



City of La Crosse, Wisconsin

APPLICATION FOR SPECIAL EVENT PERMIT

New Event Repeat Event Repeat Event with Changes (explain in the description)

Date Received: 4/12/13 Fee: \$150.00 Invoice No. _____
*Deadline 60 days prior to event.

EVENT ORGANIZER – Information about the person, entity or organization holding the special event.*

Legal/Real Name: La Crosse Area Family YMCA

Address: Street 1140 Main Street City La Crosse State WI Zip Code 54601

Phone: 608-519-5493 Email: knewkirk@laxymca.org Website: laxymca.org

Nonprofit Tax Exempt Number 501(c)3, if applicable (include photocopy) FIN: 39-0806172

Wisconsin Seller Permit Number _____
Sales Tax, if applicable (include photocopy) _____
If the named organization is not required to hold a Wisconsin Seller's Permit pursuant to s. 77.54 (7m), Wis. Stats., check this box

EVENT COORDINATOR – Information for person to contact before, during and after event, if necessary.

Contact Name: First Kirsten Middle J. Last Newkirk

Address: Street 1140 Main St City La Crosse State WI Zip Code 54601

Phone: 608 519 5493 Email: knewkirk@laxymca.org

*Personal Data Sheet MUST be completed for each Officer/Member of the Organization AND Event Coordinator.

EVENT INFORMATION

Event Name: Maple Leaf Run Walk

Event Location: Riverside Park is the location: Park/Public Property ___ Street/Alley/Right-of-Way ___ Private Property ___

Event Date(s): September 30th, 2023
List each date of multi-day event

Event Time: Start Time 7:00 am End Time 11:00 am

Set Up/Take Down: Set Up Begins 5:00 am Take Down Ends 12:00 pm

Total Anticipated Attendance: ~1400
Base off previous events if recurring

Daily Anticipated Attendance: If a multi-day event (circle one) 0-250 250-500 500-1000 1000 – 5000 5000

Admission Requirements: race registration
If applicable

Event Description (purpose, activity, who can participate, etc. Attach additional sheet if necessary.)
This race includes a half marathon, 5 mile, 5K & Kids race leaving from Riverside Park

If you have multiple activities in your event that include closure or use of right-of-way i.e. two parades or a combination of parade and run/walk, etc., a separate activity summary describing each event is required and must be submitted with this application.

If you are using a City park or facility, you must make the reservation through the Parks, Recreation & Forestry Department prior to filing the Special Event Application. The Park Office phone number is 608-789-7533.

If said location is private property, and is not owned by organizer, a signed statement from property owner that applicant has permission to use said property for the special event is required.

Applicant is responsible for assuring they have all necessary reservations, permits and licenses prior to hosting the special event. Relevant information and contacts are provided in the Policies & Procedures Manual as well as below.

Answer all questions regardless the size of the event; incomplete applications will be returned.

City Clerk – Call 608-789-7510 for the following additional licenses, permits and necessary information.		
Will there be food prepared/served at the event? If yes, explain (i.e. food truck, food stand, catered, etc.): <i>donuts will be served to participants following the race</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	While food vendors are exempt from City permitting, event organizers MUST ensure vendors are properly permitted with County Health or the State of Wisconsin. Not doing so may delay the permit or require a vendor to be removed. A list of vendors MUST be submitted prior to the event with applicable information. <i>When serving food, contact the La Crosse County Health Department at 608-785-9771.</i>
Will there be vendors selling merchandise?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Merchandise vendors are exempt from City permitting when participating in a special event; however, a list of vendors must be submitted. DOR reporting required.
Will alcohol beverages be sold/served/consumed? If yes, explain (how, who, where): *Fencing required. *Licensed <u>beverage operators</u> must be present. *Beer/wine must be purchased from a wholesaler. *Liquor Liability Insurance Required. See <i>FAQs and Excerpts</i> for additional information.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	A <u>Temporary Class B Retail</u> License is required to sell, serve or consume beer or wine (no liquor). Eligibility requirements apply. If you are expanding an establishment license, an Expansion license is required: <ul style="list-style-type: none"> • <u>Expansion to Private Property</u> • <u>Expansion to Public Property</u> If a brewery is using a secondary location, please explain and a temporary license is not necessary.
Will there be a live amplified outdoor music? If yes, explain: Band ___ DJ ___ Other _____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Noise is regulated in the City of La Crosse; see <u>Sec. 32-134</u> of the Municipal Code. <i>Event organizers shall contact nearby properties, so they are aware of the event.</i>
Will your event include any of the following: run <input checked="" type="checkbox"/> walk <input checked="" type="checkbox"/> bike tour ___ bike race ___ parade ___ other procession _____ <small>*If multiple activities, please complete an Activity Summary for each. *If closing a highway, a highway closure form must be submitted. This information is provided to the Wisconsin Department of Transportation.</small>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	A legible route map and turn-by-turn list must be submitted; include assembly area, starting point and termination point. Complete <u>Activity Summary</u> if necessary. Visit the <u>Engineering/Construction Projects</u> to view upcoming projects to ensure your route is not affected.
If a recurring event, are you using the same route?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	A <u>Carnival, Circus or Menagerie</u> License is required. *Additional insurance required.
Will your event include a carnival or amusement of any kind? i.e. bounce house, inflatables, amusement rides, etc.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Certain domesticated animals are allowed; see Sec. 6-8 of the Municipal Code.
Will your event include animals, petting zoo or other animal exhibition? If yes, describe (type of animals):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Events with wild or vicious animals, a <u>Carnival, Circus or Menagerie</u> License is required.
Will your event include horse drawn carriage rides? If yes, who is the operator?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Operator must be licensed for <u>Horse Drawn vehicles</u> .
Fire Department – Community Risk Management (CRM) – Call 608-789-7530 for the following additional permits, requirements and necessary information.		
Will there be a tent or canopy more than 400 feet?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	An <u>Application for Tent/Structure Permit</u> is required and an inspection prior to occupancy. <i>Event organizer is responsible for calling Digger's Hotline and coordinating, as necessary.</i>
Will fireworks or pyrotechnic special effects be used during event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	An <u>Application for Display of Firework/ Pyrotechnic Special Effects</u> is required to be filed with the Fire Department. *Additional bond or insurance required.
Will you be providing portable toilets? If so, how many? <u>15</u> portable toilets ___ accessible portable toilets	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Based on capacity as required by Ch.29 of IBC. <i>Portable toilets are not provided by the City; you are responsible to contract those services.</i>
Will you be running temporary water/plumbing or electrical services to the event site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, contact CRM. An Inspection will be required.
Will you be using temporary fencing for the site area? If yes, size of exits?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, provide fencing details in the site map. An inspection and plan approval are required. <i>Event organizer is responsible for calling Digger's Hotline and coordinating, as necessary.</i>
Do you intend to have Fire/EMS vehicle access lanes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Required: emergency vehicle access lanes (min. 20').
Do you have an emergency plan?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	For accidents, injuries, fires, severe weather, etc.

Parking Utility – Call 608-789-4908 for parking requirements and necessary information.		
Do you have a parking plan?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have handicap parking?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Parks, Recreation & Forestry Department – Call 608-789-7533 for the requirements and necessary information.		
Will the event be held in a City park or utilize any park facility?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Reservation needs to be confirmed before Special Event Application can be filed. <i>Some City property may require approval by the Board of Public Works i.e. Field for Kids.</i>
Park Board approval was granted: _____		
Police Department – Call 608-789-7238 (non-emergency) for necessary information.		
Do you have a security plan?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Street Department – Call 608-789-7340 for the necessary information.		
Do you intend to use a street, alley or right-of-way?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Describe area in description and site plan.
Closure of a highway (state or county)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Yes, complete a Request for Highway Closure .
Do you need barricades or signage for your event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Barricades/signage can be provided by the city. A cost estimate based on needs will be provided with your permit and actual costs will be invoiced at the conclusion of the event.
If yes, include barricade placement in the site plan. If no, provide a traffic control plan*.		
If yes, do you want to pick up ___ or have delivered ___ <i>Delivery by City required for larger events with a lot of equipment.</i>		*If you are using equipment from a third party, you must provide a map showing where the traffic control equipment will be placed.
Do you have an established traffic control plan? If not using City traffic control equipment, submit your proposed traffic control plan with application.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Police & Traffic Engineer will assist with developing a plan i.e. where barricades, signage or when Police assistance is needed.
Do you have a waste management plan? Contact Recycling Supervisor with questions 608-789-7507	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	A solid waste and recycling plan must be provided detailing receptacle quantities and layout.
Applicant understands that extraordinary service fees may be billed because of the event. Applicant will pay the actual costs for the use of equipment, resources, or services if the event requires more than the reasonable and necessary services provided by the city. If money is owed from a previous event, the permit may not be approved until paid. If any traffic control materials are missing or returned damaged, fee for replacement/repair will be invoiced. <i>Note: Extraordinary service fees are an addendum to the Policies & Procedures Manual.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The City will invoice the event organizer after the conclusion of the event. Payment shall be made within thirty (30) days of the invoice. <i>Organizers must notify the city if the event is cancelled or altered for any reason. If notice isn't given until after traffic control materials have been delivered, organizers will still be billed the cost of materials and labor.</i>

**Special Event Checklist. All forms are to be turned into the City Clerk's Office unless otherwise noted.
Incomplete applications will be returned. Please call if you have questions.**

- _____ Special Event Application (*complete and signed*). Include additional Activity Summaries or Highway Closure, if necessary.
- _____ Special Event Fee (*cash, check payable to City Treasurer or credit with a convenience fee*).
- _____ Certificate of Liability Insurance **AND** Additional Insured Endorsement.
- _____ Photocopy of Tax-Exempt Number, if applicable. **Required to avoid sales tax if being billed for materials i.e. barricades.*
- _____ Photocopy of Wisconsin Seller Permit, if applicable. **Required unless exempt pursuant to s. 77.54 (7m).*
- _____ Statement from property owner, if applicable.
- _____ Map of Special Event area (site plan); include any street, alley or right-of-way closed for the special event and placement of barricades. Site plan must include, as applicable, alcohol sales location(s), stages, temporary structures, vendors, carnival, portable toilets, garbage/recycling receptacles and dumpsters, fencing, exit locations for fenced events, accessible paths, handicap parking, access for emergency vehicles and personnel.
- _____ Map of Parade/Procession (and turn-by-turn list); also include assembly area, starting point and termination point.
- _____ Traffic Control Plan showing where barricades and signage will be placed, if necessary.
- _____ Waste Management Plan including quantity of receptacles for solid waste and recycling and their locations.
- _____ Merchandise/Food Vendor List, with all applicable information. **Due no less than fourteen (14) days before the event.*

The following additional applications (and associated fee) if applicable:


- _____ Application for Temporary Class B Retail Alcohol License (*liquor liability insurance required*).
- _____ Application to Expand Alcohol Beverage License – public or private property (*liquor liability insurance required*)
- _____ Application for Carnival, Circus or Menagerie (*additional liability insurance required*).
- _____ Application for Tent/Structure Permit.

Indemnification and Hold Harmless

(Read carefully before signing!)

Indemnification: By signing below, I acknowledge that for good and valuable consideration, I (applicant), on behalf of myself and the organization, if applicable, agree to indemnify, defend and hold harmless the City of La Crosse and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses and costs, including attorney fees, arising out of the activities performed as described herein, caused in whole or in part by any negligent act of omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts may be liable, except where caused by the sole negligence or willful misconduct of the City.

Certification: By signing below, I certify that I am at least 18 years of age, that I have read and understand the Special Event Policy and that I agree to the terms and conditions contained in the Special Event Policy. My signature further confirms: (i) I understand the filing of this application does not ensure the issuance of a Special Event License. (ii) The special event permit fee is non-refundable pursuant to the terms of the Special Event Policy. (iii) I will be responsible for ensuring the event and event participants comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes and alcohol licensing regulations and any other applicable laws, rules and regulations including the Special Event Policy. (iv) Fees for park facilities, food vendor permits, tent and fireworks permits, other municipal services and equipment, etc., are in addition to the Special Event Permit fee. (v) I am authorized to apply for this Special Event Permit on behalf of the organization holding the event (if applicable). (vi) The information contained in this application is true and correct to the best of my knowledge. I understand that intentionally providing false or misleading information in this application will be basis for denial/revocation of the permit and may lead to civil or criminal penalties.

Signature of Applicant:  Date: 4/5/2023

Printed Name of Applicant: KIRAN NEWKIRK

Submit Special Event Application and fee (including any other applicable license/permit applications and fees) to:

City Clerk
400 La Crosse Street
La Crosse WI 54601

Questions: 608-789-7510 or email licenses@cityoflacrosse.org

Date Routed:	For Office Use Only			
DEPARTMENT	APPROVE	DENY	BY	REASON (if denied)
Special Event Staff				
La Crosse County Health				
Parks, Recreation & Forestry				
Police				
Fire Department - CRM				
Engineering & Public Works				
Streets				
Recycling				
Parking Utility				
Transit				
City Clerk				
Investigation – Personal Data Sheet				
Police – Records				
Delinquencies – Organization and Personal Data Sheet				
Legal				
Treasurer				
Utilities (water, storm, sewer)				
Municipal Court				
Parking Utility				











License Issue Date:	License No:
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RIVERSIDE SETUP MAPLE LEAF WALK RUN

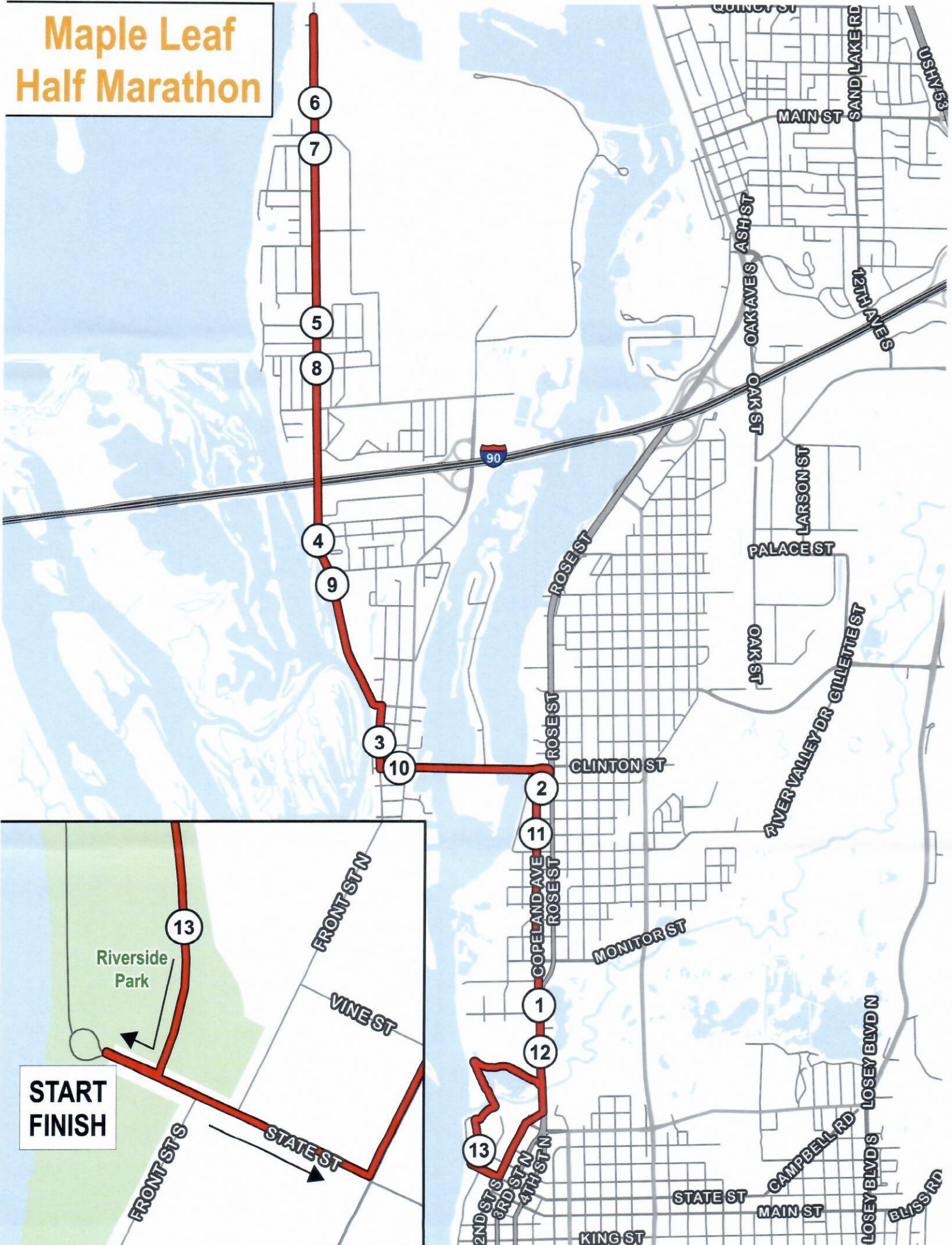


the



-  Porta Potties
-  Timing Company
-  Flag Rope
-  FINISH
-  Finish Line
-  Starting route
-  Pepsi Trailer
-  Dumpster
-  Speakers
-  Tents
-  Bag Drop with Snow Fence
-  Finishing route
-  Fowler and Hammer Trailer
-  Spectator route

Maple Leaf Half Marathon



**START
FINISH**

Riverside
Park

13

FRONT ST N
FRONT ST S

VINE ST

STATE ST

2

11

1

12

13

2ND ST S

3RD ST S

4TH ST S

ROSE ST

ROSE ST

ROSE ST

MONITOR ST

CLINTON ST

KING ST

STATE ST

MAIN ST

CAMPBELL RD

LOSEY BLVD N

BLISS RD

RIVER VALLEY DR
GILLETTE ST

OAK ST

OAK ST

PALACE ST

LARSON ST

QUINCY ST

MAIN ST

SAND LAKE RD

12TH AVE S

USHY ST

90

6

7

5

8

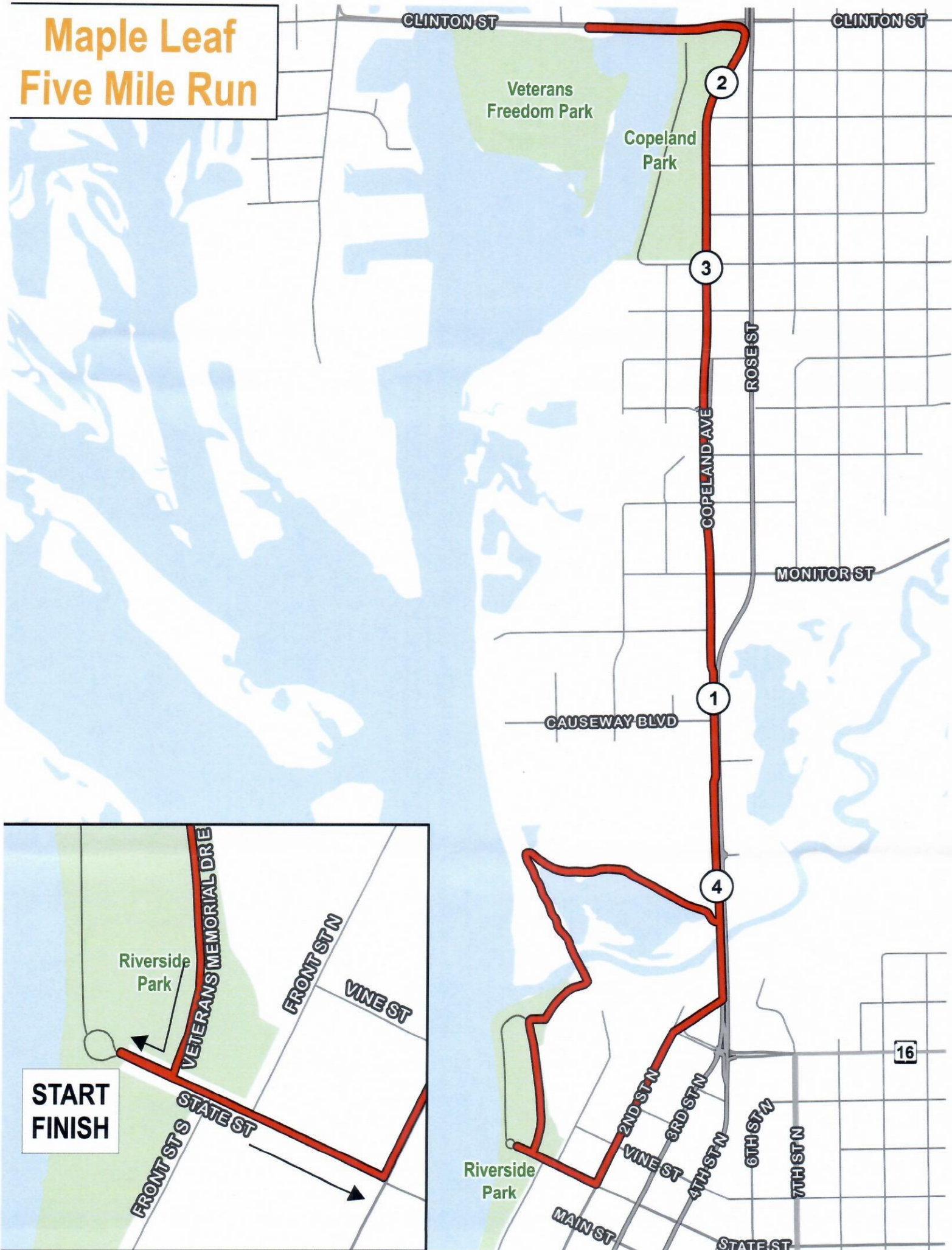
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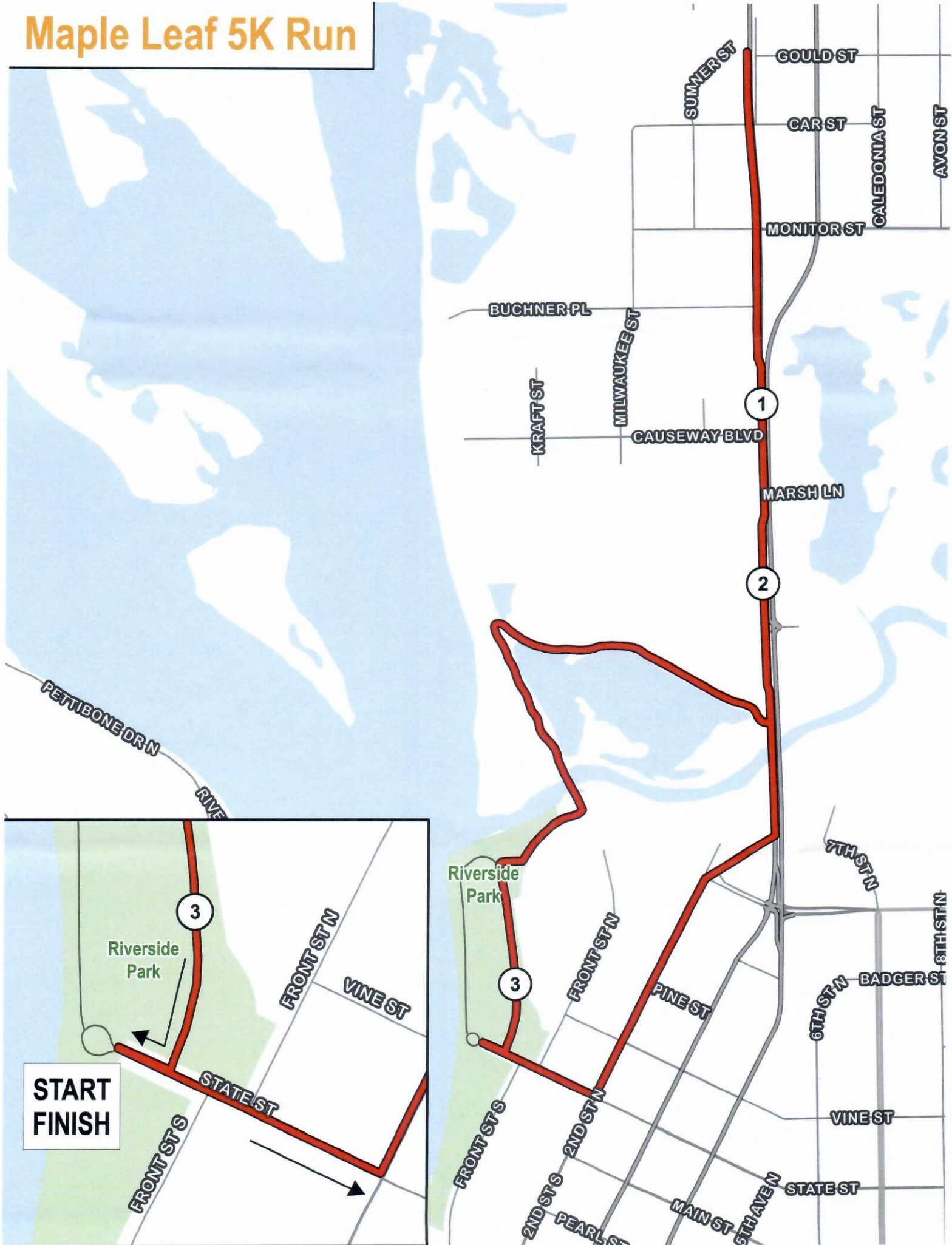
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Maple Leaf Five Mile Run



Maple Leaf 5K Run



**START
FINISH**

Riverside
Park

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – AUTOMATIC STATUS WHEN REQUIRED BY WRITTEN CONTRACT WITH YOU

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

- A. Section II - Who is An Insured** is amended to include as an additional insured any person or organization you are required by a written contract to name as an additional insured.

The written contract must be:

1. Currently in effect or becoming effective during the term of this policy; and
2. Signed by all parties to the written contract or written agreement prior to the "bodily injury," "property damage," "personal injury and advertising injury."

- B.** The insurance provided to the additional insured is limited as follows:

1. That person or organization is only an additional insured with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused in whole or in part, by:
 - a. your ongoing operations performed for the insured at the location designated in the written contract; or
 - b. premises owned or used by you.

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- b. If coverage provided to the additional insured is required by a written contract or written agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- C.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

1. "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

- a. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; and

- b. Supervisory, inspection, architectural or engineering activities.

2. "Bodily injury" or "property damage" occurring after:

- a. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed: or

- b. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principle as a part of the same project.

- D.** As respects the coverage provided under this endorsement, Paragraph **4.b. Section IV – COMMERCIAL GENERAL LIABILITY CONDITIONS** is amended with the addition of the following:

4. Other Insurance

b. Excess Insurance

This insurance is excess over:

Any other valid and collectible insurance available, procured by or on behalf of the additional insured whether primary, excess, contingent or on any other basis unless a written contract specifically requires that this insurance be either primary or primary and noncontributing. Where required by written contract, we will consider any other insurance maintained by the additional insured for injury or damage covered by this endorsement to be excess and noncontributing with this insurance.

West Bend Mutual Insurance Company
West Bend, Wisconsin 53095

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If no written contract specifically requires primary or noncontributory coverage, then this insurance is excess, as a condition of coverage, the additional insured shall be obligated to tender the defense and indemnity of every claim or suit to all other insurers that may provide coverage to the additional insured, whether on a contingent, excess or primary basis.

When this insurance is excess, we will have no duty under Coverage A. and Coverage B. to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.