

Date: Monday, July 18, 2016
Time: 4:55 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. CONSIDER SPECIAL EVENT PERMIT APPLICATIONS FOR RECOMMENDATION TO COMMON COUNCIL

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

- 1. Monroe Parks and Recreation Department My Little Pony Children's Program
- 2. Monroe Parks and Recreation Department Snakes and Alligators and Lizards Children's Program
- 3. Main Street Monroe Maxwell Street Days Sidewalk Sales Event
- 4. Green County Cheese Days, Inc. Cheese Days 2016 Festival

Details of the events and permits are attached.

Individual Requesting Item	Chief Kelley
Expected Length of Discussion	20 minutes

Documents:

[DETAILS OF SPECIAL EVENT APPLICATIONS.doc](#)
[SPECIAL EVENT APPLIC parks my lttle pony program.pdf](#)
[SPECIAL EVENT APPLIC parks snakes alligators lizards program.pdf](#)
[SPECIAL EVENT APPLIC maxwell street daysf.pdf](#)
[SPECIAL EVENT APPLIC cheese days 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

DETAILS OF SPECIAL EVENT APPLICATIONS:

1. Resolution by the Public Safety Committee to recommend the approval of a special event application from the Monroe Park and Recreation Department to hold a My Little Pony Children's Program at Northeast Park on August 4, 2016, from 1:30 PM to 3:30 PM. The event includes live animals. Insurance indemnifying the City of Monroe is through the City's carrier. A restroom plan for the event is approved. For purposes of this event, the special event area is that area within 100 feet of this event in the park. 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 Monroe Park and Recreation Department to hold a Snakes and Alligators and Lizards Children's Program at Northeast Park on August 11, 2016, from 9:00 AM to 11:00 AM. The event includes live reptiles. Insurance indemnifying the City of Monroe is through the City's carrier. A restroom plan for the event is approved. For purposes of this event, the special event area is that area within 100 feet of this event in the park. 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 Main Street Monroe to hold Maxwell Street Days Sidewalk Sales, August 5-6, 2016, from 9:00 AM to 8:00 PM each date, in the Downtown Main Street area. The event includes sidewalk sales throughout the event area, regulated by Main Street Monroe, and also involves the temporary suspension of any existing vendor permits during the event. A certificate of insurance indemnifying the City of Monroe in the amount set by City Code is attached, along with any other required permits or special requirements. For purposes of this event, the special event area is that area within 13th Street, 9th Street, 15th Avenue and 18th Avenue. . 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.
4. Resolution by the Public Safety Committee to recommend the approval of a special event permit application from Green County Cheese Days, Inc., to hold the Green County Cheese Days 2016 Festival, September 13-19, 2016, beginning at 6:00 AM on Tuesday, September 13, 2016, and ending at 12:00 PM, Monday, September 19, 2016. The event calls for the temporary closing of the Downtown Square and other blocks of roadways within the City of Monroe at various times during the event, numerous areas of no parking zones on various streets during the event, the setting aside of municipal parking lots and/or streets for handicapped or other special parking during the event, parades/runs over routes approved by the Chief of Police, the use of extra duty personnel during the event, and various other events in locations throughout the City. A detailed list of plans, events, locations and routes are attached to, and become a part of this resolution. The event further calls for a carnival permit, noise amplification permit, and any other permits that may be called for to insure public safety or regulation due to this large scale event. It is further resolved that during the period from 8:00 AM, Friday, September 16, 2016, until 8:00 AM, Monday, September 19, 2016, all normal vendor permits, market on

the square permit and sidewalk café permits that would normally have been in effect will be suspended in those public property areas involved in this event, pursuant to City Code. Only those vendor activities approved by the applicant may operate in the special event area. In addition, this permit also includes a suspension of City Code 9-4-5(A), Possession of Open Alcohol beverages in Public. Open plastic containers of beer or wine products may be possessed, from 10:00 AM to 1:00 AM on Friday, September 16, 2016, from 10:00 AM to 1:00 AM on Saturday, September 17, 2016, and from 10:00 AM to 7:00 PM, on Sunday, September 18, 2016, within designated blocks inside of an area defined as 9th Street, 13th Street, 15th Avenue and 17th Avenue. Barricades and signage will be used to designate the open container area, and the Police Department will monitor this activity for public safety and regulation purposes. An acceptable by FEMA standards public restroom plan has been submitted. For purposes of this event, the special event area is that area within 15th Avenue north and south of 12th Street, 16th Avenue in the 1200 block, 8th Street, 18th Avenue north of 9th Street, 19th Avenue from 9th Street to 13th Street, 17th Avenue from 9th Street to 12th Street, 17th Ave south of 12th Street, 14th Avenue from 12th Street to 16th Street, and 16th Street from 14th Avenue to 17th Avenue. The 1400 block of 13th Street, and private property directly west of the 1200 block of 16th Avenue are not included in this permit. No other special events or organized activities, other than those authorized by law, are authorized to operate within the designated special events area, to allow for the safe flow of vehicular and pedestrian traffic during the same time(s) as this event. A detailed list of street closures, no parking areas, approved events and other details of the special event, approved by the Chief of Police, and any other permits, are attached to the permit.

City of Monroe Special Event Permit

Received in Clerk's office on 7-8-16
By CS Date Paid N/A

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 Parks and Recreation Dept
Address: 1110 18th Ave
Monroe Wi 53566
Phone: 608-329-2465
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: Matt Skibba Name: Alyssa Montgomery Name: McKenna Christsen
Address: 1110 18th Ave Address: 1110 18th Ave Address: 1110 18th Ave
Monroe wi Monroe Wi Monroe Wi
Phone: 608-329-2466 Phone: 608-329-2460 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.

none

3. Description of Special Event

NAME OF EVENT: My Little Pony with a horse at it *needs a special permit due to animal control regulations*
TYPE OF EVENT: Children's program
(Example: run, walk, parade, festival, neighborhood event)
LOCATION OF EVENT: Northeast Park for all of the events
NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTANCE: first year

4. Term of Permit

Special Event Begins: Date: August 4 Hour: 1:30
Special Event Ends: Date: August 4 Hour: 3:30

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 _____

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? Na

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.

Marge Klingens
Signature of Applicant

7-8-16
Date

Clear Form

TO BE COMPLETED BY CITY OF MONROE

Approved by:

Fire Chief

Police Chief

Building Inspector

City Clerk

Approved by Public Safety Committee on: _____

Approved by City Council on: _____

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

**SPECIAL EVENT
MONROE PARKS AND RECREATION DEPARTMENT MY LITTLE
PONY
August 4, 2016**

**SPONSOR
Monroe Parks and Recreation
1110 18th Avenue
Monroe, WI**

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

- 1. Authorize the sponsor(s) to hold a Parks and Recreation My Little Pony Event, August 4, 2016, from 1:30 PM to 3:30 PM, in Northeast Park.**
- 2. The event includes a children's program with a live horse.**
- 3. Insurance indemnifying the City of Monroe is through the City's carrier.**
- 4. Based on crowd size of <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>7-8-16</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 Parks and Recreation Dept

Address: 1110 18th Ave

Monroe Wi 53566

Phone: 608-329-2465

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: Matt Skibba Name: Alyssa Montgomery Name: McKenna Christsen

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

Monroe wi Monroe Wi Monroe Wi

Phone: 608-329-2466 Phone: 608-329-2460 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.

none

3. Description of Special Event

NAME OF EVENT: Snakes & Alligators & Lizards with reptiles at the park

TYPE OF EVENT: Children's program

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

LOCATION OF EVENT: Northeast Park for all of the events

NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTANCE: first year

needs a special permit due to animal control regulations

NUMBER OF PEOPLE ANTICIPATED: 36 children

PEAK HOURS OF EVENT: 1:00 to 3:00

ESTIMATED CROWD SIZE DURING PEAK HOURS: 36 children

NUMBER OF PEOPLE AT LAST EVENT: na

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

na beer/wine na carnival na tents na electrical usage na barricades
na food service na noise amplification na fireworks na 2-way radios
na use of city hydrants na medical assistance or first aid
na outdoor signs/banners

ARE YOU CHARGING FOR PARKING, PARTICIPANT FEES, OR ANY TYPE OF ADMISSION OR SPECTATOR FEES? PLEASE EXPLAIN.

Each child needed to pay \$12.00 for the program

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

We will use the restrooms in the park

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

na

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

The playground girls will clean up after the event

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.)

na

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)

na

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

na

4. Term of Permit

Special Event Begins: Date: August 11 Hour: 9:00
Special Event Ends: Date: August 11 Hour: 11:00

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 na

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? Na

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.

Marge Klingberg
Signature of Applicant

7-8-16
Date

Clear Form

TO BE COMPLETED BY CITY OF MONROE

Approved by: [Signature]

Fire Chief
Ryan Kinless
Building Inspector

Police Chief
Carl Johnson
City Clerk

Approved by Public Safety Committee on: _____

Approved by City Council on: _____

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

**SPECIAL EVENT
MONROE PARKS AND RECREATION DEPARTMENT SNAKES AND
ALLIGATORS AND LIZARDS
August 11, 2016**

**SPONSOR
Monroe Parks and Recreation
1110 18th Avenue
Monroe, WI**

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

- 1. Authorize the sponsor(s) to hold a Parks and Recreation Snakes&Alligators&Lizards Event, August 11, 2016, from 9:00 AM to 11:00 AM, in Northeast Park.**
- 2. The event includes a children's program with live reptiles.**
- 3. Insurance indemnifying the City of Monroe is through the City's carrier.**
- 4. Based on crowd size of <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 7-11-16
By [Signature] Date Paid 7-11-16

Pa
\$75.00

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: Julie Via Name: Andy Hill

Address: 1024 1/2 17th Ave Address: 1019 16th Ave Address: 1017 16th Ave

Monroe, WI 53566 Monroe WI 53566 Monroe, WI 53566

Phone: (608) 328-4023 Phone: (608) 325-4553 Phone: (608) 325-1277

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: Maxwell Street Days

TYPE OF EVENT: Retail Event

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

LOCATION OF EVENT: Downtown Square, two blocks in all directions

NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTENCE: 20+

NUMBER OF PEOPLE ANTICIPATED: 750

PEAK HOURS OF EVENT Friday 1-5pm, Saturday 9-1pm

ESTIMATED CROWD SIZE DURING PEAK HOURS: 200

NUMBER OF PEOPLE AT LAST EVENT: 700

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. Stores participating will make restrooms available as needed

NUMBER OF SITES AND LOCATIONS WHERE MONEY WILL BE HANDLED: Directly in front of stores on square and two blocks in all directions

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

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.)
Not Applicable

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:

****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: Farmers market has first aid kit at hospitality tent

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: 8/5 Hour: 9am - 8pm
Special Event Ends: Date: 8/6 Hour: 9am - 8pm
Hours of operation each day (attach separate sheet if necessary) From: _____ To: _____

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

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

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

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)

paid 15/11

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

WITNESSED BY Jocelyn May 17/11/16
SIGNATURE OF APPLICANT/DATE

TO BE COMPLETED BY CITY OF MONROE

Approved by: [Signature]
Fire Chief

Police Chief

[Signature]
Building Inspector

[Signature]
City Clerk

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

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

**SPECIAL EVENT
MAXWELL STREET DAYS SIDEWALK SALES
August 5-6, 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 the Maxwell Street Days Sidewalk Sales, August 5-6, 2016, from 9:00 AM to 8:00 PM, in the Downtown Main Street area, primarily the Downtown Square and one block in each direction.**
- 2. Authorize the Sponsor to allow the downtown merchants or other Main Street approved vendors to have sidewalk sales each date. All other normal sales/vendor permits are suspended during this special event, with the exception of Sidewalk Cafes, which may operate. Merchants/vendors selling on the sidewalk must insure that the sidewalks are not unreasonably blocked, and that there is adequate room for pedestrians (generally 5 feet of clearance).**
- 3. Liability insurance for the event is by the sponsor.**
- 4. This permit is only valid within the corporate limits of the City of Monroe. Applicant is responsible to insure necessary permits have been obtained from Green County.**
- 5. For purposes of this permit, the event area includes the area within the confines of 13th Street, 9th 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.**

City of Monroe Special Event Permit

Received in Clerk's office on 5-20-16
By [Signature] Date Paid 5-20-16

RETURN APPLICATION BY: _____

Thank you for your willingness to plan a community celebration or special event. This permit application form will provide the City of Monroe with the information needed to determine the types of requirements needed to obtain a proper permit for your event. Please provide the following additional information if necessary:

This permit application form will provide the types of requirements needed to obtain a lawful event.

additional information if

Special event requires insurance. The organization/organizer agrees to be responsible for all necessary permits, trash and litter pickup, and for damage to the property of the City of Monroe. The organization/organizer agrees to be responsible for the event and conduct of persons present.

responsible for all necessary permits, trash and litter services. The organization/organizer agrees to be responsible for the event and conduct of persons present.

1. Name and Address

a. Name, address and telephone number of Sponsor:

Name: Green County Cheese Days

Address: PO Box 606
Monroe WI 53566

Phone: 608.325.7771

Person in Charge Noreen Rueckert

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 Everson Name: Keith Hoesly Name: Noreen Rueckert

Address: 2201 - 2nd St. Address: _____ Address: _____
Monroe 2107 - 8th St., Monroe

Phone: 328.4041 Phone: 325.9126 Phone: 325.7771

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 Not applicable.

3. Description of Special Event

NAME OF EVENT: Green County Cheese Days

TYPE OF EVENT: Festival

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

LOCATION OF EVENT: Square area, Ice Rink, Parade route to and from Fairgrounds, East School Park, Spring Square parking lot *

NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTENCE: Since 1914

NUMBER OF PEOPLE ANTICIPATED: 100,000

PEAK HOURS OF EVENT Anticipate crowds all weekend

ESTIMATED CROWD SIZE DURING PEAK HOURS: _____

NUMBER OF PEOPLE AT LAST EVENT: _____

* Can carnival get in Spring Square starting 1 pm on Thurs, Sept. 15

WILL THIS YEARS EVENT INCLUDE, USE OR PROVIDE (indicate "yes" or "no")
yes beer/wine yes carnival yes tents yes electrical usage yes barricades
yes food service yes noise amplification no fireworks 2-way radios
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. Only charge to the public is for bleacher seats for parade.

ARE YOU SELLING CONCESSIONS? PLEASE EXPLAIN. Food vendors, beer stand.

HAVE PROVISIONS BEEN MADE FOR PORTABLE/PERMANENT RESTROOMS? ATTACH PLAN FOR ANY NEEDED PORTABLE RESTROOMS, INCLUDING NUMBER RENTED AND COPY OF RENTAL AGREEMENT Same as in the past - but at this time the locations have not yet been determined.

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

Food stands, arts and crafts fair, commercial vendors (library lot), retail tent, beer tent.

THE EVENT IS RESPONSIBLE FOR TRASH AND LITTER CONTROL. HOW WILL THIS BE HANDLED? Arrangements will be made similar to that in the past. Dumpsters south of food pantry building in parking spaces.

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.)

Checking ID at our beer stand. Working with Police Chief Fred Kelley on layout of "gates" to mark edges of "relaxed open container" areas.

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) _____

Police Chief Fred Kelley to provide.

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

We would again like to work with the Park Department for borrowing bleachers.

*****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: Monroe Clinic First Aid Station has been arranged. EMS will be contacted as in the past.

WILL THERE BE ANY COOKING WITH FLAMMABLE LIQUIDS OR GASES OR POTENTIALLY DANGEROUS COOKING APPLIANCES? Yes

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: Tues Sept. 13, 2016 Hour: 5 pm
Special Event Ends: Date: Mon Sept. 19, 2016 Hour: Noon

Hours of operation each day (attach separate sheet if necessary) From: _____ To: _____
Tues night - stage comes in. Wednesday and Thursday are set up. Fri Sept. 16: 9 am - 2
5. **Permit** am, Sat Sept 17: 9 am - 2 am; Sun Sept 18: 9 am - 6 pm

Special Event permit of the Sponsor or any Individual who will hold a position of responsibility with respect to the Special Event Not applicable

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.

Chase - Angie Daughenbaugh, Parade same as 2014, Children's Parade subject to street closures by bars.

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. Cheese Days requests suspension of all other vendors in permit areas.

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 \$25 p/ 5-20-16
FEES: \$0.00 \$25.00
(NO REFUND ON FEES)

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

WITNESSED BY

Dennis L. Eason 5/1/16
SIGNATURE OF APPLICANT/DATE

Approved by: _____
TO BE COMPLETED BY CITY OF MONROE

Fire Chief _____ Police Chief _____
Ryan Dushy _____
Building Inspector _____ 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: Sept. 16-18, 2016 \$30.00 per 5-20-16
 \$100.00 monthly permit
 Date Range of Month Requested: _____
 \$400.00 annual permit through June 30th, 20__

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

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

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

Applicant(s): Green County Cheese Days

Telephone number: (608) 325.7771
Address: PO Box 606 Monroe WI 53566
(Street) (City) (State) (ZIP)
Permit Location (geographically defined area): Downtown Square

Date of Application: 5/1/2016

Signature of Applicant(s): Dennis L. Everson, President

Applicants Stop Here! Do not write below this line!

These Sections for Office Use Only!

Date paid: 5-20-16 Total amount paid: 30⁰⁰ (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)

Carol J. Stamer, Clerk

STATE OF WISCONSIN
Green County
CITY OF MONROE

To the City of Monroe:

The undersigned most respectfully makes application for a license to:

Operate a carnival

subject to the limitations of the Statutes and Ordinances covering

same as above

in the City of Monroe, Wisconsin on September 16-18, 2016.

Dated this 1st day of May, 2016

Fee: \$25.00 per day (~~\$75.00~~)

Date Paid 5-20-16

Applicant: Green County Cheese Days

Address: PO Box 606, Monroe WI 53566

Applicant Signature: Dennis L. Eason, Pres.

If possible, the carnival would like to set up on Thursday, Sept. 15 after 1 pm. In the past they have set up after 6 pm but would like to come in earlier if possible to avoid working until midnight to get set up.

ACORD™

Client#: 218 JAMESJCH
CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/04/2016

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
Haas & Wilkerson Insurance
4300 Shawnee Mission Parkway
Fairway, KS 66205
913 432-4400

CONTACT NAME:
PHONE (A/C, No, Ext): 913 432-4400 FAX (A/C, No): 913 676-9389
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	ACE American Insurance Company	22667
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
James J Christman dba
Christman Amusements
P.O. Box 195
Wautoma, WI 54982

REVISION NUMBER:

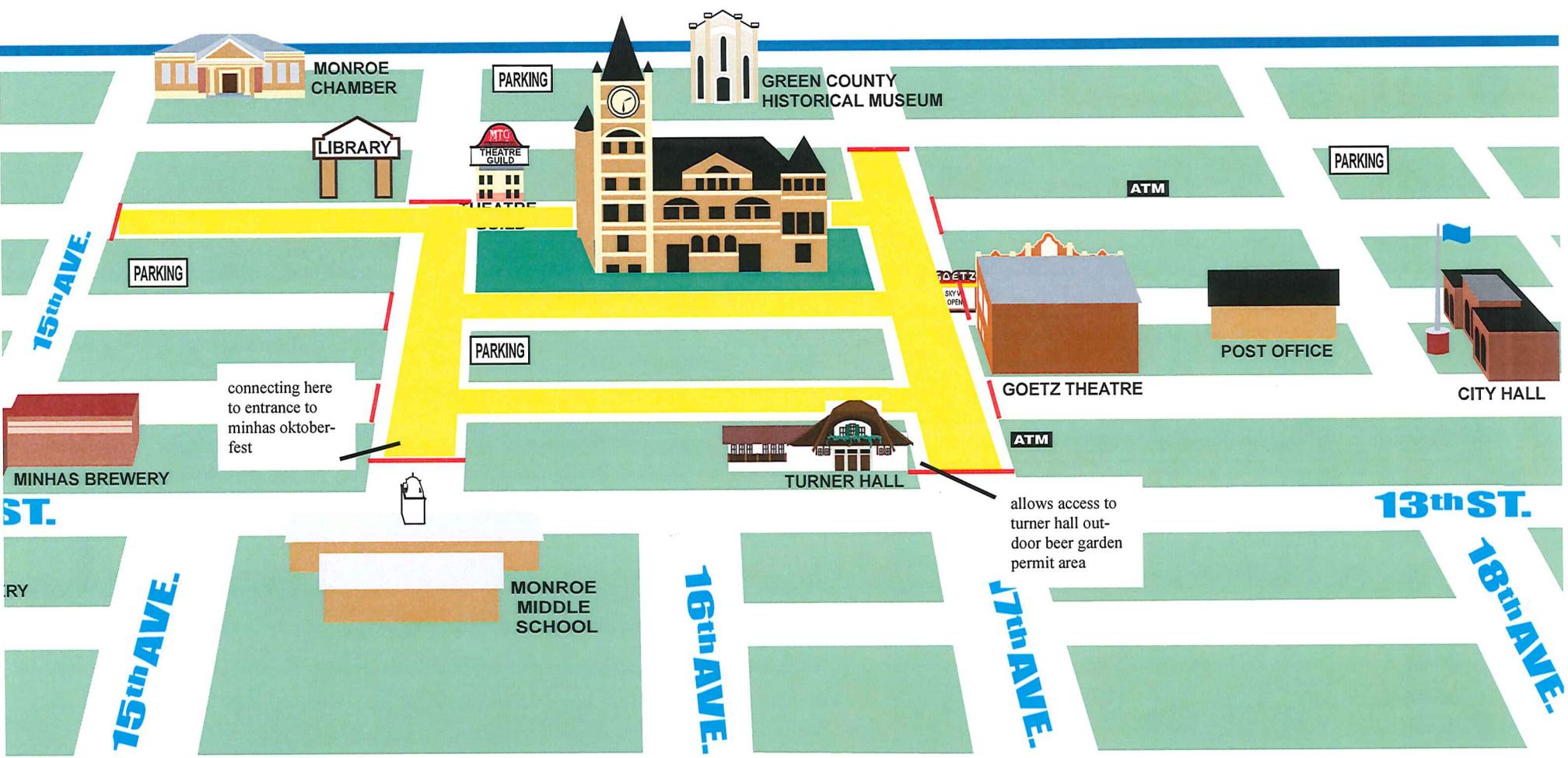
COVERAGES CERTIFICATE NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
						EACH OCCURRENCE	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		G18203595	05/01/2016	05/01/2017	EACH OCCURRENCE	\$1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
						MED EXP (Any one person)	\$Excluded
						PERSONAL & ADV INJURY	\$1,000,000
						GENERAL AGGREGATE	\$2,000,000
						PRODUCTS - COMP/OP AGG	\$2,000,000
							\$
						COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
						EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
						WC STATUTORY LIMITS	
						OTH-ER	
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Additional Insured: City of Monroe; Green County Cheese Days

CERTIFICATE HOLDER
City of Monroe
1110 18th Avenue
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
William R. Johnson III



— Gates here

■ Open Container Area