



CITY OF MILTON
APPLICATION FOR SPECIAL EVENT PERMIT
FEE: None

For Office Use Only

I hereby make application with the City of Milton for a Special Event Permit as provided by City Ordinance #312. You must be current on all monies owed to the City of Milton per Ordinance #295.

Name of Organization Milton Public Library

Mailing Address: 430 E. High St. Milton WI 53563
Number Street City State ZIP

Primary Contact Ashlee L. Kunkel
First Middle Last

Cell Phone: 608-751-6481 Home Phone: _____ Email: kunkel.ashlee@pks.lib.wi.us

Event Schedule:

The schedule begins when event set-up starts and ends when clean-up of the event area is complete. The schedule should encompass all activities planned for the event, such as:

- Vending: When will vendors set-up, hours of operation, tear-down
- Music/Performances: Stage set-up, performance schedule, tear-down
- Displays, Exhibits, Demonstrations: Set-up, open hours, tear-down
- Run/Walk/Parade, etc: When does staging start, start time(s), end time(s)

Address/Location of Event: _____

Event Name: Food Truck Rally Date of Event: 8/29/21

Responsible Party: Ashlee Kunkel - Milton Public Library

Estimated Attendees: 500 Estimated Time (Start-End): 9:00 - 3:00

**Please attach an event schedule with this application.

Event Site Map:

To ensure proper review of the event please attach an Event Site Map and a route (if applicable). Site plans should include, but are not limited to the following:

- Location of tents, stages, fencing, vendors, portable toilets, beer gardens, dumpsters, placement of vehicles, exit location for outdoor events that are fenced, clear signage, accessible paths for wheelchairs as well as ample disabled parking, and any other related event components not listed above.
- A detailed route map should also be provided if the event includes a run, walk, parade or other moving activity.

**Please attach a detailed event site map with this application.

Street Use:

Are you requesting any Road Closures? YES NO

If No, please skip this section.

Event Category

Neighborhood Block Party Other: _____

Location Requested: Street Names and Block #s _____

Do you need barricades? YES NO (**Please indicate on the Event Site Map where they will go)

If Yes, please contact the Department of Public Works at 868-6914 to make arrangements.

Alcohol:

Will alcohol be served/consumed: YES NO

If No, please skip this section.

If Yes, please fill out a Beer/Wine Sales Permit Application

**Please indicate on the Event Site Map where the locations of Serving, Storing, and Consumption of alcohol will be.

Have you applied for the Temporary Class "B" Retailers License? Yes No

Have you submitted the Certificate of Insurance with a liquor liability naming the City of Milton as Additional Insured?

Yes No Indicate Application Date: _____

Sound:

Do you plan to use amplifying devices? YES NO

If No, please skip this section.

By Ordinance, public amplification is not allowed except by permission from the Chief of Police. Permission for amplification does not exempt a group from obeying Ordinance restrictions on the volume of sound.

Type of Amplified Sound:

Band DJ Sound System Speeches/Announcements Karaoke

Other (please specify): _____

Times of Sound: _____ To: _____
(Cannot start before 9am) (Cannot end past 10pm)

Excerpts from applicable City Ordinances

70-4 – Loud and unnecessary noise prohibited.

70-4(b)(3): Radios, phonographs, similar devices. The using, operating or permitting to be played, used or operated any radio receiving set; musical instrument, phonograph or other machine or device for the producing or reproducing of sound in a loud and unnecessary manner. The operation of any set, instrument, phonograph, machine or device between the hours of 10:00 p.m. and 7:00 a.m. in a manner as to be plainly audible at the property line of the building or structure in which it is located shall be prima facie evidence of a violation of this section.

70-4(b)(4): Loudspeakers, amplifiers for advertising. The using, operating or permitting to be played, used or operated of any radio receiving set, musical instrument, phonograph, loudspeaker, sound amplifier or other machine or device for the producing or reproducing of sound which is cast upon the public streets for the purpose of commercial advertising or attracting attention of the public to any building or structure. Announcements over loudspeakers can only be made by the announcer in person and without the aid of any mechanical device.

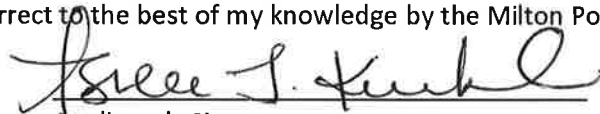
70-4(c)(1): Permit required. The use of loudspeakers or amplifying devices on the streets or in the parks of the City of Milton is prohibited unless the party desiring to use such loudspeaker or amplifying device first obtains a permit from the chief of police.

70-4(c)(3): Time restrictions. The chief of police shall not grant a permit to use a loudspeaker or amplifying device before the hours of 9:00 a.m. or after 10:00 p.m. no permit shall be granted to anyone who, in the opinion of the chief of police, uses said loudspeaker or amplifying device in such a manner or for such a purpose as to constitute a nuisance.

_____ (initials) I understand that any amplified noise allowed by this permit will end by 10:00 p.m.

Having read and answered all of the above statements and questions, I hereby consent to investigation of such facts, and state that all of the above statements are true and correct to the best of my knowledge by the Milton Police Department.

Date: 6/4/21


Applicant's Signature

For Office Use Only

Date Received: _____	Initials: _____
Police Chief: _____	Date: _____
Fire Chief: _____	Date: _____
DPW Director: _____	Date: _____
City Clerk: _____	Date: _____
_____ Approved	_____ Denied
_____ Approved with the following conditions: _____	



E Madison Ave

Milton Laundry
SRB Property Management

North Goodrich Park

Blackhawk Community
Credit Union

Mizzu Properties L.L.C.

Goodrich Hall
Guesthouse

TLC Restorations
Auto body shop

Milton East Elementary

Sharfa's Coffee Stop
Takeout

The Corner Closet

School District of Milton

Milton Public Library

Rockie's Pizza & Subs
Takeout - Delivery

Bank of Milton

Milton College
Historic District

Milton Ice Age Trail

South Goodrich Park

Abbyland Foods

American Investors Group
First Congregational Church

CrossPointe Community
Church - Milton Campus

Home Renovations
& RV Doctors

Milton Veterinary Clinic

Shurm Delivery
City Hall Rd

Google
Linkhouse DE Car Wash

Milto

Chicago St

Northleaf Wrt

Chapel S

S Janesville St

S Janesville St

E High St

E High St

E High St

h St

College St

Greenman St

College St

Greenman St

Greenman St

Davis St

Rogers St

Rogers St

Rogers St

Campus St

Campus St

Parkview Dr

Parkview Dr

Date 5/18/21

**APPLICATION FOR USE OF SCHOOL FACILITIES
SCHOOL DISTRICT OF MILTON**

*Front and Back
Parking lots

Facility: Milton East Elementary

School _____ Non-School _____

Organization Milton Public Library

Kitchen Needed _____ Charge _____

Food Truck Rally
Type of Activity

Cook Needed _____ Charge _____

Sunday August 29
Date Requested

Pool Needed _____ Charge _____
(Includes School Life Guard)

8:30 am / 10 am
Time Set Up / Time Activity Will Start

Custodian Needed _____

3:30 p.m.
Time Clean Up / Time Activity Will Cease

Custodian Required _____

Parents-Supervisors-Applicant (Please Print)

Custodian Charge _____

Ashlee Kunkel

Rooms Needed _____

School activities & practice supersede all building use activities

Equipment Needed _____

PLEASE KEEP YOUR SCHOOL CLEAN, SAFE & SECURE

Maintenance Charge _____

PICK UP KEYS* FROM SCHOOL OFFICE
DURING REGULAR SCHOOL HOURS

Rate	Participants
\$6.00	1-15 Individuals
\$12.00	16-40 Individuals
\$30.00	41 and up

PUT EQUIPMENT, TABLES, DESKS
BACK IN ORIGINAL LOCATION

Charge for Space _____

CLOSE & LOCK ALL DOORS

TOTAL CHARGE _____

SHUT OFF LIGHTS

Keys* _____ CK OUT _____ CK IN _____

EMPTY YOUR GARBAGE INTO
THE DUMPSTER

**FEES MUST BE PAID AT THE TIME
THE BUILDING IS RESERVED UNLESS
OTHER ARRANGEMENTS ARE MADE
WITH THE BUILDING PRINCIPAL**

Since all buildings must be left in the same condition in which they are found, if any extra custodian time is required, a charge of \$ _____ will be made in addition to the pre-paid custodian charge.

The undersigned, on behalf of all members of the group using school buildings/facilities and its licensees or invitees, assumes all risks and hazards incidental to such use, including injuries incurred by persons using school facilities. The undersigned hereby waives, releases, absolves, indemnifies and agrees to hold harmless the School District of Milton and its officers, employees and agents from all liability from such injuries.

Ashlee Kunkel 608-868-7442
Name of Applicant - Telephone Number (Please print)

Ashlee S Kunkel
Signature of Applicant

430 E. High St
Address of Applicant

[Signature]
Signature of Building Administrator/Principal

Milton, WI 53563
City/State/Zip

Date 5/18/21

**APPLICATION FOR USE OF SCHOOL FACILITIES
SCHOOL DISTRICT OF MILTON**

*Front and back parking lots

Facility: District Office

School _____ Non-School _____

Organization Milton Public Library

Kitchen Needed _____ Charge _____

Food Truck Rally

Cook Needed _____ Charge _____

Type of Activity

Sunday, August 29

Pool Needed _____ Charge _____
(Includes School Life Guard)

Date Requested

8:30 am 10 am

Time Set Up / Time Activity Will Start

3:30 pm

Time Clean Up / Time Activity Will Cease

Parents-Supervisors-Applicant (Please Print)

Custodian Needed _____

Custodian Required _____

Ashlee Kunkel

Rooms Needed _____

Equipment Needed _____

School activities & practice supersede all building use activities

Maintenance Charge _____

PLEASE KEEP YOUR SCHOOL CLEAN, SAFE & SECURE

PICK UP KEYS* FROM SCHOOL OFFICE DURING REGULAR SCHOOL HOURS

Rate	Participants
\$6.00	1-15 Individuals
\$12.00	16-40 Individuals
\$30.00	41 and up

PUT EQUIPMENT, TABLES, DESKS BACK IN ORIGINAL LOCATION

Charge for Space _____

CLOSE & LOCK ALL DOORS

TOTAL CHARGE _____

SHUT OFF LIGHTS

Keys* _____ CK OUT _____ CK IN _____

EMPTY YOUR GARBAGE INTO THE DUMPSTER

FEEES MUST BE PAID AT THE TIME THE BUILDING IS RESERVED UNLESS OTHER ARRANGEMENTS ARE MADE WITH THE BUILDING PRINCIPAL

Since all buildings must be left in the same condition in which they are found, if any extra custodian time is required, a charge of \$ _____ will be made in addition to the pre-paid custodian charge.

The undersigned, on behalf of all members of the group using school buildings/facilities and its licensees or invitees, assumes all risks and hazards incidental to such use, including injuries incurred by persons using school facilities. The undersigned hereby waive, release, absolve, indemnify and agree to hold harmless the School District of Milton and its officers, employees and agents from all liability from such injuries.

Ashlee Kunkel - 608-868-7462

Ashlee S. Kunkel
Signature of Applicant

Name of Applicant - Telephone Number (Please print)

430 E. High St.

[Signature]
Signature of Building Administrator/Principal

Address of Applicant

Milton, WI 53563

City/State/Zip

EMAIL ENTERED MAY 18 2021

Shirley Schantz / Warren

RE: Parking lot for Food Truck Rally

Dan Honold <dhonold@bankofmilton.com>

Tue 6/1/2021 2:53 PM

To: Ashlee Kunkel <kunkel.ashlee@als.lib.wi.us>

Cc: Theresa Gunderson <TGunderson@bankofmilton.com>

Ashlee that should be fine as long as they pick up any garbage that may be related to the food sales.

Dan

Dan Honold

President

**Bank of
Milton**608-868-7672www.bankofmilton.comdhonold@bankofmilton.com

From: Ashlee Kunkel <kunkel.ashlee@als.lib.wi.us>**Sent:** Thursday, May 27, 2021 1:53 PM**To:** Dan Honold <dhonold@bankofmilton.com>**Cc:** Theresa Gunderson <TGunderson@bankofmilton.com>**Subject:** Parking lot for Food Truck Rally

Good afternoon, Dan--

Would we be able to again use your parking lot for our Food Truck Rally event on Sunday, August 29, from 10:00 to 2:00?

Thanks!

Ashlee

Ashlee Kunkel, MLIS

Library Director / Teen Librarian

Milton Public Library

430 E. High St.

Milton, WI 53563

www.miltonpubliclibrary.orgkunkel.ashlee@als.lib.wi.us

608-868-7462

#CheckOutMPL



Re: Campus Park Parking Lot

Attorney Jeffrey T. Roethe <jtroethe@roethelaw.com>

Tue 6/1/2021 8:17 AM

To: Ashlee Kunkel <kunkel.ashlee@als.lib.wi.us>

Yes, you have my permission to do so.

Karen K. Paxson
Assistant to Attorney Jeffrey T. Roethe
Roethe Pope Roethe LLP
PO Box 151
Edgerton WI 53534
(608) 884-3391

From: [Ashlee Kunkel](#)
Sent: Thursday, May 27, 2021 1:49 PM
To: [Attorney Jeffrey T. Roethe](#)
Subject: Campus Park Parking Lot

Good afternoon--

I wanted to say thank you for letting the Milton Public Library use the parking lot on Campus St. for our Food Truck Rally earlier this month. It was the perfect location.

Would we be able to use it again for our second Food Truck Rally event on Sunday, August 29, from 10:00 to 2:00?

Thank you!

Ashlee

Ashlee Kunkel, MLIS
Library Director / Teen Librarian
Milton Public Library
430 E. High St.
Milton, WI 53563
www.miltonpubliclibrary.org
kunkel.ashlee@als.lib.wi.us
608-868-7462
#CheckOutMPL

