Kenosha County
PARKS

SPECIAL EVENT AND PARK USE AGREEMENT APPLICATION FORM











(262) 857-1869
parks.kenoshacounty.org
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COUNTY OF KENOSHA

Department of Public Works & Development Services
Raymond G. Arbet, Director

Matthew J. Collins
Director, Division of Parks
19600 75th Street, Suite 122-1
Bristol, Wisconsin 53104
Office: (262) 857-1850
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SPECIAL EVENT APPLICATION & PARK USE AGREEMENT

APPLICATION INFORMATION

Organization/Business Name:

Name of Applicant:

Street Address:

City, State, Zip:

Daytime Phone:

Cell Phone:

Email:

On-Site Contact (if different than applicant):

On-Site Cell Phone:

Alternative Phone:

On-Site Email:

Is your organization tax exempt by the State of WI? Yes ◯ No ◯
Attach a copy of your Certificate of Exempt Status (CES#) issued by the Department of Revenue from the State of Wisconsin.

Do 100% of the net proceeds solely benefit a not-for-profit organization? Yes ◯ No ◯
(If yes, attach copy of agreement with the not-for-profit entity).

EVENT INFORMATION

Event Name:

Event Description:

Do you estimate attendance to be over 200 participants? Yes ◯ No ◯ TOTAL: N/A

If so, a $100 fee will be assessed.

Estimated attendance:

- Entry fees to Silver Lake Park Beach will be collected from Memorial Day – Labor Day – Link to Park Entry Fees: https://www.kenoshacounty.org/600/Parks

Requested Park/Parkway:

Location in Park: Event Date(s):

Event Start Time(s): Event Ending Time(s):

Setup Date(s): Setup Time(s):

Teardown Date(s): Teardown Time(s):

Will your event be publically advertised? Yes ◯ No ◯

Event/Business Website:

PAVILION OR AREA(S) REQUEST

Applying for a Special Event Permit does not guarantee pavilion/picnic permit availability. Please indicate below the pavilion and/or picnic area you are requesting to use during your event. Please include your setup and teardown time below.

Pavilion(s)/Area(s) Request:

Date(s): Time:

SITE MAP

Your application will not be reviewed if a site map is not included with your application. All site maps are subject to the approval of Kenosha County Parks. The site map should indicate the location of the following: sources of amplified sound, stages, tents, canopies, inflatables/bounce houses, portable toilets, dumpsters, fences, barricades, vendors, vehicles, parking and any other structures used for the event. Park maps can be found under: http://www.kenoshacounty.org/600/Parks

RUN/WALKS

Route Map: Your application will not be reviewed if a route map is not included with your application. If your event is a run, walk, bike race or other activity in which participants follow a course, you must attach a separate map of the proposed route. Download a Kenosha County Park map by visiting http://www.kenoshacounty.org/600/Parks

Does your event include a walk or run route? Yes ◯ No ◯
If yes, complete section below

Participant Information:

Expected number of participants: Expected number of spectators:

Will participant registration be capped? Yes ◯ No ◯

If yes, what is the registration capped at?:

Is your event a timed race?: Yes ◯ No ◯

Are you marking your course? Yes ◯ No ◯

If yes, describe:

Does your route cross any roads or parkways? Yes ◯ No ◯

If yes, describe:

Does the route include any portion of a multiuse path? Yes ◯ No ◯

If yes, describe:

Are you requesting any road closures? Yes ◯ No ◯

If yes, describe:

All proposed routes are subject to Kenosha County Park approval, and use of any space outside the park (such as a City/Village/Town street) must be approved by the municipality. Kenosha County Parks are not responsible for any costs associated with the denial of a proposed route. Routes cannot be marked on cement or pathways. Spray paint and spray chalk are only permitted on grass areas with prior approval from the Director of Parks.

ALCOHOL

Per Kenosha County Ordinance Chapter 10.07(7) "…it shall be lawful to obtain a beer permit with a pavilion reservation for possession and consumption of beer, but not sale of beer, and the beer must be consumed in the reserved pavilion. However, it shall be lawful, at the sole discretion of the County Executive or designee, for Kenosha County Parks to enter into a vendor permit agreement, lease arrangement, or other agreement with a business entity or non-profit organization to allow the selling of beer or wine at a designated area of a park per agreement with the vendor/operator/organization. Notwithstanding the general prohibition, the possession and consumption of beer or wine shall be permitted in such a designated area so long as such sale or consumption of alcohol shall be in strict compliance with all applicable State and local laws and requirements, including the requirement of obtaining appropriate licenses which shall be the sole responsibility of the contracted entity. The agreement between said vendor/operator/organization and the County may be by permit either on an individual event basis or by contractual agreement and shall be subject to revocation by the County for cause by agreement."

Are you requesting permission to sell beer and/or wine at your event? Yes ◯ No ◯
If yes, a $40 fee will be assessed to total. *The sale of beer and/or wine must be approved by the Kenosha County Executive or his/her designee.*

Alcohol fee *(if applicable):* N/A

Are you requesting permission for the possession and consumption of beer or wine at your event? **If yes, a $40 fee will be assessed to total.** Yes ◯ No ◯

For events to serve or sell alcohol at a public event, you are required to submit:

- A copy of the Municipal Liquor License.
- A Certificate of Insurance for $1,000,000 in liquor liability insurance, naming Kenosha County as an additional insured party.

All beverages must be dispensed in paper, plastic, or aluminum containers. Glass containers are prohibited. No Liquor is permitted in a Kenosha County Park.

SALES

Please answer the following questions as it pertains to Kenosha County Property:

Selling Food?	Yes ◯	No ◯
Selling Non-Alcoholic Beverages?	Yes ◯	No ◯
Selling Merchandise?	Yes ◯	No ◯
Will you be charging admission on event date?	Yes ◯	No ◯
Will you be collecting money donations?	Yes ◯	No ◯
Wil you be holding a silent auction/raffle?	Yes ◯	No ◯

Will samples be distributed at no cost? Yes ◯ No ◯

If yes, describe:

For information on 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.

AMPLIFIED SOUND

Amplified sound must be directed away from residences. Amplified sound must comply with Section 10.04 (1) of the Kenosha County Ordinances. It is the responsibility of the Event Organizer to provide electrical power to support the event.

Are you requesting permission to have amplified sound? Yes ◯ No ◯

Hours of amplification (including sound check):

Start Time: End Time:

DJ: Band:

Types of music played:

PORTABLE RESTROOMS

Applicant is responsible for providing sufficient portable restrooms to accommodate the size of the event. The Kenosha County Parks Division does not have a list of preferred vendors.

- Portable Restrooms must be provided by event organizer if estimated attendance is above 250 people.
- Kenosha County Park restroom facilities are available May 1st to October 15th for events under 250 people.

EQUIPMENT REQUESTS & FEES

Please list your needs for equipment and plans for garbage collection. The Director of Parks will determine the availability of equipment. Invoice for equipment and garbage collection will be sent after the event. Wisconsin State taxes may apply.

Base Event Fee ($100/day): **Days Requested:** **Price Per Day: $** 100 **TOTAL:** $0

Set-up/Teardown ($50/day): **Days Requested:** **Price Per Day: $** 50 **TOTAL:** $0

Garbage collection by Kenosha County Parks

Yes ◯ No ◯ **Quantity Requested:** **Price per hour: $** 50 **TOTAL:** $0

Barricade Rental | Per Day

Yes ◯ No ◯ **Quantity Requested:** **Price per day: $** 8 **TOTAL:** $0

Days Required: 1

Picnic Table Rental Per Day

Yes ◯ No ◯ Quantity Requested: Price per day: $ 15 TOTAL: $0

Days Rented: 1

Private Vendor/Concession Fees: A vendor permit is required to conduct sales in Kenosha County Parks. A $125 permit fee will be assessed per vendor per day. All vendor permit fees must be paid at least two (2) weeks prior to the event. A City or local municipal license may also be required. All food vendors shall obtain all necessary permits to sell and handle food per local and state statutes.

Will sales be conducted in the park?

Yes ◯ No ◯ Vendors Requested: Price per vendor: $ 125 TOTAL: $0

Days Required: 1

STRUCTURES

Please list if you are planning to erect, install or use any of the following structures: banners, barricades, dumpsters, fencing, port-a-johns, stages or tents. It is the responsibility of the permit holder to obtain these structures. Temporary structures including commercial tents and moonwalks will be charged a $40 permit fee. The Temporary Structure permit will allow for multiple temporary structures under one permit

Will you be bringing in tent(s)/canopies, bounce houses/moonwalks? Yes ◯ No ◯ Quantity: Size:

Fee: $ 40 TOTAL: $0

Please be advised, staking of tents is ABSOLUTELY PROHIBITED without prior approval. If approved, event organizer is responsible for contacting Diggers Hotline at (800) 242-8511. While Diggers Hotline services are free of charge, they cannot detect Kenosha County Park's utilities. Therefore the Kenosha County Parks must hotline this area as well. If tents and/or canopies are not staked, they must be secured with sand bags or water barrels.

PROMOTIONAL FEATURES

Will your event feature:

Banners? Yes ◯ No ◯

Other promotional features? Yes ◯ No ◯

If yes, describe:

VEHICLES

Vehicles are prohibited from driving on grass, athletic fields, park walkways and trails. Any damage caused by vehicles will be the responsibility of the permit holder.

Will you request special parking needs? Yes ◯ No ◯

Will you request any vehicular access? Yes ◯ No ◯

Describe special parking needs or access needed for event:

MISCELLAENEOUS REQUESTS

Are there additional requests that need the attention of Kenosha County Parks? If so, all requets need to be included in this section for consideration of approval. All requests may add additional costs if they can be accommodated by Kenosha County personnel. Delayed requests will not be considered if not included in your application.

PAYMENT INFORMATION

Payments shall be made out to Kenosha County and sent to:

Kenosha County Parks Division, Attn. Director of Parks 19600 75th Street, Suite 122-1, Bristol, WI 53104

SUBTOTAL: $0.00 WISALESTAX(5.5%): $0.00 GRANDTOTAL: $0.00

READ THE "SPECIAL EVENT APPLICATION & PARK USE AGREEMENT INSTRUCTIONS" CAREFULLY BEFORE SIGNING - THIS IS A LEGAL DOCUMENT CARRYING FINANCIAL OBLIGATIONS. READ EXHIBIT "A" BEFORE SIGNING.

Signature: _____

User or Authorized Agent

Approved: _____

Director or Authorized Representative of Kenosha County

Department Use Only: (Attach Insurance Certificate Hereto)	
Name of Insurance Company:	
Amount:	
Policy No.:	
Late Fee? $0	Yes ○ No ○ Late Fee: $0