



CITY OF MONROE PUBLIC SAFETY COMMITTEE AGENDA

Date: April 8, 2024

Time: 4:55 PM

Place: City Hall Council Chambers - 1110 18th Ave

This meeting will be streamed live for public viewing. You may access the live streaming and later archived video at cityofmonroe.org - Government tab - Meeting Video Center.

- A. CALL TO ORDER AND ROLL CALL
- B. CORRECTION OF MINUTES - MARCH 25, 2024
- C. BUSINESS PRESENTED BY POLICE DEPARTMENT
 - 1. Approval and Recommendation to Common Council the Approval of Special Event Permit - MainStreet Monroe's Farmers Market
Individual Requesting Item City Clerk
Expected Length of Discussion 5 min
 - 2. Approval and Recommendation to Common Council the Approval of Special Event Permit - Green County 4H Talent Show
Individual Requesting Item City Clerk
Expected Length of Discussion 5 min
- D. BUSINESS BY MEMBERS
- E. ADJOURNMENT

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

Requests 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: Chair Tom Miller, Chris Schindler, Andrew Kranig and Corinne Wartenweiler



City of Monroe Item Coversheet

Meeting Date: 4/8/2024

Individual Requesting Item: City Clerk

Expected Length of Discussion: 5 min

Issue

Background Information

Financial Impact

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Application	Cover Memo	4/1/2024
Resolution	Resolution Letter	4/8/2024



CITY OF MONROE

1110 18th Avenue, Monroe, WI 53566
Phone (608) 329-2524 FAX (608) 329-2561

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 45 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 45 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

Sponsor Name: Main Street Monroe, Inc.
Sponsor Address: 1717 10th Street
City, State, Zip: Monroe, WI 53566
Phone: 608.328.4023 Person in Charge Jordan Nordby

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>Jordan Nordby</u>	Name: <u>Tom Miller</u>	Name: <u>Jean Schubert</u>
Address: <u>1024 1/2 17th Avenue</u>	Address: <u>531 26th Avenue</u>	Address: _____
City, State Zip: <u>Monroe, WI 53566</u>	City, State <u>Monroe, WI 53566</u>	City, State _____
Phone: <u>608.214.7145</u>	Phone: <u>608.214.5837</u>	Phone: <u>815.275.7335</u>
Email: <u>monroemainstreet@tds.net</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.

No

3. Description of Special Event

NAME OF EVENT:	<u>Main Street Monroe Farmers Market</u>
TYPE OF EVENT:	<u>Farmers Market</u>
(Example: run, walk, parade, festival, neighborhood event)	
LOCATION OF EVENT:	<u>Inner south and east sides of downtown square on Saturday mornings and inner east on Wednesday afternoons</u>
NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTANCE:	<u>50+</u>
NUMBER OF PEOPLE ANTICIPATED:	<u>850 people weekly</u>
PEAK HOURS OF EVENT:	<u>12-2pm Wednesdays and 9am-12pm Saturdays</u>
ESTIMATED CROWD SIZE DURING PEAK HOURS:	<u>350</u>
NUMBER OF PEOPLE AT LAST EVENT:	<u>18,500</u>

WILL THIS YEARS EVENT INCLUDE, USE OR PROVIDE: Indicate yes or no

<u>No</u> beer/wine	<u>No</u> use of city hydrants	<u>No</u> electrical usage
<u>Yes</u> food service	<u>Yes</u> noise amplification	<u>No</u> fireworks
<u>Yes</u> tents	<u>Yes</u> outdoor signs/banners	<u>Yes</u> barricades
<u>No</u> carnival	<u>No</u> medical assistance or first aid	<u>No</u> 2-way radios

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

Yes, vendors will have to pay a vendor fee; options include daily and season long fees for one and two days a week.

ARE YOU SELLING CONCESSIONS? PLEASE EXPLAIN.

Vendors will be selling a variety of items.

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

N/A

NUMBER OF SITES AND LOCATIONS WHERE MONEY WILL BE HANDLED:

Each vendor will handle their own individual sales. We anticipate 30 vendors during the peak of the season.

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

Each vendor will be responsible for his/her own litter. On days where more is scheduled, volunteers will handle any additional trash and litter.

WILL ANYTHING BE SERVED IN GLASS, METAL, OR PLASTIC CONTAINERS? Yes or No

No

PLEASE INDICATE ANY ADDITIONAL SECURITY MEASURES BEING TAKEN AND DESIGNATE HEAD OF SECURITY IF APPLICABLE: (Private Security, fences, persons checking identifications, etc.)

N/A

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)

Yes, the inner east side of the square on Wednesdays beginning May 1st through October 30th, 2024 (excluding September 18th - no market will be held) and the south and east sides of the square beginning May 4th through October 26th (excluding September 21st - no market will be held).

PLEASE INDICATE ANY PLANS THAT HAVE BEEN MADE FOR MEDICAL SERVICES AND FIRST AID:

A first aid kit will be made available at the information booth

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

None anticipated at this time. There is the possibility of bringing in food vendors for (certain) markets.

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

Street closures and re-openings for all market days.

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

Event will look like it has in previous years: a producers only farmers market, with spaces being opened to other area nonprofit groups and entertainment being scheduled throughout the season. Because of Green County Cheese Days festival, no markets will be held the 3rd week in September. We are requesting that the city street's department and/or police department coordinate and handle street closures and re-openings on market days.

4. Term of Permit

Special Event Begins:

Date: 2024-05-01

Hour: * 12pm

Special Event Ends:

Date: 2024-10-30

Hour: 3pm

7am until 2pm on
Saturdays (event hours
will be 8am-1pm) on
inner east and south
sides of downtown
square and 11am until
4pm on Wednesdays
on inner east side of
downtown square.

Hours of operation each day:

From: sides of downtown
square and 11am until
4pm on Wednesdays
on inner east side of
downtown square.

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 to brindy@cityofmonroe.org at the time of filing the application. Yes

7. Large Tents when the proposed Special Event will feature a large tent(s), the Sponsor shall submit a detailed map or diagram of the entire special event area including parking areas. Yes

8. Vendors Is Sponsor requesting suspension of vendors (Vendors, Canvassers, Peddlers) that are not associated with Special Event? If yes, describe area in which vendors are suspended during special event.

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

Please submit a copy of the insurance certificate to brindy@cityofmonroe.org. Special event permits will not be approved without a sufficient certificate of insurance on file with the City of Monroe. (PLEASE NOTE INSURANCE REQUIREMENT THAT THE CITY OF MONROE BE NAMED AS AN ADDITIONAL INSURED ON THE CERTIFICATE OF INSURANCE). Insurance requirements can be found in section [3-13-10 of the Monroe City Code](#)

Special Event Permit Fees – Special event permit fees are calculated based on the logistics and date of event. Please see the [City of Monroe fee schedule](#) for an estimate on special event permit fees. The late fee info can stay, as well as the 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.

Jordan Nordby

Signature of Applicant

03/18/2024

Date

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.

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

RESOLUTION APPROVING SPECIAL EVENTS

BE IT RESOLVED by the Common Council of the City of Monroe, upon recommendation of the Public Safety Committee, that approval be hereby given for the following special events:

- 1. Main Street Monroe to hold the annual Outdoor Farmer's Market Event Season, May 1, 2024 through October 30, 2024.** The Market will be held each Wednesday from 11:00 AM to 4:00 PM, in the inside lane of 17th Avenue and each Saturday from 7:00 AM to 2:00 PM in the inside lane of 11th Street and inside lane of 17th Avenue. The event calls for the following temporary no parking areas: On Wednesdays, from 6:00 AM to 4:30 PM, and on Saturdays, from 6:00 AM to 2:00 PM, in the inside lane of the 1000 block of 17th Street Avenue and the inside lane of the 1600 block of 11th Street. The Monroe Street Department is directed to provide barricades/cones to indicate the street closing, and the Police Department is directed to install the barricades/cones. If construction interferes with these locations, the Chief of Police and Main Street can come up with an agreed upon location. The applicant is responsible to insure access by emergency services. It is further resolved that sidewalk sales by businesses and vendors approved by the applicant within the special event area are authorized. The applicant is responsible to ensure that adequate space is left open on the sidewalks by vendors for the safety of pedestrians. A certificate of insurance indemnifying the City of Monroe in the amount set by City Code is required and attached to the permit, along with any other permits or special requirements. For purposes of this event, the special event area is that area within 8th Street, 13th Street, 14th Avenue and 19th Avenue. No other events or similar activities, other than those authorized by law, may take place in this same area and at the same time.
- 2. Green County 4-H to hold a Talent Showcase event in Twining Park at the Bandshell on May 31, 2024** from 6:00 PM – 8:00 PM. A certificate of insurance indemnifying the City of Monroe in the amount set by City Code is required and attached to the permit, along with any other permits or special requirements. The special event area is that area within 100 feet of this event in the park while the event is in progress. No other events or similar activities, other than those authorized by law, may take place in this same area and at the same time.

OFFERED BY THE PUBLIC SAFETY COMMITTEE

April 15, 2024

Special Events

Dated this 15th day of April, 2024

Approved:

Donna Douglas, Mayor

April 15, 2024

Special Events



City of Monroe Item Coversheet

Meeting Date: 4/8/2024

Individual Requesting Item: City Clerk

Expected Length of Discussion: 5 min

Issue

Background Information

Financial Impact

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Application	Cover Memo	4/1/2024

Special Event Manual

Contents

- Introduction
- Public Safety Committee requirements
- Consider how your event plans work with the community
- What is a special event
- Special events licensing process
- Who to contact
- Determine when and where to hold your event
- Will alcohol be served
- What security will be needed?
- Will you be having a band or amplified music?
- Planning for fire prevention and life safety
- Risk Management/Insurance requirements
- Toilet facilities and cleaning up after your event is over
- Medical services
- Application

Introduction

Monroe, Wisconsin enjoys many fine and entertaining special events and festivals that help to make this an exciting City. These events enhance the lives of our citizens and attract visitors to our City. The City of Monroe is committed to supporting quality special events throughout the community. If you are planning a first-time event or simply making changes or renewing an annual event, give us a call before you complete your event plans. City staff members have valuable experience with hundreds of events and want to see your event succeed. Whether you are wondering about the closing of a street or seeking technical assistance with traffic and safety planning, a preliminary conversation with City staff may help you save valuable time and provide you with initial guidance in the development of your special event plan.

In order to help event organizers coordinate their plans with City requirements, we have compiled this Special Event Manual, which contains application forms, policies, and related materials that are involved in the City's review and approval process. Please read this manual completely, even if you have planned events before.

We also recommend that you review the checklist included in this booklet. Even though you do not need to submit this checklist to the City, we believe it raises many of the most common details to address when preparing for an event. We encourage you to call the City Clerk's or Police Chief's office with any questions about your event, either before filling out your application or at any time during the approval process. Their names and telephone numbers are listed below. We want to ensure that your event will be a safe and enjoyable event for everyone.

City Clerk Nikolai Wahl	(608) 329-2530
Police Chief Fred Kelley	(608) 329-2400

Public Safety Committee Requirements

Because the Public Safety Committee makes recommendations on special event approval or denial, you will find it beneficial to begin your planning process early. You must turn your application into the City Clerk's office at least 45 days in advance of the event.

Consider how your event plans work with the Community

As you begin the preliminary plans for your event, think carefully about the impacts and benefits the event brings to a community.

Following are some common impacts that thoughtful planning can help reduce:

- Remember, when you close a street, even for two or three blocks, this can affect traffic for miles around as traffic is rerouted or turned away. The impact of a street closure is similar to dropping a pebble in a pond with each concentric circle expanding.
- Does your street closure block or impede access to police stations, fire stations, hospital emergency access routes, churches, schools, businesses, or residences?
- How does your event affect our public street system with regard to traffic routes or access? Are alternate routes available to accommodate the numbers of people?
- Are you planning to serve alcohol at the event? How will the use of alcohol affect the participant safety and enjoyment of the event, as well as security and insurance costs?
- What type of music will be featured at the event? How will the noise impact the surrounding neighborhood? What type of audience behaviors and crowd numbers may result from the type of music planned?
- Have you made plans to ensure that your event is accessible to the disabled? (Disabilities include, but are not limited to, vision, hearing and physical limitations.) Do your booths block ramp access? Is parking readily available? Are TDD phones on site? Will portable toilets accommodate wheelchairs?
- What other events are planned throughout the city on the chosen date of your event? Will they reduce attendance at your event or inhibit the ability of the City to provide necessary staffing?

What is a Special Event?

The City of Monroe's Special Event Policy defines a special event as: ... a planned extraordinary occurrence or temporary aggregation of attractions, open to the public, that: a) is conducted on public property; b) is conducted on private property and has a substantial impact on public property; c) has activities that request special temporary food or liquor licenses; or d) requires special city services, whether open to the public or not, including but not limited to, any of the following: street closures, provisions of barricades, garbage cans, stages or special no parking signs, special electrical services, or special police protection. Special events include, but are not limited to, neighborhood and community festivals, parades, processions, fairs, and bicycle or foot races. Farmer's markets and public assemblies are not special events.

If your event does not otherwise meet the definition of a special event, certain regulations may still apply. For example, if your event is expected to have in excess of 100 people and will be held in a building not approved for public assembly in accordance with the Wisconsin Administrative Code, or involves the use of temporary seating, the Monroe Fire and Building Inspection Departments will need to review and approve your event. You are encouraged to contact those departments.

Who to Contact First

The Special Events application process is coordinated through the City Clerk's Office or online. The application can be obtained from the City Clerk. Based on the nature of your event, a variety of permits may be required – this manual will help you to identify the specific permits you will need. Some events may not require the same permits due to their impact on public property.

Determine When and Where to Hold your Event

Will your event be held in one of the City's Parks?

If you are considering holding your event in a City of Monroe park, you will first need to contact the Monroe Parks and Recreation Department to reserve the park. Additionally, the size of your event may dictate which of the City's parks are best suited to your event, or if the event requires a full special event permit. A member of the Parks and Recreation Department will be glad to discuss your needs and find the best park to make your event successful.

If you have decided to have your Special Event in a city park, you will be asked to complete a Facility Reservation Agreement and pay the appropriate fees. The fees for the park pavilions will vary with the size of the pavilion and the extra amenities available. All park rules, regulations, and policies must be adhered to.

Will a public street or right-of-way be used or closed?

If yes, the Police Department will need to review your request to ensure that all safety measures are met and the street closure(s) will not adversely affect traffic flow. Also, there may be some limitations on the use of certain streets during the street construction season.

Make a plan of your event. You must supply an estimate of the number of people attending your event, including a peak maximum number and length of time that number will be present, the number of toilets available (also discussed later), a diagram of the location and a map of the area, including parking. Even if your event does not require street or sidewalk closings, it may generate unusual pedestrian and/or vehicular traffic. This not only affects the event's participants, but also those who live, work and shop in the area surrounding the event's location. Changes in traffic flow must be considered in the planning process. In case of large events, consider establishing parking in other sites and shuttling participants to the event. Also consider parking for the disabled. If there are not disabled parking stalls within a reasonable distance from your event site, you may discuss with the Police Department and the Department of Public Works ways to accommodate those with special needs.

A map of your event **MUST** be attached to your Special Event Application form. Your map should include all street(s) to be used and the direction of the route, if applicable.

Will Alcohol Be Served?

If your event will be selling beer or wine*, a separate Special Class B License will be required. This license application may be obtained from the Office of the City Clerk and must be filed at least 30 days before your event. It is recommended that you submit this application at the same time you submit your special event application.

*Distilled alcoholic beverages cannot be sold or served at Special Events.

Although having alcohol at your event may be advantageous, you may also incur greater costs and risks – please read the insurance requirement section of this manual thoroughly.

Remember: You will also need to hire licensed bartenders to sell alcohol at your event. The City Clerk will be able to provide you with information on how to obtain an Operator's (Bartender) License.

Helpful tips to organize a safe and successful event

- Sales of beer or wine must be under the control of your organization at all times. You are the responsible, legally liable party if problems arise because of the improper conduct of your beverage servers.
- The legal drinking age is 21. You should require bona fide identification from anyone who appears under the age of 30. Proper identification must be issued by a governmental agency with the name, date of birth, a physical description and a photograph of the person presenting the identification.
- Do not sell, furnish or give beer or wine to anyone who is obviously intoxicated.
- Identify non-drinking designated drivers and offer them free non-alcoholic beverages. This can be done by providing colored wristbands or other means of easy identification.
- Limit sales or service of alcoholic beverages to two (2) drinks per person at any one time.
- Provide food at your special event.
- Prohibit anyone from bringing their own alcoholic beverages to your event.
- Provide adequate security at your event, especially if it is open to the public.

What Security will be needed?

For the safety of your event's participants, security personnel are sometimes a necessity. Events including alcohol or minors may involve a higher risk and may require more security. You may choose to have private security personnel for your event. One member of the security personnel must be designated as the "Head of Security" who can be contacted at any time by Police, or Fire Department personnel. Or, you may have chosen to seek police services for your event. If so, this must be arranged through the Police Chief.

Points to consider when planning security for your event:

- Entry points
- Boundaries
- Bordering streets between your event's location and parking areas
- Parking lots
- Site where admission is charged. You may want to consult with the police or an armored security system for transferring money.
- Doors of spectator areas to watch for suspicious behavior
- Restrooms or concession areas
- Restricted access areas such as locker rooms, reserved areas, medical/first aid centers, box offices, or other key locations where the general public is not allowed
- VIPs and Public Officials.

The Police and Fire Department, depending on facts and circumstances specific to each event, shall have the discretion to modify this ratio, as they deem necessary.

Will you be having a band or amplified music?

If your event will be having a band or amplified music, there are a number of items that must be considered.

- Is there a stage available at your proposed location, or will you need to obtain one?
- Is there sufficient electricity to supply the band's equipment?
- Will a tent be required? (see Fire Department section for tent regulations)
- What hours will the band be playing – will this comply with the city's noise ordinance?

Amplified sound requires a permit from the City Clerk. Contact the Clerk's office for these permits and regulations.

Planning for Fire Prevention and Life Safety

The Monroe Fire and Building Inspections Departments are committed to a prevention program that places a high priority on the safety and welfare of the public while minimizing potential fire and life safety hazards. Establishing fire prevention and life safety procedures at your special event is an essential component of the event planning process.

If you are holding an outdoor event, your event must be reviewed by the Departments. Items of concern include general fire and life safety, crowd capacity, access for emergency vehicles, configuration and identification of all vendors cooking with flammable and combustible liquids and/or gases, or potentially hazardous cooking appliances. A copy of your Special Event application will be forwarded to the Building Inspector for his review. This review process is required for all special events.

Will you be erecting a tent, canopy, membrane or other temporary structure?

To operate or erect a large tent you will need to submit a plan to the Fire and Building Inspection Departments. Tents, canopies, and membrane structures are all regulated. Please contact the Fire Department for additional information.

Risk Management/Insurance Requirements

Risk Management in special events is defined as "Recognizing the possibility of meeting danger or suffering harm or loss and organizing or planning to minimize or eliminate said danger, harm, or loss". Ensuring that appropriate risk management practices are in place is a priority for the City of Monroe. Some areas of risk management that should be observed by special event organizers:

- Develop volunteer management practices – identify who is in charge and communicate this to all volunteers. Monitor the event volunteers to ensure that the necessary work is being completed.
- Be clear about the role of the Police Department at your event and enhance communication throughout the event. Consult with police and emergency personnel for input and advice while developing the safety/risk management plan.
- Be aware of safety standards and/or inspections related to buildings, vehicles, carnival rides and tents, ensuring safe egress from tents and fenced in areas.
- Have emergency plans specific to the events activities, including communication and responsibilities, coordination with authorities, weather conditions, lightning, and personal and property damage.

- Coordinate fire safety/protection for all tents and commercial cooking functions, and the safe handling of propane gas.
- Inform all participants of safety requirements specific to events that take place on waterways.
- Have a bleacher inspection and certificate of insurance from the installer.
- Do a "walk through" of the event, looking out for tent stakes and ropes, electrical connections, compressed gas cylinders like helium, cables and hoses across walkways, absence of barriers to restricted areas; try to see the grounds through the eyes of an excited youngster or a not so nimble senior.

Insurance coverage: A Certificate of Insurance will be required for every special event held in the city. Proof of coverage will include naming the City of Monroe as an additional insured. The amount and type of insurance coverage varies, although \$1 million to \$2 million is a typical level. See the attached sheets for insurance requirements.

Toilet facilities and cleaning up after your event is over

Event planning must include requirements for sanitation and waste management plans. An event that does not provide for the personal comfort of patrons or leaves an unsightly mess with litter and trash strewn about, will hurt its own future and will negatively affect the image of the city.

Portable Restrooms

Special events held in parks, in open spaces, and on public roads will by Commercial Code, likely require portable restrooms. Guidelines for the number of portable restrooms required are as follows:

FEMA "Special Events Contingency Planning" Toilets

The following considerations will determine the number of toilets to be provided for particular events:

- Duration of the event
- Type of crowd
- Weather conditions
- Whether the event is pre-ticketed and numbers known or unticketed
- Whether finishing times are staggered if the event has multi-functions
- Whether alcohol will be consumed

Calculating the number of toilets required for an event is a matter of conjecture. Where local laws or regulations do not exist, the following guidelines can be applied. Better management of events can be achieved by providing additional facilities. Assume a 50/50 male/female split unless otherwise advised. The tables on the following page should only be used as a guide:

Toilet facilities for events where alcohol is not available

Male				Female	
Patrons	Toilets	Urinals	Sinks	Toilets	Sinks
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Toilet facilities for events where alcohol is available

Male				Female	
Patrons	Toilets	Urinals	Sinks	Toilets	Sinks
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

These figures may be reduced for shorter duration events as follows:

Duration of event	Quantity Required
More than 8 hours	100%
6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%

Source: FEMA "Special Events Contingency Planning" Toilets Page 39

Refuse collection and site cleanup

The event sponsor should have a litter control plan in place and pick up litter before, during, and after an event that is open to the public. A recycling plan can also be part of the waste management plan.

The event organizer will be responsible for setting trash cans at various locations and emptying them during the event to prevent overflow. If food vendors are a part of the event, waste management will require more effort and expense on the part of the organizer.

Medical Services

When planning a special event, there are important questions you should ask to determine your first aid needs:

- How many people will be attending your event? Medical demands vary. An event hosting 200 people will have different first aid needs than an event with 5,000 or more participants.
- Is your event being held during daylight hours or is it a night event? If it is held during nighttime hours, is there good or limited lighting in the area?
- What are the demographics of your anticipated crowd? Does your particular group have any potential health issues that should be taken into consideration?
- What time of year is your special event being held? Do you anticipate hot weather, cold weather, wet conditions, or excessive insects?
- What is the length of the event? Does your event run for a few hours, a full day, or is it a multi-day event?
- Will there be alcohol available?
- Is there a single location for your event? Will there be multiple venues, such as in a foot or bike race?
- Have you encountered any first aid related problems with the event in the past?
- If this is an athletic or sporting event, how strenuous is the activity?

It is recommended that every special event have a first aid kit easily accessible on the event site. The first aid kit should contain, at a minimum: compresses, ice packs, bandages and antiseptic.

**ATTACHED ARE THE APPLICATION PAGES. PLEASE COMPLETE,
DETACH, AND RETURN TO THE CITY CLERK'S OFFICE**

Special Event Permit Fees	
One Day Event with no alcohol or street closures, less than 8 hours of staff time	\$100
One Day Event with no alcohol or closures, with 8+ hours of staff time	\$150
One Day Event with alcohol, no closures	\$200
One Day Event with alcohol and closures	\$250
Multiple Day Event, no alcohol or closures	\$175
Multiple Day Event, no alcohol, with closure	\$250
Multiple Day Event, with alcohol and closures	\$600
Run Event, using preferred route, 3 officers or less	\$150
Parade or Run event not using preferred route, more than 3 officers	\$250



CITY OF MONROE

1110 18th Avenue, Monroe, WI 53566

Phone (608) 329-2524 FAX (608) 329-2561

Received in Clerk's office on _____ By _____

Date Paid _____ (Acct. 5/5166)

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 45 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 45 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: Megan Leitner

b. Address: N4714 Cty Rd N

Monroe WI 53566

Phone: 608-447-1072

Person in Charge Megan Leitner

c. Names, addresses and telephone numbers of not less than

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

Name: Ellen Andrews

Name: Stacy Leitner

Name: Eileen Horn

Address: 2841 16th St. Monroe WI

Address: N4714 Cty Rd N

Address: _____

(Extension/4H office)

Monroe WI 53566

(New Glarus)

Phone: 608-328-9440

Phone: 608-434-0831

Phone: 608-636-9107

Email: ellen.andrews@wisc.edu

Email: sleitner@tds.net

Email: criterhorn@yahoo.com

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

No convictions from anyone listed above!

3. Description of Special Event

NAME OF EVENT: Green County 4H Talent Show

TYPE OF EVENT: Youth Talent Show

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

LOCATION OF EVENT: Twining Park (Bandshell) in Monroe

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

NUMBER OF PEOPLE ANTICIPATED: 140-200

PEAK HOURS OF EVENT: 6pm - 8pm (May 31st)

ESTIMATED CROWD SIZE DURING PEAK HOURS: 200

NUMBER OF PEOPLE AT LAST EVENT: 100-120 (we are hoping to advertise more this year)

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

no beer/wine no carnival no tents yes electrical usage no barricades
no food service yes noise amplification no fireworks no 2-way radios
no use of city hydrants yes medical assistance or first aid
no outdoor signs/banners we will have first aid supplies there.

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

we are not charging anything (completely free for kids + audience)

ARE YOU SELLING CONCESSIONS? PLEASE EXPLAIN.

no, selling (no) concessions

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

no restrooms needed; we are able to use park restrooms

NUMBER OF SITES AND LOCATIONS WHERE MONEY WILL BE HANDLED:

no money being handled (0 locations)

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

youth leaders will be responsible for trash control

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.)

no additional security measures

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

no street closures being requested

PLEASE INDICATE ANY NEED FOR POLICE SERVICES OR ANY OTHER CITY SERVICES (Fire, Water, or Street Dept):

I don't see a specific need for any other city services for this event!

*** Applicant may request special Police /City services, but the ultimate decision will be made by the city. ***

PLEASE INDICATE ANY PLANS THAT HAVE BEEN MADE FOR MEDICAL SERVICES AND FIRST AID:

we will have first aid supplies on site for any emergencies

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

there will be (no) cooking of any sort!

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

this is a youth-led talent show within the county 4-H program. The program has been successful in the past (the kids LOVE it). We are hoping to advertise to the public to gain support for the program, which is why we are applying for this permit. This event will only take place at the bandshell (no traffic disruptions expected). We will have a sound system in place to microphone the acts. I have filed out an amplified sound permit as well. We are very excited to continue to grow our program. There will be a dress rehearsal (not open to public) on May 29th, at the bandshell as well.

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

→ not open to public
* there will be a dress rehearsal (for only acts)
on May 29th *

4. Term of Permit

Special Event Begins: Date: May 31st Hour: 6pm
Special Event Ends: Date: May 31st Hour: 8pm

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
no vendors being present at event

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

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 – see fee schedule on cityofmonroe.org, fee is calculated based on logistics and date of event. Special event permit fees are changing for 2019.

Late fee – \$50.00 late fee for applications received less than 45 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.

Meghan Teeter / Signature of
Applicant Date 3/8/2024

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: _____

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.

☒ ~~\$150.00~~ ^{20.00} daily permit (cost is \$15 per day)
Dates Requested: May 29th + 31st 2024 (2 dates)
☐ \$125.00 monthly permit
Date Range of Month Requested: _____
☐ \$450.00 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.

☐ \$15.00 monthly permit
Date Range of Month Requested: _____
☐ \$100.00 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): Megan Leitner (Green County 4-H Program)

Telephone number: (608) 447-1672

Email Address: leitmme@gmail.com

Address: N4714 Cty Rd N Monroe WI 53566
(Street) (City) (State) (ZIP)

Permit Location (geographically defined area):

Bandshell (Twining Park) 425 14th Ave Monroe

Date of Application: March 8th submitted

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

These Sections for Office Use Only!

(Acct# 5-519 background music)

Date paid: _____ Total amount paid: _____ (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 COVERAGE
STATE OF WISCONSIN**

This is to certify that coverage described below is effective per the statutory authority referenced. This certificate is not a policy or a binder of insurance and does not in any way alter, amend or extend the coverage afforded by any reference herein. The coverage is subject to all terms and conditions of the statutory authority.

STATE AGENCY: Board of Regents of the University of Wisconsin System PO Box 8010 Madison, WI 53715	CAMPUS NAME: University of Wisconsin-Madison
	DATE ISSUED: March 4, 2024

COVERAGE TYPE	XX	WI STATUTORY REFERENCES
Liability	XX	Sec. 895.46 (1) and 893.82

The entry of XX in this column means that the coverage is afforded per this certificate and the statute referenced.

DATES OF COVERAGE:	May 29 – 31, 2024
DESCRIPTION OF COVERAGE:	Liability coverage as afforded by statutory references above for University of Wisconsin officers, employees and agents while acting within the scope of their respective employment or agency with University of Wisconsin-Madison. Coverage includes UW-Madison Division of Extension 4-H program activities held at Twining Park in Monroe, WI.

ISSUED TO:

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

ISSUED BY:

Jeff Karcher, Director of Risk Management



Date: March 4, 2024

