

! This Application is A DRAFT



City of Sheboygan Special Event Permit Application

TODAY'S DATE
4/17/2024

IS YOUR EVENT SCHEDULED LESS THAN 60 DAYS FROM NOW? Yes No

FIRST NAME
Erika

LAST NAME
Pankratz

APPLICANT PHONE #
(920) 266-5129

APPLICANT EMAIL
epankratz@dsaw.org

APPLICANT MAILING ADDRESS
2122 North 7th Street, Sheboygan, WI 53081

APPLICANT DATE OF BIRTH
5/21/1998

NAME OF ORGANIZATION
Down Syndrome Association of Wisconsin

ORGANIZATION ADDRESS
11709 West Cleveland Avenue, Suite 2, West Allis, WI 53227

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
Down Syndrome Association of Wisconsin - Sheboygan and Surrounding Counties Annual Mini Golf and Awareness Walk

GENERALLY DESCRIBE THE EVENT AND ITS PURPOSE:
This is our yearly fundraiser for our chapter. We have mini golf, raffles, and an awareness walk around the pier to celebrate our self-advocates with Down Syndrome.

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

9/14/2024

EVENT END DATE

9/14/2024

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

WHAT IS THE ESTIMATED DAILY ATTENDANCE FOR THIS EVENT

175

WHAT IS THE ESTIMATED TOTAL ATTENDANCE FOR THIS EVENT

175

ADDITIONAL ORGANIZATION(S) SPONSORING EVENT, INCLUDING ADDRESSES

Harbor Pointe Mini Golf

IS YOUR ORGANIZATION TAX-EXEMPT AND ABLE TO PROVIDE PROOF OF TAX-EXEMPT STATUS? Yes No

UPLOAD/PROVIDE PROOF OF TAX-EXEMPT STATUS



tax-exempt-form-wi-updated-2022-1710522192246.pdf

Visit heygov.co/sheboyganwi.gov/fr_01hrfthjnsch2anctgs6x20bqz to view or download full files.

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.

<https://secure.qgiv.com/event/dsawsheboygan2024/>

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



sheboygan-application-map-1710525390257.pdf

Visit heygov.co/sheboyganwi.gov/fr_01hrfthjnsch2anctgs6x20bqz 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

Erika

LAST NAME

Pankratz

ONSITE PRIMARY CONTACT PHONE #

(920) 266-5129

ONSITE PRIMARY CONTACT ADDRESS

2122 North 7th Street, Sheboygan, WI 53081

ONSITE PRIMARY CONTACT EMAIL

epankratz@dsaw.org

FIRST NAME

Michelle

LAST NAME

Kulczewski

ONSITE SECONDARY CONTACT PHONE

#

(920) 948-8833

ONSITE SECONDARY CONTACT ADDRESS

PO Box 132, Brownsville, WI 53006

ONSITE SECONDARY CONTACT EMAIL

mikulcz@gmail.com

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?

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:

(1) Drum Stage

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

IS THIS RIGHT OF WAY USE BEING MADE ON BEHALF OF A PARTNERSHIP, CORPORATION, OR LIMITED LIABILITY COMPANY?

Yes

No

HAVE ALL ADULTS RESIDING OR DOING BUSINESS ON THE PORTION OF THE RIGHT OF WAY TO BE CLOSED BEEN CONTACTED ABOUT THE CLOSING?

Yes

No

WILL ALCOHOL BE SERVED? Yes No

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 No

If yes, please describe the activities.

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

Yes

No

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

WILL YOUR EVENT BE SERVING ALCOHOLIC BEVERAGES? Yes No

WILL YOUR EVENT HAVE VENDOR RELATED SALES? Yes No

WILL YOUR EVENT HAVE CARNIVAL/CIRCUS ACTIVITIES? Yes No

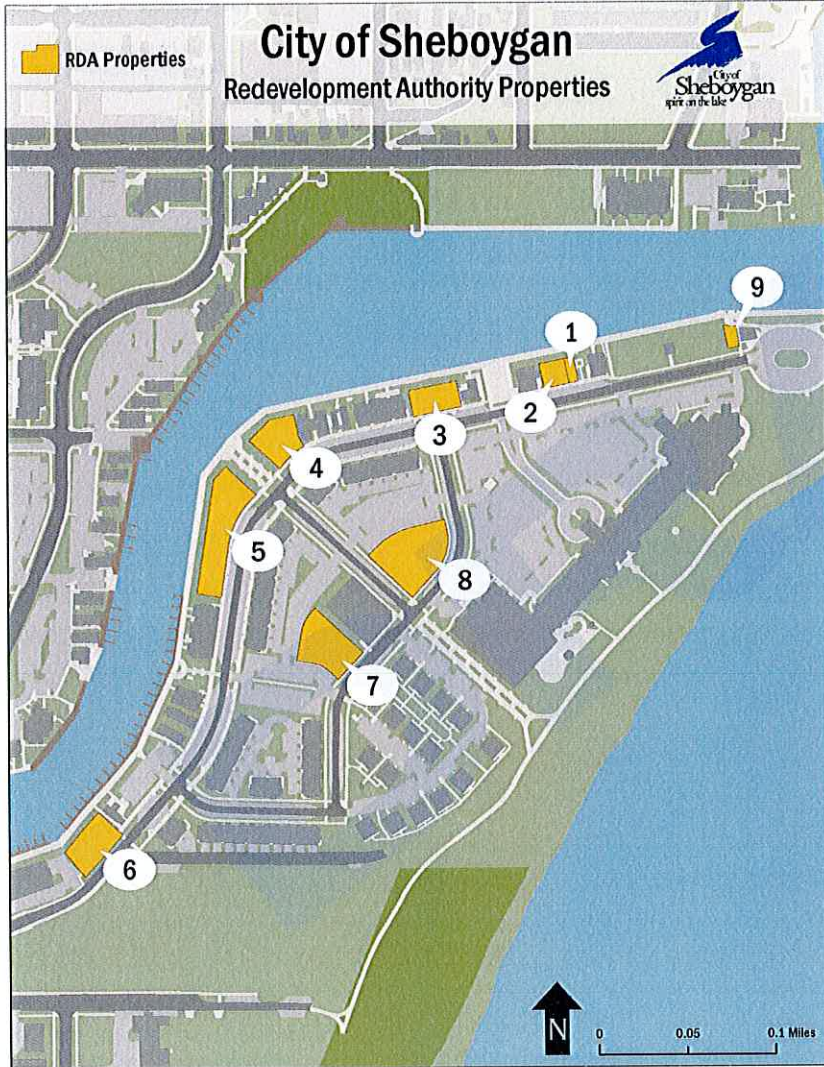
DO YOU REQUIRE PARKING METERS TO BE COVERED? Yes No

WHAT PROPERTIES OF REDEVELOPMENT AUTHORITY (RDA) LAND ARE YOU REQUESTING FOR YOUR EVENT?

- RDA Property 1
- RDA Property 4
- RDA Property 7

- RDA Property 2
- RDA Property 5
- RDA Property 8

- RDA Property 3
- RDA Property 6
- RDA Property 9



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, Erika Pankratz of Down Syndrome Association of Wisconsin 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 9. 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

4/16/2024

SIGNATURE FOR HOLD HARMLESS - REDEVELOPMENT AUTHORITY LAND



Signed electronically on 4/17/2024

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

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 9/14/2024 and 9/14/2024. 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 Down Syndrome Association of Wisconsin of 11709 West Cleveland Avenue, Suite 2, West Allis, WI 53227 ,

HAVE SIGNED THIS AGREEMENT ON

4/16/2024

SIGNATURE FOR INDEMNIFICATION



Signed electronically on 4/17/2024

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

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



contingency-plan-1713370468984.pdf

Visit heygov.co/sheboyganwi.gov/fr_01hrfthjnsch2anctgs6x20bqz to view or download full files.

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

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

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

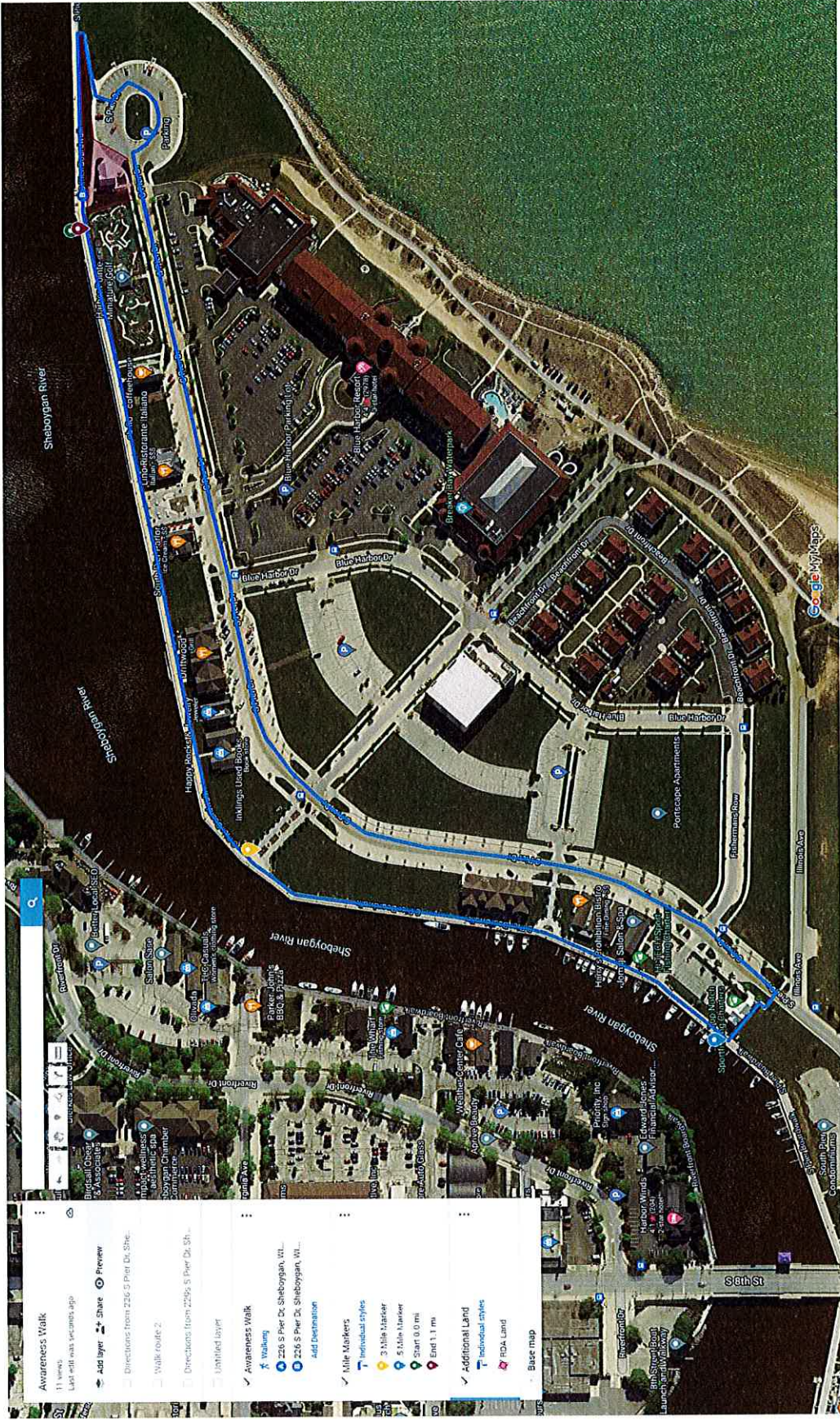


Signed electronically on 4/17/2024

TITLE AND ORGANIZATION NAME

Erika Pankratz - Down Syndrome Association of Wisconsin

SUBMITTED AT: 4/17/2024



Awareness Walk
11 views
Last edit was 1 year ago

Add layer Share Preview

Directions from 224 S Pier Dr, She...

Walk route 2

Directions from 229 S Pier Dr, She...

Unfilled layer

Awareness Walk

Walking

224 S Pier Dr, Sheboygan, WI...

224 S Pier Dr, Sheboygan, WI...

Add destination

Mile Markers

Individual styles

3 Mile Marker

5 Mile Marker

Start 0.0 mi

End 1.1 mi

Additional Land

Individual styles

FGA Land

Base map



- Blue line is the walk route (on sidewalks)
- Red polygon is where we would like to host more activities, but need RDA approval.

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

If the weather forecast includes bad weather, will the event be cancelled?

If there are any severe weather watches or warnings during the duration of the event, we will cancel.

If so, how will attendees be notified?

We have everyone's contact information. They will be notified via email, facebook posts, and our website

Develop a plan for the sudden onset of severe weather.

Weather will be monitored throughout the duration of the event. If a sudden onset, we will end the event and families will leave. There are public bathrooms nearby and Harbor Pointe has a building that we can use if extreme weather.

Where will the people go and who is designated to assist in their safe arrival at the safe refuge place?

Walk Volunteers will be informed and DSAW staff will assist to getting people to safety.

Is there an area of safe refuge in case of a tornado?

Public bathrooms and Harbor Pointe Facilities will be used.

MEDICAL ISSUES

Where will ambulance access to the event be in case one is needed?

The road way will not be blocked. Ambulances can access Harbor Pointe to assist if needed.

Who will conduct crowd control in the event of a medical emergency?

DSAW Personal and Board Members

Will a first aid station, with trained first aid provider, be provided at the event? Where?

No station, but Erika (Event organizer) is trained in First Aid.

If applicable, is there adequate shade to prevent heat stroke?

Yes, we have small tents available.

Will water be provided? Where?

Yes, water bottles are free for attendees located on site.

CROWD CONTROL

Who will monitor the barricades?

NA

Who will work the entry gates?

Erika (Event organizer), DSAW board members, Harbor Pointe staff

Maintain egress and access?

Harbor Pointe will still be open to public access.

Who will patrol the area to prevent incidents from getting out of control?

Erika (Event organizer) and DSAW Board members

Develop a plan for those patrolling the crowd of what to do if they encounter unruly behavior.

Have communications equipment.

Erika will be notified. Members will be asked to leave and police will be called to escort participants of the premises. Participants will not be allowed to return to event.

SECURITY

Will there be Police Officers providing security? If so, contact the Police Department for applicable requirements or guidelines relation to the number necessary.

No

If volunteers or private agencies provide security, will they have appropriate phone numbers for EMS, Fire, and Police?

No private security

If applicable, what will security officials do if non-paying attendees breach the gate/perimeter?

NA

If a complaint is received, for example, for loud music, how and who will handle the complaint?

Erika

Provide communications equipment. Portable radios, cell phones, and access to landlines.

All volunteers will have Erika's phone number to contact if there is an emergency or issue.

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?

Volunteers will check in at registration and be placed throughout the venue.

What time will the crowd be disbursed and by whom?

The event runs from 2:00-6:00PM. Participants will be asked to leave by 6:00PM. This is noted on registration and signs being placed at the venue.

Who will conduct clean-up?

Erika

Appoint one person to oversee and take responsibility for the event. Who?

Erika

Will an adequate amount of restroom facilities be provided? Where?

Public bathrooms are located next to the venue.

Is there adequate safe parking provided? Where?

Parking is available near the venue and on the road.

 RDA Properties

City of Sheboygan

Redevelopment Authority Properties

