



Mount Pleasant Parks & Recreation
Public Special Event Planning and Application

Mount Pleasant Village Hall
8811 Campus Drive
Mount Pleasant, WI 53406

Mount Pleasant Park and Recreation Special Event Rules and Regulations

What Requires a Special Event Permit?

A Special Event Permit Application must be completed, processed, and approved, including payment, to reserve an outdoor park space, parkway or park road for any of the following:

- A public event, e.g., outreach, rally, promotional event, or religious event;
- Bike race, bike ride, cross country meet, walk or run;
- Outside event with amplified music or a speaker system;
- Outdoor park space that is not designated as an athletic field or picnic area.

Do not complete this form if you are interested in reserving the following places. Please contact the Mount Pleasant Village Hall to place your reservation.

- Picnic area for a private function
- Athletic field

If you are uncertain as to whether or not you should complete the attached Special Event Permit Application, please contact the Village Hall at 262-664-7800.

Special Event Permit Application Process

1. Please complete the Special Event Permit Application and return to the Mount Pleasant Parks Special Event's Office. Please type or print in black ink. It is the responsibility of the applicant to submit any amendments and revisions to the original application in writing. Changes are subject to the review and approval of the Park Representative.
2. Please attach a detailed map of your requested route or site to your Special Event Application before printing any course map or site map. Your route/site must be approved by the Park Representative to ensure that the route/site will not interfere with other park activities. Street closures will require separate permits from the Village. Contact the Parks Representative for specific direction on how to seek committee approval.
3. The Village will notify you via e-mail or phone as to the status of your request. Upon confirmation of your reservation, you will receive the special event fee schedule and the due date. You will also receive the Park Representative's name and phone number, of whom you should contact to discuss the details of your event. All payments are required at least 90 days before your event date. If the Village does not receive your special event fee by the specified due date, the Village will assess a late fee.
4. Submit your Special Event Application, map, flyer or pamphlet (if applicable) by email to gbaumgardt@mtpleasantwi.gov, by mail or in person to the Mount Pleasant Village Hall, 8811 Campus Drive, Mount Pleasant, WI 53406, or by fax at (262) 664-7801. Submittal of an application does not grant you a permit or confirmation to conduct your planned event.
5. If you are a tax-exempt organization, please attach a copy of your State of Wisconsin Certificate of Tax Exemption.
6. The Village of Mount Pleasant reserves the right to require additional information or documentation regarding the applicant, applicant's company, sponsoring company/organization, co-sponsors, event participants, event

vendors, event activities or the event itself. Moreover, the Village of Mount Pleasant may postpone approval of event permits until receipt of additional requested information or documentation. Failure to submit asked information or documentation promptly may be cause for denial of a Special Event Permit.

7. All applicants are required to submit a "Certificate of Insurance" in the amount of \$1,000,000 worth of general liability coverage that names the village of Mount Pleasant as an additional insured for the date(s) of your event. The Village will inform you of your insurance requirements upon confirmation of your approval for a Special Event Permit. The Village will not issue your permit if the Village has not received the insurance certificate.
8. PLEASE NOTE: Costs incurred promoting and marketing events prior to the issuance of an approved Special Event Permit from the Village of Mount Pleasant and changes/modifications relative to the event from the Village of Mount Pleasant, other Mount Pleasant Departments and/or the various municipalities are at the sole expense and risk of the Event Organizer.
9. The Village of Mount Pleasant in its sole discretion may grant, deny, revoke or suspend any permit, at any time and for any reason. Cancellation of the permit for cause will result in forfeiture of all fees. For cause means if the terms of the application are misrepresented, violated or when public safety is threatened.
10. The Special Event Permit is subject to all local municipal and Racine County ordinances in addition to all rules and regulations governing parks and parkways and can be terminated at any time at the sole discretion of local law enforcement authorities when public safety is threatened.
11. The permit holder agrees at all times during the existence of this permit to indemnify the Village of Mount Pleasant for, and hold it harmless from all liability, claims and demands on account of personal injuries, property damage and loss of any kind whatsoever, including workers' compensation claims, which arise out of or are in any manner connected to this permit, based on any injury, damage or loss being caused by any wrongful, intentional, or negligent acts or omissions of the permit holder, its agents or employees. The permit holder shall, at its own expense, investigate all claims and demands, attend to their settlement or disposition, defend all actions based thereon and pay all charges of attorneys and other costs and expenses arising from any such injury, damage or loss, claim, demand or action.
12. New applicants may be required to attend a Park and Recreation Advisory Board meeting which are held on the third Thursday of each month to discuss the event. Additional meetings with Park and Recreation staff may be necessary.
13. Returning applicants may require additional approval from the Park and Recreation Advisory board should significant changes be made to previous event.

Special Event Rules and Regulations

All special events, applicants and guests, vendors and exhibitors shall abide by all municipal codes and rules governing the parks and parkways.

Additional Costs

- All events are required to pay for any extra arrangements needed. The Park Representative will provide a detailed cost estimate in writing. You will receive an invoice for these charges after the event, which will be due thirty (30) days from the date of your event.

Alcohol Sales

- A Certificate of Insurance for \$1,000,000 in general liability insurance is required, naming the Village of Mount Pleasant as an additional insured party. Host legal liquor liability endorsement on the Comprehensive General Liability Policy is also required when liquor is served at and on Village of Mount Pleasant functions and premises.
- The Village requires a liquor license for alcohol sales. A copy of the Liquor License must be on file with the Clerk's Office.

Amenities

- The Village of Mount Pleasant does not provide amenities such as portable restrooms, sound systems, stages, tables, chairs, tents, canopies or other equipment.

Amplified Sound

- The Village requires a municipal Noise Variance Permit for all amplified sound. It is the responsibility of the Event Organizer to provide electrical requirements to support the event.

Assignment

- Permits are not assignable and not transferable and sub-leasing is not permitted.

Bonfires

- No bonfires or open flame allowed without special permission. The permit holder may be assessed an additional fee from Village of Mount Pleasant or South Shore Fire Department for fire protection.

Cancellation

- The applicant must make all cancellations in writing.
- Special Event Permit cancellations must be received at the Village Hall no later than 90 days before the event to receive a full refund. The Village will charge all cancellations a \$50.00 administrative fee.
- Cancellations received at the Village Hall less than 90 days before the event date will receive a 50% refund. The Village will charge all cancellations a \$50.00 administrative fee.
- A special event may be rescheduled if, and only if, the Park Representative can accommodate a make-up date.

Change Fee

- If a written request to change a reservation is received by the Village Hall no later than 90 days before the event, a \$20.00 administrative fee applies.

Clean-up/Damage to Park Property

- The permit holder shall be responsible for the daily pickup, collection, and removal of all garbage and litter from the site and surrounding areas, which is due to the Event. The applicant shall in good faith negotiate details for the pickup and removal between the permit holder and the Park Representative. All garbage collection and

removal shall be to the satisfaction of the Village of Mount Pleasant. The Village will bill the permit holder for any additional cleanup and damage to park facilities.

- Permit holder needs to have a recycling program in place before the event. A copy of the program must be submitted a minimum of 30 days before the event date. The permit holder is responsible for the removal of recycling from the premises.
- The permit holder shall be responsible for any actual documented physical damage to the Premises caused by its Event, employees, agents, representatives, and guests. The Permit holder shall restore the Premises within five days of the conclusion of the Event to the satisfaction of the Parks Representative.

Electricity

- Electricity may not be available or approved for use. Applicants should consider alternate sources (i.e. generators). Should outlets be accessible, tripped breakers will result in no electricity for the duration of the event.

Event Timeline

- The Park Representative must approve all set-up and teardown dates and times and note such times on the Special Event Permit.
- The Village will assess the permit holder a fee for set up and teardown days.
- The Village will assess the permit holder a fee for equipment that has not been removed from the Park event site by the teardown date and time stated on the permit application.

Fees

- Special Event fees are due 90 days before the scheduled Special Event date. If the special event fee is received fewer than 90 days before the event date, special event fees increase by 20%. The Village will cancel the special event if the applicant does not pay all applicable special event fees 30 days before the event date.

Grilling

- The applicant must confine grilling to enclosed metal containers. The applicant must cool and douse hot coals with water after use and dispose of in designated coal containers. Disposing of coals on grass, at the base of a tree or any other location is strictly prohibited.

Inclement Weather

- The Village will not issue rain dates. The Village will not issue refunds for inclement weather.

Logos and Branding

- The Village of Mount Pleasant in its sole discretion may require prominent placement of its logo on any promotional materials whether print or digital related to your special event.
- If the Village of Mount Pleasant or Parks Logo is required, acknowledgement signage must be prominently displayed at the entrance to the event, on stage if applicable, and in all print and TV promotions and advertising.

- The applicant must submit a copy of the promotional and advertising materials to the Village Hall 30 days before the event date. All proposed banners and signage on the Premises or environs must be pre-approved by the Park Representative.

Passes and Permit

- A copy of the Special Event Permit must be present on site for inspection.
- The applicant must display any Vehicle Passes provided to the applicant in each vehicle.

Per Participant Fees; Admission Fees

- There is a \$0.50 per participant fee (plus sales tax) for groups of 0-499, and a \$0.75 per participant fee for groups of 500 and over. The Village requires this fee for all walks, runs, races, and rides. The per participant fee is due thirty (30) days after the event.
- The permit holder shall remit to Village of Mount Pleasant a 15% commission on any admission fees charged. The commission fee is due 30 days after the event.

Picnic and Pavilion Reservations

- Applying for a Special Event Permit does not guarantee the availability of a pavilion or picnic area(s). The Village Hall will check for availability and will make reservations accordingly. Applicant must abide by all Village of Mount Pleasant rules and policies.

Sales

- Any exchange of money in or use of a Village of Mount Pleasant Park for fundraising or material gain, including admission fees and entry fees, collecting donations, holding a silent auction or raffle, or charging for parking, require a remittance to the Village of Mount Pleasant. Please indicate on the Special Event Application if sales will occur at your event.
- A fee of \$55 Resident/\$75 Non-resident per day, paid in advance is required to conduct sales in Village of Mount Pleasant Parks. If more than one vendor is selling at the event, the Village will charge a \$55 Resident/\$75 Non-Resident fee for each vendor. Resident qualification includes businesses located in Mount Pleasant.
- Permit holder is wholly responsible for remitting to the Village of Mount Pleasant all appropriate vendor fees, per participant fees, or commission payments on admission fees, accompanied by sales reports.
- A local municipal sales license may also be required. A copy of the License must be on file with the Village Hall.
- The Village of Mount Pleasant reserves the right to operate its own concession area, approximately 10' x 20', during any or all events held in its Parks, the purpose being to cross-promote other Mount Pleasant Parks events, promote public safety and/or other Village amenities, and for the sale of food and beverages. Mount Pleasant Parks may sell at any time and any location within the leased premise during the course of said Event. Mount Pleasant Parks will work with permit holder to minimize direct competition with the sale of the permit holder's food and beverage products.

Police, Fire and EMS Presence

- The Village of Mount Pleasant reserves the right to require a Police Department or Fire/EMS presence at your event. Additional costs may be associated with this support. The permit holder is responsible for additional fees.

Signage

- Signage in the park to promote the Event is allowed no more than one week before the actual Event. The Park Representative must approve the signage and placement of all signage before the Event. This limitation includes the fastening or attaching of any rope, sign, banner, flyer or any other object to any tree, shrub or park feature on Village of Mount Pleasant property. Spray painting on Village of Mount Pleasant property is prohibited.

Tents

- The Village of Mount Pleasant requires a tent permit.

Termination

- The Village of Mount Pleasant in its sole discretion may grant, deny, revoke or suspend any permit, at any time and for any reason. Cancellation of the permit for cause will result in forfeiture of all fees. For cause means if the terms of the application are misrepresented, violated or when public safety is threatened.
- The Special Event Permit is subject to all local municipal and Racine County ordinances in addition to all rules and regulations governing parks and parkways and can be terminated at any time at the sole discretion of local law enforcement authorities when public safety is threatened. Excessive noise generating from a special event shall be considered a threat to public safety.

Traffic Control

- Fees for Mount Pleasant Police Department assistance may apply.

Vehicles

- The Village prohibits vehicles from driving on grass, athletic fields, park walkways, and trails. Contact the Park Representative regarding any special parking needs or vehicular access. A pass will be made available to you if there is a need to be driving in the park.

Walks/Runs

- All proposed routes are subject to the approval of the Park Representative. If your event is requesting the closure of/use of a public street or public way, you must obtain approval and all necessary permits from the affected municipality. The Village of Mount Pleasant is not responsible for any costs associated with the denial of a proposed route. Spray painting not permitted on course routes.



Mount Pleasant Park and Recreation 2021 Special Event Fees and Charges Schedule

Special Event Cost

Level	Location	Per	Resident	Non-Resident	Deposit
I	Campus Smolenski Stewart-McBride	Day	\$325	\$400	\$75
II			\$400	\$525	\$150
III			\$525	\$675	\$225
IV			\$750	\$1,000	\$350

*Civic/Non-Profit organizations will receive 50% off their total reservation cost. Documentation required.

*Fees are subject to change and depicts a projected cost of the event.

Level I – Small local fundraisers, run/walks

25% of green space	Limited Structures	Pavilion/Shelter Use	Attendance under 250
Limited structures allowed (tents, inflatables, portable toilets, tables, stages, bleachers, etc.)			

Level II – Medium local festivals, run/walks, fundraisers

50% of green space	Limited Structures	Pavilion/Shelter Use	Attendance under 500
Limited structures allowed (tents, inflatables, portable toilets, tables, stages, bleachers, etc.)			

Level III – Large local festivals, run/walks, fundraisers

75% of green space	Pavilion/Shelter Use	Exclusive Use of Parking Areas	Attendance under 1,000
Multiple structures allowed (tents, inflatables, portable toilets, tables, stages, bleachers, etc.)			

Level IV – Large/extensive national events, festivals, walk/runs, fundraisers

Full use of green space	Pavilion/Shelter Use	Exclusive Parking Lot Use	Attendance over 1,000
Multiple structures allowed (tents, inflatables, portable toilets, tables, stages, bleachers, etc.)			

Pavilion & Picnic Shelters Fees

Example of Use: Family reunions, graduation, wedding, company picnic

Locations	Per	Resident	Non-Resident	Deposit
Smolenski (All Sections)	Day	\$325	\$400	\$75
Smolenski (individual section)	Day	\$125	\$150	\$75
Stewart-McBride Shelter	Day	\$125	\$150	\$75
Parking Lot Only Usage	Space	\$2	\$4	None

Mount Pleasant Park and Recreation Special Event Application

Return application with proposed site plan no less than sixty (60) days prior to the scheduled use. Late or incomplete applications may be denied.

Applicant Information

Applicant Name:		Organization (if applicable):	
Applicant Address:			
City:	State:	Zip:	
Phone:		Email:	
Alternate Contact:		Phone:	Email:
Website (if applicable):		Date of Application:	

Type of Use

Check all that apply and attach description, flyer, or link to event website

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Bicycle Race | <input type="checkbox"/> Run/Walk (see Run/Walk section) | <input type="checkbox"/> Craft Fair | <input type="checkbox"/> Use with tent/structure |
| <input type="checkbox"/> Festival | <input type="checkbox"/> Concert | <input type="checkbox"/> Service Group Fundraiser | <input type="checkbox"/> Political Activity |
| <input type="checkbox"/> Parking Lot Use | <input type="checkbox"/> Camp/Program | <input type="checkbox"/> Tournament | <input type="checkbox"/> Parade |
| <input type="checkbox"/> Other _____ | | | |

Is this part of a fundraiser? Yes No If yes, a letter from the benefitting organization and an event budget must be submitted.

Event Details

Event Name:		
Location/Park:	<input type="checkbox"/> New Event <input type="checkbox"/> Returning Event	
Specific Area:		
Date of Use:	Day(s) of Week:	Time of Use:
Setup Time:	Breakdown Time:	
Projected Attendance:	Number of Volunteers/Personnel for Use:	

Please provide brief description of event:

Village will not issue rain dates. The Village will not issue refunds for inclement weather.

Parking Plan

Are you planning on operating a vehicle outside of the designated parking lot or driveways?
(Village permission is required to drive in the park for setup/cleanup) Yes No

Provide a description of your parking plan i.e. where Use attendees will park: _____

Describe your plans to notify residents/village/police/churches/schools impacted by this Use: _____

Tents, Structures or Entertainment Devices

Are you planning to install any structures (tents/canopies, rides, bounce house, etc.)?
If yes, describe: Yes No

Are you planning to install any stages, bleachers, grandstands, etc.?
If yes, describe: Yes No

Are you planning to have any sound amplification?
If yes, describe: Yes No

** A list of service providers and a copy of their certificate of insurance is required two weeks prior to use. **
** Additional permits and licenses may be required **

Food/Cooking Equipment

Are you planning on selling, serving, and or sampling any food/beverages at your event? Yes No

Are you planning on selling, serving, and or sampling any beer/wine at your event? Yes No

Are you planning on preparing, serving, or selling food?
If yes, describe: Yes No

Will you bring in your own grills? Yes No If yes, what is the size of the grill?
Type of fuel (check all that will be used) Propane Electric Charcoal Other _____

** If food is being served and/or sold, the Central Racine County Health Department (CRCHD) will be provided the special event application. The CRCHD will contact the applicant and additional licensing and inspections may be required. **

Vendors

Are you planning on any vendors at your event? Yes No

If yes, please provide a list:

**** A list of vendors and a copy of their certificate of insurance is required two weeks prior to your use. ****

Portable Toilets

Will your event include use of portable toilets? # needed: _____ Yes No

Run/Walk Information

Does your route require police assistance and/or street closures? Yes No

How will the route be marked? (volunteers, signs, chalk, etc.) _____

Security Deposit Refund Information

Name of Payee/Organization:

Attn:

Street Address:

City:

State:

Zip:

Release of Liability

The applicant hereby certifies that all of the information provided above is true and correct to the best of his/her knowledge & understands falsification of information may result in termination of use/permit, revocation of partial or full deposit refund and furthermore could result in denial of future use of Village of Mount Pleasant parks or facilities. Applicant also certifies he/she has read and understands the park policies, conditions and guidelines for use of park.

The applicant agrees to have an authorized representative in attendance at the event at all times the event is in progress, who shall supervise the reserved areas to ensure that the event is conducted in a safe and orderly manner.

The permit holder agrees at all times during the existence of this permit to indemnify the Village of Mount Pleasant for, and hold it harmless from all liability, claims and demands on account of personal injuries, property damage and loss of any kind whatsoever, including workers' compensation claims, which arise out of or are in any manner connected to this permit, based on any injury, damage or loss being caused by any wrongful, intentional, or negligent acts or omissions of the permit holder, its agents or employees. The permit holder shall, at its own expense, investigate all claims and demands, attend to their settlement or disposition, defend all actions based thereon and pay all charges of attorneys and other costs and expenses arising from any such injury, damage or loss, claim, demand or action.

Signature of Authorized Event Organizer _____

Date _____



Mount Pleasant Park and Recreation Special Event Site Map and Event Schedule

Site Map

Provide a detailed layout of the site plan (attach additional layout if necessary):

Event Timeline

Time:

Description of activity taking place: