50 foot sections of *snow* fencing? \_\_\_\_\_ How many 6 foot sections of *white plastic portable* fencing? \_\_\_\_\_

**G. Temporary Structures**

1. Will the event have any temporary structures or signage?      Yes      No (If no, skip to section H.)  
Temporary structures are defined as anything that penetrates the ground by stakes, tools, or other equipment such as tents. The proposed location of the structure(s) must be noted on the site plan.

2. In addition to City Equipment, what other type of temporary structures will be at the event (check all that apply)?

- |                                       |             |         |                               |           |          |
|---------------------------------------|-------------|---------|-------------------------------|-----------|----------|
| Tents                                 | Inflatables | Staging | Trailers                      | Dunk Tank | Signage* |
| <i>(larger than 10x10 pop up)</i>     |             |         |                               |           |          |
| Portable restrooms/ handwash stations |             |         | Other (Please Explain): _____ |           |          |

\*Any signage must comply with Chapter 15 of the City’s code of general ordinances. Include an example of proposed signage. For any questions on signage, contact City Development at: 262-653-4030.

3. I understand that if the event has any temporary structures, I must call Digger’s Hotline no later than three (3) business days prior to the event.      Yes      \_\_\_\_\_      Initial

**\*\*\*VERY IMPORTANT\*\*\***

**WI State Statute 182.0175 requires that the Event Organizer responsible for the planning and performance of any type of ground penetration and excavation provide advanced notice to Digger’s Hotline (call 1-800-242-8511) no later than three (3) business days prior to the ground penetration. Digger’s Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location. There are no exceptions.**

## H. Security

Event organizers are responsible for providing safety and security for all attendees. Measures must be taken to maintain order and enforce all laws, rules, and regulations pertinent to the event. The Kenosha Police and Fire Departments shall have the discretion to modify the required security plan as they deem necessary; and may recommend denial of the Special Event Permit if the security plan is inadequate.

1. Briefly describe security measures: \_\_\_\_\_
2. Is approval for overnight security requested for the event?    Yes        No
3. Will the event have private security?                    Yes        No
4. Will private security at the event be armed?        Yes        No
5. Private Security Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_
6. Are the services of the City of Kenosha Police personnel requested? (if so, contact Kenosha Police: 262-605-5216)  
    Yes        No
7. One member of the organization's security personnel or the organization's contact person must be designated "Head of Security" who can be reached at any time.

Name of Designated Head of Security: \_\_\_\_\_  
  First                                    M.I.                                    Last

Head of Security's Phone Number: \_\_\_\_\_

**\*REQUIRED: Detailed security and operational plan:**

Attached        Will be submitted a minimum of 14 business days before the event.

## I. Insurance

The Special Event Organizer shall, at a minimum, procure and maintain during the term of the Special Event occurrence based insurance policies, hereinafter specified insuring the Special Event and all associated Special Event activities. The Reviewing Authority may require additional coverages and/or increased coverage when deemed necessary. Certificates of Insurance must reflect:

a. Commercial General Liability:

    General Aggregate - Two Million Dollars (\$2,000,000.00)

    Each Occurrence - One Million Dollars (\$1,000,000.00)

b. Automobile Liability: (When required as a permit condition)

    Combined single limit coverage for bodily injury and property damage per accident in the amount of One Million Dollars (\$1,000,000.00).

c. Liquor Liability Coverage (When alcohol is approved for the Special Event)

    General Aggregate - One Million Dollars (\$1,000,000.00)

    Each Occurrence - One Million Dollars (\$1,000,000.00)

d. Umbrella Liability in the following amounts over the Commercial General Liability and Automobile Liability amounts listed herein: (When required as a permit condition)

    Two Million Dollars (\$2,000,000.00) per person

    Two Million Dollars (\$2,000,000.00) aggregate

e. Endorsements: The policy must be endorsed to name "The City of Kenosha, its elected officials, representatives, employees and agents" as additional insured. You must provide a copy of the actual endorsement.

The Commercial General Liability coverages required herein may be subject to a deductible or self-insured retention. If the Commercial General Liability insurance coverage policy has a deductible or self-insured retention, said deductible or self-insured retention cannot exceed \$5,000.00. The Umbrella Liability policy shall not contain exclusions or exceptions not present in the General Liability insurance policy.

**Certificate of Liability Insurance:**

Attached        Will be submitted a minimum of fourteen (14) business days before the event by the responsible agent on behalf of the event organization.

**J. Hold Harmless**

The Indemnity and Hold Harmless Agreement must be signed by an authorized agent of the organization presenting the event, and filed as a condition of approval.

a)

- I understand the filing of this application does not ensure the issuance of this licenses.
- I also understand that all Special Event Organizers and Vendors must comply with applicable Federal, State, County, and City laws, rules, and regulations.
- I further understand that an incomplete application may cause a delay in processing or a denial of the event.
- I have reviewed the [Code of General Ordinance Chapter 12.06 "Special Event Permit"](#)

Print Name of Authorized Agent: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INDEMNITY AND HOLD HARMLESS AGREEMENT**

**SPECIAL EVENT APPLICATION  
CITY ORDINANCE CHAPTER 12.06**

\_\_\_\_\_  
Authorized Agent of Special Event Organizer

Special Event Organizer does hereby agree that it will indemnify, defend and hold harmless the City of Kenosha, the City of Kenosha Board of Public Works, and the City of Kenosha Board of Parks Commission and their respective officers, agents and employees (collectively "Indemnitees") against any and all claims, liability, loss, charges, damages, costs, judgments, settlement expenses and attorney's fees, which any of them may hereafter sustain, incur or be required to pay as a result of incidents occurring on property or as a result of any operations, works, acts or omissions performed on property by Special Event Organizer, its officers, employees, contractors, subcontractors, independent contractors, agents, invitees or permitted users, or resulting from the Special Event Organizers failure to perform or observe any of the terms, covenants and conditions of this Agreement, or resulting from any conditions of property or improvements thereon by reason of any of which any person suffers personal injury, death or property loss or damage. Upon the filing with the City of Kenosha, the City of Kenosha Public Works Committee, or the City of Kenosha Board of Park Commission of a claim for damages arising out of any incident(s) which Special Event Organizer herein agrees to indemnify, defend and hold Indemnitees harmless, Special Event Organizer shall be notified of such claim, and in the event that Special Event Organizer does not pay, settle or compromise such claim, then the Special Event Organizer shall undertake the legal defense of such claim both on behalf of Special Event Organizer and Indemnitees. It is specifically agreed, however, that Indemnitees, at their own cost and expense, may participate in the legal defense of any such claim, but shall have no right to control settlement under circumstances wherein the full amount of the settlement shall be paid by Special Event Organizer and/or its insurers. Any judgment, final beyond all possibility of appeal, which may be rendered against Indemnitees for any cause for which Special Event Organizer is liable hereunder shall be conclusive against Special Event Organizer as to liability and amount of damages. This provision shall survive expiration or termination of this agreement to the extent necessary to effectuate its purpose.

\_\_\_\_\_  
Applicant Signature Date

Please sign, date and return the completed application to:

**City of Kenosha Administration**  
**625 - 52<sup>nd</sup> Street**  
**Room 300**  
**Kenosha, WI 53140**