

Special Event Planning Guide



REVISED May 2024
***subject to change**

Table of Contents

Overview	3
Application Process	4
Event Timeline	5-6
Event Guidelines	7-14
Advertising.....	7
Amplified Sound.....	7
Beer/Wine.....	7-8
Demonstration/Protest/Rally.....	8
Equipment Rental.....	8-9
Fire Department Requirements.....	9
Food and Merchandise Vendor Booths/ Mobile Food Vehicles.....	9
Insurance Requirements.....	9-10
Restroom Facilities.....	10
Security and Operational Plan.....	11-12
Safety and Evacuation Plan Guidelines.....	11-12
Traffic Plan/Street Closure.....	12
Parking.....	13
Temporary Signs and Banners.....	13
Temporary Structures: Tents, Stages, etc.....	14
Waste and Recycling.....	14
Contact Information	15
Attachments	15-30

Overview

The City of Kenosha's definition of a Special Event is a planned, special occurrence in a park or on public property, which requires exclusive use of a portion of the property and has community-wide appeal. Events include, but are not limited to: festivals, concerts, parades, marches, ceremonies, tournaments, exhibitions, expositions, fairs, markets or shows.

An application for a Special Event Permit is NOT needed for private events such as birthday parties, neighborhood block parties or other similar events taking place in a park, City pool or on a residential street. Instead, contact the Department of Public Works at 262-653-4050 to determine which forms are necessary for the private event.

Organizers of special events are responsible to ensure that event attendees are provided with a safe and enjoyable event. They also are responsible to ensure that the event venue and other people in the area are not unduly impacted by a special event.

Please contact the Mayor's Office/ Department of Administration at [262-653.4000](tel:262-653-4000) or specialevents@kenosha.org if you have questions.

PLEASE NOTE: No application for a Special Event Permit will be considered if the organizer has any unpaid fees from any previous events.

Application Process

1. Submit a completed application, a site plan map and \$100 non-refundable fee* with Special Event Permit (Form ADM400) **a minimum of 45 calendar days prior to the proposed event** to the Department of Administration, 625 52nd Street, Room 300.

Applications submitted between 30 and 45 days will incur a non-refundable permit fee of \$500. Submitting an application and fees is no guarantee of approval. Applications for a Special Events Permit submitted less than 30 days will not be considered.

Applications are fillable online and it is preferred that they are typed. For large scale events, it is highly recommended that applications are submitted 6-12 months prior to the event to allow time for planning and promotion.

The earlier the application and fee is submitted, the higher the likelihood the preferred location may be available.

**Activities sponsored and organized by an accredited school, school system, college, bonafide youth organization, bonafide veteran's organization, church or bonafide religious organizations are exempt from the Special Event Permit fee.*

2. The Special Event application for a permit will require approval by one or more City Boards or Commissions. Upon submission and payment of the permit fee, the event application will be reviewed by City staff. Organizers of returning events should understand that event requirements – particularly related to security and insurance – continue to evolve. Previous approval of an event plan does not assure approval of a subsequent application. City staff may schedule a meeting with the organizer to discuss the event in detail and may require additional information before sending the application forward to the Parks Commission and/or other appropriate reviewing authority to consider approval. The event organizer will be informed of the meeting time and is expected to be available during the meeting to answer any questions. The City reserves the right to deny the Special Event Permit if the event is incompatible with the park area or if it conflicts with other scheduled or unscheduled park usage.

3. The event organizer will be notified in writing if the appropriate reviewing authority approves the Special Event. **Final approval is contingent upon the organizer meeting requirements outlined in the event application, including proof of proper insurance; providing a list of vendors, if applicable, and providing a Safety and Operational Plan by the deadline outlined in the approval letter.** The event will be required to meet all requirements in the Code of General Ordinances for the City of Kenosha that are in affect at the time of the event. If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.

4. Organizers must notify the Administration Office of a cancellation a minimum of 30 days prior to a scheduled event for redistribution of reserved places or equipment. Permit fees are non-refundable; however organizers will not be charged for canceled equipment.

Event Timeline

6 to 12 Months Prior to Event:

- Schedule a planning meeting with City staff for large events and first time event organizers by calling City Administration: 262-653-4000. Check to see if the requested event location is available.

Up to 365 Days Prior to Event: (but at least 45 days prior)

- Complete and submit the Special Event Application, site map and permit fee.
**See Attachments A 1 and A2 in the Appendix for examples of site maps*

Within 45 Days After Submitting Permit:

- City staff will review for availability, concerns and conditions. Event application will be forwarded to the Parks Commission and/or other appropriate reviewing authority to consider approval.
- Fire Prevention Chief or Deputy Chief must approve any fireworks/bonfire/pyrotechnics

30 to 60 Days Prior to Event:

- The event organizer must submit a Safety and Evacuation Plan, as well as an Operational and Security Plan, in accordance with CDC guidelines, orders issued by the State of Wisconsin, County Health Department, NFPA 1 Chapter 10 (per the Kenosha Fire Department) and any City of Kenosha requirements. These plans must be approved by City staff or the event will be canceled. The plans must be submitted no less than 30 days and no more than 60 days prior to the event.

30 Days (or more) Prior to Event:

- Beer/Wine Sales: Temporary Class “B” Retailers License Application due. Requires Common Council approval.

14 Business Days (or more) Prior to Event:

- Submit required Certificate of Insurance with required documentation.
- Final food & merchandise vendor lists must be submitted to the Health and Fire Departments with a copy sent to Administration.

3 Business Days (or more) Prior to Event:

Diggers Hotline MUST be called to arrange utility locations if temporary installations are needed: **800-242-8511**. Permittee is responsible to ensure placement of structures does not impact buried utilities.

On the day of the event

- Bring the special event permit and receipts including approved site plans, etc. Also, make sure to have copies of any other permits that have been granted for the event. The approval letter includes contact information for Parks personnel, who will deliver equipment requested for the event.

Post Event:

- Make sure the area is entirely clear of all litter and debris within 24 hours of completion of event.
- Portable objects must be removed within 24 hours of completion of event unless other approvals have been granted.
- No parking signs must be removed upon completion of the event.
- Final payment due within 30 days of invoice. Late payment will result in interest charges and/or future events may be denied.

Event Guidelines

Advertising

Organizers should wait until the application for a Special Event Permit is approved before promoting, marketing, or advertising an event. Submission for an application for a Special Event permit does not a guarantee approval for either the date or location, nor is it an automatic approval for the event.

It is recommended to notify the public about the event at least one week prior to the event, due to possible concerns about traffic congestion, limited parking, noise and other disruptions. Examples of public notification include a press release submitted to local media, or a flyer dropped off at homes and businesses in the surrounding area.

Amplified Sound/ Public Entertainment

- Any live, amplified or recorded music/sound, within a park or City property, requires the approval from the Board of Park Commission or other authorizing bodies.
- Any loud and unnecessary noise is prohibited. Please review the Noise Ordinance, available on the City of Kenosha website ([General Ordinances, Chapter 23](#)). Exceptions must be approved by the appropriate authority.

Beer/Wine

- Obtaining the Beer / Wine Sales permit is required if plans include sales of any fermented malt beverages and/or wine at the event. Following event approval, the organizer must secure a Temporary Class "B" License from the City of Kenosha Clerk's Office, 625 52nd St, Room 105. This process will take approximately 30 days to be approved. **Event applications submitted 30 to 44 days prior to the event may not have time to obtain a wine license.** For more information, please contact the City Clerk's Office at 262-653-4020.
- At least one person shall hold an operator's license and be present at all times when fermented malt beverages are sold and consumed.
- No person under the age of eighteen (18) shall participate in serving or delivering beer/wine to patrons.
- All beverages must be dispensed in paper, plastic, or aluminum containers.

Glass containers are prohibited.

- Event staff or security will check identification and issue wristbands to anyone age 21 and older who wishes to purchase beer or wine.
- One or more security staff 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/wine from being carried out of the area. The Police Department is authorized to require additional security.
- The event organizer shall prevent patrons from obstructing sidewalks and roadways adjacent to its area.
- The event organizer shall provide a reasonable number of signs indicating that drinking beer/wine beverages is prohibited on City streets and public road right-of-ways, and that City Ordinances prohibit the carrying of open containers outside of designated areas.

** See **Attachment B** in the Appendix for the application and further requirements*

Demonstration/ Protest/ Rally

Under the following conditions, demonstrations, protests and rallies are allowed on public property without obtaining a Special Event Permit:

- Protest remains peaceful
- Sound is not audible from more than 50 feet from the source or on private property at the property line
- Pedestrian/vehicular traffic is not interrupted
- Streets and sidewalks are not blocked
- Building entrances remain open

If any of the above guidelines are violated, the Kenosha Police Department may ask individuals to leave the premises or may take enforcement actions to quell the violation. For any exception to the above, a Special Event Permit is required.

Equipment Rental

The City of Kenosha has equipment available for rental for special events. Requests for equipment are subject to availability. Delivery is included; however, additional preparations or requested staff outside of regular working hours will be billed at the employee's pay rate per

hour, for hours worked. If staff time is needed for cleanup, damage or repairs, a minimum of \$200 will be billed.

Per city ordinance, cost for equipment rental (exclusive of facility rentals, the Showmobile portable stage, generator and snow fencing) is capped at actual costs up to \$150 for a special event lasting up to four days. Costs are capped at \$250 for special events lasting five to nine days; and capped at \$500 for ten days or more.

** See **Attachment C** in the Appendix for Equipment Rental fees*

Fire Department Requirements

Outdoor events are reviewed by the Kenosha 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 the Special Event Application will be forwarded to the Fire Prevention Bureau for review. The event organizer must contact the Fire Prevention Bureau no later than fourteen (14) business days prior to the event for inspections at 262-653-4410 or 262-653-4109.

See **Attachments D and E in the Appendix for more details on Fire Department requirements*

Note: A Permit is required for Open Burning / Fireworks / Pyrotechnics.

Food and Merchandise Vendor Booths/ Mobile Food Vehicles

For information on necessary permits and requirements, including the safe handling of food and beverages at the event whether it is sold or provided, the event organizer must contact both the Kenosha County Health Dept. at 262-605-6591 (or email Mark Melotik at mark.melotik@kenoshacounty.org) and Fire Prevention Bureau at 262-653-4410.

See **Attachment F in the Appendix for Mobile Food Vehicle rules*

See **Attachment G in the Appendix for Vendor List template*

Insurance Requirements

Events held on City property require proof of liability insurance. The specific amounts of insurance are detailed under section "I" on the special event application. The policy must be endorsed to name "The City of Kenosha, its elected officials, representatives, employees and agents" as additional insured. The actual endorsements are required: additional insured; a

waiver of subrogation endorsement, and a notice of cancellation endorsement. Liquor liability coverage is required when alcohol is approved for the Special Event. Umbrella liability must be produced when required as a permit condition.

**See Attachment H in the Appendix for Insurance document examples*

Restroom Facilities

- In addition to restroom facilities if available in the immediate event area, portable units and portable hand-washing facilities may be required for health and sanitation reasons at the expense of the event organizer.
- Portable units shall be located within the authorized area of the event.
- If a permit has been granted for the sale of fermented malt beverages/wine, a selected number of portable units must be placed within 400 feet of the beer/wine sales area.
- Portable units and restroom buildings used for an event shall be kept in a clean and usable condition by the organizer. This will include periodic inspection by a representative of the organization to ensure proper function of the units and adequate supply of toilet paper.
- ADA Compliant Regulations: Under section 4.1.2 (6) of the Americans with Disabilities Act Accessibility Guidelines (ADAAG), at least five (5) percent of single-user portable toilets clustered at a single location must be ADA accessible.

Recommended number of restroom units below:

Number of hours for event per day

Attendance	1	2	3	4	5	6	7	8	9	10+
50	1	1	1	1	2	2	2	2	2	2
100	2	2	2	2	3	3	3	3	3	4
250	2	2	3	3	3	4	4	6	6	8
500	3	4	5	5	5	6	6	7	7	8
1000	5	7	8	8	9	9	10	10	12	12
2000	8	13	15	17	18	19	19	19	20	20
3000	12	19	23	25	28	28	28	30	30	30
4000	16	24	30	34	36	38	38	38	38	38
5000	19	32	38	42	44	46	46	48	48	48
6000	23	38	46	50	54	57	57	60	60	60
7000	26	42	52	56	60	66	66	66	66	66
8000	32	48	60	66	72	72	75	78	78	78
10000	38	60	75	84	88	92	96	96	96	100

Security and Operational Plan: Safety, Traffic and Parking

Organizers must develop a Security and Operational Plan, and a Safety and Evacuation Plan (per Kenosha Fire Department requirements) to be submitted to City Administration at least 14 days prior to their event, and prior to receiving their event permit. Event organizers are responsible for providing safety and security for all attendees. Measures must be taken to maintain order and enforce all state, federal and local laws, rules, and regulations pertinent to the event. Volunteers or private security must address safety concerns, including traffic, parking and crowd control.

See **Attachment I in the Appendix for a template for Safety and Operational Plan*

A. Security

Prior to the event:

- Confer with the City of Kenosha Police Department to establish, review and approve a security and safety plan. The City of Kenosha Police Department may recommend denial if the plan is inadequate.
- Event organizers may obtain assistance in developing a safety and security plan from the Kenosha Police Department's Crime Prevention officers. To make an appointment to meet an officer, phone: 262-657-3937.
- Confirm with police whether or not any private security personnel will be armed.
- The City of Kenosha Police Inspector grants approval of the safety plan and can be reached at 262-605-5216.
- One member of the security personnel or the event organizer's contact person must be designated "Head of Security" who has overall responsibility for the security plan and may be contacted at any time by Police, Fire, or Health Department personnel. Contact name and emergency phone numbers must be supplied.
- Train personnel to carry out the plan in the event of an emergency.
- Establish a central communication point for coordinating all safety and security activities during the event.
- At large event, consider having EMS personnel on site.

During the event:

- Supply personnel with highly visible clothing identified as security or event staff.
- Assign security personnel to patrol the area during the event.

- Provide sufficient staffing at entrances and exits to facilitate the orderly entry and exiting of the crowd.
- Ensure emergency exits allow for the free flow of the crowd from the facility.
- Monitor weather conditions and have a contingency plan for evacuation.

B. Traffic Plan/ Street Closure

The event organizer shall provide a traffic plan, including a site map showing locations of proposed street closure and placement of any equipment in the street for review by City staff. The plan must be coordinated with and approved by the City of Kenosha Police Department. In reviewing the proposed street closure, City staff will consider the potential impact to public transportation routes and emergency vehicle access. A street closure or rerouting traffic can affect a larger area than only the immediate venue. Event organizer may be required to engage police assistance to safely close the streets and will be billed for that cost.

Any permits required by the Wisconsin Dept. of Transportation must be obtained by the event organizer. Contact the Department of Public Works Traffic Engineer at: 262-653-4050 for any road closures impacting “connecting highways” including, but not limited to: State Hwy. 50, State Hwy. 158, State Hwy. 31 and State Hwy. 32.

Equipment: The Department of Public Works Engineering Division will provide a final map identifying specific placement of all street closure equipment and amount of equipment, including barricades, needed to safely close the roads for purposes outlined by the organizer. The event organizer must rent the required street closure equipment, either from the City or a third party vendor.

No Parking Signs: The City will provide a sample of no parking signage that is to be posted at least 24 hours before the event and no earlier than 48 hours earlier than the event. It is the responsibility of the organizer to have the signs printed in the correct form and “cherry” colored paper as directed by the City. A sample of the “NO PARKING” sign will be supplied as a template along with a color sample. Event organizer must supply wood lathes for the no parking signs. Signs may be taped to light posts, but not stapled to posts or trees. Organizer shall remove the no parking signs by the completion of the stated tear down time and date.

Public Notification: The City will provide a list of residents and businesses impacted by the

street closure, which the event organizer is required to notify. Examples of public notification include a press release submitted to local media, or a flyer dropped off at homes and businesses in the surrounding area. Permit approval is conditional upon review and compliance of Chapter 5.04 Subsection Y Section 2C for street closures.

C. Parking

- A parking plan with all traffic control measures must be coordinated with and approved by the City.
- Show any stall that permittee requests a temporary handicap parking space. The City will supply the template for signage.
- Parking or driving of any vehicle on turf or paved areas outside of designated parking areas is not allowed without prior written approval by the Public Works Committee or the Board of Park Commission.
- Event organizers are responsible for any damage caused to the venue and will be billed for repair costs, including staff time and equipment.
- The event organizer may be required to provide an adequate number of individuals to direct the parking of vehicles in designated areas noted on the site plan.
- If a large volume of cars is expected at the event, request the assistance of law enforcement in providing traffic control on local roads.

**See Attachment J in the Appendix for a parking plan example*

Temporary Signage and Banners

Banners and signs promoting an event may be included on the site plan as part of the event application. No signs or banners are permitted to be placed within the parkway or road right-of-way (General Ordinances, Chapter 5.045). A copy of the sign or banner must be supplied with the application.

Directional markings: Event organizers must receive prior permission from the Department of Public Works (a minimum of 14 days prior to the event) for any request for directional markings within the City's jurisdiction. Organizers may use temporary signs on lathe or similar posts; or dry stick sidewalk-type chinks only.

All spray paints and spray chinks of any kind regardless of the claims by the manufacturer will be strictly prohibited. The use of such products will result in the organization being billed for all costs incurred to remove marks and/or restore the clean

appearance of city paved surfaces and face the possible loss of permit privileges in the future. There are no exceptions.

Temporary Structures: Tents, Stages, etc.

- No person or group shall erect any temporary structure unless approved and noted on the Special Event Permit. This includes, but is not limited to: portable restrooms, tents, play structures or equipment, stages, platforms, fencing, music equipment, etc.
- Temporary structures are defined as tents (larger than a 10x10 pop-up), staging, trailer, inflatables and other structures which could penetrate the ground by stakes, tools or equipment.
- 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 Digger's Hotline by calling 1-800-242-8511 no later than three (3) business days prior to the event. **There are no exceptions.** Event organizer is responsible for ensuring placement of temporary structures to not damage underground utilities. If damage occurs the organizer is responsible for all repair costs.

Waste and Recycling Containment

- All event organizers are required to provide plastic trash can liners (white or black) to be used inside of trash carts. Organizers should request adequate trash and recycle carts to contain the trash for the entire event based on expected attendance. For larger events lasting multiple days, organizers may need to rent larger refuse containers (dumpsters), to be located close to hard surface roads. Organizers are responsible for obtaining the dumpsters, disposing of trash and removing the dumpster after the event concludes.
- The City of Kenosha's recycling ordinance coincides with Wisconsin State Statutes ([Chapter 5.119](#)). Event organizers are responsible for providing designated containers for recyclable materials used at the event site. Recyclables cannot be mixed with waste and shall be placed loosely in carts. If a cart is contaminated with non-recyclables, the event organizer will pay an increased rate of disposal.
- Cleaning and clearing of the park area during and after a Special Event is the responsibility of the organizer. The area will be entirely cleaned of litter within 24 hours after the Special Event. Any group who leaves the area in a condition which requires special clean-up by city crews shall be assessed and billed for the cost of the clean-up.

City of Kenosha Contact Information

Administration Office 262-653-4000
625 52nd Street, Room 300, Kenosha, WI 53140

Department of Public Works 262-653-4050
625 52nd Street, Room 305, Kenosha, WI 53140

City Clerk-Treasurer 262-653-4020
625 52nd Street, Room 105, Kenosha, WI 53140

Police Department 262-605-5212
1000 55th Street, Kenosha, WI 53140

Fire Prevention Bureau 262-653-4100 or 262-653-4109
4810 60th Street, Kenosha, WI 53144

Kenosha County Health Department 262-605-6700
8600 Sheridan Road, Suite 600, Kenosha, WI 53143

Attachments:













- **A:** Site Plan Map Examples
- **B:** Temporary Class “B” Retailer’s License
- **C:** 2021 Equipment rental fees
- **D:** Kenosha Fire Dept. Outdoor Event Rules
- **E:** Kenosha Fire Dept. Electrical/ Extension Cord Requirements
- **F:** Kenosha Fire Dept. Mobile Food Vehicle Requirements
- **G:** Vendor List Template
- **H:** Certificate of Insurance/Endorsement Examples
- **I:** Operational & Safety Plan Example
- **J:** Parking Plan Example

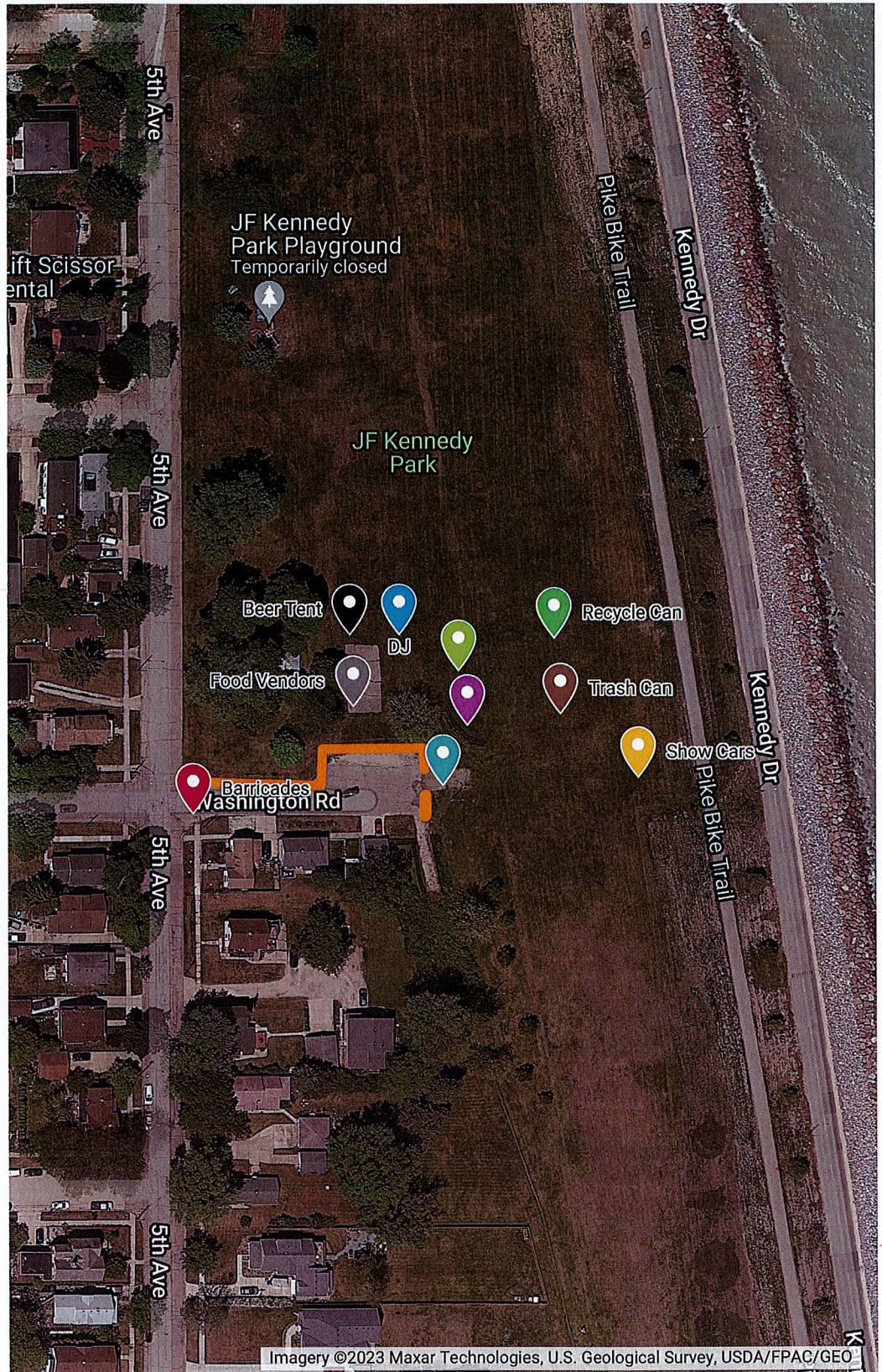
ATTACHMENT A: Site Plan Example



Kooler By The Lake 2024

Show Area

-  Fencing - *barricades*
-  Fencing
-  Vendors
-  Food Vendors
-  Beer Tent
-  Show Cars
-  DJ
-  Show Car Entrance/Exit
-  Charity Booth
-  Barricades
-  Trash Can
-  Recycle Can



ATTACHMENT B: Temporary Class B Application



TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE CLK 209/219/221 (rev. 06/18)

Fee: \$10.00 for up to five (5) consecutive days

- BEER ONLY (CLK209)** | Filing deadline for events which are four (4) days or more is at least fifteen (15) days prior to granting of license.
- WINE ONLY (CLK219)** | Filing deadline is at least fifteen (15) days prior to granting of license.
- BEER & WINE (CLK221)** | Filing deadline is at least fifteen (15) days prior to granting of license.

1. EVENT INFORMATION:

Name of Event: _____

Event Date(s): _____ Daily Start & End Time: _____

Person in Charge of Event: _____ Phone: _____

Email: _____ Address: _____
STREET CITY, STATE, ZIP

2. ORGANIZATION IN CHARGE:

Check One

	Church		Bona Fide Club		Lodge/Society
	Veteran's Organization		Chamber of Commerce		Other (specify)

(a) Organization Name: _____

(b) Organization Address: _____
STREET CITY, STATE, ZIP

(c) Date Organized: _____ If Corporation, Date of Incorporation: _____

(d) If Organization is not required to hold a WI Seller's Permit Pursuant to §77.54(7m), Wis.Stats., Check Here

(e) Names and Addresses of all Organization Officers:

President: _____
NAME STREET CITY, STATE, ZIP

Vice President: _____
NAME STREET CITY, STATE, ZIP

Secretary: _____
NAME STREET CITY, STATE, ZIP

Treasurer: _____
NAME STREET CITY, STATE, ZIP

OFFICE USE ONLY

DATE FILED: _____

INITIALS: _____

LICENSE #: _____

MUNI FINES DUE: Yes No

PP TAX DUE: Yes No

PARK COMM.: Yes No N/A

PW COMM.: Yes No N/A

CC DATE: _____

Additional Information

May be Granted and Issued only to:

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (ss. 125.26(1) and 125.51(1)(a), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:

Class "B" (Beer):

- a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (s. 125.04(3)(f), Wis. Stats.)
- b. At least 15 days prior to the granting of the license for events lasting 4 or more days.

"Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.

- (4) Seller's Permit: Sec. 77.54 (7m), Wis. Stats., provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required.

Fee: Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.)

Duration: The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time.

Restrictions:

- (1) License may not be issued to individuals.
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. They may not be issued for business or social meetings of the organization.
- (3) Licenses for club or organization meetings may be issued only to ex-servicemen's posts.
- (4) License may cover either a specified area or the entire picnic grounds.
- (5) License issued to a county or district fair must cover the entire fairground (ss. 125.26(6) and 125.51(10), Wis. Stats.)
- (6) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (s. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (7) Licensed operator(s) must be present at all times (ss. 125.26(6), 125.32(2) - Beer; 125.51(10), 125.68(2) - Wine; 125.17)
- (8) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (s. 125.32(6), Wis. Stats.)
- (9) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit.
- (10) Licensed organizations must purchase their product from a licensed wholesaler.

NOTE: Most coolers presently on the market have a fermented malt beverage base allowing sale under a beer license, e.g. Bartles and James, Seagrams, etc.

3. EVENT LOCATION:

Check One

<input type="checkbox"/>	City Park and/or Park Building	<input type="checkbox"/>	City Property and/or City Building	<input type="checkbox"/>	Organization's Property and/or Organization's Building
<input type="checkbox"/>	Church & School	<input type="checkbox"/>	Church	<input type="checkbox"/>	Other (specify)

(a) Location Name & Address: _____

(b) Is the event on School Grounds? Yes No

(c) If yes, a letter of approval from School Principal must be attached. Letter Attached N/A

4. Is the Event is to be Held Inside All or Part of a Building: Yes No (If no, skip to #5)

(a) Where Will Beer/Wine be Sold/Served in the Building: _____

(b) Where Will Adults (21+) Consume Beer/Wine in the Building: _____

(c) Where Will Beer/Wine be Stored in the Building: _____

(d) Will Minors Have Access to Area(s) Where Beer/Wine Will be Sold, Served, Consumed, or Stored?

Yes No If Yes, Describe Security Measures: _____

5. Is the Event is to be Held Outdoors or Partially Outdoors: Yes No (If no, skip to #6)

(a) Where Will Beer/Wine be Sold/Served Outdoors: _____

(b) Where Will Adults (21+) Consume Beer/Wine Outdoors: _____

(c) Where Will Beer/Wine be Stored Outdoors: _____

(d) Will Minors Have Access to Area(s) Where Beer/Wine Will be Sold, Served, Consumed, or Stored?

Yes No If Yes, Describe Security Measures: _____

If the Event is to be Held Outdoors, a Detailed Site Plan Must be Attached to this Application.

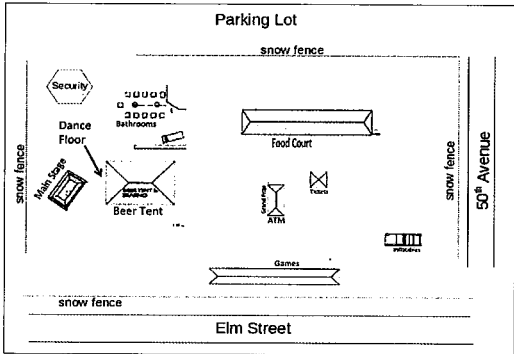
Site Plan Attached

(a) Fences, Barricades & Stages detailed on Site Plan? Yes

(b) Beer Gardens & Tents detailed on Site Plan? Yes

(c) Location of beer/wine storage & consumption on Site Plan? Yes

(d) Entrances, Exits, & Security detailed on Site Plan? Yes



6. Please indicate how you would like to receive your license: Mail Pick Up

Mailing Name & Address: _____
NAME ADDRESS CITY, STATE, ZIP

Contact Person for Pickup: _____ Phone: _____ Email: _____

DECLARATION

The Officer(s) of the Organization, Individually and Together, Declare Under Penalties of Law that the Information Provided in this Application is True and Correct to the Best of their Knowledge and Belief.

Officer: _____ Date: _____ Officer: _____ Date: _____

Officer: _____ Date: _____ Officer: _____ Date: _____



ATTACHMENT C: Equipment Rental Fees

DEPARTMENT OF PARKS

Equipment Rental Fees (rev. 01/2024)

Payment – CASH, CHECK, OR CREDIT/DEBIT CARDS (a convenience fee will be charged for credit/debit card use)

All fees are due at time of rental including deposit.

Seating and Tables	Refundable Deposit (per event)	Rental Fee
Benches	\$50	\$5 each
Bleachers	\$50	\$100 each
Picnic Tables	\$50	\$20 each
Reviewing Stand (10' x 10', includes stairs, 4 available)	\$50	\$100 each

Showmobile*		
Showmobile only	\$500	\$500 per day
Showmobile with Generator	\$500	\$600 per day

*Showmobile rental includes delivery, set-up, and take-down – during normal work hours only. Only one generator available for rent.

Waste Receptacles**		
Garbage Carts	\$25	\$8 each
Recycling Carts	\$25	\$8 each

Disposal is included in the rental fee.

Fencing		
Snow Fencing	---	\$50 per 50 ft
Portable Fencing (Beer Gardens)	\$50	\$10 each

Traffic Control to be rented from the Department of Public Works.

All pricing includes delivery. Requests are subject to availability.

Additional preparation and/or requested staff outside of normal working hours will be billed at the employee's pay rate per hour, for hours worked.

*If staff is required for excessive clean-up and/or repairs, the deposit will be retained plus a minimum of \$200.00 plus employee rate and time will be billed.

ATTACHMENT D: Outdoor Event Rules

Kenosha Fire Department
2121 Roosevelt Road
Kenosha, WI 53140
Phone (262) 653-4180
Fax (262) 653-4190



DAN TILTON
Fire Chief

Outdoor Event Rules

The Kenosha Fire Department Fire Prevention Bureau, the AHJ of the city (Authority Having Jurisdiction), will be conducting fire inspections the day of your event. All vendor's booths, tents, propane tanks, portable generators, charcoal grills, electrical equipment, appliances, fire extinguishers or any other festival structures or equipment shall be subject to inspection by the Fire Prevention Bureau office prior to the start of or anytime during the event.

The AHJ plays an important role in reviewing the layout of the event; where concessions and vendors will be located, making sure proper egress is maintained, and keeping the necessary access for fire department vehicles available in case of an emergency. Evacuation plans can also be required with large groups of people. Therefore the completion of a life safety evaluation and evacuation plan shall be on file with the Fire Prevention Bureau per NFPA 1 (10.14.3).

To ensure these inspections go smoothly, with no interruptions to your event, here are a few things we will be looking for:

- No open flame for any reason will be allowed under any tents or awnings. Tents need to be flame resistant.
- Cooking appliances shall be isolated from the public by at least five (5) feet or a suitable barrier placed between the cooking device and the public. Any open flame shall be ten (10) feet away from any tents or awnings per ordinance.
- All vendors must have a 3A40BC fire extinguisher in their area, with current inspection tag (see attached). Extinguishers shall be located in an area that is conspicuous and easily accessible for use. All employees working in the booth or tent shall be trained in the proper use of the fire extinguishers. Fire extinguishers shall bear a current inspection tag validated within the past twelve (12) months OR a receipt of purchase within the last twelve (12) months shall be available for inspection (NFPA 10-07 and NFPA 96-08).
 - a. Cooking booths or any booth using a liquid or gas fuel source shall have a minimum 3A40BC fire extinguisher in booth accessible in open ready for quick use.
 - b. Cooking booths using a solid fuel source shall have a minimum 6L Class K for solid fuel fire extinguisher within 30 feet and in booth.
 - c. Cooking booths that have a deep fat fryer shall have a "K" rated fire extinguisher within 30 feet in booth.



Page 2 -- Outdoor Event Rules

- d. In all cooking booths it is recommended that there be 3A40BC and a “K” located within the booth and no more than 30 feet reach.
 - e. Any place with a posted occupancy over 50 persons shall have a 3A40BC **within 75 feet** from all areas.
- If extension cords are used (see attached).
 - Limit the amount of combustibles under the tents.
 - Propane tanks, hoses and fittings shall be free from leaks and are subject to inspection by the Fire Prevention Bureau.
 - Charcoal appliances shall be placed a safe distance away, in an open area ten (10) feet outside of tent or structure.
 - Only approved charcoal lighter fluid shall be used to start the fire, and once the fire is ignited lighter fluid shall be removed from the booth and stored properly.

Once again, the inspections will be held a couple of hours prior to the event. You must call the number below to set up your inspection appointment a few days before your event.

Please feel free to contact the Fire Prevention Bureau at 262-653-4109 if you have any questions or concerns regarding your area or tent.



ATTACHMENT E: Electrical/ Extension Cords



Electrical/Extension Cords

1. Extension cords shall be plugged directly into an approved receptacle except for approved multi-plug extension cords and shall serve only one (1) portable appliance. No “pigtails”, splicing or “daisy chaining.”
2. The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord. (Never can a small cord supply a larger)
3. Extension cords shall be maintained in good condition without splices, deterioration or damage.
4. Extension cords shall be grounded when serving grounded portable appliances.
5. Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes.
6. Power cords shall be protected from physical damage and from becoming a tripping hazard. Where this may occur, power cords shall be installed overhead and/or run through a PVC conduit or commercial wire chase. Use of carpets, tape or equivalent is prohibited. Electrical receptacles shall be ground fault protected when at outside events.
7. All connections shall be of weather-tight protection from rain and water.
8. All electrical cords shall be U.L. listed electrical cords rated for outdoors use. **NO HOUSEHOLD OR NON-WEATHER-TIGHT POWER CORDS OR ELECTRICAL OUTLETS WILL BE PERMITTED.** All electrical wiring and devices shall be in compliance with the National Electrical Code.

Power Cord Chart

Maximum Load	Maximum Length	Minimum Gauge
20 amps	100 ft	12 AWG
30 amps	50 ft	10 AWG
>30 amps	See site Promoter, site electrician and/or Fire Marshal	

ATTACHMENT F: Mobile Food Vehicles

Kenosha Fire Department
2121 Roosevelt Road
Kenosha, WI 53140
Phone (262) 653-4180
Fax (262) 653-4190



DAN TILTON
Fire Chief

Mobile Food Vehicles

Requirements for Food Trucks and Trailers:

1. All trucks and enclosed trailers that produce grease laden vapors must have a Type 1 hood.
2. Portable fire extinguishers shall be located in conspicuous locations where they will be readily accessible and immediately available for use. All employees working in the vehicle shall be trained in the proper use of the fire extinguishers. Fire extinguishers shall bear a current inspection tag validated within the past twelve (12) months OR a receipt of purchase within the last twelve (12) months shall be available for inspection.
 - a. Vehicles using a liquid or gas fuel source shall have a minimum 3A40BC fire extinguisher. Vehicles using a solid fuel source shall have a minimum of a 6L Class “K” fire extinguisher for solid fuel.
 - b. January 1, 2017, vehicles that have a deep fat fryer shall have a 6L Class “K” rated fire extinguisher.
 - c. In all vehicles it is recommended that there be 3A40BC and a 6L Class “K” type located within or attached to the vehicle and near means of egress.
3. Only rubber hose stamped “Approved for LP Gas” used from tank to the attached black pipe that is secured to vehicle shall be used to transport gas through vehicle to appliances. Copper piping shall NOT be used. NFPA 58 – 5.9.6.4(a)
4. The main system shutoff valves located on or closest to the fuel tanks and sufficient to stop the supply of fuel from all fuel tanks must be clearly marked with the words “PROPANE SHUTOFF VALVE or NATURAL GAS SHUTOFF VALVE” permanently affixed to the outside of the vehicle in reflective decal material with letters 2” high at minimum.
5. A “No Smoking” sign next to or directly above the propane container and visible to the public. Such sign shall be posted with a minimum of 2” lettering.
6. Shall be equipped with a working carbon monoxide detector that meets standards set forth in NFPA 1192-6.4.6. and equipped with an LPG (propane) leak indicator according to NFPA 1192-6.4.8.
7. Rear mounted DOT approved LP tanks must be mounted at a minimum height of 46” above the ground with DOT approved rear bumper.



Page 2-- Mobile Food Vehicles

8. As of January 1, 2018, all vehicles producing grease laden vapors shall have a fire suppression system installed with the Type 1 hood. NFPA 96 4.1.9
9. As of January 1, 2018, all hood fire suppression systems shall be inspected by a servicing company every six (6) months and properly tagged to indicate such. NFPA 96

All other operations shall be conducted in a safe manner which is consistent with nationally recognized good practices.

All vendors should be aware that the Fire Inspector will inspect the site prior to the opening of the festival/event and that all of the items contained herein are the responsibility of the vendor and must be in place or the vendor will not be allowed to open for business. If during the course of the event an onsite inspection determines that there is a violation of any of these conditions, the vendor's business shall be closed until such time as the proper corrective measures have been taken and inspected by the Fire Inspector or designee.



POLICY NUMBER: [REDACTED]

COMMERCIAL GENERAL LIABILITY
[REDACTED]

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.
SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):
The City of Kenosha, its elected officials, representatives, employees and agents 652 52nd St Kenosha, WI 53140

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your ongoing operations; or
 2. In connection with your premises owned by or rented to you.
- However:
1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
- B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**
- If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:
1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.
- This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations

POLICY NUMBER: [REDACTED]

COMMERCIAL GENERAL LIABILITY
[REDACTED]

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization:

The City of Kenosha, its elected officials, representatives, employees and agents.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us** of Section IV – Conditions:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

EARLIER NOTICE OF CANCELLATION AND/OR NONRENEWAL

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE PART
COMMERCIAL GENERAL LIABILITY COVERAGE PART
RAILROAD PROTECTIVE LIABILITY COVERAGE PART

Notice of Cancellation and/or Nonrenewal to other Person(s) or Organization(s)

SCHEDULE

Name of Person(s) or Organization(s): City of Kenosha, its elected officials, representatives, employees and agents		
625 52nd St Kenosha, WI, 53140-3480		
Notice of Cancellation Other Than Nonpayment	Number of Days Notice	<u>30</u>
Notice of Cancellation Nonpayment of Premium	Number of Days Notice	<u>10</u>
Notice of Nonrenewal	Number of Days Notice	<u>30</u>
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.		

As indicated in the Schedule above, we will mail or deliver written Notice of Cancellation for a statutorily permitted reason and/or Notice of Nonrenewal to the person(s) or organization(s) shown.

Unless a specified number of Days Notice is shown above, the Notice of Cancellation and/or Notice of Nonrenewal does not apply.

West Bend Mutual Insurance Company
West Bend, Wisconsin 53090

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WMB 2/13/06 00000



ATTACHMENT I

Safety and Operational Plan for a Special Event
Form #ADM401 (rev. 10/2022)

*Subject to Change

Event Name: _____

Event Date(s): _____

Contact Person: _____ Contact Phone: _____

A. Operational Plan (use additional sheets if needed)

1. Summarize event activities and purpose of the event:

2. How will organizer and volunteers communicate during the event?

3. How will the event staff manage the crowd?

4. How will event staff manage parking?

B. Safety Plan

1. Name and Address of Park or Event Site: _____

2. Any specific directions for EMS to access site (if they are called):

3. Name of on-site Event Coordinator:

Phone Number:

4. Name of Closest Emergency Room (Froedtert Pleasant Prairie or Aurora Hospital, Kenosha):

Address of Hospital:

5. Is there a first aid station at the site? (if so, where is it located on the site?)

6. What is the plan for informing the attendees of any problems, including lost children or severe weather?

7. Have you met with a member of the Kenosha Police Dept. to review the safety plan? **Safety plans must be approved by the Inspector of Police.**

a. Name of the Kenosha Police officer: _____

b. Date of meeting: _____

c. Was the plan approved? YES NO

Emergency Evacuation Procedures

Assess Need

Call 911 for *Police/Fire/EMS*

Broadcast calm message over PA to evacuate

Direct all personnel to nearest exit having event staff assist with calm flow.

Transfer information to incoming emergence crews.

Support emergence crews with any assistance, directions or information regarding the site / situation.

Medical Emergency

Determine seriousness of illness
Contact EMS (call 911) if needed
Have event staff member meet EMS crews at main entrance to help guide them to patient.
Do not apply first aid treatment unless certified in First Aid / CPR.
Notify event coordinator.

Fire Emergency

If applicable and safe to do so
 Confine spread
 Control with use of extinguishes
 Call 911 for full extinguishment and investigation
Evacuate
 Announce a need for calm evacuation of the area.
 Have event staff direct and assist removal of plastic fencing and secondary access points
 Make visual sweep of the area to determine effectiveness of the evacuation.
 Turn off generator and other contributors to possible hazards.

Severe Weather/Tornado

Monitor for severe weather or tornado broadcasts over the Kenosha County Emergency Notification Alerting System.

A decision will be made to close/postpone the event.

If the decision to close/postpone is made, an announcement over the PA will be made in a calm manner. Patrons will be told to leave the grounds and seek shelter because of the impending severe weather.

Active shooter

An active shooter situation is very hard to predict and even harder to prevent. Continually be on high alert for any signs of aggressive or odd behavior. Situational awareness is key in this endeavor.

RUN

Getting away from the area gives you the best chance of survival. Don't let yourself be an easy target. Run in a random pattern like a zig zag. Run fast, run far. Make the target small by crouching. If you find other people that are not running encourage them to run as well but don't let them stop you from saving yourself.

HIDE

If you are in a position that running is not an option, hide yourself. Position behind or under something that can shield you from view and possibly bullets. Lock doors (public bathroom) barricade yourself in.

FIGHT

As a last resort, you must fight to save your life. Use anything you can find as a weapon. Intend to incapacitate. If you are hiding in a group, everyone must help to stop the threat. Even if it just your body weight to help hold them down. Again, you are all in this together.

When the law enforcement arrives. DO NOT run towards them. Stay calm and follow their orders. Keep your hand empty and within sight. They will not be able to help the wounded until after the danger is mitigated.

ATTACHMENT J: Parking Plan Example

