

Date: Tuesday, August 2, 2016
Time: 6:50 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 APPLICATIONS FOR RECOMMENDATION TO COMMON COUNCIL

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

- 1. Monroe Bible Church to hold Monroe Bible Church Picnic event
- 2. The Potter's House Church to hold The Potter's House Church Praise in the Park event

Details of the event are attached.

Individual Requesting Item	Chief Kelley
Expected Length of Discussion	10 minutes

Documents:

DETAILS OF SPECIAL EVENTS.doc
SpECIAL EVENT APPLIC bible church summer bible school picnic.pdf
SpECIAL EVENT APPLIC potters house church park service.pdf

2. REQUEST TO ADD HANDICAP PARKING STALL ALONG 11TH STREET AT 14TH AVENUE

The Monroe Arts and Activities Center has requested an on street handicap parking stall. They would like to have a stall marked on the Northwest corner of 11th Street at 14th Avenue. This is in addition to a stall they plan to have marked along the service entrance off of 14th Avenue, on private property.

Individual Requesting Item	DPW
Expected Length of Discussion	5 min

E. BUSINESS BY MEMBERS

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

F. ADJOURNMENT

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

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

notice as possible so that proper arrangements can be made.

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

Members: Chairperson Chris Beer, Tom Miller, Brooke Bauman, and Alternate Ron Marsh

DETAILS OF SPECIAL EVENTS

1. Resolution by the Public Safety Committee to recommend the approval of a special event application from Monroe Bible Church to hold a Monroe Bible Church Bible School Picnic event on August 14, 2016, from 8:00 AM to 3:00 PM, at Twining City Park. 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 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.

2. Resolution by the Public Safety Committee to recommend the approval of a special event application from The Potter's House Church to hold The Potter's House Church Praise in the Park event on August 14, 2016, from 8:00 AM to 2:00 PM, in Lincoln City Park. 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 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.

City of Monroe Special Event Permit

Received in Clerk's office on 7/14/16
By NC Date Paid 7-15-16

#25.00

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 Bible Church
Address: 2613 8th Avenue
Monroe WI 53526
Phone: 608-325-3966
Person in Charge Beth Roidt

Mail when Ready

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: <u>Dan Krichenbuhl</u>	Name: <u>Penny Ferren</u>	Name: <u>Beth Roidt</u>
Address: <u>312 26th Ave</u>	Address: <u>12645 Greenbush</u>	Address: <u>2625 22nd Ave</u>
<u>Monroe WI 53526</u>	<u>Monroe WI 53526</u>	<u>Monroe WI 53526</u>
Phone: <u>608-325-4988</u>	Phone: <u>608-426-1711</u>	Phone: <u>608-325-2199</u>

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

none

3. Description of Special Event

NAME OF EVENT: Vacation Bible School wrap up Picnic
TYPE OF EVENT: Church service & picnic for those who attend VBS
(Example: run, walk, parade, festival, neighborhood event)
LOCATION OF EVENT: Twining Park
NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTANCE: 0

NUMBER OF PEOPLE ANTICIPATED: 200

PEAK HOURS OF EVENT: 10am - 3pm

ESTIMATED CROWD SIZE DURING PEAK HOURS: 200

NUMBER OF PEOPLE AT LAST EVENT: 0

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
we are providing food free of charge

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:

0

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

We will pick up and remove trash and litter

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)

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

none

4. Term of Permit

Special Event Begins: Date: 8/14/16 Hour: 8 am
Special Event Ends: Date: 8/14/16 Hour: 3 pm

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

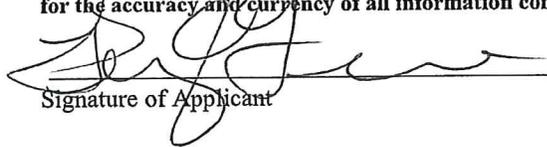
THE CITY REQUESTS THAT ALL NEIGHBORS/BUSINESSES IN THE CLOSED AREA BE NOTIFIED. HAVE THE REQUIRED LEVELS OF INSURANCE INDEMNIFYING THE CITY BEEN OBTAINED? _____

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.


Signature of Applicant

8/14/16
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
 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: Aug. 14, 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): Beth Roidt (Monroe Bible Church)

Telephone number: (608) 325-3966

Address: 2613 8th Ave Monroe WI 53526
(Street) (City) (State) (ZIP)

Permit Location (geographically defined area): Band Shell @ twinning park

Date of Application: 6/20/16

Signature of Applicant(s): Beth Roidt

Applicants Stop Here! Do not write below this line!

These Sections for Office Use Only!

Date paid: 7-15-16 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)

X 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)

Candice Felton, Clerk



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/20/2016

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 Church Mutual Insurance Company 3000 Schuster Lane Merrill WI 54452	CONTACT NAME: Tammy S Stender PHONE (A/C, No, Ext): 1-800-554-2642 Option 1 E-MAIL ADDRESS: cs18@churchmutal.com	FAX (A/C, No): 855-264-2329
	INSURER(S) AFFORDING COVERAGE	
INSURED MONROE BIBLE CHURCH INC 2613 8TH AVE MONROE WI 53566-3527	INSURER A: Church Mutual Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		NAIC # 18767

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y		0062064-02-825329	09/11/2015	09/11/2018	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						PERSONAL & ADV INJURY \$ 2,000,000
							GENERAL AGGREGATE \$ 5,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE \$
		<input type="checkbox"/> CLAIMS-MADE					\$
							\$
							PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/>
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						E.L. EACH ACCIDENT \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Evidence of Liability Insurance for an outdoor service/picnic on August 14, 2016, located at Twining Park, 425 14th Ave, Monroe, WI 53566. Commercial General Liability Additional Insured = City of Monroe, subject to the coverage provided by the referenced policy. RUAP 264-A220

CERTIFICATE HOLDER City of Monroe 1110 18th Ave Monroe, WI 53566-1850	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 
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**CITY OF MONROE
PUBLIC SAFETY COMMITTEE
SPECIAL EVENT REQUIREMENTS**

**SPECIAL EVENT
MONROE BIBLE CHURCH BIBLE SCHOOL PICNIC
August 14, 2016**

**SPONSOR
Monroe Bible Church
2613 8TH Avenue
Monroe, WI
(608) 325-3966**

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

- 1. Authorize the sponsor(s) to hold a Monroe Bible Church Bible School Picnic Event, August 14, 2016, from 8:00 AM to 3:00 PM, in Twining City Park.**
- 2. The event includes a church service and picnic.**
- 3. A certificate of insurance indemnifying the City of Monroe is required and attached, along with any other required permits.**
- 4. This permit is only valid within the corporate limits of the City of Monroe.**
- 5. The restroom facilities in the park are sufficient as a rest room plan for this event based on anticipated crowd size.**
- 6. For purposes of this permit, the event area includes all of the area within 100 feet of the event. 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 7/12/16
By N.C. Date Paid 7-13-16 \$ 25.00

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: The Potters House
Address: W6540 Smock Valley Rd
Pu Box 123
Phone: 608-325-5233

Person in Charge Chris Schmitt

mail here when complete

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: <u>Sharon Schmitt</u>	Name: <u>Kathie Rotz</u>	Name: <u>Michelle Ritschard</u>
Address: <u>511 Saintclaret</u>	Address: <u>13935 W. Clay Dr</u>	Address: <u>W6524</u>
<u>Monroe WI 53566</u>	<u>Dubuque IA 52002</u>	<u>Platinum Dr. Monroe WI</u>
Phone: <u>608-426-4931</u>	Phone: <u>1-563-580-0231</u>	Phone: <u>1-608-558-9103</u>

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

3. Description of Special Event

NAME OF EVENT: Praise in the Park
TYPE OF EVENT: Church Service
(Example: run, walk, parade, festival, neighborhood event)
LOCATION OF EVENT: Lincoln Park
NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTANCE: 1st

NUMBER OF PEOPLE ANTICIPATED: 150

PEAK HOURS OF EVENT: 10^A - 2^P

ESTIMATED CROWD SIZE DURING PEAK HOURS: 150

NUMBER OF PEOPLE AT LAST EVENT: N/A

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

<u>N</u> beer/wine	<u>N</u> carnival	<u>N</u> tents	<u>Y</u> electrical usage	<u>N</u> barricades
<u>Y</u> food service	<u>Y</u> noise amplification	<u>N</u> fireworks	<u>N</u> 2-way radios	
<u>N</u> use of city hydrants	<u>N</u> medical assistance or first aid			
<u>Y</u> 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?

We can remove trash to our own dumpster

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)

N/A

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

N/A

*** 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:

~~1st~~ 1st aid kit, Nurses Part of congregation

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

N/A

PLEASE DESCRIBE ANY OTHER DETAIL OF YOUR EVENT NOT ALREADY COVERED.

we will have a worship service with amplified music/singing/speaking

we will have a potluck w/cold sandwiches, salads, deserts, that is free to guests

we will have a few small outdoor games - bean bag toss, ladderball

we will be sending out some invites in the local area of the park

will be advertised & open to the public

** 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: Aug 14 Hour: 8 am
Special Event Ends: Date: Aug 14 Hour: 2 pm

Hours of operation each day
(Attach separate sheet located at end of form if necessary) From: 10 am To: 2 pm

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. 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.

Christopher M. Soler
Signature of Applicant

7-12-16
Date



TO BE COMPLETED BY CITY OF MONROE

Approved by:

Fire Chief

Police Chief

Building Inspector

City Clerk

Carol Foster

Approved by Public Safety Committee on: _____

Approved by City Council on: _____

3-13-10: INSURANCE REQUIREMENTS

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

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

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

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

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

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

(\$1,000,000.00)

3-13-13: SPECIAL EVENTS REGULATIONS:

(A) Notwithstanding other provisions of this Code, the Council may grant a sponsor:

1. The exclusive right to select and control vendors who shall be authorized to operate within the area designated for such special event;
2. The right to designate sites within such area where such vendors shall be permitted to operate for the duration of the special event;
3. The right to charge such vendors a fee or commission for the privilege of operating within the area designated for the special event.

(B) Any sponsor that is granted any of the rights set forth in subsection 3-13-13(A) above shall be liable for all acts of such vendors, including all violations of this Chapter by such vendors.

1. This subsection shall not prevent the sponsor from requiring subrogation agreements from such vendors, or from requiring such vendors to provide insurance coverage for their actions at the special event.
2. The City shall not be bound by any subrogation agreement or insurance agreement between a vendor and a sponsor.

(C) Each sponsor shall exhibit its permit at the request of any police officer or citizen.

(D) It shall be unlawful for a sponsor to do any of the following:

1. Operate in violation of a condition or restriction placed upon its permit.
2. Fail to comply with any licensing or inspection requirement of the State of Wisconsin.

(E) Unless authorized by the special event permit issued by the City, it shall be unlawful for a sponsor to do any of the following:

1. Permit vending activities associated with such special event to be operated within twenty feet (20') of any portion of the front of any store which sells merchandise or services of the same or similar nature.
2. Permit ropes or other equipment to be attached to any bench, flower planter, tree, light pole, utility pole or trash receptacle for display of merchandise or cause or permit any of the foregoing to be used for display of merchandise or advertising materials.
3. Permit equipment, goods or advertising materials to be stored on any street, sidewalk, alley or other public place when no individual is present on behalf of the sponsor or when special event activities are not permitted

1. Permit any part of the operations of the sponsor to interfere with the free flow of pedestrian or vehicle traffic.

(F) Except pursuant to a special event permit issued by the City, each sponsor shall:

1. Keep all areas in and around any stationary location or display used in connection with the special event clean and hazard free
2. Remove all equipment, including carts, tables, apparatus and merchandise from the streets, sidewalks, alleys, or other public places during times when the sponsor is not operating a special event.



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: Aug 14, 2016 8am - 2pm
 \$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.

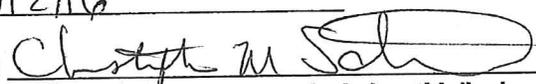
Applicant(s): Christopher Schmidt
The Potter's House

Telephone number: (608) 426-4920

Address: Box 123, Monroe, WI 53566
(Street) (City) (State) (ZIP)

Permit Location (geographically defined area): Lincoln Park
and Shelter area, Church Service

Date of Application: 7/12/16

Signature of Applicant(s): 

Applicants Stop Here! Do not write below this line!

These Sections for Office Use Only!

Date paid: 7-13-16 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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/13/2016

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 have ADDITIONAL INSURED provisions or 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 Church Mutual Insurance Company 3000 Schuster Lane P.O. Box 357 Merrill WI 54452	CONTACT NAME: Jessica M Sellger PHONE (A/C, No. Exl): 1-800-554-2642 Option 1 FAX (A/C, No): 855-264-2329 E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE INSURER A: Church Mutual Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED POTTERS HOUSE UPCI (THE) W6540 SMOCK VALLEY RD MONROE WI 53566	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		0079742-21-778673	03/24/2015	03/24/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Evidence of Liability Insurance for Church Services on August 14, 2016, at Lincoln Park, 1900 15th Ave., Monroe, WI 53566. Commercial General Liability Additional Insured = City of Monroe, Subject to the coverage provided by the referenced policy. SRAP 558 - E206

CERTIFICATE HOLDER

CANCELLATION

City Of Monroe 1110 18th Ave. Monroe WI 53566-1850	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
--	---



CHURCH MUTUAL INSURANCE COMPANY

3000 SCHUSTER LANE PO BOX 357
MERRILL WI 54452-0357

National Customer Service Group

1-800-554-2642, select option 4 and enter an extension
Or
Select option 1 for an available customer service representative

Toll-Free Fax: 855-264-2329

FAX TRANSMITTAL SHEET

DATE: July 13, 2016

SEND TO: 1-608-329-2561@fax.churchmutual.com

COMPANY NAME: _____

FAX NUMBER: 1-608-329-2561

TOTAL NUMBER OF PAGES TO SEND (Including This Sheet): 3

FROM: _____

MESSAGE: **COI/acct# 0079742**

Good Morning,

I have included the certificate of insurance as requested.

Thank you,
Jessica M. Seliger
Customer Service Representative
Church Mutual Insurance Company
3000 Schuster Lane
Merrill, WI 54452
Phone: (800) 554-2642, Option 1 for Customer Service or Option 4, Ext.
5762
Fax: (855) 264-2329
www.churchmutual.com

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

SPECIAL EVENT

THE POTTER'S HOUSE CHURCH PRAISE IN THE PARK EVENT

August 14, 2016

SPONSOR

**The Potter's House Church
W6540 Smock Valley Road
Monroe, WI
(608) 325-5033**

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

- 1. Authorize the sponsor(s) to hold The Potter's House Church Praise in the Park Event, August 14, 2016, from 8:00 AM to 2:00 PM, in Lincoln City Park.**
- 2. The event includes a church service, activities and picnic.**
- 3. A certificate of insurance indemnifying the City of Monroe is required and attached, along with any other required permits.**
- 4. This permit is only valid within the corporate limits of the City of Monroe.**
- 5. The restroom facilities in the park are sufficient as a rest room plan for this event based on anticipated crowd size.**
- 6. For purposes of this permit, the event area includes all of the area within 100 feet of the event. No other events may take place in the same area at the same time.**
- 7. No other services are requested or authorized.**