

Date: Monday, February 15, 2016
Time: 5:00 pm
Place: City Hall

PUBLIC SAFETY COMMITTEE

- A. CALL TO ORDER & ROLL CALL
- B. CORRECTION OF MINUTES
- C. ANY APPEARANCES FROM THE PUBLIC
- D. BUSINESS PRESENTED BY POLICE DEPARTMENT

1. DISCUSS AND APPROVE SPECIAL EVENT APPLICATIONS:

Committee to discuss the following special event applications:

- 1. Green County Family YMCA Run Before You Crawl Celtic 5K/Kid's Fun Run
- 2. Main Street Monroe St. Patrick's Day Parade

Details provided by separate document.

Individual Requesting Item	Fred Kelley
Expected Length of Discussion	10 minutes

Documents: [DETAILS OF SPECIAL EVENT APPLICATIONS 2016.doc](#), [SPECIAL EVENT REQUIREMENTS ymca run celtic crawl.doc.pdf](#), [SPECIAL EVENT APPLIC st pats parade 2016.pdf](#)

2. DISCUSS AND APPROVE PARKING ENFORCEMENT PROGRAM

Assistant Administrator Shanks and Chief Kelley to provide options to the Committee regarding a Parking Enforcement Program. Options include a complete enforcement program by the Police Department, or outsourcing a complete enforcement program to a vendor. Details to be provided at the meeting. The Committee will discuss the options and possibly approve an option and provide further direction.

Individual Requesting Item	Fred Kelley
Expected Length of Discussion	30 minutes

3. REVIEW DOWNTOWN PARKING SIGNAGE

Review existing signage along the downtown and possible sign locations and cost estimates for the proposed 2 hour parking limit

Individual Requesting Item	engineering
Expected Length of Discussion	20 min

E. BUSINESS BY MEMBERS

May make brief informative statements or bring up items to be discussed at a future meeting.

F. ADJOURNMENT

This Committee may take any action it considers appropriate related to any item on this agenda.

Request from persons with disabilities who need assistance to participate in this meeting, including need for an interpreter, materials in alternate formats, or other accommodations, should be made to the Office of the City Clerk at (608) 329-2564 with as much advance notice as possible so that proper arrangements can be made.

Notice is hereby given that a majority of the members of the Common Council of the City of Monroe may be present at this meeting to gather information about the matters set forth on this agenda. This notice is given pursuant to the Wisconsin Open Meetings Law.

Members: Chairperson Chris Beer, Tom Miller, Brooke Bauman, and Alternate Michael Boyce

Youth in Government Members: Isabel Bazley, Brooke Rowe

DETAILS OF SPECIAL EVENT APPLICATIONS:

Resolution by the Public Safety Committee to recommend the approval of a special event application from the Green County Family YMCA to hold the Run Before You Crawl Celtic 5K/Kid's Fun Run in the YMCA Area on March 12, 2016 from 7:00 AM to 12:00 PM. The event includes a 5K run and Kid's fun run. The run will begin and end in the 1200 block of 2nd Street, and travel over a route preapproved by the Police Department. The event calls for the temporary closing of the following streets from 7:00 AM to 12:00 PM on March 12, 2016: the 1100-1200 blocks of 2nd Street, and the partial closing of the 100-400 blocks of 14th Avenue, and Twining Park Road. The Police Department is directed to direct and control traffic, install any needed barricades, and to patrol the event area, including incurring overtime costs as needed. A certificate of insurance indemnifying the City of Monroe is required, as well as any other permits or special requirements. A restroom plan for the event has been approved. For purposes of this event, the special event area is that area within 100 feet of the run route during the run, and also the 1100-1200 blocks of 2nd Street during the event activities. No other events or similar activities, other than those authorized by law, may take place in the same location and at the same time as this event.

Resolution by the Public Safety Committee to recommend the approval of a special event application from Main Street Monroe to hold the annual St. Patrick's Day Parade in the Downtown Area on March 17, 2015, from 4:00 PM to 6:00 PM. The event includes a 5:17 PM parade. The parade will begin and end in the 1200 block of 16th Avenue, and travel over a route preapproved by the Police Department. The event calls for the temporary closing of streets during the parade. The Police Department is directed to direct and control traffic, including incurring any overtime as needed. A certificate of insurance indemnifying the City of Monroe is required, as well as any other permits or special requirements. A restroom plan for the event has been approved. For purposes of this event, the special event area is that area within 100 feet of the parade route during the parade. No other events or similar activities, other than those authorized by law, may take place in the same location and at the same time as this event.

City of Monroe Special Event Permit

Received in Clerk's office on 1-20-14
By [Signature] Date Paid N/A

RETURN APPLICATION BY: _____

Thank you for being willing to plan a community celebration or special event. This permit application form will provide the City information needed to assist you in sorting through proper permits and inspections so as to assist us all in creating a safe and enjoyable event.

Please fill out as completely as possible and at necessary.

still needs to pay a \$10 fee for amplified sound permit.

Return to City Clerk's Office.

Special events are governed by city ordinances and organizers are responsible for pickup, and for damage to any property, as well as possible billing. The organization/organizer agrees to be responsible for the supervision of the event.

1. Name and Address

a. Name, address and telephone number of Sponsor:

Name: Green County Family YMCA
Address: 1307 2nd St
Monroe LA 70506
Phone: 325-2003

Person in Charge Aaron Phillips / Doni Thomas

b. Names, addresses and telephone numbers of not less than three (3) individuals who will hold positions of responsibility with respect to the Special Event:

Name: <u>Aaron Phillips</u>	Name: <u>Jack Chewsey</u>	Name: <u>Doni Thomas</u>
Address: <u>1307 2nd St</u>	Address: <u>1307 2nd St</u>	Address: <u>1307 2nd St</u>
<u>Monroe</u>	<u>Monroe</u>	<u>Monroe</u>
Phone: <u>325-2003</u>	Phone: <u>325-2003</u>	Phone: <u>325-2003</u>

2. **Convictions** A statement of any conviction of the Sponsor, any officer or director of the Sponsor, the person in charge, and the three (3) individuals listed under 1b above, for any violation of any criminal law or municipal ordinance other than traffic violations. Such Statement shall include a statement of the nature of the offense and the punishment or penalty assessed therefore _____

3. Description of Special Event

NAME OF EVENT: Run Before You Crawl Celtic 5k & Kids Fun Run

TYPE OF EVENT: 5K & Kids Run
(Example: run, walk, parade, festival, neighborhood event)

LOCATION OF EVENT: YMCA + Surrounding neighborhood

NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTENCE: 60

NUMBER OF PEOPLE ANTICIPATED: 500

PEAK HOURS OF EVENT: 7:00am - 11:00am

ESTIMATED CROWD SIZE DURING PEAK HOURS: 600

NUMBER OF PEOPLE AT LAST EVENT: 100

WILL THIS YEARS EVENT INCLUDE, USE OR PROVIDE (indicate "yes" or "no")
no beer/wine no carnival no tents no electrical usage yes barricades
no food service yes noise amplification no fireworks yes 2-way radios
no use of city hydrants yes medical assistance or first aid yes outdoor signs/banners

ARE YOU CHARGING FOR PARKING, PARTICIPANT FEES OR ANY TYPE OF ADMISSION OR SPECTATOR FEES? PLEASE EXPLAIN. no participant fees only

ARE YOU SELLING CONCESSIONS? PLEASE EXPLAIN. no

HAVE PROVISIONS BEEN MADE FOR PORTABLE/PERMANENT RESTROOMS? ATTACH PLAN FOR ANY NEEDED PORTABLE RESTROOMS, INCLUDING NUMBER RENTED AND COPY OF RENTAL AGREEMENT will use YMCIA

NUMBER OF SITES AND LOCATIONS WHERE MONEY WILL BE HANDLED: 1

THE EVENT IS RESPONSIBLE FOR TRASH AND LITTER CONTROL. HOW WILL THIS BE HANDLED? no trash

WILL ANYTHING BE SERVED IN GLASS, METAL OR PLASTIC CONTAINERS? (if yes, please attach a copy of your recycling plan) yes no

PLEASE INDICATE ANY ADDITIONAL SECURITY MEASURES BEING TAKEN AND DESIGNATE HEAD OF SECURITY IF APPLICABLE: (private security, fences, persons checking identification, etc.)

IF STREET CLOSURES ARE REQUESTED, please indicate exact requested location, dates and times, including set up and take down: (attach map and site plan of the area) same as 2015

PLEASE INDICATE ANY NEED FOR POLICE SERVICES OR ANY OTHER CITY SERVICES: 2nd Street + West half of 14th Ave

****If special services are necessary, the applicant most likely will be required to make reimbursement to the City of Monroe for the total number of labor hours performed at an overtime rate of pay.****

PLEASE INDICATE ANY PLANS THAT HAVE BEEN MADE FOR MEDICAL SERVICES AND FIRST AID: EMS on Stanley

WILL THERE BE ANY COOKING WITH FLAMMABLE LIQUIDS OR GASES OR POTENTIALLY DANGEROUS COOKING APPLIANCES? no

PLEASE DESCRIBE ANY OTHER DETAIL OF YOUR EVENT NOT ALREADY COVERED. YOU MAY ATTACH AN ADDITIONAL PIECE OF PAPER. Same as previous years

****YOU MUST SUBMIT PLANS FOR LARGE TENTS AND A DETAILED MAP OR DIAGRAM OF THE ENTIRE SPECIAL EVENT AREA INCLUDING PARKING AREAS.**

4. **Term of Permit** Special Event Begins: Date: 3/12/16 Hour: 7:00am
Special Event Ends: Date: 3/12/16 Hour: noon
Hours of operation each day (attach separate sheet if necessary) From: _____ To: _____

5. **Prior Suspensions or Revocations** A statement of any prior suspension or revocation of a Special Event permit of the Sponsor or any Individual who will hold a position of responsibility with respect to the Special Event _____

6. **Mapped Routes** When the proposed Special Event will feature foot or bicycle races, runs, rides or parades, the Sponsor shall submit the proposed route at the time of filing the application.

7. **Vendors** Is Sponsor requesting suspension of vendors (Vendors, Canvassers, Peddlers) that are not associated with Special Event? If yes, describe area in which vendors are suspended during special event. _____

THE CITY REQUESTS THAT ALL NEIGHBORS/BUSINESSES IN THE CLOSED AREA BE NOTIFIED.

HAVE THE REQUIRED LEVELS OF INSURANCE INDEMNIFYING THE CITY BEEN OBTAINED? _____

ATTACH COPY OF INSURANCE CERTIFICATE TO COMPLETED SPECIAL EVENT PERMIT APPLICATION. **(PLEASE NOTE INSURANCE REQUIREMENT THAT THE CITY OF MONROE BE NAMED AS AN ADDITIONAL INSURED ON THE CERTIFICATE OF INSURANCE)**

TYPE OF SPECIAL EVENT: EXEMPT NON-EXEMPT _____
FEES: \$0.00 \$25.00
(NO REFUND ON FEES)

The applicant agrees to indemnify and save harmless the City against all liabilities, claims, demands, and losses, including costs, expenses, and reasonable attorney fees, for injury or death of any individual or loss or damages to the property of any person arising from any activity undertaken pursuant to a permit issued under this chapter. Applicant agrees to provide insurance binder or certificate of insurance as required by 3-13-10 INSURANCE REQUIREMENTS (Attached). Applicant further agrees to comply with 3-13-13 SPECIAL EVENT REGULATIONS (Attached).

WITNESSED BY

Erica Thow 1/18/16
SIGNATURE OF APPLICANT/DATE

TO BE COMPLETED BY CITY OF MONROE

Approved by:
[Signature]
Fire Chief

[Signature]
Police Chief

[Signature]
Building Inspector

[Signature]
City Clerk

Approved by Public Safety Committee on: _____
Approve by City Council on: _____

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

01/18/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lanz & McArdle Agency Inc. 1022 17th Ave. PO Box 116 Monroe, WI 53566 Jeff McArdle	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Cincinnati Insurance Company		244106
INSURER B: West Bend Mutual Insurance Co.		15350
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED Green County Y. M. C. A. Inc.
1007 2nd Street
Monroe, WI 53566

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		EPP0104995	10/15/2015	10/15/2016	EACH OCCURRENCE	\$ 1 Million
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1 Million
						GENERAL AGGREGATE	\$ 2 Million
						PRODUCTS - COMP/OP AGG	\$ 2 Million
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		EBA 0104995	10/15/2015	10/15/2016	COMBINED SINGLE LIMIT (Ea accident)	\$ 1 Million
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (PER ACCIDENT)	\$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$		EPP0104995	10/15/2015	10/15/2016	EACH OCCURRENCE	\$ 3 Million
						AGGREGATE	\$ 3 Million
							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMBER EXCLUDED? (Mandatory - NH) If yes, describe under DESCRIPTIVE OF OPERATIONS below	Y/N N/A	ZZZ2039342-01	12/01/2014	12/01/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	\$ 100,000
						E.L. EACH ACCIDENT	\$ 100,000
						E.L. DISEASE - EA EMPLOYEE	\$ 100,000
						E.L. DISEASE - POLICY LIMIT	\$ 500,000
A	Sexual Misconduct Sexual Misstatement		EPP 0104995	10/15/2015	10/15/2016	aggregate	1 Million
						ea. claim	1 Million

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

City of Monroe is listed as Additional Insured for the Run Before You Crawl Celtic 5k on March 12th, 2016.

CERTIFICATE HOLDER**CANCELLATION**

City of Monroe 110 18th Ave. Monroe, WI 53566	MONRCIT SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Jeff McArdle
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CITY OF MONROE
 1110 18th Avenue, Monroe, WI 53566
 Phone (608) 329-2524 FAX (608) 329-2561

Application for Amplified Sound & Background Music Permits

To The City of Monroe:

The undersigned most respectfully makes application for a permit under section 9-4-20 of the Monroe City Code subject to all applicable conditions, regulations, and provisions of all state statutes and city ordinances & resolutions regarding issuance of said permit.

Please indicate with an X the type of permit you are applying for and the dates you are requesting for your permit.

Amplified Sound Permit - Permit for voice or other sound, other than background music, that is amplified by a mechanical or electronic device, or multiple mechanical or electronic devices, whenever the sound amplified is intended to be audible outside a dwelling or business enclosure by an audience located within a geographically defined area. Holders of this type of permit are exempt from maximum permissible sound levels, but are subject to nuisance sound regulations. This permit may also authorize multiple amplified sound events if such events are part of a series of coordinated events sponsored by a single person, company or organization.

\$10.00 daily permit (cost is \$10 per day)
 Dates Requested: 3/12/16
 \$100.00 monthly permit
 Date Range of Month Requested: _____
 \$400.00 annual permit through June 30th, 20__

Background Music Permit – Permit for amplified music that plays continuously for extended periods of time and that is intended to serve as a background for other activities that occur within a geographically defined area such as shopping or dining and that is audible in a public area outside a building or structure. Holders of this type of permit are subject to maximum permissible sound levels and nuisance sound regulations.

\$10.00 monthly permit
 Date Range of Month Requested: _____
 \$75.00 annual permit through June 30th, 20__

Both aforementioned types of permits are applicable to use of any musical instruments. All permits will expire on a date certain which shall be no later than the next succeeding June 30th following issuance.

Applicant(s): Green County Family YMCA / Doni Thomas

Telephone number: (608) 325-2003

Address: 1307 2nd St. Monroe WI 53566
(Street) (City) (State) (ZIP)

Permit Location (geographically defined area): 2nd St. immediately
in front of YMCA

Date of Application: 1/26/14

Signature of Applicant(s): Don Thom

Applicants Stop Here! Do not write below this line!

These Sections for Office Use Only!

(Acct# 5-519 background music)

Date paid: _____ Total amount paid: _____ (Acct# 5-501 amplified sound)

___ Approved at Public Safety Committee meeting held on _____
(For Long Term Amplified Sound Permits)

✓ Approved by City Clerk
(For Short Term Amplified Sound and Background Music Permits)

___ Disapproved (reason) _____

___ Special Conditions of Approval: _____

Amplified Sound or Background Music Permit Issuance

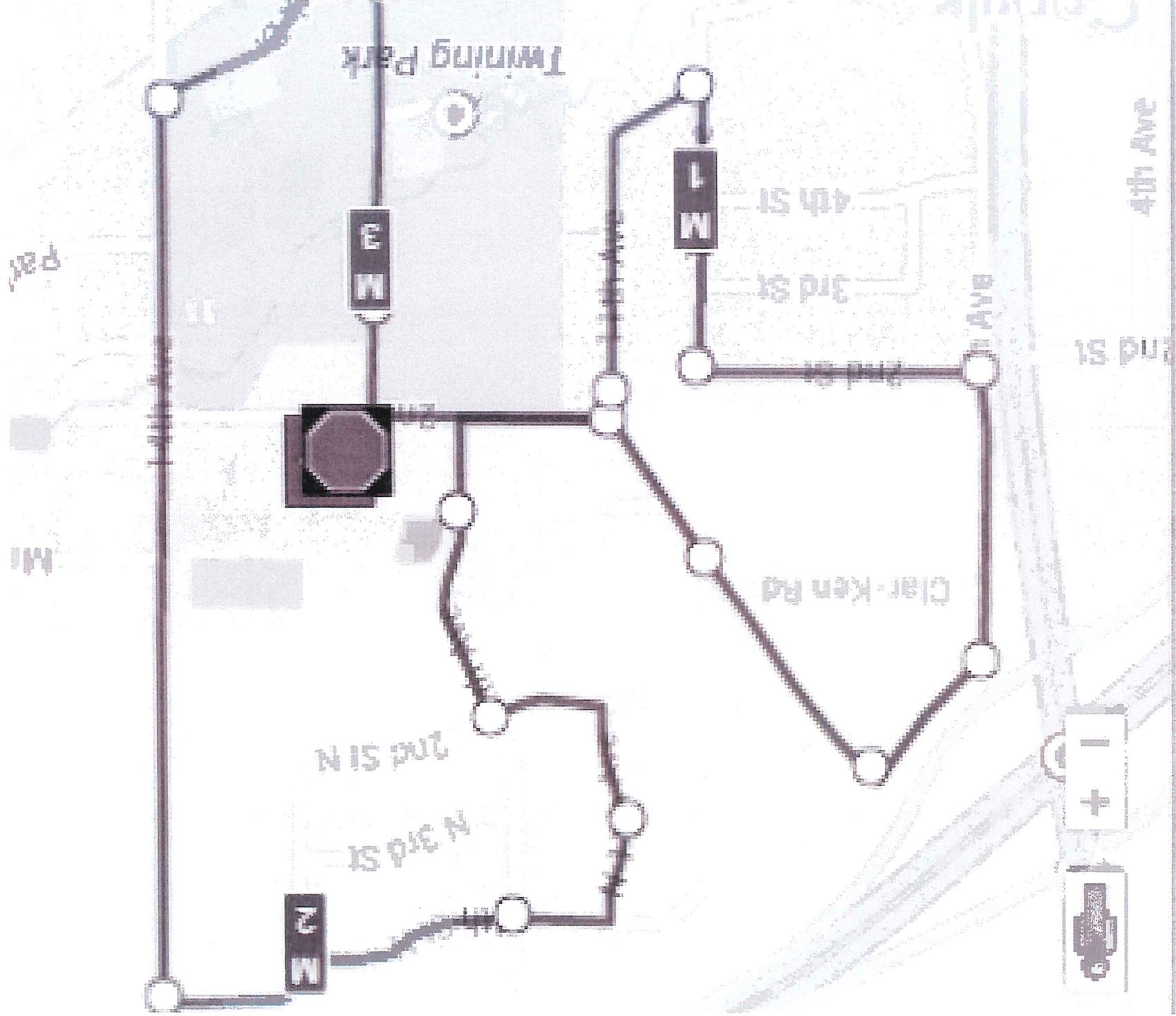
Permit # _____

Permit is approved and issued as requested in this application unless otherwise indicated above under special conditions.

Given under my hand and the corporate seal of said City of Monroe this _____ day of _____, 20____

(SEAL)

Carl J. Starn Clerk



4th Ave

2nd St

3rd St

4th St

3rd St

Clar-Ken Rd

Twining Park

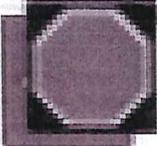
2nd St N

N 3rd St

M3

M1

M2



1st St

M4

**CITY OF MONROE
PUBLIC SAFETY COMMITTEE
SPECIAL EVENT REQUIREMENTS**

**SPECIAL EVENT
YMCA CELTIC CRAWL RUN
March 12, 2016**

**SPONSOR
Green County Family YMCA et al
1307 2nd Street
Monroe, WI 53566
(608) 325-2003**

This special event permit is approved subject to the following conditions and requirements:

- 1. Authorize the Sponsor(s) to hold a the YMCA Celtic Crawl Run , March 12, 2016 from 7:00 AM to 12:00 PM, beginning and ending in the 1200 block of 2nd Street, traveling over a route approved by the Department.**
- 2. The event includes a benefit run/walk.**
- 3. A certificate of insurance is required and attached, along with any other required permits.**
- 4. This permit is only valid within the corporate limits of the City of Monroe.**
- 5. For purposes of this permit, the event area includes all of the area in the 1100 and 1200 blocks of 2nd Street, and 100 feet of the route. No other events or activities, other than those authorized by law, may take place in the same area at the same time.**
- 6. The Police Department is authorized to temporarily stop or detour traffic as needed for the event. 2ND Street to only be closed as needed, and areas in the 100-400 blocks of 14th Avenue partially closed.**
- 7. The applicant is responsible to insure that any minor participants have parental consent, that there is ample water for the event participants and that EMS services are notified or present.**

8. No other services are requested or authorized.

City of Monroe Special Event Permit

Received in Clerk's office on 1-27-16
By _____ Date Paid 1-27-16

RETURN APPLICATION BY: _____

Thank you for being willing to plan a community celebration or special event. This permit application form will provide the City information needed to assist you in sorting through departments and types of requirements needed to obtain proper permits and inspections so as to assist us all in creating a safe and lawful event.

Please fill out as completely as possible and attach additional information if necessary.

Return to City Clerk's Office.

Special events are governed by city ordinances and organizers are responsible for all necessary permits, trash and litter pickup, and for damage to any property, as well as possible billing for city services. The organization/organizer agrees to be responsible for the supervision of the event and conduct of persons present.

1. Name and Address

a. Name, address and telephone number of Sponsor:

Name: Main Street Monroe

Address: 1717 10th Street
Monroe, WI 53566

Phone: 608.328.4023

Person in Charge Jordan Nordby

b. Names, addresses and telephone numbers of not less than three (3) individuals who will hold positions of responsibility with respect to the Special Event:

Name: Jordan Nordby Name: Tracy Hamilton Name: Veronica Bruce

Address: 1024 1/2 17th Ave Address: 1715 12th St Address: 2178 20th Ave
Monroe, WI 53566 Monroe, WI 53566 Monroe, WI 53566

Phone: 608.328.4023 Phone: 608.328.4404 Phone: 608.729.4204

2. **Convictions** A statement of any conviction of the Sponsor, any officer or director of the Sponsor, the person in charge, and the three (3) individuals listed under 1b above, for any violation of any criminal law or municipal ordinance other than traffic violations. Such Statement shall include a statement of the nature of the offense and the punishment or penalty assessed therefore _____

3. Description of Special Event

NAME OF EVENT: St. Patrick's Day Parade

TYPE OF EVENT: Parade
(Example: run, walk, parade, festival, neighborhood event)

LOCATION OF EVENT: From Suisse Haus, around square and back

NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTENCE: 16

NUMBER OF PEOPLE ANTICIPATED: 300-400

PEAK HOURS OF EVENT 4:30-5:30pm

ESTIMATED CROWD SIZE DURING PEAK HOURS: 400

NUMBER OF PEOPLE AT LAST EVENT: 500

WILL THIS YEARS EVENT INCLUDE, USE OR PROVIDE (indicate "yes" or "no")

No beer/wine No carnival No tents No electrical usage No barricades
No food service Yes noise amplification No fireworks No 2-way radios
No use of city hydrants No medical assistance or first aid Yes outdoor signs/banners

ARE YOU CHARGING FOR PARKING, PARTICIPANT FEES OR ANY TYPE OF ADMISSION OR SPECTATOR FEES? PLEASE EXPLAIN. No _____

ARE YOU SELLING CONCESSIONS? PLEASE EXPLAIN. No _____

HAVE PROVISIONS BEEN MADE FOR PORTABLE/PERMANENT RESTROOMS? ATTACH PLAN FOR ANY NEEDED PORTABLE RESTROOMS, INCLUDING NUMBER RENTED AND COPY OF RENTAL AGREEMENT Not applicable _____

NUMBER OF SITES AND LOCATIONS WHERE MONEY WILL BE HANDLED: None _____

THE EVENT IS RESPONSIBLE FOR TRASH AND LITTER CONTROL. HOW WILL THIS BE HANDLED? Not anticipated, but volunteers and sponsors will handle any that accumulates during event _____

WILL ANYTHING BE SERVED IN GLASS, METAL OR PLASTIC CONTAINERS? (if yes, please attach a copy of your recycling plan) _____ yes _____ x no

PLEASE INDICATE ANY ADDITIONAL SECURITY MEASURES BEING TAKEN AND DESIGNATE HEAD OF SECURITY IF APPLICABLE: (private security, fences, persons checking identification, etc.)
None required _____

IF STREET CLOSURES ARE REQUESTED, please indicate exact requested location, dates and times, including set up and take down: (attach map and site plan of the area) 16th and 17th Ave, 10th-13th St from 16th
-17th Ave. Closure needed for 5:17pm. Parade to last approximately 45 minutes. _____

PLEASE INDICATE ANY NEED FOR POLICE SERVICES OR ANY OTHER CITY SERVICES:
None _____

****If special services are necessary, the applicant most likely will be required to make reimbursement to the City of Monroe for the total number of labor hours performed at an overtime rate of pay.****

PLEASE INDICATE ANY PLANS THAT HAVE BEEN MADE FOR MEDICAL SERVICES AND FIRST AID: None _____

WILL THERE BE ANY COOKING WITH FLAMMABLE LIQUIDS OR GASES OR POTENTIALLY DANGEROUS COOKING APPLIANCES? No _____

PLEASE DESCRIBE ANY OTHER DETAIL OF YOUR EVENT NOT ALREADY COVERED. YOU MAY ATTACH AN ADDITIONAL PIECE OF PAPER. _____

****YOU MUST SUBMIT PLANS FOR LARGE TENTS AND A DETAILED MAP OR DIAGRAM OF THE ENTIRE SPECIAL EVENT AREA INCLUDING PARKING AREAS.**

4. **Term of Permit** Special Event Begins: Date: Thursday March 17, 2016 Hour: 4pm Parade begins at 5:17pm
Special Event Ends: Date: Thursday March 17th, 2016 Hour: 6pm
Hours of operation each day (attach separate sheet if necessary) From: _____ To: _____

5. **Prior Suspensions or Revocations** A statement of any prior suspension or revocation of a Special Event permit of the Sponsor or any Individual who will hold a position of responsibility with respect to the Special Event _____

6. **Mapped Routes** When the proposed Special Event will feature foot or bicycle races, runs, rides or parades, the Sponsor shall submit the proposed route at the time of filing the application.

7. **Vendors** Is Sponsor requesting suspension of vendors (Vendors, Canvassers, Peddlers) that are not associated with Special Event? If yes, describe area in which vendors are suspended during special event, Downtown square and two blocks off of it in every direction.

THE CITY REQUESTS THAT ALL NEIGHBORS/BUSINESSES IN THE CLOSED AREA BE NOTIFIED.
HAVE THE REQUIRED LEVELS OF INSURANCE INDEMNIFYING THE CITY BEEN OBTAINED? _____

ATTACH COPY OF INSURANCE CERTIFICATE TO COMPLETED SPECIAL EVENT PERMIT APPLICATION. (PLEASE NOTE INSURANCE REQUIREMENT THAT THE CITY OF MONROE BE NAMED AS AN ADDITIONAL INSURED ON THE CERTIFICATE OF INSURANCE)

TYPE OF SPECIAL EVENT: EXEMPT _____ NON-EXEMPT X
FEES: \$0.00 \$25.00
(NO REFUND ON FEES)

The applicant agrees to indemnify and save harmless the City against all liabilities, claims, demands, and losses, including costs, expenses, and reasonable attorney fees, for injury or death of any individual or loss or damages to the property of any person arising from any activity undertaken pursuant to a permit issued under this chapter. Applicant agrees to provide insurance binder or certificate of insurance as required by 3-13-10 INSURANCE REQUIREMENTS (Attached). Applicant further agrees to comply with 3-13-13 SPECIAL EVENT REGULATIONS (Attached).

WITNESSED BY

Joan M... 3/27/16
SIGNATURE OF APPLICANT/DATE

TO BE COMPLETED BY CITY OF MONROE

Approved by:

[Signature] Fire Chief
[Signature] Police Chief
[Signature] Building Inspector
[Signature] City Clerk

Approved by Public Safety Committee on: _____
Approve by City Council on: _____

CITY OF MONROE
PUBLIC SAFETY COMMITTEE
SPECIAL EVENT REQUIREMENTS

SPECIAL EVENT
ST. PATRICK'S DAY PARADE
March 17, 2016

SPONSOR
Monroe Main Street
1717 10th Street
Monroe, WI 53566
(608) 328-4023

This special event permit is approved subject to the following conditions and requirements:

- 1. Authorize the Sponsor(s) to hold a St. Patrick's Day Parade, March 17, 2016, from 4:00 PM to 6:00 PM, in/around the downtown area of the City of Monroe.**
- 2. The event includes a parade, beginning at 5:17 PM, at/near 16th Avenue and 13th Street, heading east on 13th Street, north on 17th Avenue, west on 10th Street, then south on 16th Avenue back to 12th Street, a route approved by the Police Department.**
- 3. The Police Department is authorized to temporarily stop and/or re-route vehicle and pedestrian traffic in conjunction with the event to facilitate movement in the interests of public safety, and to provide the staff necessary to accomplish this.**
- 4. The applicant is responsible to insure that no candy or other items are thrown from parade vehicles, and that any candy or other items thrown by walking parade participants is thrown well out of the lanes of traffic.**
- 5. A certificate of insurance is required and attached, along with any other required permits.**
- 6. This permit is only valid within the corporate limits of the City of Monroe.**
- 7. For purposes of this permit, the boundaries of the special event area will be within 16th Avenue, 17th Avenue, 10th Street and 13th Street. No other events or activities may take place at the same time, in this same location.**
- 8. No other services are requested or authorized.**