

Date: Monday, May 2, 2016
Time: 4:45 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. SPECIAL EVENT APPLICATIONS

The Committee will discuss the following special event applications:

- 1. Main Street Monroe Market on the Square
 - 2. Green County Conservation League Spring Youth Conservation Day
 - 3. Kiwanis Club of Monroe Disc Golf Family Fun Day
 - 4. American Legion Zilmer-Riley Post #84 Memorial Day Parade and Service

Details of the event and permits are attached.

Individual Requesting Item	Chief Fred Kelley
Expected Length of Discussion	30 minutes

Documents: [DETAILS OF PROPOSED SPECIAL EVENTS.docx](#), [SPECIAL EVENT APPLIC market on the square 2016.pdf](#), [SPECIAL EVENT APPLIC conservation league 2016.pdf](#), [SPECIAL EVENT APPLIC kiwanis disc golf family day.pdf](#), [SPECIAL EVENT APPLIC memorial day parade 2016.pdf](#)

- 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 Ron Marsh

Youth in Government Members: Isabel Bazley, Brooke Rowe

DETAILS OF PROPOSED SPECIAL EVENTS:

1. Resolution by the Public Safety Committee to recommend the approval of a special event application from Main Street Monroe to hold the annual Market on the Square serial event, from May 4, 2016 to October 29, 2016. The market will be held on Wednesdays from 1:00 PM to 5:30 PM, and on Saturdays from 8:00 AM to 1:00 PM. The following temporary street closures are approved: from 6:00 AM (to insure spaces are available later in the day) to 5:30 PM on Wednesdays, the inside parking lane of the 1000 block of 16th Avenue; from 6:00 AM to 1:00 PM on Saturdays, the inside parking lane of the 1000 block of 16th Avenue and the inside parking lane of the 1600 block of 10th Street. In the case of actual additional space needs, at least one day in advance, the applicant may contact the Police Department, which will authorize an additional block or blocks to be closed. The applicant is responsible to place and remove barricades or cones in the street to indicate the temporary closings. It is further resolved that businesses in the special event area may engage in sidewalk sales as authorized by the applicant. Other related activities, such as a music venue, may be conducted by the applicant within the closed areas as part of this permit, but other activities outside of the normal closed areas would require an additional permit(s). A certificate of insurance indemnifying the City of Monroe in the amount set by City Code is required and attached to the permit, along with any other required permits or special requirements. For purposes of this event, the special event area is that area within 19th Street, 13th Street, 15th Avenue, and 18th Avenue. No other events or similar activities, other than those authorized by law or applicant approved vending, may take place in the same location, and at the same time.
2. Resolution by the Public Safety Committee to recommend the approval of a special event application from Green County Conservation League to hold a Spring Youth Conservation Day event, May 6, 2016, from 8:30 AM to 2:30 PM, in Honey Creek Park. A certificate of insurance indemnifying the City of Monroe in the amount set by City Code is required and attached to the permit, along with any other required permits or special requirements. For purposes of this event, the special event area is that area within 100 feet of the activities during this event. No other events or similar activities, other than those authorized by law, may take place in the same location, and at the same time.
3. Resolution by the Public Safety Committee to recommend the approval of a special event application from Monroe Kiwanis Club to hold a Disc Golf Family Day event, May 14, 2016, from 8:00 AM to 2:00 PM, in Twining Park. A certificate of insurance indemnifying the City of Monroe in the amount set by City Code is required and attached to the permit, along with any other required permits or special requirements. For purposes of this event, the special event area is that area within 100 feet of the disc golf family day activities during this event. No other events or similar activities, other than those authorized by law, may take place in the same location, and at the same time.
4. Resolution by the Public Safety Committee to recommend the approval of a special event application from American Legion Zilmer-Riley Post #84 to hold a Memorial Day Parade and Service, May 30, 2016, from 8:00 AM to 10:30 AM. The parade will begin in Recreation Park, travel over a route pre-approved by the Police Department, and end in Greenwood Cemetery, with a service following. The Police Department is directed to provide traffic control to facilitate this event, including using overtime. A certificate of insurance indemnifying the City of Monroe in the amount set by City Code is required and attached to the permit, along with any other required permits or special requirements. For purposes of this event, the special event area is that area within 100 feet of the activities along the parade route, as well as in the

park and cemetery during this event. No other events or similar activities, other than those authorized by law, may take place in the same location, and at the same time.

City of Monroe Special Event Permit

Received in Clerk's office on 4-12-16
By elcm Date Paid 4-12-16

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: Tom Miller Name: Danielle Zimmerman

Address: 1717 10th Street Address: 531 26th Ave. Address: N5410 Skinner Hollow Rd

Monroe, WI 53566 Monroe, WI 53566 Monroe, WI 53566

Phone: 608.214.7145 Phone: 608.214.5837 Phone: 608.290.3905

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: Main Street Monroe Farmers Market on the Square

TYPE OF EVENT: Farmers market, crafts event, festival
(Example: run, walk, parade, festival, neighborhood event)

LOCATION OF EVENT: On square - please see attached

NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTENCE: 9 plus

NUMBER OF PEOPLE ANTICIPATED: 200-500

PEAK HOURS OF EVENT Wed: 4-5:30, Sat: 9-1pm

ESTIMATED CROWD SIZE DURING PEAK HOURS: 200

NUMBER OF PEOPLE AT LAST EVENT: 200-250

WILL THIS YEARS EVENT INCLUDE, USE OR PROVIDE (indicate "yes" or "no")
No beer/wine No carnival Yes tents Yes electrical usage Yes barricades
Yes food service Yes noise amplification No fireworks No 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

ARE YOU SELLING CONCESSIONS? PLEASE EXPLAIN. Will sell produce, crafts, and some food items like creme puffs, brats, etc...

HAVE PROVISIONS BEEN MADE FOR PORTABLE/PERMANENT RESTROOMS? ATTACH PLAN FOR ANY NEEDED PORTABLE RESTROOMS, INCLUDING NUMBER RENTED AND COPY OF RENTAL AGREEMENT. No

NUMBER OF SITES AND LOCATIONS WHERE MONEY WILL BE HANDLED: At each vendor tent and at Hospitality tent for EBT transactions

THE EVENT IS RESPONSIBLE FOR TRASH AND LITTER CONTROL. HOW WILL THIS BE HANDLED? Each vendor will take his/her trash off-site

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

PLEASE INDICATE ANY ADDITIONAL SECURITY MEASURES BEING TAKEN AND DESIGNATE HEAD OF SECURITY IF APPLICABLE: (private security, fences, persons checking identification, etc.)
Market manager and market subcommittee chair will be responsible.

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) Inner west side on Wednesdays (may expand to inner south) Inner west and north on Saturdays (with more vendors will need inner south and east to expand)

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: First aid kit will be at hospitality tent. EMS will be contacted if needed

WILL THERE BE ANY COOKING WITH FLAMMABLE LIQUIDS OR GASES OR POTENTIALLY DANGEROUS COOKING APPLIANCES? No. All cooking will be electric.

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

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



Main Street Monroe Farmers Market on the Square
2016-2017 Season

EXECUTIVE BOARD

Andy Hill
President

Tom Miller
Vice President

Amy Campbell

Luis Carus

Daniel Demuth

Shelley Muranyi

Noreen Rueckert

Jean Sinkule

Ryan Wilson

COMMITTEE CHAIRS

Donna Glynn
John Glynn
Design

Craig Patchin
Economic Restructuring

Shelley Muranyi
Organization

Tracy Hamilton
Promotions

EXECUTIVE DIRECTOR

Jordan Nordby
monroemainstreet@tds.net
608.328.4023

MAIN STREET MONROE
1717 10th Street
Monroe, WI 53566

Summer Season:

May 4th-October 29th, 2016

Wednesdays—operating hours: 1-5:30pm

West inner lane of square and if expansion is needed, south side of square

Saturdays—operating hours: 8am-1pm

North and west inner lanes of square and if expansion is needed, inner south side and then inner east.

Winter Season:

November through April 2017

Third (3rd) Saturday of the month: 9am-2pm
In Masonic Temple, 1613 1/2 10th Street

Please allow additional hour before and after market hours for set up and tear down

CITY OF MONROE
PUBLIC SAFETY COMMITTEE
SPECIAL EVENT REQUIREMENTS

SPECIAL EVENT
MAIN STREET MONROE MARKET ON THE SQUARE
May 4-October 29, 2016

SPONSOR
Main Street Monroe
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 an annual Main Street Monroe Market on the Square, from May 4 through October 29, 2016. Days of operation are as follows: Saturdays from 8:00 AM to 1:00 PM, Wednesdays from 1:00 PM to 5:30 PM (close street at 6-7 AM so stalls are open).**
- 2. Authorize the following temporary street closings as part of the market: from 6:00 AM to 1:00 PM on Saturdays, the inside lane of the 1600 block of 10th Street (North side of Sqr) and the inside lane of the 1000 block of 16th Avenue (West side of the Square); from 7:00 AM to 5:30 PM on Wednesdays (must close in AM also to insure stalls are open in PM), the inside lane of the 1000 block of 16th Avenue (West side of Sqr). Barricades/cones to be supplied and installed by the applicant, applicant to insure access by emergency vehicles.**
- 3. The applicant, when there is a need, may contact the Police Department one day in advance of market days, and close additional blocks for use of the market. However, there needs to be an actual need, such as the ability to fill an additional block, not just a desire for a few vendors. No additional closings without authorization by the Police Department.**
- 4. The downtown businesses in the event area may also vend on the sidewalk during the event. It is up to the applicant to identify unauthorized vendors.**

- 5. The applicant may also conduct other promotional activities such as a music venue or other activities within the normally closed area(s) during this series of events. If desiring to use other areas, a second special event permit would be required.**
- 6. Insurance is through Main Street Monroe. Vendors must supply insurance certificate or waiver acceptable to the City Clerk to be able to vend within the market.**
- 7. This permit is only valid within the corporate limits of the City of Monroe.**
- 8. For purposes of this permit, the event area includes the area within 9th Street, 12th Street, 15th Avenue and 18th Avenue. No other events or vendors other than those authorized by the applicant or activities authorized by law may operate in the same area at the same time.**
- 9. This permit is superseded by any other special event permit issued at any time for the same area, such as Cheese Days, Family Affair on Square, Chili Cook-off, not inclusive. Unless authorized under the other special event applicant, the Market event permit is suspended during other special events. The Market may still operate under the authority of the second special event holder and/or the designated Farmer's Market area on City of Monroe property located at 15th Street and 16th Avenue can still be used outside of this permit.**
- 10. Restroom plan is to have written agreements with Library or Courthouse to use their public restrooms. Applicant must post sign(s) prominently to indicate location(s) of public restrooms in lieu of porta-potties.**
- 11. No other services are requested or authorized.**

City of Monroe Special Event Permit

Received in Clerk's office on 3/3/16
By CS 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 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: Green County Conservation League (Nate Bloom)

Address: PO Box 351
Monroe, WI 53566

Phone: 608-325-7555

Person in Charge Tonya Gratz

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>Tonya Gratz</u>	Name: <u>Jason Thomas</u>	Name: <u>Todd Jenson</u>
Address: <u>1627 4th Ave West</u>	Address: <u>1021 4th Ave West</u>	Address: <u>1627 4th Ave West</u>
<u>Monroe, WI 53566</u>	<u>Monroe, WI 53566</u>	<u>Monroe, WI 53566</u>
Phone: <u>325-4195 ext 121</u>	Phone: <u>325-4195 ext 101</u>	Phone: <u>325-4195 ext 119</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 NONE

3. Description of Special Event

NAME OF EVENT: Spring Youth Conservation Day

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

LOCATION OF EVENT: Honey Creek Park

NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTENCE: 2

NUMBER OF PEOPLE ANTICIPATED: 150

PEAK HOURS OF EVENT 9am - 2pm

ESTIMATED CROWD SIZE DURING PEAK HOURS: 175

NUMBER OF PEOPLE AT LAST EVENT: 125

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 no noise amplification no fireworks no 2-way radios
no use of city hydrants yes medical assistance or first aid no outdoor signs/banners

ARE YOU CHARGING FOR PARKING, PARTICIPANT FEES OR ANY TYPE OF ADMISSION OR SPECTATOR FEES? PLEASE EXPLAIN, no fees charged. Free to all attendees.

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 no, will be using bathroom facilities at shelter house.

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? organizers will make sure the trash and litter are disposed of properly

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

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) NONE

PLEASE INDICATE ANY NEED FOR POLICE SERVICES OR ANY OTHER CITY SERVICES:
NONE needed

****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: a first aid kit will be available

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: 5/6/2016 Hour: 8:30
Special Event Ends: Date: 5/6/2016 Hour: 2:30
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 NONE

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. no

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 x 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).

Tonye Gots
WITNESSED BY

Walker Bloom 13-30-16
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: _____

Honey Creek Park Youth Conservation Day



1,100 550 0 1,100 Feet



On Friday, May 6, 2016, about 150 Fifth graders from around the county will be attending a conservation field day. The Green County Conservation League is sponsoring the required liability insurance. NRCS and Green County Land and Water Conservation Department are organizing the event.

The Spring Green County Conservation Day will have 10 stations set up around Honey Creek Park and City of Monroe property. Topics for the stations will include soil science, soil conservation, water cycle and watersheds, trees and forestry management, fish & wildlife management, water critters, casting and fishing, recycling and prairies.

Busses from area schools will arrive at 9AM. The children will stay with their class or group and rotate through the stations. There will be a break for lunch, which the kids are expected to bring sack lunches and the presenters will have pizza catered. After lunch, the students will finish rotating through the stations and board their busses at approximately 2PM.



GRECCOU-07 JJENSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/16/2015

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 Dave Mosher & associates 513 First Street P.O. Box 6 New Glarus, WI 53574	CONTACT NAME: PHONE (A/C, No, Ext): (608) 527-2151	FAX (A/C, No): (608) 325-7153
	E-MAIL ADDRESS: insure@mosherinsurance.com	
INSURED Green County Conservation League N3386 Monroe Sylvester Rd Monroe, WI 53566	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Capitol Insurance Companies	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CP00213444	12/18/2015	12/18/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

For specifics, see policy and/or endorsements

City of Monroe is additional insured with respects to General Liability.

CERTIFICATE HOLDER**CANCELLATION**

City of Monroe 1110 18th Ave Monroe, WI 53566	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 
---	---

© 1988-2014 ACORD CORPORATION. All rights reserved.

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

**SPECIAL EVENT
GREEN COUNTY CONSERVATION LEAGUE EDUCATIONAL EVENT
May 6, 2016**

**SPONSOR
Green County Conservation League
PO Box 351
Monroe, WI 53566
(608) 325-7555 (Tonya Gratz)**

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

- 1. Authorize the sponsor(s) to hold a Green County Conservation League Educational Event, May 6, 2016, from 8:30 AM to 2:30 PM, in Honey Creek Park.**
- 2. The event includes an educational event with crowd of about 150 persons.**
- 3. For purposes of this permit, the event area includes all of the area within the 100 feet of the scheduled event. No other events or similar activities, other than those authorized by law or approved by the applicant may take place in the same area at the same time.**
- 4. Rest room plan indicates use of park's facilities, plan acceptable.**
- 5. No other services are requested or authorized.**

City of Monroe Special Event Permit

Received in Clerk's office on 3-9-16
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 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.

[Handwritten scribbles and signature]

1. Name and Address

a. Name, address and telephone number of Sponsor:

Name: KIWANIS CLUB OF MONROE

Address: 1725 17TH ST.
MONROE LA 70506

Phone: 608-214-7987

Person in Charge ALLEN HANUSA

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: NIKKI MATLEY Name: BILL SPONTAK Name: JIM GLESSNER

Address: 403 W 8TH ST. Address: 765 10TH AVE CT. Address: 2519 9TH ST.

Phone: 329-2071

Phone: 328-2225

Phone: 558-0719

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 NO KNOWN CONVICTIONS

3. Description of Special Event

NAME OF EVENT: 3RD ANNUAL KIWANIS DISC GOLF FAMILY FUN DAY

TYPE OF EVENT: DISC GOLF / FRISBEE / BEAN BAGS / PICKLE BALL TOURNAMENTS
(Example: run, walk, parade, festival, neighborhood event)

LOCATION OF EVENT: TWINING PARK

NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTENCE: 2 PREVIOUS

NUMBER OF PEOPLE ANTICIPATED: 50

PEAK HOURS OF EVENT 9 AM - NOON

ESTIMATED CROWD SIZE DURING PEAK HOURS: 40

NUMBER OF PEOPLE AT LAST EVENT: 30

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

NO beer/wine NO carnival YES tents NO electrical usage NO barricades
MAYBE/YES food service NO 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. YES \$10 PER TEAM OF 2 PEOPLE

HELPS TO OFFSET THE T-SHIRT COSTS.

ARE YOU SELLING CONCESSIONS? PLEASE EXPLAIN. MAYBE, IF WE GET

ENOUGH EARLY SIGN UPS WE MAY OFFER DRINKS (WATER, POP, ETC).

HAVE PROVISIONS BEEN MADE FOR PORTABLE/PERMANENT RESTROOMS? ATTACH PLAN FOR ANY NEEDED PORTABLE RESTROOMS, INCLUDING NUMBER RENTED AND COPY OF RENTAL AGREEMENT NO. BASED ON PRIOR EVENT SIZE, WE DO

NOT SEE A CONCERN.

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

BUILDING WITH BATHROOM AT THE PARK CENTER

THE EVENT IS RESPONSIBLE FOR TRASH AND LITTER CONTROL. HOW WILL THIS BE HANDLED? WALK OF GROUNDS FOLLOWING EVENT.

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

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

NONE

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)

NO

PLEASE INDICATE ANY NEED FOR POLICE SERVICES OR ANY OTHER CITY SERVICES:

NONE NEEDED

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. SEE ATTACHED FLYER

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

A SMALL TENT 20X30 MAYBE SETUP TO AVOID CONGESTION AT THE MAIN SIGN UP AREA.

4. **Term of Permit** Special Event Begins: Date: 5/14/16 Hour: 8am
Special Event Ends: Date: 5/14/16 Hour: 2pm
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 NONE

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. NO

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).

Carol J. Starn
WITNESSED BY

Allen Hamner 5/3/16
SIGNATURE OF APPLICANT/DATE

Approved by: _____
TO BE COMPLETED BY CITY OF MONROE
Fire Chief _____ Police Chief _____
Building Inspector _____ City Clerk _____

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

3-13-10: INSURANCE REQUIREMENTS:

(A) Each sponsor shall provide the city clerk with an insurance binder or certificate of insurance showing that the sponsor has insurance coverage for all liabilities and obligations that may result from the activities undertaken pursuant to the permit. If a binder is provided, a certificate of insurance shall be provided prior to the issuance of a permit. Such coverage shall include:

1. Coverage for operations by the sponsor's employees, agents, contractors and subcontractors.
2. Coverage of the City as an additional named insured.
3. Coverage for personal injury to participants in the special event.
4. Coverage for property damage occurring as a result of the special event. (11-2-1999)

(B) The certificate of insurance shall provide that the insurance company shall furnish the City with a ten (10) day written notice of cancellation, nonrenewal or material change.

(C) The insurance company issuing the certificate of insurance shall be licensed in the State of Wisconsin and shall be approved by the City.

(D) The insurance shall be written in comprehensive form and shall protect the sponsor and City against all claims arising from injuries to members of the public or damages to property of others arising out of any act or omission of the sponsor, its employees, agents, contractors or subcontractors.

(E) The policy of insurance shall provide coverage in such amounts as are set, from time to time, by resolution of the Council upon recommendation of the Insurance Committee. (11-6-1991)

(\$1,000,000.00)

POLICY NUMBER: 013136005

COMMERCIAL GENERAL LIABILITY

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 Person or Organization:

City of Monroe
Attn: Carol Stamm, City Clerk
1110 18th Ave.,
Monroe, WI 53566

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

ENDORSEMENT #

This endorsement, effective 12:01 AM,
Forms a part of policy no.: 013136005 11/01/15
Issued to: KIWANIS INTERNATIONAL, INC.

By: LEXINGTON INSURANCE COMPANY

WAIVER OF SUBROGATION
(BLANKET)

It is agreed that we, in the event of a payment under this policy, waive our right of subrogation against any person or organization where the insured has waived liability of such person or organization as part of a written contractual agreement between the insured and such person or organization entered into prior to the "occurrence" or offense.

All other terms and conditions remain unchanged.

David Bieseman

Authorized Representative OR
Countersignature (In states where applicable)

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

**SPECIAL EVENT
KIWANIS DISC GOLF FAMILY FUN DAY
May 14, 2016**

**SPONSOR
Kiwans Club of Monroe
1725 17th Street
Monroe, WI 53566
608.214.7987 (Allen Hanusa)**

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

- 1. Authorize the sponsor(s) to hold the Kiwanis Disc Golf Family Fun Day, May 14, 2016, from 8:00 AM to 2:00 PM, in Twining Park.**
- 2. The event includes a disc golf tourney, Frisbee, bean bags, pickle ball activities with crowd peak of 100 persons, and activities. Facilities for rest rooms within park should be adequate for designated need.**
- 3. For purposes of this permit, the event area includes area within 100 feet of the event within the park. No other events, other than those authorized by law, may take place in the same area at the same time.**
- 4. No other services are requested or authorized.**

City of Monroe Special Event Permit

Received in Clerk's office by 4-11-16
By Elmer Date Paid 4-11-16

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: American Legion Zillmer-Riley Post #84

Address: 1627 12th Ave
Monroe, WI 53566

Phone: 608-325-4244

Person in Charge Dennis Swank

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: Dennis Swank

Address: 1753 14th St
Monroe, WI 53566

Phone: 608-325-3107

Name: Jeff Perkins

Address: 1922 12th Ave
Monroe, WI 53566

Phone: 608-325-1146

Name: Bonnie Moser

Address: N4291 Klondike Rd
Monroe, WI 53566

Phone: 608-325-7838

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 therefor _____

3. Description of Special Event

NAME OF EVENT: Memorial Day Parade & Service

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

LOCATION OF EVENT: Monroe, WI

NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTENCE: 100+

NUMBER OF PEOPLE ANTICIPATED: 200-300

PEAK HOURS OF EVENT: 8:00 am - 10:30 am

ESTIMATED CROWD SIZE DURING PEAK HOURS: 200-300

NUMBER OF PEOPLE AT LAST EVENT: 200-300

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

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

NUMBER OF SITES AND LOCATIONS WHERE MONEY WILL BE HANDLED: none during permit time

THE EVENT IS RESPONSIBLE FOR TRASH AND LITTER CONTROL. HOW WILL THIS BE HANDLED? American Legion Members and SAL members

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) 9:00 am - 9:45 am
Recreation Park to Greenwood Cemetery

PLEASE INDICATE ANY NEED FOR POLICE SERVICES OR ANY OTHER CITY SERVICES:
Police escort to lead parade & end of units, traffic control for streets intersecting parade.

****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: City Participation with emergency services

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: 5-30-16 Hour: 8:00 am
Special Event Ends: Date: 6-30-16 Hour: 10:30 am
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 none

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? yes

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).

[Signature]
WITNESSED BY

Bonnie Moser 15/11/16
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
 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: 5-30-16
- \$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): American Legion Julius - Riley Post # 84



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/15/2016

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 Keith Hoesly	CONTACT NAME: Keith Hoesly	
	PHONE (A/C, No, Ext): 608-325-9126	FAX (A/C, No): 608-325-9128
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Cincinnati Insurance Company		244106
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED American Legion Zilmer-Riley
 Post #84
 1627 12th Avenue
 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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<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 OTHER:			EPP0195054	05/15/2016	05/15/2017	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 <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	EWC 0319220	05/15/2016	05/15/2017	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The City of Monroe is listed as an additional insured

CERTIFICATE HOLDER MONRCIT City of Monroe 1110 18th Ave. Monroe, WI 53566	CANCELLATION 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 Keith Hoesly <i>Keith A. Hoesly</i>

CITY OF MONROE
PUBLIC SAFETY COMMITTEE
SPECIAL EVENT REQUIREMENTS

SPECIAL EVENT
MEMORIAL DAY PARADE
May 30, 2016

SPONSOR
Zilmer-Riley Post 84 American Legion
1627 12th Street
Monroe, WI 53566
(608) 325-4244

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

- 1. Authorize the Sponsor(s) to hold the Memorial Day Parade, May 30, 2016, from 8:00 AM to 10:30 AM, from Recreation Park to Greenwood Cemetery, and to hold a ceremony in Greenwood Cemetery.**
- 2. The event includes a parade from the west parking lot of Recreation Park to Greenwood Cemetery on 22nd Avenue from the park to 16th Street; on 16th Street from 22nd to 25th Avenue; on 25th Avenue from 16th to 18th Street; on 18th Street to the entrance of the cemetery. The event also includes the ceremony at the war monument.**
- 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 boundaries of the special event area will be that area within 100 feet of the event in Recreation Park, 22nd Avenue from park to 16th Street, 16th Street from 22nd to 25th Avenues, 25th Avenue from 16th to 18th Street, 18th Street from 25th Avenue to the cemetery entrance, and within 100 feet of the event in Greenwood Cemetery. No other events or activities will be authorized within that area at that time.**
- 6. No other services are requested or authorized.**

7. The Police Department is authorized for traffic management/temporary street closures in the area as needed.