



# VILLAGE OF TWIN LAKES

105 East Main Street P O Box 1024 Twin Lakes, Wisconsin 53181

Phone (262) 877-2858 Fax (262) 877-4019

## VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING

**Monday, April 3, 2023 – 6:30 p.m.**

**Village Hall, 105 E. Main Street, Twin Lakes, WI**

### AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: TRUSTEES ANDRES, BOWER, FITZGERALD, KAROW, KASKIN, PERL, PRESIDENT SKINNER
4. PUBLIC COMMENTS AND QUESTIONS
5. PRESIDENT AND TRUSTEE REPORTS
  - A. TRUSTEE SHARON BOWER - ADMINISTRATION, FINANCE, JUDICIARY, LICENSING
    1. The Spring Election is scheduled for tomorrow, Tuesday, April 4, 2023. Voting will be held in the Community Room from 7 am to 8 pm.
    2. Discussion regarding a request from Kim Adcock to have weekly sidewalk sale events on Main St.
    3. Other?
  - B. TRUSTEE KEVIN FITZGERALD - STREETS & ROADS, EQUIPMENT, STREET LIGHTS, WEEDS, LAKE PLANNING AND PROTECTION
    1. Kenosha County is holding its Household Hazardous Waste Program on May 20th at the Kenosha County Center in Bristol. Hazardous waste including electronics and refrigerants will be collected from 8:00 am to 1:00 pm. Residents are asked to visit [www.kenoshacounty.org](http://www.kenoshacounty.org) for a full list of accepted and unacceptable items.
    2. The electronic waste dumpster will be at the yard-waste recycle center on May 6<sup>th</sup>, 2023. The dumpster will be removed once it is filled.
    3. Other?
  - C. TRUSTEE BILL KASKIN - CEMETERY, SANITATION, RECYCLING, SENIORS
    1. Other?
  - D. TRUSTEE AARON KAROW - BUILDING AND ZONING, PLAN COMMISSION, AND PUBLIC BUILDINGS
    1. Other?
  - E. TRUSTEE KEN PERL - POLICE, FIRE, LAKE CONTROL, PARKS AND BEACHES
    1. Discussion regarding the wage scale for Dispatchers.

2. Other?

**F. TRUSTEE BARB ANDRES - SEWER, HEALTH AND ENVIRONMENT, YOUTH, LIBRARY**

1. WWTF upgrade update from Village Engineer Greg Droessler.

2. Other?

**G. VILLAGE PRESIDENT HOWARD SKINNER**

1. Committee Appointments will be up for consideration at the April 17<sup>th</sup> Regular Board meeting.

2. Discussion regarding various requests by the Twin Lakes Sailing Club related to the 2023 season.

3. Discussion regarding an Event Permit for Rock the Lake on June 17, 2023 from 1pm to 11pm at Lance Park.

4. Discussion regarding a Temporary Class "B" Beer License to the Twin Lakes Area Chamber for Rock the Lake on June 18, 2022 from 10am to 11pm.

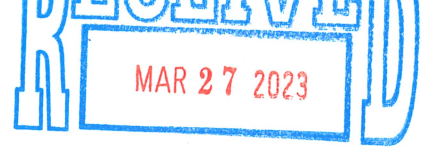
5. Discussion regarding an Event Permit for Business in the Park and Car Show on May 20, 2023 from 7am to 3pm.

6. Other?

**6. ADJOURN**

**\*\*\*MATTERS MAY BE TAKEN IN ORDER OTHER THAN LISTED\*\*\***

*Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the Clerk Treasurer's office in advance so the appropriate accommodations can be made.*



By: \_\_\_\_\_

S. G. 2.

## Twin Lakes Sailing Club

March 25, 2023

Village Board, Village of Twin Lakes  
108 East Main Street  
Twin Lakes, WI 53181

Dear Trustees,

The officers and members of the Twin Lakes Sailing Club respectfully request approval by the Twin Lakes Village Board for the standard course marking and operating procedures historically conducted by the club for our annual summer sailing season on Lake Elizabeth. Boating activities of the club will only be conducted in compliance with COVID 19 regulations in WI. The days and times of the regularly scheduled races will be Saturdays, Sundays and Holidays from Memorial Day through Labor Day between 11 am and 4 pm. Times may vary somewhat due to wind and weather conditions.

The course layout is determined just before each race based on wind direction, wind speed, and the type of race selected. We generally use three large brightly colored course buoys and one small offset marker buoy - all are easy to see. We use a pontoon boat called the Committee Boat from which we oversee and score the race. Additionally, we have safety boats to assist any race participants in need. We also use an electronic air-horn signaling device to notify participating boats of critical time markers for the start of each race. We no longer use a signal cannon for any of the races and we haven't for at least 10 years. Weather and Co-Vid conditions permitting; we will have a kayak event on one Sunday in July or August beginning at approximately 8:30 am. The event lasts for approximately two hours and requires no buoys or signal horns.

We are continuing our youth sailing school program using small Optimist and Sunfish sailboats. During the months of June and July we are providing lessons for 3 weeks on Thursday and Friday nights. We use small buoys in the sailing area as training markers, and we organize some races for the kids so they can practice what they have learned. For these events we would need to mark a small course with buoys, have a horn or whistle for signals, and would also use a pontoon boat, motorboat or wave runners from which to observe and provide additional safety. An air horn is not used for the training sessions but could be used for the races.

Your anticipated approval of the course markings, signals, and operating procedures is appreciated.

Very truly yours,  
TWIN LAKES SAILING CLUB

*Dean Todaro*  
Dean Todaro (630.926.3611)  
Secretary/Treasurer

*John Wolaver*  
John Wolaver (630.254.3674)  
Commodore

5.) 6.) 3.



# VILLAGE OF TWIN LAKES EVENT PERMIT APPLICATION

Please fill in all sections completely. Incomplete applications will be rejected. Applications must be submitted AT LEAST 8 WEEKS prior to the proposed event date for approval.

## Section I - APPLICANT INFORMATION

Name of Applicant TWIN LAKES AREA CHAMBER & BUSINESS ASSOCIATION INC

Name of Event Organizer/Producer MARILYN TRONGEAU

Production Company/Organization \_\_\_\_\_ FEIN # 39-1165966

Street Address 349 E MAIN ST

City TWIN LAKES State WI Zip code 53181

E-mail Address info@twinlakeschamber.com

Daytime Phone 262.877.2220 Cell Phone \_\_\_\_\_

For-Profit or  Non-Profit Organization 501(c) 6 EIN # (Tax Exempt Number) not tax exempt

\*All non-profits must present a copy of their current Tax ID - EIN#

## Section II - EVENT INFORMATION - Check the proper category

All applications are required to submit a detailed Site Plan/Map. Site Plan/Maps must include location, any street closures, barricades, parade routes, stages, alcohol sale location, tents, etc.

Title of Event ROCK THE LAKE

Date(s) of Event 06/17/2023

Location(s) of Event LANCE PARK

Start Time for Event 1:00 a.m./ p.m. End Time for Event 11:00 a.m./ p.m.

Event Chair/Contact Person MARILYN TRONGEAU Phone 262.877.2220

ANN LUNDBERG

Day of Event Contact Name MARILYN TRONGEAU Phone \_\_\_\_\_

Is the event open to the public?  Yes  No

Will you charge an admission fee?  Yes  No

Estimated Attendance Number 300-500

Description of Event FOOD, BEER, SODA, BANDS, AQUANUT SHOW

**PERMIT REQUESTED**

**Parade Permit - No Charge**

**Block Parties:** Small event limited to one street with 4 barricades in a neighborhood. Public Works will provide barricades the business day prior to your event and pick them up on the first business day following the event. It is your responsibility to set up and take down the barricades before and after your event. Main streets that are thoroughfares may not be approved due to safety issues. Residential block parties are not to last more than 6 hours between 9:00 am and 10:00 pm. Sale of alcohol is PROHIBITED at a private block party in a residential area. All consumption must be within the designated area and within the barricades. Public drinking citations will be issued outside of designated area. As a courtesy, please discuss plans with your neighbors prior to the event.

**Park Reservation:** All users of the parks must check in at the Police Department in person or by phone (262-877-9056) on the day of the scheduled event prior to and after use of the facility to insure refund of security deposit. A key is available at the Police Department for entry to the Scout House and for use of electric at Millennium Park. The key must be returned to the Police Department immediately after the event. Prior to leaving, the electric and/or doors need to be locked and all garbage disposed of in outside cans or totes.

Select Park:  Lance Park and Amphitheater  Scout House  Central Park  
 West Side Park  Millennium Park Pavilion

Describe Restroom facilities available to all participants porta-potties, public restrooms

Will you be setting up a tent?  Yes  No \*A Fire Inspection is required per NFPA Code 25.2\*

If yes, list the location, size, Rental Company, and proof of completion of locates.

10x10s, 10x20s, no rentals

Will there be any animals?  Yes  No

If yes, what type and how many \_\_\_\_\_

Will there be live performances, loud speakers or a DJ?  Yes  No

If yes, what type and hours 3 bands - 1 to 3 band, 3:30-5:30 band, Aquanets 6-7, 7:30-9:30 band

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

dumpster & village totes

Description of plan for providing event security (if applicable)

volunteer for security  
contact PD

Will there be fireworks or pyrotechnics at your event?  Yes  No

If yes, please attach a fireworks display permit or application.

Will your event include the sale of beer and/or wine?  Yes  No

If yes, please attach a completed Temporary Alcohol License & Temporary Operator License Application or provide Proof of Operator's License. Sale of Alcohol is prohibited for residential block parties.

Will you or any other vendors be selling food or merchandise?  Yes  No

If yes, please attach list of proposed vendors, including business name and type of food/merchandise sold.

Chamber of Commerce selling hot dogs, brats, burgers, chips

Do you intend to use the available picnic tables and benches in the location?  Yes  No

**Section III- STREET USE**

Check if this section does not apply

**Description of portion(s) of road(s) to be used**

Road closures must include rental of barricades; must be coordinated with the Village of Twin Lakes Department of Public Works

\_\_\_\_\_

\_\_\_\_\_

Will any parking stalls be used or blocked during the event?  Yes  No

Dates of Use 6.17.2023 FOR VOLUNTEER & EXTRA HANDICAP SPOTS

Total Number of Parking Stalls Requested and Location 15 - LANCE PARK PARKING LOT

Description of Signage to be used during event SOME BANNERS & COLOR PLAST SIGNAGE

**Anticipated Services**

Please indicate below any additional services you are requesting for your event. Estimated Fees or Deposits for these services may be required prior to issuance of permit(s)

Electricity; Explain COOLER FOR ALCOHOL, LIGHTS, FANS - CAN HOOK INTO CHAMBER PANELS

Traffic Control; Explain \_\_\_\_\_

Police Services; Explain WALK THROUGH TO OVERSEE EVENT; WILL CALL IF PROBLEMS ARISE

Fire/EMS Services; Explain \_\_\_\_\_

Other; Explain \_\_\_\_\_

**Scout House, Lance, Central, West Side Park  
Reservation Fee**

|                        |            | # of Parks | # of Days <u>1</u> | Applicable Fee |
|------------------------|------------|------------|--------------------|----------------|
| Security Deposit       | \$100.00 x | _____      | =                  | _____          |
| Non-Profit or Resident | \$75.00 x  | _____      | x _____ =          | _____          |
| Non-Resident           | \$150.00 x | _____      | x _____ =          | _____          |

**Millennium Park Reservation Fee**

|                        |          | # of Days       |
|------------------------|----------|-----------------|
| Security Deposit       | \$100.00 | _____           |
| Non-Profit or Resident | \$50.00  | x _____ = _____ |
| Non-Resident           | \$100.00 | x _____ = _____ |

**Block Party/Street Closure**

|                  |          |       |
|------------------|----------|-------|
| Security Deposit | \$100.00 | _____ |
|------------------|----------|-------|

**TOTAL** \_\_\_\_\_

**Note:** The Village of Twin Lakes, the Police Department and/or Fire Department have the right to cancel an event due to inclement weather or any safety risk.

All parks and public spaces must be left the way they were originally found. A check is required to be placed on file with the Clerk's Office should the park or public space incur any damage or has not been cleaned up. Any charges will be communicated to the applicant prior to processing.

**LIABILITY INSURANCE REQUIREMENT**


The applicant or special event sponsoring shall supply the Village with a certificate of insurance demonstrating the required level of insurance coverage in addition to providing the Village with a copy of the insurance policy endorsement language demonstrating that the Village, its officers, agents, employees and contractors are named and endorsed as an additional insured party. Certificate must show Comprehensive General Liability Insurance with coverage for contractual liability with limits no less than \$1,000,000 each occurrence for comprehensive general liability insurance and, \$2,000,000 aggregate limits for bodily injury and property damage, unless otherwise specified by the Village. The Village Board may require a higher limit depending upon the details of the special event, which may include:

- (1) A special event that includes alcohol, or,
- (2) A special event that is anticipated to have attendance greater than 100 people per day, or,
- (3) A multi-day special event.

Proof of this insurance is required to be turned into the Village no less than ten (10) days prior to the start of the special event. If any modifications occur to the insurance terms, the applicant must also notify the Village immediately. Any change to coverage requires Village approval. Also, if coverage is canceled or no longer meets the Village's requirements, the special event permit will be rescinded. The applicant shall also agree to hold the Village, its officers, employees, agents, and contractors harmless against all claims, liability, loss, damage, or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to a person or property caused by or resulting directly or indirectly from the activities for which the special event permit is granted.

Upon approval, the permit issued by the VILLAGE OF TWIN LAKES authorizes the applicant to conduct the event described in the application and the applicant hereby agrees to comply with all applicable laws, rules and regulations, including any restrictions or conditions imposed by the Village, affecting the holding of an event. The applicant acknowledges and understands that the VILLAGE OF TWIN LAKES reserves the right to cancel any permit for non-compliance by the applicant with the restrictions or conditions imposed by the Village in approving the application or for violating any laws, rules or regulations.


Acknowledged and Agreed YES X NO \_\_\_\_\_


Applicant Signature  Date 3/20/2023  
Chris Brown, Chamber Board President


**VILLAGE OF TWIN LAKES STAFF USE ONLY**

Date Filed with Clerk 3/20/2023 Amount Paid & Receipt # —

Checklist  Map of Event or Site Plans  Insurance on file  
 Temporary Class "B"/"Class B" Retailer's License Application, if necessary

Police Chief Signature  Date 3-23-23  
 Approved  Denied Notes \_\_\_\_\_

DPW Signature  Date 3-22-23  
 Approved  Denied Notes \_\_\_\_\_

Fire Chief Signature  Date 3-22-23  
 Approved  Denied Notes \_\_\_\_\_

COW Meeting Date \_\_\_\_\_ Board Meeting Date \_\_\_\_\_ Permit Number \_\_\_\_\_

04/03/2020

# LANCCE PARK





S. G.) 4.

### Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$10.00 Application Date: 03/17/2023  
 Town  Village  City of Twin Lakes County of Kenosha

The named organization applies for: (check appropriate box(es).)  
 A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.  
 A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.  
at the premises described below during a special event beginning 06/17/2023 and ending 06/17/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →  Bona fide Club  Church  Lodge/Society  
 Veteran's Organization  Fair Association or Agricultural Society  
 Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

- (a) Name Twin Lakes Area Chamber and Business Association, Inc.
- (b) Address 349 E. Main St., Twin Lakes, WI 53181  
(Street)  Town  Village  City
- (c) Date organized 06/28/1971
- (d) If corporation, give date of incorporation 06/28/2023
- (e) 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:
- (f) Names and addresses of all officers:  
 President Chris Brown, 349 E Main St., Twin Lakes, WI 53181  
 Vice President Joy Janas, 349 E Main St., Twin Lakes, WI 53181  
 Secretary Darren Hillock, 349 E Main St., Twin Lakes, WI 53181  
 Treasurer Glenn Gebauer, 349 E Main St., Twin Lakes, WI 53181
- (g) Name and address of manager or person in charge of affair: Marilyn Trongeau, 349 E Main St., Twin Lakes, WI 53181

### 2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

- (a) Street number 55 Lance Dr.
- (b) Lot \_\_\_\_\_ Block \_\_\_\_\_
- (c) Do premises occupy all or part of building? \_\_\_\_\_
- (d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

3. Name of Event  
(a) List name of the event ROCK THE LAKE 1:00 pm - 11:00 pm  
(b) Dates of event JUNE 17, 2023

### DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Chris Brown 3.20.23 Twin Lakes Area Chamber and Business Association, Inc.  
(Signature / Date) (Name of Organization)

Date Filed with Clerk 3/20/2023 pd \$10 cash Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_ License No. \_\_\_\_\_

AT-315 (R. 9-19) Police Chief 3-23-23 Wisconsin Department of Revenue

5.)6.)5.



# VILLAGE OF TWIN LAKES EVENT PERMIT APPLICATION

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## Section I - APPLICANT INFORMATION

Name of Applicant TWIN LAKES AREA CHAMBER & BUSINESS ASSOCIATION INC.

Name of Event Organizer/Producer MARILYN TRONGEAU

Production Company/Organization \_\_\_\_\_ FEIN # 39-1165966

Street Address 349 E MAIN ST

City TWIN LAKES State WI Zip code 53181

E-mail Address info@twinlakeschamber.com

Daytime Phone 262.877.2220 Cell Phone 262.325.5156

For-Profit or  Non-Profit Organization 501(c) 6 EIN # (Tax Exempt Number) not tax exempt

\*All non-profits must present a copy of their current Tax ID - EIN#

## Section II - EVENT INFORMATION- Check the proper category

All applications are required to submit a detailed Site Plan/Map. Site Plan/Maps must include location, any street closures, barricades, parade routes, stages, alcohol sale location, tents, etc.

Title of Event BUSINESS IN THE PARK and CAR SHOW

Date(s) of Event 05/20/2023

Location(s) of Event MAIN ST. FROM BURDEN TO LAKE AVE

Start Time for Event 9 am <sup>start</sup> 9 am a.m./p.m. End Time for Event 3:00 a.m./p.m.

Event Chair/Contact Person MARILYN TRONGEAU Phone 262.877.2220 OFFICE

Day of Event Contact Name ANNE LUNDBERG Phone \_\_\_\_\_

Is the event open to the public?  Yes  No

Will you charge an admission fee?  Yes  No

Estimated Attendance Number 400

Description of Event  
CAR SHOW, CRAFT VENDORS, DJ KEITH MUSIC, KIDS' AREA,  
CONTESTS, FOOD SALES

**PERMIT REQUESTED**

**Parade Permit - No Charge**

**Block Parties:** Small event limited to one street with 4 barricades in a neighborhood. Public Works will provide barricades the business day prior to your event and pick them up on the first business day following the event. It is your responsibility to set up and take down the barricades before and after your event. Main streets that are thoroughfares may not be approved due to safety issues. Residential block parties are not to last more than 6 hours between 9:00 am and 10:00 pm. Sale of alcohol is PROHIBITED at a private block party in a residential area. All consumption must be within the designated area and within the barricades. Public drinking citations will be issued outside of designated area. As a courtesy, please discuss plans with your neighbors prior to the event.

**Park Reservation:** All users of the parks must check in at the Police Department in person or by phone (262-877-9056) on the day of the scheduled event prior to and after use of the facility to insure refund of security deposit. A key is available at the Police Department for entry to the Scout House and for use of electric at Millennium Park. The key must be returned to the Police Department immediately after the event. Prior to leaving, the electric and/or doors need to be locked and all garbage disposed of in outside cans or totes.

- Select Park:**     **Lance Park and Amphitheater**     **Scout House**     **Central Park**  
                          **West Side Park**                                     **Millennium Park Pavilion**

Describe Restroom facilities available to all participants \_\_\_\_\_

Will you be setting up a tent?                     Yes     No                    \*A Fire Inspection is required per NFPA Code 25.2\*

If yes, list the location, size, Rental Company, and proof of completion of locates.

POPOPS IN THE PARKING LOT FOR VENDORS, BUSINESSES - no large tent (10x10)

Will there be any animals?                     Yes     No

If yes, what type and how many \_\_\_\_\_

Will there be live performances, loud speakers or a DJ?                     Yes     No

If yes, what type and hours DJ 10-5

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

DUMPSTER FROM GROOT & EXTRA TOTES

Description of plan for providing event security (if applicable)

WORK WITH TL PD

Will there be fireworks or pyrotechnics at your event?                     Yes     No

If yes, please attach a fireworks display permit or application.

Will your event include the sale of beer and/or wine?                     Yes     No

If yes, please attach a completed Temporary Alcohol License & Temporary Operator License Application or provide Proof of Operator's License. Sale of Alcohol is prohibited for residential block parties.

Will you or any other vendors be selling food or merchandise?                     Yes     No

If yes, please attach list of proposed vendors, including business name and type of food/merchandise sold.

Do you intend to use the available picnic tables and benches in the location?                     Yes     No

**Section III- STREET USE**

Check if this section does not apply

**Description of portion(s) of road(s) to be used**

Road closures must include rental of barricades; must be coordinated with the Village of Twin Lakes Department of Public Works  
MAIN ST. E CLOSED FROM BURDEN TO LAKE AVE

Will any parking stalls be used or blocked during the event?  Yes  No

Dates of Use 05/20/2023

Total Number of Parking Stalls Requested and Location ALL BETWEEN BURDEN & LAKE

Description of Signage to be used during event BANNERS AT POINTS OF INGRESS

**Anticipated Services**

Please indicate below any additional services you are requesting for your event. Estimated Fees or Deposits for these services may be required prior to issuance of permit(s)

- Electricity; Explain \_\_\_\_\_
- Traffic Control; Explain HELP IF NEEDED FROM PD
- Police Services; Explain WALK THROUGH TO OVERSEE EVENT - WILL CALL IF PROBLEMS ARISE
- Fire/EMS Services; Explain \_\_\_\_\_
- Other; Explain \_\_\_\_\_

| Scout House, Lance, Central, West Side Park<br>Reservation Fee | # of Parks       | # of Days        | Applicable Fee |
|--|------------------|------------------|----------------|
| Security Deposit   | \$100.00 x _____ |                  | = _____        |
| Non-Profit or Resident   | \$75.00 x _____  | x _____          | = _____        |
| Non-Resident   | \$150.00 x _____ | x _____          | = _____        |
| <b>Millennium Park Reservation Fee</b>                         |                  | <b># of Days</b> |                |
| Security Deposit   | \$100.00         |                  |                |
| Non-Profit or Resident   | \$50.00          | x _____          | = _____        |
| Non-Resident   | \$100.00         | x _____          | = _____        |
| <b>Block Party/Street Closure</b>                              |                  |                  |                |
| Security Deposit   | \$100.00         |                  | _____          |
|  |                  | <b>TOTAL</b>     | _____          |

**Note:** The Village of Twin Lakes, the Police Department and/or Fire Department have the right to cancel an event due to inclement weather or any safety risk.

**All parks and public spaces must be left the way they were originally found. A check is required to be placed on file with the Clerk's Office should the park or public space incur any damage or has not been cleaned up. Any charges will be communicated to the applicant prior to processing.**

**LIABILITY INSURANCE REQUIREMENT**

The applicant or special event sponsoring shall supply the Village with a certificate of insurance demonstrating the required level of insurance coverage in addition to providing the Village with a copy of the insurance policy endorsement language demonstrating that the Village, its officers, agents, employees and contractors are named and endorsed as an additional insured party. Certificate must show Comprehensive General Liability Insurance with coverage for contractual liability with limits no less than \$1,000,000 each occurrence for comprehensive general liability insurance and, \$2,000,000 aggregate limits for bodily injury and property damage, unless otherwise specified by the Village. The Village Board may require a higher limit depending upon the details of the special event, which may include:

- (1) A special event that includes alcohol, or,
- (2) A special event that is anticipated to have attendance greater than 100 people per day, or,
- (3) A multi-day special event.

Proof of this insurance is required to be turned into the Village no less than ten (10) days prior to the start of the special event. If any modifications occur to the insurance terms, the applicant must also notify the Village immediately. Any change to coverage requires Village approval. Also, if coverage is canceled or no longer meets the Village's requirements, the special event permit will be rescinded. The applicant shall also agree to hold the Village, its officers, employees, agents, and contractors harmless against all claims, liability, loss, damage, or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to a person or property caused by or resulting directly or indirectly from the activities for which the special event permit is granted.

Upon approval, the permit issued by the VILLAGE OF TWIN LAKES authorizes the applicant to conduct the event described in the application and the applicant hereby agrees to comply with all applicable laws, rules and regulations, including any restrictions or conditions imposed by the Village, affecting the holding of an event. The applicant acknowledges and understands that the VILLAGE OF TWIN LAKES reserves the right to cancel any permit for non-compliance by the applicant with the restrictions or conditions imposed by the Village in approving the application or for violating any laws, rules or regulations.

Acknowledged and Agreed YES X NO \_\_\_\_\_

Applicant Signature [Signature] Date 3/20/2023  
Chris Bown, Chamber Board President

**VILLAGE OF TWIN LAKES STAFF USE ONLY**

Date Filed with Clerk 3/20/2023 Amount Paid & Receipt # \_\_\_\_\_

Checklist  Map of Event or Site Plans  Insurance on file

N/A Temporary Class "B"/"Class B" Retailer's License Application, if necessary

Police Chief Signature [Signature] Date 3-23-23

Approved  Denied Notes \_\_\_\_\_

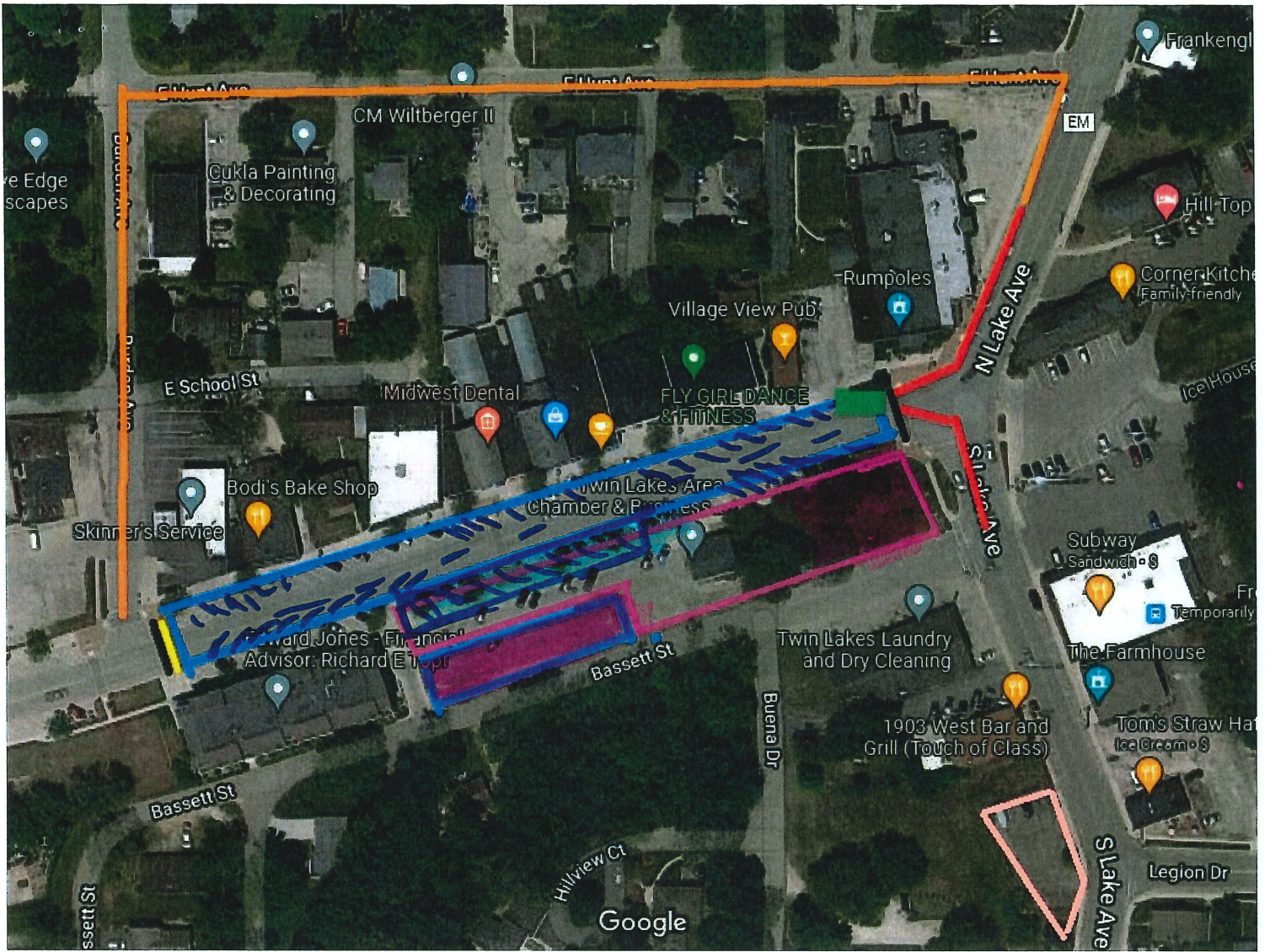
DPW Signature [Signature] Date 3-22-23

Approved  Denied Notes \_\_\_\_\_

Fire Chief Signature [Signature] Date 3-22-23

Approved  Denied Notes \_\_\_\_\_

COW Meeting Date \_\_\_\_\_ Board Meeting Date \_\_\_\_\_ Permit Number \_\_\_\_\_



**Green – Registration Tent (Present Pre-paid Number or \$20 day of Registration Fee Here)**

**Yellow – NO Entrance – Exit only**

**Blue – Car Show Parking Area**

**Red – Enter from Lake Ave to Registration Area**

**Orange – Detour around Road Closing**

**Purple – Harvest Fest and Food Truck Area *Business in the Park/Vendors***

**Pink – Vendor Parking**