

The Pavilion at School Yard Park Special Event Permit Application



Village of Union Grove · 925 15th Ave. Union Grove, WI 53182 · Phone: (262) 878-1818
Fax: (262) 878-3782 · E-mail: info@uniongrove.net · Website: uniongrove.net

A Special Event Permit is required for any proposed event at The Pavilion at School Yard Park that involves one or more of the following: sale of any items or services, sale of alcohol beverages, use of one or more musical instruments, use of any sound equipment and 100 or more expected attendees. Before completing this application, please review the Reservation & Use Policies Document for further information about reservation procedures and rules relating to use of The Pavilion.

To apply for a Special Event Permit, submit this application, permit fee and any attachments at least sixty (60) days prior to the proposed event date. Application materials are accepted by mail, in the Municipal Center drop-box or in-person at the Municipal Center during normal business hours (Monday-Friday, 8 a.m. to 4:30 p.m.). Special Event Permits require approval from the Recreation & Parks Committee. Contact the Village Offices for questions at (262) 878-1818.

Application Checklist:

- Application fee of \$200.00 (Non-Profit), \$300.00 (Union Grove/Yorkville Residents) or \$550.00 (Non-Resident or Business)
- Certificate of Liability Insurance for events open to the public or exceeding 100 attendees. The insurance policy shall have a minimum limit of \$1,000,000 in place for the event. For events where alcohol will be present, the policy shall be endorsed to include liquor liability. The Village of Union Grove shall be named as additional insured and the certificate shall be sent to the Village Clerk's office at least one week prior to the event.

Section A. Applicant Information:

1. Full Name: _____
2. Date of Birth: _____
3. Organization or Business Name (if applicable): _____
4. Organization Type (if applicable): ____ For-Profit ____ Non-Profit Organization 501(c) ____
EIN # (Tax Exempt Number): _____
5. Telephone Number: _____ Day-of-Event Telephone: _____
6. Full Address: _____
7. Union Grove or Yorkville Village Resident: ____ Yes ____ No
8. E-mail Address: _____

Section B. General Event Information:

1. Name of Event: _____
2. Date(s) of Reservation: _____
3. Requested Time(s): _____
4. Purpose of Event: _____
5. Is the event open to the public? _____ Yes _____ No
6. Estimated attendance number: _____
7. Basis for estimate: _____
8. Description of any items that will be sold at the event and who will be selling them (if applicable):

9. Are you proposing the sale of beer and/or wine at the event? _____ Yes _____ No

The sale of alcohol requires a separate Temporary Alcohol License issued to bonafide organizations only. If answering yes, please attach a Temporary Alcohol License Application.

10. Description of how the sale of beer and/or wine will be controlled to prevent underage consumption, overconsumption and unruly behavior (if applicable):

11. Description of plan for providing event security (if applicable):

12. Description of plan for handling refuse collection and after-event clean-up:

intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the Village of Union Grove, and each and every of its elected and appointed officials, employees, representatives, and agents, regardless of when or where, occurring or arising from this event.

Applicant Signature: _____

Date: _____

This Section for Office Use Only:

Date Filed: _____ Permit Fee: \$ _____ Received By: _____

Permit(s) Required:

_____ Special Event Permit. Recreation & Parks Committee

Decision Date: _____ Approved _____ Denied

_____ Temporary Alcohol License. Village Board Approval

Decision Date: _____ Approved _____ Denied

Permit Conditions:

Village of Union Grove The Pavilion at School Yard Park Reservation and Use Policies

Adopted March 9, 2020

1. Application

The Pavilion at School Yard Park (“The Pavilion”) Reservation and Use Policies applies to the Entertainment Pavilion located in School Yard Park in the Village of Union Grove.

2. Hours

Per Village ordinance, School Yard Park is open to the public daily from 6 a.m. to 9 p.m. Use of the Pavilion is limited to the hours of 9 a.m. to 9 p.m. Event Organizers (“Organizers”) who are in the process of cleaning up after the event may be on the park grounds no later than 9:30 p.m. unless otherwise requested and approved by the Village Clerk. All other event attendees are required to vacate the park before 9 p.m. or may be ticketed by the Racine County Sheriff’s Department. All alcohol sales shall cease at 8 p.m. All loud music and noise shall cease at 8:30 p.m.

3. Permit Required

A permit from the Village of Union Grove is required for any planned event or use (public or private) at the Pavilion. Permit requirements are listed below, according to the type of event:

A. Special Event Permit

A Special Event Permit is required for an event that meets one or more of the following criteria:

- a. Involves the sale of any items or services
- b. Involves the sale of alcoholic beverages of any kind
- c. Involves one or more live musical instruments
- d. Involves the use of any sound equipment
- e. 100 or more attendees are expected

To apply for a Special Event Permit, an Organizer shall submit an application and an application fee to the Village Clerk at the Union Grove Municipal Center at least sixty (60) days prior to the proposed date of the event. The permit fee (per day) is provided in the Village’s fee schedule.

Applications for a Special Event Permit shall be approved by the Recreation and Parks Committee (“Committee”). Applicants are strongly encouraged to attend the Committee meeting to answer any questions about the proposed event. Applicants shall receive notice of the scheduled Committee meeting. Applications are reviewed by the Committee on a case-by-case basis. The Committee may impose or alter any

conditions on the event or request additional information or plans. The Committee reserves the right to deny an application for any reason.

B. Regular Pavilion Permit

A Regular Pavilion Permit is required for any organized events and uses of the Pavilion that do not meet any of the criteria for a Special Event Permit. To apply for a Regular Pavilion Permit, an Organizer shall submit an application form and fee to the Village Clerk at the Union Grove Municipal Center at least one week prior to the proposed date of the event. If the proposed use is consistent with this policy and the Pavilion is available for the requested time(s), the permit may be issued at the time of application. The permit fee is provided in the Village fee schedule.

A Regular Pavilion Permit shall comply with all Village Ordinances related to noise and decibel levels, and gatherings.

4. Sound Equipment

The Pavilion and nearby storage shed are equipped with the following sound equipment:

- 1 - Ashly MXA 1502 Digital Mixer Amplifier
- 2 - Ashly WR 5 Remotes
- 1 - Danley Sound Labs OS80 Outdoor Speaker
- 4 - K&M A201 Microphone Stands
- 6 - Pro Co Ameriquad 30' Microphone Cables
- 1 - Shure Beta 53 Headset
- 1 - Shure QLXD14 Bodypack Wireless
- 2 - Shure QLXD24/Beta58 HH Wireless

The equipment shall only be used for authorized uses by individuals who know how to use the equipment properly. Additionally, the equipment shall only be used by Organizers who have been granted a Special Event Permit. The cost of any lost, stolen, or damaged equipment shall be charged to the Organizer. Any additional sound equipment, including instruments, speakers, microphones, amplifiers and mixers, require approval from the Recreation and Parks Committee. All noise and decibel levels shall comply with Village ordinances unless an exemption is granted by the Recreation and Parks Committee (see Sec. 74-32 and Sec. 118-921 attached).

5. Restrooms and Concession Stand

Restrooms will be available during permitted events. Reservation of the concession stand and pavilion area requires a separate permit from the Union Grove Municipal Center. The Recreation and Parks Committee may require an Organizer to obtain additional portable restrooms for an event at the expense of the Organizer, depending on the expected capacity of an event.

6. Capacity and Security

Based on the date, time and nature of an event using the Pavilion, the Recreation and Parks Committee may limit the number of attendees and/or require one or more off-duty police officers to provide security. The Organizer shall be responsible for the expense of any off-duty

police officers or security. The Village shall notify the Racine County Sheriff's Department of an event with a Special Event Permit.

7. Clean-Up

Set-up, preparation, and clean-up for an event is the responsibility of the Organizer. Any damage to the grounds, amenities or structures shall be the responsibility of the Organizer. A citation may be issued for damages to the grounds or pavilion under Sec. 74-30 of the Village's Code of Ordinances.

8. Weather

A reservation fee refund shall not be returned due to inclement weather. An Organizer may reschedule an event due to forecasted future inclement weather conditions, and the park reservation fee shall be applied to a new date, if that date is available for rental. An Organizer shall notify the Village Clerk of the intent to change the date of an event due to inclement weather at least twenty-four (24) hours prior to the scheduled event start time.

9. Cancellation

An event may be cancelled by the Organizer. A cancellation shall be submitted to the Village Clerk no later than fourteen (14) days prior to an Event. An Organizer who cancels an Event less than 14 days prior to the Event shall not receive a refund of their rental fee.

10. Other Park Areas

School Yard Park remains open to the public during reservations. Organizers shall share the park area playground equipment, ball fields, and other park amenities. Organizers shall be courteous to all park visitors.

11. Parking

Unless approval is granted by the Recreation and Park Committee, all vehicles shall park in designated parking areas in the parking lot or on the street. Organizers and event attendees shall not drive or park on the grass, sidewalks, or pathways. The Recreation and Park Committee may require an Organizer to submit a parking and traffic plan for an event.

12. Damage

The Organizer shall immediately notify the Village of any damage to Village and park property. The Organizer shall be responsible for all damages to Village and Park property caused as a result of an Event in School Yard Park. This shall include damages as a result of setup or tear down of an Event. Organizer shall be responsible for all fees and costs required to collect outstanding damages, including any attorney's fees.

13. Indemnification.

Organizers shall agree to hold the Village, its elected and appointed officers, and employees harmless from any liability for claims or damages for personal injury or property damage caused by or arising from the negligence of the Organizer or the Organizer's attendees at an event in the performance of its obligations under these policies and a Special Event Permit.

All obligations of the Village under these policies shall remain subject to the governmental immunities, defenses, and other statutory limitations set forth in Sec. 893.80 Wis. Stats., which shall be applied to both contractual and tort liability of the Village with respect to events at the School Yard Park, and nothing herein or in a Special Event Permit constitutes a waiver by the Village of the terms of that statute despite any provision herein to the contrary.

14. Insurance

A certificate of liability insurance is required for events that are open to the public or exceed 100 attendees. The insurance policy shall have a minimum limit of \$1,000,000 in place for the event. For events where alcohol will be present, the policy shall be endorsed to include liquor liability. The Village of Union Grove shall be named as additional insured and the certificate shall be sent to the Village Clerk's office at least one week prior to the event.

15. Park Amenities

Park amenities, such as benches, tables, and trash receptacles shall not be moved from their original location without prior approval from the Village of Union Grove. Amenities shall be moved by Union Grove Public Works staff ONLY.

16. Pets

Dogs and other pets are prohibited from the park, except for trained service animals that are individually trained to work or perform tasks for a person with a disability. The ADA and Wisconsin Equal Rights law definition of a trained service animal does not include pets, comfort animals, and emotional support animals. These types of animals are not trained to do work or perform tasks for a person with a disability and are not permitted in the park.

17. Food and Beverages

No alcohol may be possessed or consumed in the park without obtaining a special permit from the Village of Union Grove. Alcohol shall not be sold without obtaining a Temporary Class "B" license approved by the Village Board. To prevent minors from buying or being given alcoholic beverages, a written plan shall be submitted to the Village. Please contact the Village Clerk to discuss license requirements. Additionally, glass containers are prohibited in the park. Charcoal grills are not allowed on or within 10' of the Pavilion. Hot coals shall be placed in a bucket of water and taken home for disposal. Do not place hot coals in park trash receptacles.

18. Decorations

Balloons and confetti are prohibited. Nails, thumbtacks, staples, and other fasteners that cause damage are prohibited. Masking and transparent tape are permitted. All decorations shall be removed at the end of the event. Use of sidewalk chalk and other markings on park amenities and the Pavilion are prohibited.

19. Conduct and Other Conditions

The Organizer shall be responsible for the conduct and control of both patrons and participants and shall provide adequate supervision of event attendees. Organizers shall be present at all times during the rental period. All State laws and Village ordinances shall be followed during the event. Additional rules or conditions may be set by the Recreation and

Parks Committee based on the individual circumstances of the proposed event. Any additional conditions or denials may be appealed to the Village Board.