



## City of Sheboygan Special Event Permit Application

**TODAY'S DATE**

1/15/2024

**IS YOUR EVENT SCHEDULED LESS THAN 60  
DAYS FROM NOW?**

☐ Yes

☒ No

**FIRST NAME**

Michelle

**LAST NAME**

Petro

**APPLICANT PHONE #**

(352) 572-8686

**APPLICANT EMAIL**

Michelle.Petro@powerboatp1.com

**APPLICANT MAILING ADDRESS**

2320 Clark Street, A1, Apopka, FL 32703

**APPLICANT DATE OF BIRTH**

8/26/1970

**NAME OF ORGANIZATION**

Powerboat P1 USA LLC

**ORGANIZATION ADDRESS**

2320 Clark Street , A1, Apopka, FL 32703

**TYPE OF  
ENTITY**

☐ Individual

☐ Registered Non-Profit

☐ LLC

☒ Corporation

☐ Partnership

☐ Other

**IS THE INDIVIDUAL ORGANIZING THE EVENT DIFFERENT FROM THE APPLICANT?**

☐ Yes

☒ No

**EVENT NAME**

Sheboygan Midwest Challenge

**GENERALLY DESCRIBE THE EVENT AND ITS PURPOSE:**

Powerboat Racing Sporting event

**IS  
YOUR  
EVENT  
A:**

☐ Music Concert

☐ Religious/Educational

☐ Parade

☐ Run or Walk

☐ Bike Ride

☐ March/Rally/Memorial

☐ Public Assembly for Political Purpose

☒ Sport Tournament (Fishing, Soccer, etc.)

☐ Water Activity (use of lake or river)

☐ Neighborhood Block Party

☐ Other

Check all that apply

**LOCATION  
OF EVENT:**

- ☒ Park ☒ Public Parking Lot ☒ City Green ☐ Private Property  
☐ Public Street, Sidewalk, Alley, or Right-of-Way ☒ Redevelopment Authority Land  
☒ Other Public Property

**IS YOUR EVENT A SINGLE OCCURRENCE OR WILL YOU HAVE SEVERAL OCCURRENCES  
OF THE EVENT IN THE CALENDAR YEAR?**

- ☒ Single Occurrence  
☐ Multiple Occurrences

**EVENT START DATE**

8/9/2024

**EVENT END DATE**

8/11/2024

If ending on the same date as the start day, pick the same.

**DO YOU REQUIRE ADDITIONAL DATES FOR SET-UP OR TAKE-DOWN OF THE EVENT?**

- ☒ Yes ☐ No

This would include tent or activity set-up and take-down

**SET-UP DATE**

8/8/2024

First date needed for set-up

**TAKE-DOWN DATE**

8/12/2024

Last day needed for event take-down

**WHAT IS THE ESTIMATED DAILY ATTENDANCE FOR THIS EVENT**

20000

**WHAT IS THE ESTIMATED TOTAL ATTENDANCE FOR THIS  
EVENT**

55000

**ADDITIONAL ORGANIZATION(S) SPONSORING EVENT, INCLUDING ADDRESSES**

**IS YOUR ORGANIZATION TAX-EXEMPT AND ABLE TO PROVIDE PROOF OF TAX-EXEMPT STATUS?**

- ☐ Yes ☒ No

**MAY WE SHARE YOUR EVENT ON SOCIAL MEDIA OUTLETS (CITY WEBSITE/FACEBOOK/VISIT  
SHEBOYGAN)?**

- ☒ Yes  
☐ No

**PLEASE PROVIDE A LINK TO YOUR WEBSITE, FACEBOOK EVENT, ETC. FOR PROMOTIONAL USE.**

P1Offshore.com, Class1World.com

You **MUST** attach a detailed map or diagram of your event indicating the specific location, layout of the event, the direction of the route (including all turns and the number of traffic lanes to be used). Any concessions, service tents, and other temporary structures must be indicated on the diagram. The diagram will be due completed with signed special event policies and procedures form.

## UPLOAD DETAILED PLAN



2024-sheboygan-overall-site-plan.pdf

Visit [heygov.co/sheboyganwi.gov/fr\\_01hm6wadff62pqjgv3tv6jdfqz](https://heygov.co/sheboyganwi.gov/fr_01hm6wadff62pqjgv3tv6jdfqz) to view or download full files.

**IF THE EVENT TAKES PLACE ON CITY PROPERTY (PARKS, CITY STREETS OR RIGHT-OF-WAYS, OR OTHER CITY OWNED FACILITIES) IN WHOLE OR IN PART:**

- ☒ We have reviewed the proposed location for the event and determined suitability for our proposed use. There are no requested changes, upgrades, or safety concerns identified.
- ☐ We are requesting the following changes or upgrades:

**NOTE: Either the primary or secondary onsite contact must be present at all times during the event.**

**FIRST NAME**

Michelle

**LAST NAME**

Petro

**ONSITE PRIMARY CONTACT PHONE #**

(352) 572-8686

**ONSITE PRIMARY CONTACT ADDRESS**

2320 Clark Street , a1, Apopka, FL 32703

**ONSITE PRIMARY CONTACT EMAIL**

Michelle.Petro@powerboatp1.com

**FIRST NAME**

Stuart

**LAST NAME**

Halley

**ONSITE SECONDARY CONTACT PHONE**

#

(920) 602-7945

**ONSITE SECONDARY CONTACT ADDRESS**

2320 Clark Street , A1, Apopka, FL 32703

**ONSITE SECONDARY CONTACT EMAIL**

Stuart.Halley@powerboatP1.com

**PARK(S)  
REQUESTED**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Kiwanis Fieldhouse           | <input type="checkbox"/> Kiwanis Greenspace                              | <input checked="" type="checkbox"/> Deland Community Center |
| <input checked="" type="checkbox"/> Deland Greenspace | <input checked="" type="checkbox"/> Richardson Shelter                   | <input checked="" type="checkbox"/> King Park               |
| <input type="checkbox"/> Deland Home                  | <input type="checkbox"/> Evergreen Area 1                                | <input type="checkbox"/> Evergreen Area 3                   |
| <input type="checkbox"/> Evergreen Area 5             | <input type="checkbox"/> Evergreen Area 6                                | <input type="checkbox"/> Roosevelt Fieldhouse               |
| <input type="checkbox"/> Cleveland Park Shelter       | <input type="checkbox"/> Veterans Park Shelter                           | <input type="checkbox"/> Vollrath Park Shelter              |
| <input type="checkbox"/> Lakeview Park Shelter        | <input type="checkbox"/> End Park Shelter                                | <input type="checkbox"/> Fountain Park Bandshell            |
| <input type="checkbox"/> Optimist Park Shelter        | <input checked="" type="checkbox"/> Other: <u>Blue Harbor greenspace</u> |   |

**HAVE YOU SECURED YOUR PARK RESERVATIONS?** ☐ Yes ☒ No

If NO, call the DPW office immediately at 920-459-3440

**WILL YOUR EVENT HAVE ACTIVITIES IN A PARK OUTSIDE OF NORMAL OPERATING HOURS?** ☒ Yes ☐ No

If yes, what hours are you requesting?

**WILL YOUR EVENT HAVE ANIMALS INCLUDED OR ALLOWED?** ☐ Yes ☒ No

If yes, what types of animals?

**WILL YOUR EVENT HAVE A TENT/CANOPY LARGER THAN 100 SQUARE FEET, FENCING, OR OTHER TEMPORARY STRUCTURE?** ☒ Yes ☐ No

If yes, what structure?

**PLEASE ATTACH A COPY OF YOUR TICKET INFORMATION FROM DIGGER'S HOTLINE.**

---

---

---

**WILL YOUR EVENT HAVE HIGH-RISK ACTIVITIES SUCH AS BOUNCE HOUSES, ROCK WALLS, DUNK TANKS, ETC.?** ☐ Yes ☒ No

If yes, what activities?

**WILL YOUR EVENT BE USING CONES AND/OR BARRICADES?** ☒ Yes ☐ No

The Department of Public Works has equipment that is available to be rented for an event. Below is a table of the costs and quantities that may be available for your event. Note, there is a minimum fee of \$25.00 for equipment rentals. (Ex. One large grill is \$20, but if that is all you are requesting the total will be \$25.00)

**You will receive an online payment request for the equipment rental. Keep an eye on your inbox.**

GRILLS			
\$10 Each	Chicken Grill	2'x4' sections	8 sections
\$20 Each	Large Grill	18"x40" sections	10 sections
TABLES & SEATING			
\$18 Each	6' Picnic Combo	Table and attached benches	100 available
\$13 Each	10' Straight Table	22" Wide, 30" High, 10' Long	110 available
\$8 Each	10' Straight Bench	12" Wide, 19" High, 10' Long	100 available
\$8 Each	4' Park Bench	Bench w/backrest	150 available
\$200 / Rental	320 Chairs	White Plastic, \$20.00 charge for each missing chair	1 available
STAGES			
\$400 / Rental	Mobile Stage	24' x 32', 40" high	1 Available
\$60 / Rental	Drum Stage	16' x 8', 12 or 18" high	1 Available
\$250 / Rental	Wood Stage	28' x 12', 36" high	1 Available
\$50 / Rental	Dance Floor (½ Floor)	17.5' x 36' (DPW does not setup Dance Floors)	2 Available
\$100 / Rental	Dance Floor (Full Floor)	35' x 36' (DPW does not setup Dance Floors)	1 Available
MISCELLANEOUS			
\$10 Each	Snow Fence w/stakes	50' Roll	
\$100 Each	Bleachers	16' long, 5 rows	6 Available
\$0 Each	Garbage Cans	Event Organizers are responsible for hauling away any accumulated trash from their event or contract with private entities for haul-away service.	
\$0 Each	Recycling Cans		

**I AM INTERESTED IN RESERVING EQUIPMENT FOR MY EVENT**

☒ Yes

☐ No

**I AM WOULD LIKE TO REQUEST THE FOLLOWING:**

Chairs / park benches Bleachers Snow fencing

Public Works staff will contact you if the equipment is available and the total fee for the rental

**IS YOUR EVENT REQUESTING TO CLOSE A PORTION OF CITY RIGHT OF WAY OR PUBLIC THOROUGHFARE?**

☒ Yes

☐ No

**LIST ANY RIGHT OF WAY THAT MAY BE CLOSED OR OTHERWISE AFFECTED BY YOUR EVENT**

FOr discussion - Closure of some roads for Friday night block party

**CLOSURE START DATE**

8/9/2024

**CLOSURE START TIME**

14:00

**CLOSURE END DATE**

8/9/2024

**CLOSURE END TIME**

22:00

Please download the form at the link below and take it around to local establishments to see if there are objections to the closure and have them sign off on the form.

[List of adults contacted link.](#)

**WILL YOUR EVENT HAVE A PARADE?** ☐ Yes ☒ No

**WILL YOUR EVENT BE HAVING A BON FIRE?** ☐ Yes ☒ No

**WILL YOUR EVENT BE HAVING ANY OPEN FLAMES?** ☐ Yes ☒ No

If yes, please describe use of the open flame

**WILL YOUR EVENT BE HAVING A FIREWORKS OR PYROTECHNIC DISPLAY?** ☐ Yes ☒ No

Fireworks Display Permit MUST be completed 45 days prior to the event..

**WILL YOUR EVENT BE HAVING ACTIVITIES ON THE RIVER/LAKE?** ☒ Yes Powerboat racecourse ☐ No

If yes, please describe the activities.

Any events taking place partially or wholly on the river/lake are required to apply for a [Marine Event](#) with the U.S. Coast Guard.

**WILL YOUR EVENT BE USING A GENERATOR(S) AND/OR ADDITIONAL ELECTRICAL FACILITIES (AMPS, LIGHTING, PA SYSTEM, ENTERTAINMENT)?**

☒ Yes

☐ No

## Electrical and Generator Safety

- Use high quality extension cords that are rated for the electrical draw that will occur.
- Use as few extension cords as possible (One 50' vs two 25').
- Ensure connections are tight.
- Ensure cords are not in a place where damage might occur (being walked on, driven over, pinched).
- Ensure cords are not posing as a trip hazard.
- Use high quality power strips if needed.
- Use as few power strips as possible.
- Ensure generator is used in a well-ventilated area to avoid buildup of Carbon Monoxide.
- Ensure generator is used outdoors and not in an enclosed building.
- Ensure generator is cool before refueling.
- Ensure the load capacity of the generator is not exceeded.
- Follow manufacturer recommendations for extension cords, power strips, and generators.

If there are any questions, please contact Division Chief Nic Noster, 920-459-3321

**WILL YOUR EVENT HAVE OPERATION OF AMUSEMENT MACHINES, DEVICES, OR MECHANICAL GAMES?**

☐ Yes

☒ No

**WILL YOUR EVENT BE SERVING FOOD AND/OR NON-ALCOHOLIC BEVERAGES?**

☒ Yes

☐ No

If yes, you will need to contact the County Health Department 920-459-3207 or visit the [website here](#).

**WILL YOUR EVENT BE SERVING ALCOHOLIC BEVERAGES?**

☒ Yes

☐ No

If yes, you will need to contact the Clerk's Office to determine if a Temporary Class B or Extension of Premises application is needed. The Clerk's Office can be contacted at ClerksDept@ci.sheboygan.wi.us or 920-459-3361.

**WILL YOUR EVENT HAVE VENDOR RELATED SALES?**

☒ Yes

☐ No

If yes, review the list of exemptions for a transient vendor permit [here](#).

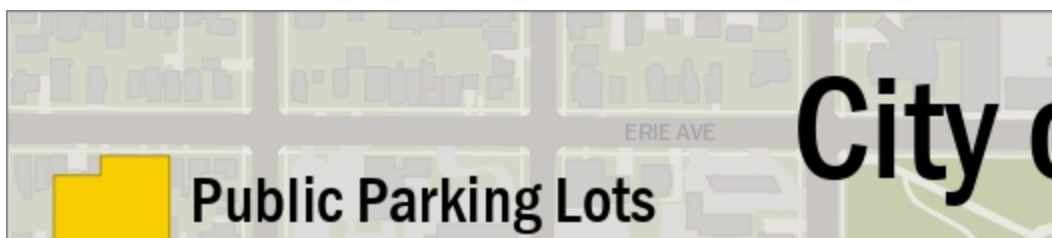
If your vendor sales would NOT be exempt, complete a Special Event Transient Vendor by contacting the Clerk's Department at ClerksDept@ci.sheboygan.wi.us or 920-459-3361 to obtain a permit application.

Online permit application - *coming soon!*

**WILL YOUR EVENT HAVE CARNIVAL/CIRCUS ACTIVITIES?**

☐ Yes

☒ No



**WILL YOUR EVENT REQUIRE EXCLUSIVE USE OF THE PARKING LOT(S), OR A PORTION THEREOF, REQUESTED?**

☒ Yes Lot 13

☐ No

If yes, which lot(s)

**DETAIL THE REQUESTED PARKING LOT AREA TO BE EXCLUSIVE TO YOUR EVENT'S USE:**

Block party use Friday Aug 9th

---

**WILL YOUR EVENT HAVE A TENT/CANOPY LARGER THAN 100 SQUARE FEET OR OTHER TEMPORARY STRUCTURE ON A PUBLIC PARKING LOT?**

☐ Yes

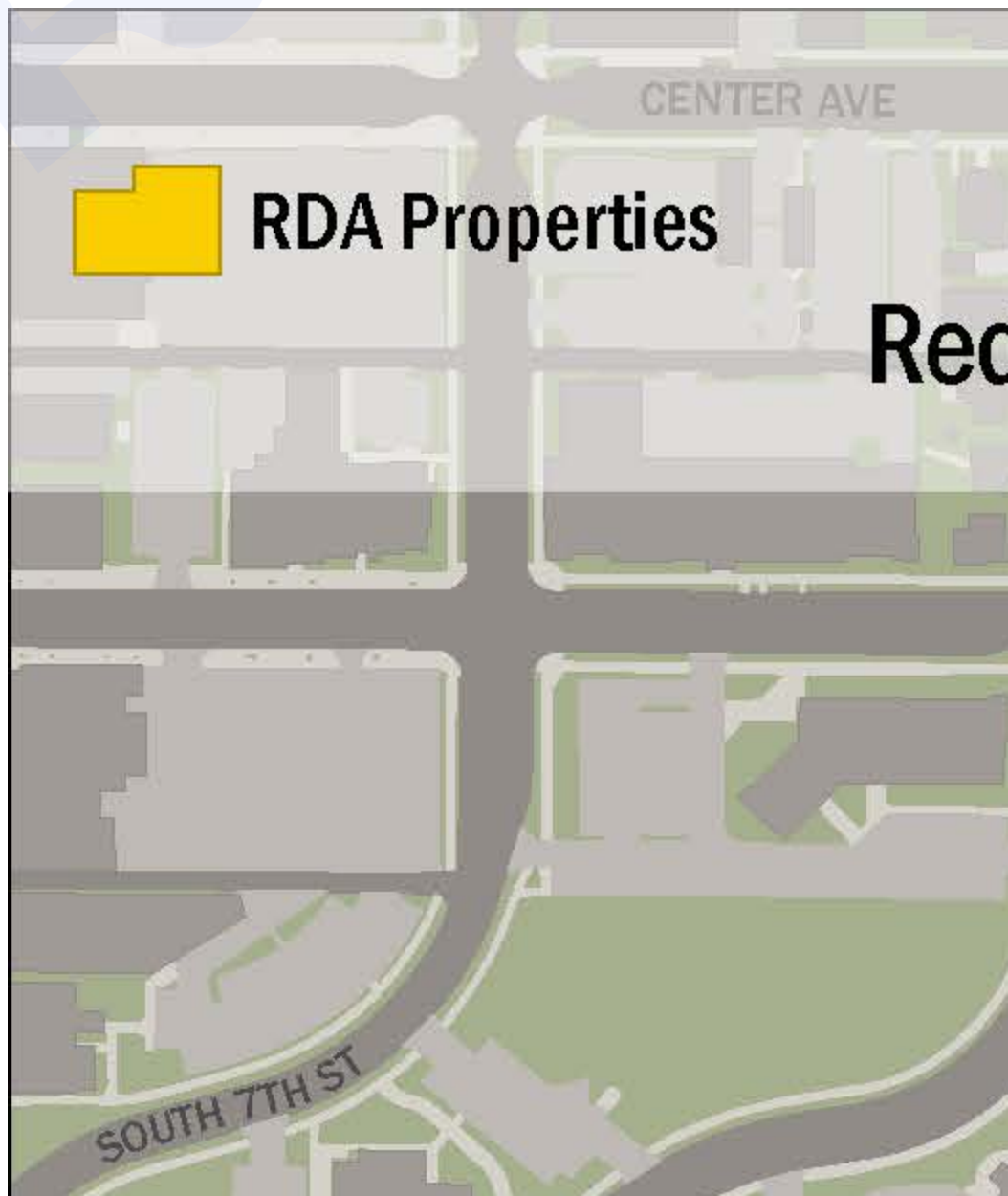
☒ No

**DO YOU REQUIRE PARKING METERS TO BE COVERED?**

☒ Yes

☐ No

Parking meter stalls can be covered and events may be charged up to \$5/day per stall (less than 10 stalls) or \$2.50/day per stall (10+ stalls). Contact the Parking Utility for meter numbers or questions at 920-459-3285. Request meters to be covered separately from this application [here](#).





**WILL YOUR EVENT HAVE A TENT/CANOPY LARGER THAN 100 SQUARE FEET, FENCE, OR OTHER TEMPORARY STRUCTURE?**

☐ Yes

☐ No

If yes, describe the temporary structure that will be placed.

The Event Organizer shall submit a General Liability Insurance Policy Certificate with a minimum of \$1,000,000 AND an insurance endorsement either:

- naming the Redevelopment Authority as an additional insured party for all event dates (including setup and teardown), OR
- evidencing blanket additional insured coverage

Some activities may require additional insurance. The City of Sheboygan will work with you on a case by case basis. The City of Sheboygan must also be listed as the Certificate Holder with the address listed as: Redevelopment Authority 828 Center Avenue, Sheboygan, WI 53081.

The Planning and Development Department must receive this certificate and endorsement at least 60 days prior to the event date.

**INSURANCE CERTIFICATE**

**INSURANCE ENDORSEMENT**

---

---

---

---

---

---

**Hold Harmless - Redevelopment Authority Land**

To the extent permitted by law, Michelle Petro of Powerboat P1 USA LLC agrees to indemnify and hold harmless the City of Sheboygan ("City"), the City of Sheboygan Redevelopment Authority ("RDA"), and the City and the RDA's officers, employees, and agents against any and all claims arising out of the undersigned's use of the property described

RDA Property 5 RDA Property 7 RDA Property 4 RDA Property 8 . By signing this agreement, the undersigned acknowledges having read it in its entirety, giving the terms due consideration, understanding the terms, and understanding that the undersigned is freely and voluntarily giving up certain rights. The undersigned further represent being authorized to sign this agreement. The undersigned intends that this agreement shall be binding upon all of the undersigned's successors, heirs, assigns, receivers, and the like.

**HAVE SIGNED THIS AGREEMENT ON**

2/19/2024

**SIGNATURE FOR HOLD HARMLESS - REDEVELOPMENT AUTHORITY LAND**

If your page is blank, please select continue.

There were no questions in this section that apply to your event.

**WILL YOUR EVENT HAVE TEMPORARY DIRECTIONAL OR OTHER SIGNAGE FOR THE EVENT?**

☒ Yes

☐ No

Signage allowed for events must meet the below requirements:

- One sign, not to exceed 32 square feet, at the site of the event for the purpose of advertising the upcoming event.
- Signage regarding event advertisement is limited to being placed during the event setup/takedown timeframe.
- Signage regarding products or services of event sponsors is limited to being placed during the event setup/takedown timeframe.
- Directional signage must not impair vision or create a public nuisance.
- **ALL signage must be removed immediately following the event.**

**DESCRIBE THE NUMBER OF SIGNS, TYPE OF SIGN(S), SIZE OF SIGN(S), AND DATE OF SIGN PLACEMENT AND REMOVAL.**

4 - ramp closure signs, several road closure signs for block party

---

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all Special Event organizers and participants must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. I further understand that an incomplete application may be cause for denial of the event.

**HOLD HARMLESS/INDEMNIFICATION AGREEMENT**

The undersigned sponsor of an organized special event acknowledges that the City of Sheboygan has adopted a Resolution granting such sponsor permission to hold a special event utilizing the streets, sidewalks and/or other properties or rights of way of the City of Sheboygan. It is understood that such permission is conditioned upon the sponsor agreeing to indemnify and hold the City harmless from any and all claims, suits, or actions for damage or injury associated with the organized special event. It is understood and agreed that the undersigned sponsor of an organized special event shall save the City of Sheboygan harmless and indemnify the City for any loss, cost, or damage that may arise out of or in connection with the organized special event to be held on the streets, sidewalks and/or other properties or rights of way of the City of Sheboygan between the dates of 8/8/2024 and 8/12/2024. Further, the undersigned sponsor hereby releases the City, its agents, and employees from any liability whatsoever associated with the organized special event and agrees that the City shall not be liable for any loss, damage, or injury to the person or property of anyone arising out of or resulting from the sponsor's use of the City streets and or sidewalks for its organized special event. Further, the undersigned also agrees to pay all reasonable expenses and attorney's fees incurred by the City if the undersigned shall default under the provisions of this agreement. IN WITNESS WHEREOF, on behalf of Powerboat P1 USA LLC of

2320 Clark Street, A1, Apopka, FL 32703 ,

**HAVE SIGNED THIS AGREEMENT ON**

1/15/2024

---

## SIGNATURE FOR INDEMNIFICATION



Signed electronically on 1/15/2024

## WEATHER RELATED ISSUES: RAIN, SNOW SEVERE STORMS, TORNADOES, ETC.

- If the weather forecast includes bad weather, will the event be cancelled?
- If so, how will attendees be notified?
- Develop a plan for the sudden onset of severe weather.
- Where will the people go and who is designated to assist in their safe arrival at the safe refuge place?
- Is there an area of safe refuge in case of a tornado?

## MEDICAL ISSUES

- Where will ambulance access to the event be in case one is needed?
- Who will conduct crowd control in the event of a medical emergency?
- Will a first aid station, with trained first aid provider, be provided at the event? Where?
- If applicable, is there adequate shade to prevent heat stroke?
- Will water be provided? Where?

## CROWD CONTROL

- Who will monitor the barricades?
- Who will work the entry gates?
- Maintain egress and access?
- Who will patrol the area to prevent incidents from getting out of control?
- Develop a plan for those patrolling the crowd of what to do if they encounter unruly behavior.
- Have communications equipment.

DO YOU WANT TO DISCUSS HAVING AN AMBULANCE/FIRE TRUCK PRESENT AT THE EVENT?

☒ Yes

☐ No

Please contact Division Chief Nic Noster, 920-459-3321

## SECURITY

- Will there be Police Officers providing security? If so, contact the Police Department for applicable requirements or guidelines relation to the number necessary.
- If volunteers or private agencies provide security, will they have appropriate phone numbers for EMS, Fire, and Police?
- If applicable, what will security officials do if non-paying attendees breach the gate/perimeter?
- If a complaint is received, for example, for loud music, how and who will handle the complaint?
- Provide communications equipment. Portable radios, cell phones, and access to landlines.
- If applicable, secure monies in an area not accessible to the attendees.

## LOGISTICS

- Where will there be, or will there be, a staging area for support staff?
- What time will the crowd be disbursed and by whom?
- Who will conduct clean-up?
- Remember to maintain fire lanes and access roads.
- Appoint one person to oversee and take responsibility for the event. Who?
- Will an adequate amount of restroom facilities be provided? Where?
- Is there adequate safe parking provided? Where?

## ATTACH A COPY OF YOUR CONTINGENCY PLAN

---

---

---

The event organizers shall obey all laws, rules, regulations, and special orders given by the City of Sheboygan officials for the safety and health protection of the citizens. Such laws, rules, regulations, orders, and recommendations may either be written or verbal form and the decision of the City officials shall be final and conclusive.

Event organizer(s) who obtain permission to host an event shall comply, and shall ensure all attendees of the event comply, with all applicable public health guidance in effect at the time of the rental. This includes – but is not limited to – guidance issued by the Sheboygan County Health Officer, the State of Wisconsin, and the federal government (including, but not limited to, the Centers for Disease Control).

Fees for all shelters or fieldhouses deemed unavailable for outside use by the Department of Public Works during the duration of the event shall be paid by the sponsoring organization. Any Greenspace fees are charged for the use of Kiwanis or Deland Park property due to the events' impact on regular recreational use.

The Event Organizer shall submit a General Liability Insurance Policy Certificate with a minimum of \$1,000,000 AND an insurance endorsement either:

- naming the City of Sheboygan as an additional insured party for all event dates (including setup and teardown), OR
- evidencing blanket additional insured coverage

Some activities may require additional insurance. The City of Sheboygan will work with you on a case by case basis.

The City of Sheboygan must also be listed as the Certificate Holder with the address listed as:

City of Sheboygan  
828 Center Avenue,  
Sheboygan, WI 53081.

The Department of Public Works must receive this certificate and endorsement at least 60 days prior to the event date.

**INSURANCE CERTIFICATE**

**INSURANCE ENDORSEMENT**

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

At all times, a member of the organization's staff shall be patrolling any water banks as a safety measure.

The event sponsor must plan for safe arrival, departure, and parking of the event attendees, participants, and vendors. Adequate, trained personnel shall be provided to control and regulate parking of vehicles in approved areas. No heavy vehicles are permitted on park turf areas. The City of Sheboygan prohibits vehicles from parking on playing fields and other specific parkland. Some grassy areas allow parking under specific conditions with AT LEAST 60 DAYS PRIOR APPROVAL by the Department of Public Works.

Please attach any information that you wish to have the City consider or you believe may be relevant to your event application.

**I AM ENCLOSING OTHER INFORMATION THAT I BELIEVE IS NECESSARY OR HELPFUL TO DESCRIBE THE PLANNED EVENT**

<hr/>
<hr/>
<hr/>

The Undersigned represents and warrants that they have full power, authority, and right to bind the event-sponsoring entity to the terms and conditions of this Agreement and that such execution is sufficient and legally binding on the event-sponsoring entity. The information contained in this application for a Special Event permit is true, correct, and complete to the best of my knowledge. If there are any changes to the Special Event, I agree that I will promptly notify the City of Sheboygan of these changes and request approval of them.

**SIGNATURE**



Signed electronically on 1/15/2024

**TITLE AND ORGANIZATION NAME**

Director of Operations

**SUBMITTED AT:** 1/15/2024

