

Date: Monday, Sept. 19, 2016
Time: 4:50 pm
Place: Westside Firestation

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. Green County Fall Nationals Tractor and Truck Pull
- 2. Main Street Monroe Muggles Day Out Festival
- 3. Green County Conservation League Fall Conservation Day

A detailed description of the events is attached along with the applications.

Individual Requesting Item	Chief Kelley
Expected Length of Discussion	10 minutes

Documents:

[*DETAILS OF SPECIAL EVENTS.doc*](#)
[*SPECIAL EVENT APPLIC fall nationals tractor pull 2016.pdf*](#)
[*SPECIAL EVENT APPLIC main street muggles day out festival.pdf*](#)
[*SPECIAL EVENT APPLIC conservation league fall 2016.pdf*](#)

2. REMOVE NO PARKING ZONE 10TH STREET 1400 BLOCK

The no parking zone on 10th Street from 15th Avenue going West 125 feet can be removed. This zone was for the former funeral home at this location.

Individual Requesting Item	DPW
Expected Length of Discussion	5 min

3. DISPOSITION OF FOUND PROPERTY

A power saw which has been in the Police found property for several months has remained unclaimed. The item was described in a prior local press release. The Police Department is requesting authorization to dispose of the item by turning it over to the Street Department for use there. The value is estimated to be \$100.00.

Individual Requesting Item	Chief Kelley
Expected Length of Discussion	10 minutes

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.

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 Green County Fall Nationals to hold Green County Fall Nationals Tractor and Truck Pull event on September 24-25, 2016, from 8:00 AM on September 24 to 1:00 AM on September 25, at the Green County Fairgrounds. The following temporary street closure is approved on September 24, 2016 from 8:00 AM to 12:00 PM: the 1200 block of 29th Avenue. The Monroe Street Department is directed to supply barricades to indicate the street closure, to be installed by the applicant. The Police Department is directed to patrol the event for public safety, including the use of overtime personnel. A certificate of insurance indemnifying the City of Monroe in the amount set by City Code is required and attached to the permit, as well as any other permits or special requirements. Any other licenses or permits must be approved by separate committee. For purposes of this event, the special event area is that area within the fairgrounds, a private 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 Main Street Monroe to hold a Main Street Monroe Muggles Day Out event on October 1, 2016, from 6:00 AM to 4:00 PM, in the Downtown Square. The following temporary street closures are authorized from 6:00 AM to 4:00 PM: the inside lane of the 1000 block of 16th Avenue and the inside lane of the 1600 block of 11th Street. The Monroe Street Department is directed to supply barricades to indicate the street closure, to be installed by the Police Department. A certificate of insurance indemnifying the City of Monroe in the amount set by City code is required and attached to the permit, 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.

3. Resolution by the Public Safety Committee to recommend the approval of a special event application from the Green County Conservation League to hold a Green County Conservation League Educational Event, Fall Youth Conservation Day, October 7, 2016, from 8:30 AM to 2:30 PM in Honey Creek Park. A certificate of insurance indemnifying the City of Monroe in the amount set by City Code is required and is attached to the permit, along with any other required permits or special requirements. For purposes of this event, the special event area is that area within 100 feet of this event while in progress in the park. No other events, other than those authorized by law, may take place at the same time as this event, and in the same location.

~~NOT RECAL~~
75.00
PD

Received in Clerk's office on 8/30/16
By NMC Date Paid 9/18/16

City of Monroe Special Event Permit

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: Green County Fall Nationals

Address: 517 Washington St
Monticello, WI 53570

Phone: 608-558-2316

Person in Charge Mark Hawthorn

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: JoAnn Hawthorn Name: Heidi Krumenauer Name: Nancy Faith

Address: 1503 28th Ave Address: 1819 Skyline Dr Address: 142048 Scorer Rd
Monroe, WI 53566 Stoughton, WI 53589 Monroe, WI 53566

Phone: 608-558-4679 Phone: 608-345-1120 Phone: 325-6752

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: Green County Fall Nationals

TYPE OF EVENT: Tractor & Truck Pull
(Example: run, walk, parade, festival, neighborhood event)

LOCATION OF EVENT: Green County Fairgrounds

NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTANCE: 10

NUMBER OF PEOPLE ANTICIPATED: 5000

PEAK HOURS OF EVENT: 3:00 pm

ESTIMATED CROWD SIZE DURING PEAK HOURS: 5000

NUMBER OF PEOPLE AT LAST EVENT: 4500

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.

yes. charging for people to get in & parking fee on infield side of grounds

ARE YOU SELLING CONCESSIONS? PLEASE EXPLAIN.

yes. food & beer vendors

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

yes

NUMBER OF SITES AND LOCATIONS WHERE MONEY WILL BE HANDLED: 3

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

next generation 4H club

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

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

All of the above including fire chief's assoc. for security

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:

we have police signed up

4. Term of Permit

Special Event Begins: Date: Sept 24th Hour: 8:00 am
Special Event Ends: Date: Sept 25th Hour: 1:00 am

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)

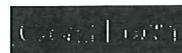
**Special Event Permit Fee - \$25.00 fee per event or series of same event within a calendar year.
Late fee - \$50.00 late fee for applications received less than 30 calendar days prior to the start of the event.
(NO REFUND ON FEES)**

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]
Signature of Applicant

10-30-16
Date



TO BE COMPLETED BY CITY OF MONROE

Approved by: [Signature]
Fire Chief

[Signature]
Police Chief

[Signature]
Building Inspector

[Signature]
City Clerk

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

*** 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:

Green County EMS

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.

NEED BARRICADE AT 13th ST. AND
29th AVE - ~~SOUTH END~~ ALLOW FOR
EASIER PIT FOR SEMI'S -

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



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 24th 8:00pm ~ 1:00am Sept 25th
 \$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): M. H. Anderson

Telephone number: 1658 1 558-2316

Address: 517 Washington St Monterello LA 53570
(Street) (City) (State) (ZIP)

Permit Location (geographically defined area): Green County Fairgrounds
(Floral Hall)

Date of Application: 8-30-16

Signature of Applicant(s): Phil Hardin

Applicants Stop Here! Do not write below this line!

These Sections for Office Use Only!

Date paid: 8/30/16 Total amount paid: 20.00 (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
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 Sept 24th, 2016 ~~to Sept 30~~ Sept 25th, 2016
(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: Green County Fall Nationals

Address: 517 Washington St Monticello, WI 53570
Street City
State WI Zip 53570

License Location: Green County Fairgrounds

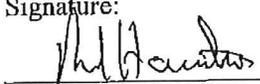
Application Date: 9-30-16

Contact Name: Mark Hawthorn

Contact E-Mail Address: fairview@tds.net

Contact Phone: 608 2558 2316

Terms of Acceptance: 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: 

Date: 8-30-16

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



8/30/16
Date Paid

Date Approved by Council

Signature
City Clerk/Deputy Clerk

Date Issued



GREECOU-06

JJENSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/26/2016

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 Moshier & associates 127 W. 8th Street Monroe, WI 53566	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Capitol Insurance Companies	
INSURED Green County Fall Nationals 517 Washington Street Monticello, WI 53570	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

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:	X		CS02719320	09/24/2016	09/25/2017	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one parson)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE 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	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
For specifics, see policy and/or endorsements

CERTIFICATE HOLDER

CANCELLATION

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

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CITY OF MONROE
PUBLIC SAFETY COMMITTEE
SPECIAL EVENT REQUIREMENTS

SPECIAL EVENT

**Green County Fall Nationals Tractor and Truck Pull
September 24, 2016**

SPONSOR

**Green County Fall Nationals
517 Washington Street
Monticello, WI 53570
(608) 558-2316 (W) –Mark Hawthorn, Pres. (C)**

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

- 1. Authorize the Green County Fall Nationals to hold the Green County Fall Nationals Tractor and Truck Pull, at the Green County Fairgrounds, September 24, 2016. The event period begins at 12:00 PM and ends at 1:00 AM, with tractor pulls, dance and beer sales in Grandstand and a beer garden.**
- 2. In addition to the tractor pull, as part of this permit, there will be a dance from 7:30 PM, until 1:00 AM**
- 3. The event will be held entirely on the Green County Fairgrounds, a private property**
- 4. The applicant may also place a barricade, supplied by the Monroe Street Department, on 29th Avenue at 13th Street in order to direct traffic to alternative streets to alleviate traffic congestion.**
- 5. The beer applicant(s) [Lions Club], must obtain a separate temporary beer permit from the City to include licensed premises. Sales to take place in the Grandstand, a beer garden in the infield for the pulls, and in the administration building with attached beer garden for the dance.**
- 6. The City and its Police Department, hold the event and beer permit holders' staff responsible to take steps to insure, as per state law, that underage persons are unable to unlawfully obtain alcoholic beverages. Minors may be on the premises per the permit. The permit holders must use a system to identify those persons able to purchase alcohol, however, all persons may be subject to ID check.**

- 7. Adequate security and traffic control must be provided for the event, and the Police Department has been tasked to do so, in numbers to do so safely, including using overtime officers. Applicant may use additional security if they choose, at their own liability.**
- 8. Certificate of insurance is required and is attached to the permit along with any other required permit(s).**
- 9. No other city services requested or authorized.**
- 10. For purposes of the event, since the property is privately owned, the fence surrounding the fairgrounds will serve as the event boundary. No other events other than those authorized by law may take place in the same place at the same time.**
- 11. This permit is only valid within the corporate limits of the City of Monroe.**

City of Monroe Special Event Permit

Received in Clerk's office on	<u>8/31/16</u>
By <u>NMC</u>	Date Paid <u>8/31/16</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: Main Street Monroe, Inc

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

(3) individuals who will hold positions of responsibility with respect to the Special Event:

Name: <u>Stephani King</u>	Name: <u>Stephanie Riese</u>	Name: <u>Jordan Nordby</u>
----------------------------	------------------------------	----------------------------

Address: <u>1607 10th Street</u>	Address: <u>1607 10th street</u>	Address: <u>1717 10th Street</u>
----------------------------------	----------------------------------	----------------------------------

<u>Monroe, WI 53566</u>	<u>Monroe, WI 53566</u>	<u>Monroe, WI 53566</u>
-------------------------	-------------------------	-------------------------

Phone: <u>608.325.4438</u>	Phone: <u>608.325.4438</u>	Phone: <u>608.328.4023</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.

Not applicable

3. Description of Special Event

NAME OF EVENT: Muggles Day Out

TYPE OF EVENT: Festival

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

LOCATION OF EVENT: Inner west and south sides of the square

NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTANCE: 1

NUMBER OF PEOPLE ANTICIPATED: 2,000

PEAK HOURS OF EVENT: 11am-1pm

ESTIMATED CROWD SIZE DURING PEAK HOURS: 1,000

NUMBER OF PEOPLE AT LAST EVENT: 1,500

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.

Event will be free to attendees. Booths will have a nominal fee charge, with funds going to Main Street Monroe for the event costs

ARE YOU SELLING CONCESSIONS? PLEASE EXPLAIN.

Individual booths will be selling a variety of items. Main Street may have a booth where t-shirts are being sold.

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

Yes, portable restrooms will be available. Final contract has not yet been signed

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

Inner west and south sides of the square

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

Volunteers will monitor and dispose of any and all trash

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

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

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

Inner west and south lanes of the downtown square from 8:30am until 4pm

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

4. Term of Permit

Special Event Begins: Date: October 1st Hour: 10:00am

Special Event Ends: Date: October 1st Hour: 3:00pm

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 _____

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 Yes, downtown square and two blocks 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? Yes

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.

Jedidiah
Signature of Applicant

8/31/16
Date



TO BE COMPLETED BY CITY OF MONROE

Approved by: [Signature]
Fire Chief

[Signature]
Police Chief

[Signature]
Building Inspector

[Signature]
City Clerk

Approved by Public Safety Committee on: _____

Approved by City Council on: _____

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

**SPECIAL EVENT
MAIN STREET MONROE MUGGLES DAY OUT FESTIVAL
October 1, 2016**

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

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

- 1. Authorize the Sponsor(s) to hold the Main Street Monroe Muggles Day Out Festival, October 1, 2016, from 6:00 AM to 4:00 PM, with the event to be held in the Central Downtown area.**
- 2. Authorize the following temporary street closings from 6:00 AM to 4:00 PM on October 1, 2016: The inside lane of the 1000 block of 16th Avenue (west side) and the inside lane of the 1600 block of 11th Street (south side). Barricades to be supplied by the Street Department and installed by the Police Department, applicant to insure access by emergency vehicles.**
- 3. Insurance certificate is required and attached, along with any other required permits or special requirements.**
- 4. This permit is only valid within the corporate limits of the City of Monroe.**
- 5. For purposes of this permit, the event area includes the area within 100 feet of this event. 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.**
- 6. The event includes contests, non-profit vendors, etc.**
- 7. No other services are requested or authorized.**

City of Monroe Special Event Permit

Received in Clerk's office on 9/7/16
By JRC Date Paid 9/7/16

\$25.00

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: Green County Conservation League (Nate Bloom)

Address: PO Box 351
Monroe, WI 53566

Phone: 608-325-7555

Person in Charge Tonya Gratz

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

Name: <u>Tonya Gratz</u>	Name: <u>Jason Thomas</u>	Name: <u>Todd Jenson</u>
Address: <u>1627 4th Ave West</u>	Address: <u>1021 4th Ave West</u>	Address: <u>1627 4th Ave West</u>
<u>Monroe, WI 53566</u>	<u>Monroe, WI 53566</u>	<u>Monroe, WI 53566</u>
Phone: <u>325-4195 ext 121</u>	Phone: <u>325-4195 ext 101</u>	Phone: <u>325-4195 ext 119</u>

2. Convictions A statement of any conviction of the Sponsor, any officer or director of the Sponsor, the person in charge, and the three (3) individuals listed under 1b above, for any violation of any criminal law or municipal ordinance other than traffic violations. Such Statement shall include a statement of the nature of the offense and the punishment or penalty assessed therefore NONE

3. Description of Special Event

NAME OF EVENT: Fall Youth Conservation Day

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

LOCATION OF EVENT: Honey Creek Park

NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTENCE: 2

NUMBER OF PEOPLE ANTICIPATED: 100

PEAK HOURS OF EVENT: 9am - 2pm

ESTIMATED CROWD SIZE DURING PEAK HOURS: 95

NUMBER OF PEOPLE AT LAST EVENT: 150

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

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

ARE YOU SELLING CONCESSIONS? PLEASE EXPLAIN. no

HAVE PROVISIONS BEEN MADE FOR PORTABLE/PERMANENT RESTROOMS? ATTACH PLAN FOR ANY NEEDED PORTABLE RESTROOMS, INCLUDING NUMBER RENTED AND COPY OF RENTAL AGREEMENT no, will be using bathroom facilities at shelter house.

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

THE EVENT IS RESPONSIBLE FOR TRASH AND LITTER CONTROL, HOW WILL THIS BE HANDLED? organizers will make sure the trash and litter are disposed of properly

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

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

IF STREET CLOSURES ARE REQUESTED, please indicate exact requested location, dates and times, including set up and take down: (attach map and site plan of the area) NONE

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

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

PLEASE INDICATE ANY PLANS THAT HAVE BEEN MADE FOR MEDICAL SERVICES AND FIRST AID: a first aid kit will be available

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

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

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

4. Term of Permit

Special Event Begins: Date: 10/7/2016 Hour: 8:30
Special Event Ends: Date: 10/7/2016 Hour: 2:30

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 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? yes

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.

Nathan Bloom Tues, 9-7-16
Signature of Applicant Date

Clear Form

TO BE COMPLETED BY CITY OF MONROE

Approved by:

DA Reed

Fire Chief

JAM

Police Chief

Evan Lindsey

Building Inspector

Carol J...

City Clerk

Approved by Public Safety Committee on: _____

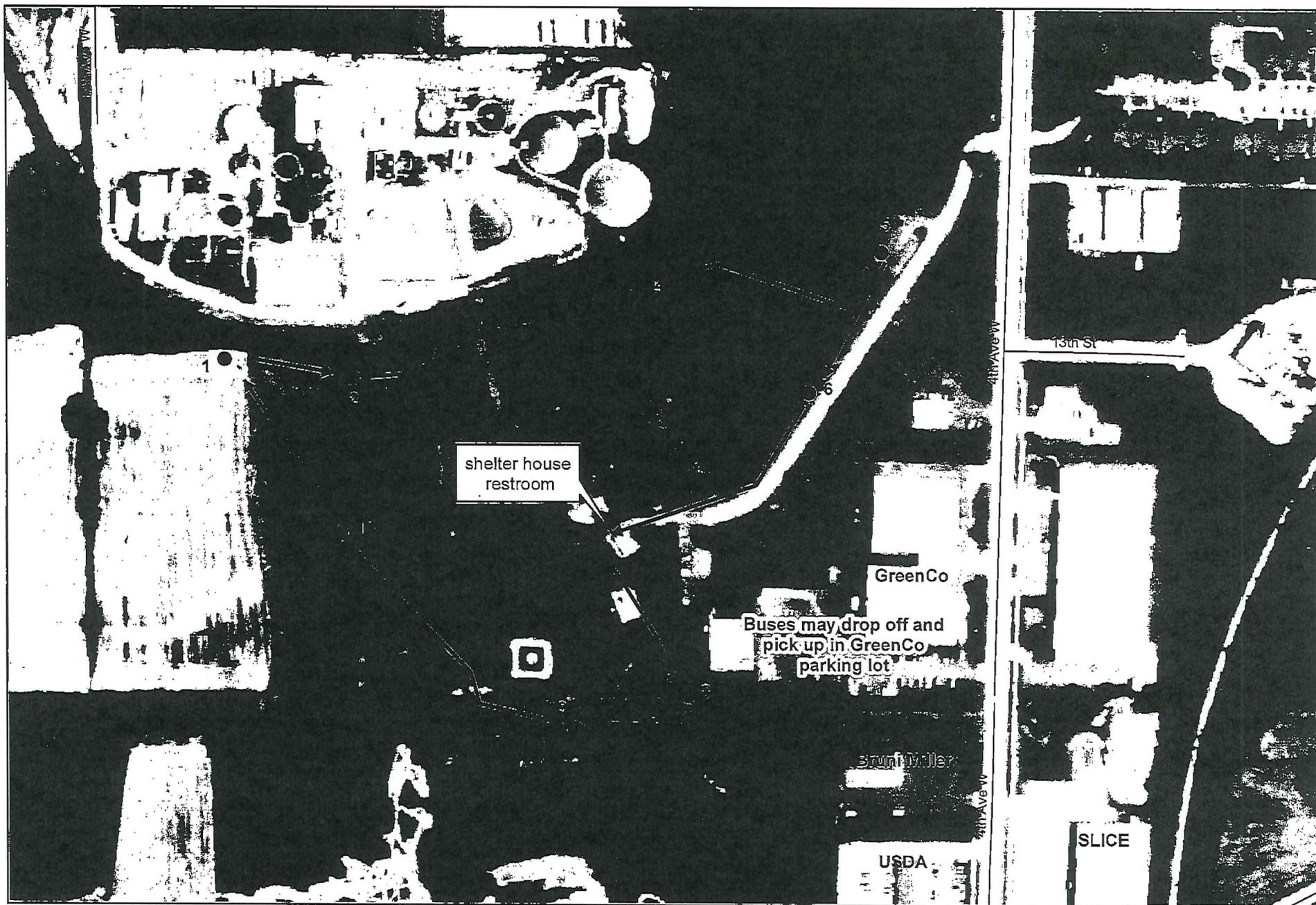
Approved by City Council on: _____

On Friday, October 7, 2016, about 80 Fifth graders from around the county will be attending a conservation field day. The Green County Conservation League is sponsoring the required liability insurance. NRCS and Green County Land and Water Conservation Department are organizing the event.

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

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

Honey Creek Park Youth Conservation Day



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

**SPECIAL EVENT
GREEN COUNTY CONSERVATION LEAGUE EDUCATIONAL EVENT
October 7, 2016**

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

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

- 1. Authorize the sponsor(s) to hold a Green County Conservation League Educational Event, October 7, 2016, from 8:30 AM to 2:30 PM, in Honey Creek Park.**
- 2. The event includes an educational event with crowd of about 150 persons.**
- 3. For purposes of this permit, the event area includes all of the area within the 100 feet of the scheduled event. No other events or similar activities, other than those authorized by law or approved by the applicant may take place in the same area at the same time.**
- 4. Rest room plan indicates use of park's facilities, plan acceptable.**
- 5. No other services are requested or authorized.**