

Date: Monday, June 20, 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. LONG TERM AMPLIFIED SOUND PERMITS

Review and possibly approve

- *Kona Ice of Madison - June 21, 2016 - August 20, 2016**
- *Kwik Trip - July 1, 2016 - June 30, 2017**
- *Main Street Monroe - July 1, 2016 - June 30, 2017**

Individual Requesting Item	City Clerk/DOGG
Expected Length of Discussion	5 min.

E. BUSINESS PRESENTED BY POLICE DEPARTMENT

- 1. CONSIDER SPECIAL EVENTS PERMIT APPLICATIONS FOR RECOMMENDATION TO COMMON COUNCIL

The Committee will discuss and possibly approve the following special event applications:

- 1. Swiss Valley Harley Davidson Open House
- 2. Optimists Club of Monroe Annual Picnic
- 3. Park and Recreation July 4th Celebration

Details are attached.

Individual Requesting Item	Chief Fred Kelley
Expected Length of Discussion	10 minutes

Documents: [SPECIAL EVENT APPLIC harley davidson open house.pdf](#), [SPECIAL EVENT APPLIC optimists annual picnic.pdf](#), [SPECIAL EVENT APPL 4th of July 2016.pdf](#), [DETAILS OF SPECIAL EVENTS.doc](#)

F. BUSINESS BY MEMBERS

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

G. 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

City of Monroe Special Event Permit

Received in Clerk's office on 5-17-19
By [Signature] Date filed 5-17-19

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: Swiss Valley Harley Davidson

Address: 129 W 6th street
Monroe, WI 53566

Phone: 608-325-8050

Person in Charge Andrew Kranig

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: Andrew Kranig

Address: 129 W 6th st
Monroe, WI 53566

Phone: 608-630-5550

Name: Ceelee Philips

Address: 129 W 6th st
Monroe, WI 53566

Phone: 608-302-8668

Name: Brandon Wilson

Address: 129 W 6th st
Monroe, WI 53566

Phone: 608-295-7049

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: Summe Open House

TYPE OF EVENT: Open house with a Motorcycle & car show
(Example: run, walk, parade, festival, neighborhood event)

LOCATION OF EVENT: 129 W 6th street Monroe, WI 53566

NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTENCE: 3rd

NUMBER OF PEOPLE ANTICIPATED: 200

PEAK HOURS OF EVENT NOON - 3pm

ESTIMATED CROWD SIZE DURING PEAK HOURS: 150

NUMBER OF PEOPLE AT LAST EVENT: 150 estimate

WILL THIS YEARS EVENT INCLUDE, USE OR PROVIDE (indicate "yes" or "no")
Yes X beer/wine NO carnival Yes tents Yes electrical usage Yes barricades
Yes X 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 this is a Free event

ARE YOU SELLING CONCESSIONS? PLEASE EXPLAIN. Yes Angels Among us of Green County will Be Selling Brats, chips, Pop, cookies, etc.

HAVE PROVISIONS BEEN MADE FOR PORTABLE/PERMANENT RESTROOMS? ATTACH PLAN FOR ANY NEEDED PORTABLE RESTROOMS, INCLUDING NUMBER RENTED AND COPY OF RENTAL AGREEMENT Swiss Valley Harley Davidson has Rented 2 units agreement attached.

NUMBER OF SITES AND LOCATIONS WHERE MONEY WILL BE HANDLED: 3
inside the Dealership, Food stand, and Beer garden.

THE EVENT IS RESPONSIBLE FOR TRASH AND LITTER CONTROL. HOW WILL THIS BE HANDLED? Swiss Valley H-D will place 7 garbage cans and 7 recycle cans with 1 employee will be designated to empty into our dumpsters.

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

PLEASE INDICATE ANY ADDITIONAL SECURITY MEASURES BEING TAKEN AND DESIGNATE HEAD OF SECURITY IF APPLICABLE: (private security, fences, persons checking identification, etc.)
Monroe Youth Hockey will handle Alcohol license, Beer garden, and All Security and Fencing

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 NEED

PLEASE INDICATE ANY NEED FOR POLICE SERVICES OR ANY OTHER CITY SERVICES:
NO NEED

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: We will have a First Aid Kit Available - Andrew Kranig is trained and we be in charge of First Aid located inside the Break Room.

WILL THERE BE ANY COOKING WITH FLAMMABLE LIQUIDS OR GASES OR POTENTIALLY DANGEROUS COOKING APPLIANCES? Angels Among us of Green County will Be in charge of All the cooking of the Food.

PLEASE DESCRIBE ANY OTHER DETAIL OF YOUR EVENT NOT ALREADY COVERED. YOU MAY ATTACH AN ADDITIONAL PIECE OF PAPER. There will be a car and motorcycle show with prizes for 1st, 2nd, 3rd place for each.

**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: June 25th 2016 Hour: 9AM to 5PM
Special Event Ends: Date: _____ Hour: _____
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 NO

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.

Attached Letter

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

Attached Letter

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).

Carl J. Star
WITNESSED BY

Carl J. Star
SIGNATURE OF APPLICANT/DATE

TO BE COMPLETED BY CITY OF MONROE

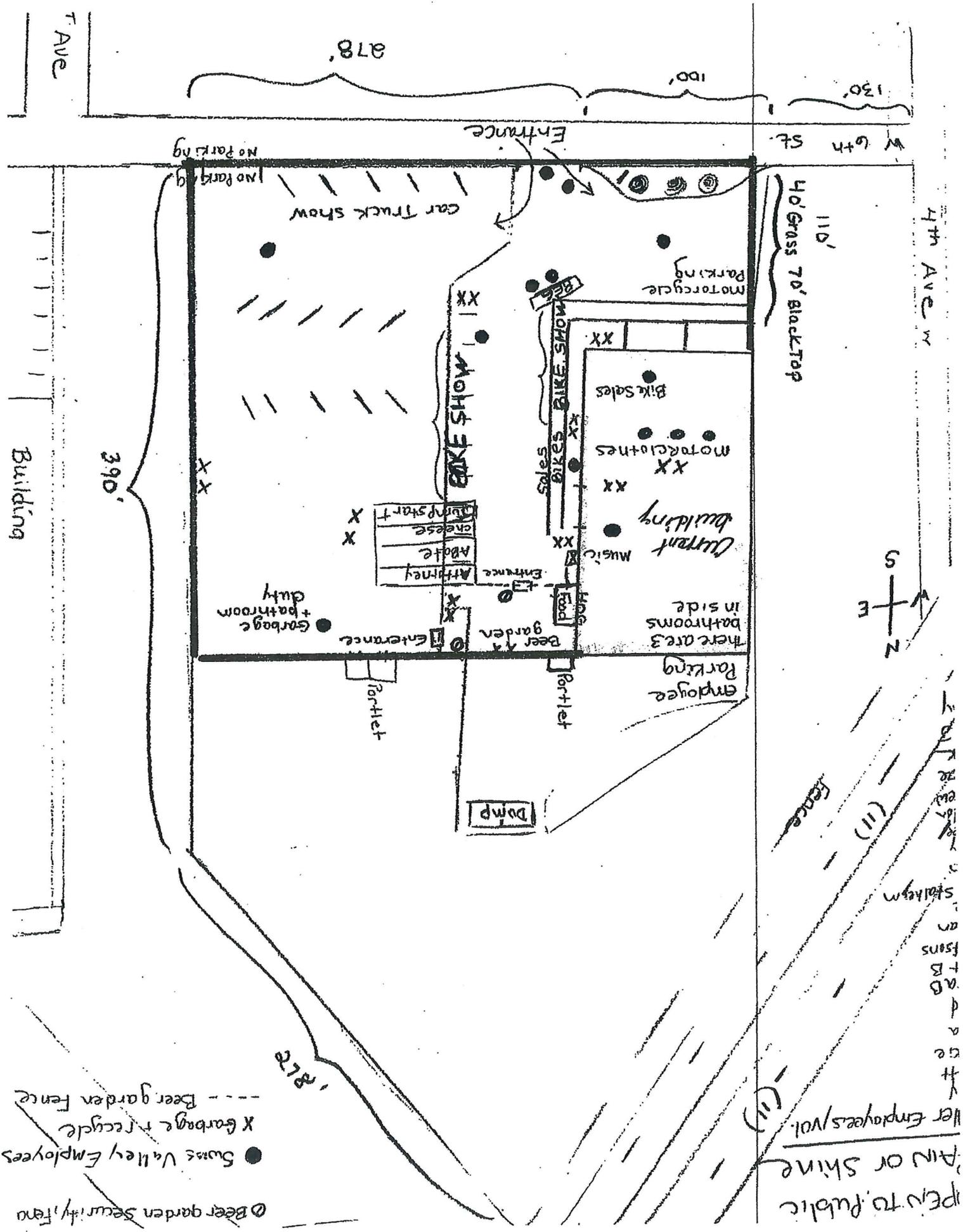
Approved by: [Signature]
Fire Chief

Police Chief

Ryan Kinley
Building Inspector

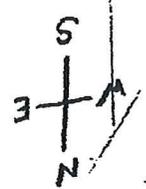
Carl J. Star
City Clerk

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



PER TO Public
 AND OR SHINE
 Her Employees/VOL
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 GE
 A
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 AB
 +B
 fsons
 an
 Stalagm
 (II)
 Fence

● Beer garden Security Fence
 ● Swms Valley Employees
 X Garbage + recycle
 --- Beer garden Fence
 278'



Attorney	X
Abode	X
chess	X
Dumpstart	X

MOH'S EXIT

MOH'S EXIT

40' Grass 70' Blacktop

390'

Building

7 Ave

278'

100'

130'

W 6th St

4th Ave W

No Parking

Car Truck Show

Motorcycle Parking

Bike Sales

Motorcycles

Current building

Music

There are 3 bathrooms in side

Employee Parking

Entrance

Beer garden

Food

Partlet

Dump

Entrance

Partlet

Garbage + bathroom duty

XX

Jeff Monson Septic Pumping & Portable Restrooms, LLC
10001 Park Street, South Wayne, WI 53587
608-968-3401 or 608-482-0563

May 14, 2016

Swiss Valley Harley Davidson
129 W. 6th Street
Monroe, WI 53566

RE: Portable Restroom/Service Bid

Dear Andrew,

This letter is to provide you with a written agreement to provide you with three portable restrooms at \$55.00 each plus tax. . Units will be delivered on June 24th for your June 25th Open House.

Thank you for the opportunity to work with Swiss Valley Harley Davidson of Monroe.

If you have any questions, please give me a call at 608-482-0563.

Sincerely,

Jeff Monson



Menu for Swiss Valley Harley Davidson Open House

*Lunch is hosted by Angels Among Us of Green County**

Brat Meal \$6.00 Plate with Chips /\$7.00 Plate with Barb's Potato Salad

Plate includes:

Philly Cheese Steak Brat or Plain Brat

Potato Chips or Barb's Potato Salad

Cookie

Cup of Blumer's Root Beer

**Angels Among Us of Green County is a family fun run/walk to raise funds to continue to promote Suicide Awareness and Mental Health Awareness in Green County Area. 100% of the funds stay within the Green County Area. Benefactors: Tyler's TEAM Foundation Inc. (Together Everyone Achieves More) & Jacob's SWAG Foundation Inc. (Support with Awareness & Giving)*

Jacob's SWAG Foundation Inc.

Kurt and Teri Ellefson

2222 6th Street, Monroe Wisconsin 53566

Phone: (608)-328-2418 or cell (608)-293-2418

Tyler's TEAM Foundation Inc.

John and Kathy Pierce

W3050 Middle Juda, Rd Juda WI 53550

Phone (608)558-0993 or (608)214-4652

Neighbors Notification

Hi Neighbor!

We found it to be a very long winter as I'm sure you did too! We are very excited to smell fresh air and begin 2016 riding season!

We'd like to take a minute to inform you and invite you to attend our Open House on **June 25th 2016** I have attached a fly-er of the event. I hope you and your employees along with their families will be able to attend! We also want you to know that our neighbor Fuzzy's Audio will be setting up the opportunity for us to play some music but we promise it won't be too loud.

Enjoy the SUMMER!!

If you have any questions please call Andrew Kranig 608-630-5550

Thanks



Andrew Kranig
Dealership Manager
Swiss Valley Harley Davidson
129 W 6th street
Monroe, WI 53566

Neighbors are **St. Vincent DePaul, Monroe Furniture, Thunder Bridge, Fussy's Audio**. We will hand this out to all businesses on our street.

Beer Garden

All aspects of the **BEER GARDEN** will be handled by **Monroe Youth Hockey**

Food

All aspects of **FOOD** will be handled by **Angels Among us Green County**

Money Handling

Angels Among us will collect money for food sales next to beer garden

Monroe Youth Hockey will collect money in the beer garden

Swiss Valley H-D will collect money for clothing, bikes, and parts inside the store

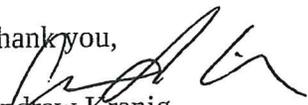
Swiss Valley Harley Davidson
129 W 6th street
Monroe, WI 53566
608-329-4884

Open House with Car & Motorcycle Show June 25th 2016 9am to 4pm

Trash and Recycling plan for the Open House

7 trash cans and 7 recycling cans will be placed around event site. 1 employee will be designated to empty full trash and recycling cans into Swiss Valley Harley Davidson existing trash dumpsters and they will be picked up and emptied according to our current dumpster route and contract.

Thank you,


Andrew Kranig
Dealership Manager
Swiss Valley Harley Davidson
608-325-8050

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
05/17/2016

PRODUCER WILLIAM BROWN INSURANCE SERVICES, INC. 715 MILWAUKEE STREET DELAFIELD, WI. 53018 262-646-8252	Serial # 100767	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.												
INSURED JHD HOLDINGS, INC.- DBA - SWISS VALLEY HARLEY DAVIDSON 129 W 6TH STREET MONROE, WI. 53566	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:80%;">INSURERS AFFORDING COVERAGE</th> <th style="width:20%;">NAIC#</th> </tr> <tr> <td>INSURER A: AUTO OWNERS INSURANCE CO.</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>		INSURERS AFFORDING COVERAGE	NAIC#	INSURER A: AUTO OWNERS INSURANCE CO.		INSURER B:		INSURER C:		INSURER D:		INSURER E:	
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INSURER B:														
INSURER C:														
INSURER D:														
INSURER E:														

COVERAGES
 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 POLICES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY	61325702	4-23-2016	4-23-2017	EACH OCCURRENCE	\$ 1,000,000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 3,000,000
						PRODUCTS - COMP/OP AGG	\$ 3,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	\$
		<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
		<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
		<input type="checkbox"/> HIRED AUTOS					
<input type="checkbox"/> NON-OWNED AUTOS							
A		GARAGE LIABILITY	613255702	4-23-2016	4-23-2017	AUTO ONLY - EA ACCIDENT	\$ 1,000,000
		<input checked="" type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	\$ 1,000,000
						AGG	\$ 1,000,000
A		EXCESS/UMBRELLA LIABILITY	50-325702-00	4-23-2016	4-23-2017	EACH OCCURRENCE	\$ 1,000,000
		<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$ 1,000,000
							\$
		<input type="checkbox"/> DEDUCTIBLE					\$
		RETENTION \$					\$
A		WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY	61136284	4-23-2016	4-23-2017	<input type="checkbox"/> WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTHER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				EL EACH ACCIDENT	\$ 500,000
						EL DISEASE - EA EMPLOYEE	\$ 500,000
						EL DISEASE - POLICY LIMIT	\$ 500,000
	OTHER						

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 THE CITY OF MONROE IS ALSO AN ADDITIONAL INSURED

CERTIFICATE HOLDER CITY OF MONROE 1110 18TH AVE MONROE, WI. 53566	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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CITY OF MONROE
RENEWAL APPLICATION FOR DANCE LICENSE

To the Common Council of the City of Monroe:

I hereby apply for a dance license for a period from June 25th to June ~~30~~, 25th
(unless sooner revoked), subject to the regulations imposed by section 3-10-(1-8) of the Monroe
City Code and all acts amendatory thereof and supplementary thereto, and hereby agree to
comply with all laws, resolutions, ordinances and regulations, Federal, State or Local governing
dances.

Applicant: Swiss Valley Harley Davidson

Address: 129 W 6th St Monroe, WI 53566
State Street Zip City

Phone: 608-325-8050

License Location: Swiss Valley Harley Davidson

Application Date: 5/17/16


Signature of Applicant

A fee of \$75.00 must accompany this application when submitted.

5-17-16
Date Paid

Date Approved by Council:


Signature:
City Clerk/Deputy Clerk

Date Issued:



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: June 25th 2016
- \$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): Swiss Valley Harley Davidson

Telephone number: 1608-325-8050

Address: 129 W 6th St Monroe WI 53566
(Street) (City) (State) (ZIP)

Permit Location (geographically defined area): _____
Same As Above

Date of Application: 5/17/16

Signature of Applicant(s): [Signature]

Applicants Stop Here! Do not write below this line!

These Sections for Office Use Only!

Date paid: 5-17-16 Total amount paid: 10.00 (Acct# 5-519 background music)
(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)

_____, Clerk

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

SPECIAL EVENT

SWISS VALLEY HARLEY-DAVIDSON SUMMER OPEN HOUSE

June 25, 2016

SPONSOR

Swiss Valley Harley Davidson

129 West 6th Street

Monroe, WI 53566

(608) 325-8050

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

- 1. Authorize the sponsor(s) to hold an open house, car and motorcycle show, June 25, 2016, from 9:00 AM to 5:00 PM, at Swiss Valley Harley-Davidson, 129 West 6th Street.**
- 2. The event includes a large gathering with crowd of about 250 persons, activities, displays, open house and beer garden.**
- 3. A restroom plan submitted with the application is adequate for the estimated crowd size.**
- 4. For purposes of this permit, the event area includes all of the area within the dealership property. No other special events or similar activities may take place in the same area at the same time.**
- 5. The applicant(s) are responsible to insure that the beer garden area is adequately kept separate from the other areas, an adequate age verification system is used, underage persons are accompanied according to statutes, and a licensed bartender is on site during the hours of operation of the beer garden.**
- 6. No other services are requested or authorized.**

City of Monroe Special Event Permit

Received in Clerk's office on 5/27/14
By Audrey M. Cuijs Date Paid 5-27-14

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.

Application must be turned in to the Clerk's office no later than 30 calendar days prior to the start of the event. A late fee of \$50.00 will apply for any permit applications turned in less than 30 calendar days prior to the start of the event. The permit application must be complete with the proper insurance certificate, fees, maps, other necessary permit applications, and signatures included in order to be considered on time to avoid the late fees. There are no exemptions to the fees.

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: Optimist Club of Monroe

Address: PO Box 221

Monroe, WI 53566

Phone: _____

Person in Charge Cindy McKeown

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

Name: Cindy McKeown Name: Curtis Weimann Name: Kari Fernstaedt

Address: 2426 11th Street Address: 1125 2nd St. North Address: W5484 County Hwy F1
Monroe, WI 53566 Monroe, WI 53566 Monroe, WI 53566

Phone: 608-293-1681 Phone: 608-732-9094 Phone: 608-325-9451

This event is being advertised as an open invitation to the public and will entail a band playing at the bandshell.

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: Optimist Club of Monroe Annual Picnic

TYPE OF EVENT: Annual Picnic

(Example: run, walk, parade, festival, neighborhood event)

LOCATION OF EVENT: Twining Park Band Shell and Twining South

NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTANCE: 35+; without the band eleme

NUMBER OF PEOPLE ANTICIPATED: 75

PEAK HOURS OF EVENT: 5-9pm

ESTIMATED CROWD SIZE DURING PEAK HOURS: 75

NUMBER OF PEOPLE AT LAST EVENT: 40

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

no beer/wine no carnival no tents X electrical usage no barricades
yes food service yes noise amplification no fireworks no 2-way radios
no use of city hydrants no 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

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

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

Before departing, all trash will be put into receptacles

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.)

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

4. Term of Permit

Special Event Begins: Date: 6/30/16 8/15/2016 Hour: 4pm

Special Event Ends: Date: 6/30/16 6/15/2016 Hour: 10pm

Hours of operation each day

(Attach separate sheet located at end of form if necessary) From: 6pm To: 9pm

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 A 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)

Special Event Permit Fee - \$25.00 fee per event or series of same event within a calendar year.

Late fee - \$50.00 late fee for applications received less than 30 calendar days prior to the start of the event.

(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).

By submitting this form, I certify that: (1) I am authorized to submit this form on behalf of the individual or entity for whom the form is being submitted; (2) The individual or entity for whom I am submitting this form is solely responsible for the accuracy and currency of all information contained in this form.

Cynthia M. Mcker
Signature of Applicant

5/27/16
Date

Clear Form

TO BE COMPLETED BY CITY OF MONROE

Approved by: DA [Signature]

Fire Chief
[Signature]
Building Inspector

Police Chief
[Signature]
City Clerk

Approved by Public Safety Committee on: _____

Approved by City Council on: _____

Effective May 1, 2016

SUMMARY OF INSURANCE

Coverage depends on the actual facts of each case and the terms conditions and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

Attention Canadian Clubs: Mercer Consumer no longer writes coverage for your clubs as of May, 2012.
Please contact 1-800-363-7151 for information on Insurance for Optimist Canada.

Named Insureds: Optimist International, Inc., Optimist International Foundation, Optimist Districts and Optimist Clubs, Member Club Foundations, Optimist Collegiate Clubs, Youth Clubs (including Junior Optimist and Octagon), Optimist International Youth Program Foundation, Inc., Corporate Partner and Optimist Clubs, and their individual Club Members.

GENERAL LIABILITY INSURANCE (U.S. Only)

Policy Term:	Policy Number:	Carrier:	Limits of Liability:	Type of Coverage:
May 1, 2016 – May 1, 2017	PHPK1484846	Philadelphia Indemnity Insurance Co.	\$1,000,000(US)	Per Occurrence
			\$2,000,000 (US)	Products/Completed Operations
			\$2,000,000 (US)	General Aggregate
			\$1,000,000 (US)	Personal & Advertising Injury
			\$100,000 (US)	Rented to you

Designated Limit provided to each Club (CG2504)

MAJOR EXCLUSIONS TO GENERAL LIABILITY POLICY

- Any premises owned in the name of any Optimist Club, subsidiary entity or Extended Named Insureds. (See Q&A section for more details.)
- Medical Payments
- Motorized activity, including aircraft or watercraft.
- All sports participants
- Shooting/Firearms
- Asbestos, Silica, Lead, Fungi and Bacteria
- Igniting or Discharging of Fireworks
- All professional services
- Workers compensation or Employers Liability
- Operation or maintenance of any mechanically operated amusement devices (including dunk tanks and inflatables).
- Pollution
- Rodeo
- Political Rallies
- Animals (other than house pets)

HIRED AND NON-OWNED AUTOMOBILE LIABILITY

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2016 – May 1, 2017	PHPK1484846	Philadelphia Indemnity Insurance Co.	\$1,000,000 (US)	Commercial Auto

MAJOR EXCLUSIONS TO HIRED & NON-OWNED AUTO LIABILITY

- Autos owned in the name of Optimist Clubs or Foundations (US Only)

ABUSE AND MOLESTATION LIABILITY (US ONLY)

Policy Term:	Policy Number:	Carrier:	Limit of Liability	Type of Coverage
May 1, 2016 – May 1, 2017	PHPK1484846	Philadelphia Indemnity Insurance Co.	\$100,000	Per Occurrence
			\$300,000	General Aggregate

MAJOR EXCLUSIONS TO ABUSE AND MOLESTATION LIABILITY

- Workers compensation, disability benefits or unemployment compensation laws
- Criminal defense costs associated with a criminal trial
- Liability assumed by the insured under any contract or agreement
- “Defense costs” will be paid for an “employee” who is alleged to be directly involved in “abusive conduct” until such time as that individual is adjudicated to be a wrongdoer or enters a plea of no-contest

FOREIGN GENERAL LIABILITY INSURANCE (OUTSIDE U.S. & CANADA)

Policy Term: May 1, 2016 – May 1, 2019	Policy Number: PHFD38424336002	Carrier: Ace USA	Limit of Liability: \$1,000,000(US) \$2,000,000 (US) \$2,000,000(US) \$1,000,000 (US)	Type of Coverage Each Occurrence Aggregate Limit Products/Completed Operations Premises Damage Limit
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NOTE: This policy covers authorized Clubs outside the US & Canada.

FOREIGN GENERAL LIABILITY POLICY (OUTSIDE U.S. & CANADA)

COVERAGE: Commercial General Liability (excess & DIC over valid & collectible primary insurance)

- Products/completed operations
- Defense & Supplementary Costs
- Personal & Advertising Injury
- Worldwide Coverage & Jurisdictions (excludes USA)
- Contingent Auto Coverage not subject to policy aggregate

MAJOR EXCLUSIONS TO FOREIGN GENERAL LIABILITY

- Professional Liability
- Nuclear Power-related Coverage
- Contractual Sole Negligence
- Aircraft Liability
- Bodily Injury to Athletic Participants
- Non-owned & Hired Auto Liability to persons under the age of 18
- Asbestos

UMBRELLA LIABILITY INSURANCE (US ONLY)

Policy Term: May 1,2016 – May 1,2017	Policy Number: PHUB538045	Carrier: Philadelphia Indemnity Insurance Co.	Limit of Liability: 10,000,000	Type of Coverage: Per occurrence
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*NOTE: This policy covers only those entities insured by the underlying Philadelphia Indemnity Insurance Company Policy.

MAJOR EXCLUSIONS TO UMBRELLA LIABILITY POLICY

All Exclusions on the Philadelphia Indemnity insurance Company General Liability policy;

All Automobile Liability, Foreign Liability and Professional Liability, including:

- Directors and Officers Liability
- All athletic participants and Officials
- Abuse and Molestation
- Legal Liquor Liability
- Automobile Liability
- ERISA and Employers Liability
- Pollution, Silica, Lead, Fungus
- Aircraft or Watercraft
- Asbestos
- Workers Compensation

For more specific information, please contact: Mercer Consumer, a service of Mercer Health & Benefits Administration LLC, P.O. Box 14575, Des Moines, Iowa, 50306, USA, Telephone 1-800-503-9227 (U.S. Clubs) or FAX (515) 365-3005

FOR U.S. POLICIES

The scenarios summarized below are offered only as examples. Coverage depends on the actual facts of each case and the terms, conditions, and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

Liquor

Q. What is Liquor Legal Liability?

A. Liquor Legal Liability provides coverage for Bodily Injury or Property damage for which you may become legally liable as the result of contributing to a person's intoxication. This type of coverage is available on a separate policy for those "in the business of manufacturing, selling, serving or furnishing alcoholic beverages" for a fee or in some cases if a license is required for the activity. This is not covered by the Commercial General Liability (CGL)

Q. Does this policy cover the sale of alcoholic beverages?

A. In a limited sense, yes, but see response to question below

Q. What is host liquor liability?

A. The CGL policy provides host liquor liability for those businesses that are not "in the business of manufacturing, selling, serving or furnishing alcoholic beverages." It provides protection against bodily injury and property damage suits brought by parties injured as the result of an intoxicated guest who was served alcohol at an event your Club sponsored. We recommend checking with your local government official to determine if host liquor coverage is adequate for your event. If Liquor Legal Liability is needed for your event, please contact Mercer Consumer at 1-877-451-4003 for a Special Event quote.

Automobile

Q. Is there liability coverage for automobiles (including buses and trailers) hired by, rented by or loaned to the Optimist organization?

A. Yes. There is coverage for Optimist members when they hire a car or use their personal vehicle for club business.

Q. Is there physical damage coverage for hired or non-owned autos?

A. No, this is liability coverage only.

Q. Is this an Accident/Medical policy?

A. No, this policy only covers bodily injury as a result of negligence. If accident/medical coverage is needed, please contact our office at 800-503-9227 to discuss further.

Q. Our Club owns a refreshment trailer from which we sell food and beverages at fairs, carnivals, picnics or other functions. Does our policy cover this?

A. The policy could cover the sale of the food or beverages under the product liability coverage, but the policy affords no coverage for the trailer itself.

Property

Q. Is there coverage for Optimist owned property?

A. No

Examples of types of events that may or may not be covered

Q. If our club contracts with others to conduct a special event, does this policy cover us?

A. Yes, subject to the terms and conditions of the policy. Professional show participants are not covered. It is strongly suggested, but not required that the Optimist Club request additional insured status on the policies from those that you contract with.

Q. If an Optimist Club hires an outside vendor to provide professional services for an Optimist event, will the Optimist policy extend coverage to the vendor?

A. No, the vendor should have their own coverage in place. It is recommended that prior to the event taking place, the club request a proof of coverage from the vendor with the Club listed as an Additional Insured on the vendor's Certificate of Insurance.

Q. Is my club covered for sponsoring or organizing an athletic team or league, such as Tri-Star program, Baseball, Football, Hockey, etc.?

A. Yes, you may be covered for these athletic activities/leagues as long as they fall within your clubs normal operations. Coverage would not be provided to any direct injury to any participant of these events.

Q. My club is co-sponsoring an event, is my club covered for such an event?

A. Yes, if your club is found legally liable for damage. The general liability coverage applied to Optimist sponsored and directly controlled activities. It is recommended that your club confirm that the other sponsoring organization(s) have appropriate coverage prior to the start of the event.

Q. What about Optimist sponsored float trips?

A. Subject to all exclusions, terms and conditions, there may be coverage if the club does not own the watercraft, it is less than 26ft in length and there is no charge for transporting people or property.

Q. If my club owns a BMX track, a clubhouse or any other type of property, does this policy provide coverage for these locations?

A. No, any property owned by the Optimist club is excluded from this policy. The club would need to obtain its own premises liability coverage for this location. This policy may cover any Optimist sponsored events on the owned property.

General Coverages

Q. Is there medical payments coverage for an accident at an Optimist sponsored event regardless of negligence?

A. No, medical payments are excluded from this policy, HOWEVER, any injury should be promptly reported to YORK so there is advance notice should it turn into a suit later.

Q. Is an injury to a non-member caused by an Optimist member assisting on an Optimist project covered?

A. Yes, there may be coverage if there is legal liability resulting from the negligence by the club or the club member.

Q. Does this policy provide products liability coverage?

A. Yes

Q. Are workers compensation benefits provided?

A. No

Q. Does this policy cover participants of events such as racing, speed, or demolition contest, etc.?

A. No, All losses related to autos is excluded.

Claim Reporting Procedures

All claims, incidents or notices of a loss regardless of severity or location must be reported to Philadelphia Insurance as soon as the Club is made aware. Any delay could result in denial of the claim.

Online: www.Phily.com – click on CLAIM CENTER, then 'Report a PHLIY Claim' located under STEP 2

Claims Phone#: 800-765-9749

Claims Fax#: 800-685-9238

Email: claimsreport@phily.com

#42
AS 516



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: June 30, 2016
 \$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): Optimist Club of Monroe

Telephone number: (1608) 293-1681 (Cindy McQueen)

Address: PO 221 Monroe LA 70506
(Street) (City) (State) (ZIP)

Permit Location (geographically defined area): Turning Park; Band Shell

Date of Application: 5/27/16

Signature of Applicant(s): Cindy McQueen
Applicants Stop Here! Do not write below this line!

These Sections for Office Use Only!

Date paid: 5-27-16 Total amount paid: 10.00 (Acct# 5-519 background music)
(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 # AS 42 1516

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 27th day of May, 2016

(SEAL)

Neesh M Curry Deputy Clerk

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

**SPECIAL EVENT
MONROE OPTIMISTS/ANNUAL OPTIMIST PICNIC EVENT
June 30, 2016**

**SPONSOR
Monroe Optimists Club
PO Box 221
Monroe, WI
(608) 293-1681 (Cindy McKeown)**

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

- 1. Authorize the sponsor(s) to hold a Monroe Optimists/Annual Picnic Event, June 30, 2016, from 4:00 PM to 10:00 PM, in Twining Park.**
- 2. The event includes a large picnic with a music venue.**
- 3. A certificate of insurance indemnifying the City of Monroe is required and attached, along with any other required permits.**
- 4. Based on crowd size of approximately 100 anticipated, the rest room plan as submitted meets the requirements.**
- 5. This permit is only valid within the corporate limits of the City of Monroe.**
- 6. For purposes of this permit, the event area includes all of the area within 100 feet of the areas used by the applicant. No other events may take place in the same area at the same time.**
- 7. No other services are requested or authorized.**

City of Monroe Special Event Permit

Received in Clerk's office on	<u>5-25-79</u>
By	<u>[Signature]</u>
Date Paid	<u>N/A</u>

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.

Application must be turned in to the Clerk's office no later than 30 calendar days prior to the start of the event. A late fee of \$50.00 will apply for any permit applications turned in less than 30 calendar days prior to the start of the event. The permit application must be complete with the proper insurance certificate, fees, maps, other necessary permit applications, and signatures included in order to be considered on time to avoid the late fees. There are no exemptions to the fees.

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: Monroe Park & Recreation Dept.

Address: 1110 18th Ave

Monroe, WI 53566

Phone: 608-329-2460

Person in Charge Marge Klinzing

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

Name: Marge Klinzing Name: Paul Klinzing Name: Margie Johnson

Address: 1110 18th Ave Address: 1110 18th Ave Address: 1110 18th Ave

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

Phone: 608-329-2465 Phone: 608-329-2469 Phone: 608-329-2460

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: July 4th Celebration

TYPE OF EVENT: Festival

(Example: run, walk, parade, festival, neighborhood event)

LOCATION OF EVENT: Twining Park

NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTANCE: 34 Years

NUMBER OF PEOPLE ANTICIPATED: 3,000-5,000 (throughout the day)

PEAK HOURS OF EVENT: 8:00pm - 10:00pm (during fireworks)

ESTIMATED CROWD SIZE DURING PEAK HOURS: 1,000-2,000

NUMBER OF PEOPLE AT LAST EVENT: 3,000-5,000 (throughout the day)

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 yes fireworks yes 2-way radios
yes 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, we only charge for food at the concession stands and carnival games.

ARE YOU SELLING CONCESSIONS? PLEASE EXPLAIN.

Yes:lemonade,nachos,pizza,ice cream,KCs/Nat'l Cheesemakers/Koening sandwiches,Franks sandwich

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

available in park - we also bring in 4 port-a-potties

NUMBER OF SITES AND LOCATIONS WHERE MONEY WILL BE HANDLED:

2 concessions

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

Park Dept will handle it

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.)

Blocking off firework area from public

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)

When parking lots are full, we will block off Twining Park entrance

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

Junior police to help with parking at night, during firework show, and police, etc. after fireworks.

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

**SPECIAL EVENT
PARK & REC JULY 4TH CELEBRATION
July 4, 2016**

**SPONSOR
Park & Recreation Dept
1110 18th Ave
Monroe, WI 53566
(608) 329-2465**

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

- 1. Authorize the sponsor(s) to hold a July 4th Celebration, July 4, 2016, from 6:00 AM to 11:00 PM, in Twining Park.**
- 2. The event includes an all-day celebration with crowd peak of <1000 persons for 3 hours in evening, activities and fireworks display. Facilities within park should be adequate for designated need.**
- 3. For purposes of this permit, the event area includes all of the area within 100 feet of the event in 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.**

4. Term of Permit

Special Event Begins: Date: 07/04/16 Hour: 06:00am
Special Event Ends: Date: 07/04/16 Hour: 11:00pm

Hours of operation each day

(Attach separate sheet located at end of form 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 n/a

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 A 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)

Special Event Permit Fee - \$25.00 fee per event or series of same event within a calendar year.

Late fee - \$50.00 late fee for applications received less than 30 calendar days prior to the start of the event.

(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).

By submitting this form, I certify that: (1) I am authorized to submit this form on behalf of the individual or entity for whom the form is being submitted; (2) The individual or entity for whom I am submitting this form is solely responsible for the accuracy and currency of all information contained in this form.

Margaret Klinging / 5-25-16
Signature of Applicant Date



TO BE COMPLETED BY CITY OF MONROE

Approved by: [Signature]

Fire Chief
[Signature]
Building Inspector

Police Chief
[Signature]
City Clerk

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

DETAILS OF SPECIAL EVENTS

1. Resolution by the Public Safety Committee to recommend the approval of a special event application from Swiss Valley Harley Davidson to hold a Summer Open House event on June 25, 2016, from 9:00 AM to 5:00 PM, at 129 W 6th Street. A certificate of insurance indemnifying the City of Monroe is required, as well as any other permits or special requirements. For purposes of this event, the special event area is that area within the Swiss Valley Harley Davidson property. 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.
2. Resolution by the Public Safety Committee to recommend the approval of a special event application from the Optimists Club of Monroe to hold the Optimists Club of Monroe Annual Picnic on June 30, 2016, from 4:00 PM to 10:00 PM, in Twining Park. 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 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 as this event.
3. Resolution by the Public Safety Committee to recommend the approval of a special event application from Monroe Park and Recreation to hold the July 4th Celebration event, July 4, 2016, from 6:00 AM to 11:00 PM, in Twining Park. The insurance for the event is provided by the City, and a restroom plan for the crowd size anticipated is adequate. For purposes of this event, the special event area is that area within 100 feet of the activities in the park during the 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.