

ORDINANCE NO. 2023-08

AN ORDINANCE CREATING SECTIONS 10-2 AND RESERVING FOR FUTURE USE SECTIONS 10-3 THROUGH AND INCLUDING SECTION 10-25 OF THE CODE OF ORDINANCES FOR THE VILLAGE OF UNION GROVE RELATED TO SPECIAL EVENT PERMITS

The Village Board of the Village of Union Grove ordains as follows:

1. That Section 10-2 of the Municipal Code of the Village of Union Grove related special event permits be, and hereby is, created to read as follows:

"Sec. 10-2. Special events.

(a) Definitions. As used in this section, the following terms shall have the meanings indicated:

Special Event and Activities means any planned extraordinary occurrence on the public right-of-way or public premises, including but not limited to parklets, parades, processions, bicycle or foot races, and festivals.

(b) Application. No person may hold a special event on the public right-of-way or public premises without obtaining a special event permit. Application forms and general information shall be available from the Village Clerk's office. If required by the state, a copy of the applicant's current Wisconsin Seller's Permit shall be provided.

(1) Mapped routes. All permit applications for special events featuring foot or bicycle races, runs, rides or parades shall include a detailed map of the proposed route for approval by the Racine County Sheriffs Department, Fire Department and the Department of Public Works. Routes for annual special events must be submitted with the application regardless of the historical precedent. Proposed routes may be altered at the discretion of the Sheriffs Department, Fire Department and the Department of Public Works. In the event the organizers or sponsors of any special event deviate from the route submitted without the approval of the Village, the organizers or sponsors of such special event may be denied a permit for any special event for the following calendar year.

(2) Approval. Applications for special event permits shall be submitted to the Village Clerk, who shall forward the application to the appropriate departments and committees before Village Board approval. Events requesting a street closure may be forwarded to the Water, Wastewater, Stormwater & Streets Committee for its recommendation before being forwarded to the Village Board. Once

all required approvals are obtained, the Village Clerk shall ensure that all of the conditions of the permit have been fulfilled.

(3) *Fees.* At the time of application submittal, permittee shall pay a fee as provided in the fee schedule on file at the clerk's office and set by the Village Board from time to time. No special event permit requiring a fee is valid until the fee has been paid.

(c) Permit regulations.

(1) Village not liable. The special event permit application shall contain an indemnification and hold harmless clause as approved by the Village Attorney. No permit may be issued unless the applicant has agreed to the terms of this statement on the written application.

(2) Insurance.

(a) Each applicant for a permit for a special event open to the public or exceeding 100 attendees shall furnish a certificate of insurance showing insurance written by a company licensed in the State of Wisconsin, covering any and all liability or obligations which may result from the operations by the applicant's employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The policy shall name the Village of Union Grove as an additional insured. The certificate shall provide that the company will furnish the Village with a ten-day written notice of cancellation, nonrenewal or material change. The insurance shall be written in comprehensive form and shall protect the applicant and Village against all claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors or subcontractors. The certificate of insurance shall be submitted with the permit application and required fee to the Village Clerk's office.

(b) The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of \$1,000,000 or such other insurance as deemed adequate by the Village Attorney.

(d) Permit restrictions. Scheduling of special events shall be subject to approval by the Village.

(e) Violations and penalties. In addition to the suspension or revocation of any license or permit issued under this section, any person who shall violate any provision of this section shall be subject to a penalty as provided in Chapter 1, Section 11 of this Municipal Code."

2. That Section 10-3 through and including Section 10-25 shall be reserved for future use.

3. That this ordinance shall become effective upon adoption and publication as provided by law.

Adopted by the Village Board of the Village of Union Grove, Racine County, Wisconsin on this 28th day of August, 2023.

VILLAGE OF UNION GROVE

By: 
Steve Wicklund, Village President

Attest: 
Sara Spencer, Village Clerk