

3741 Invoice 136 Booking 1021

Updated 12/12



City of Waukesha Parks, Recreation and Forestry Department
1900 Aviation Drive • Waukesha WI 53188 • Phone: (262) 524-3737 • Fax: (262) 524-3713
www.ci.waukesha.wi.us

Public Special Event Application
(Includes Large-Scale Public Gatherings)

Office Use
Date Received _____
Time _____ Initial _____
Permit # <u>1021</u>

Please fill in the information below and return to Waukesha Parks, Recreation & Forestry Department (WPRF) office along with \$50 non-refundable application fee. Please print using blue or black ink.

General Information

Name/ Description of Event Fiesta Waukesha Organization La Casa de Esperanza
Organization Website www.lacasadesperanza.org Tax Exempt number (attach proof) 39-1194446
Name of Event Coordinator Shari Campbell
Address 110 Arcadian Ave. City Waukesha State WI Zip 53186
Email scampbell@lacasadesperanza.org Fax 262-547-0735
Day Phone 262-832-1537 Evening Phone _____ Cell 262-565-7145
Name of Alternative Contact Melissa Gonzalez Email mgonzalez@lacasadesperanza.org
Day Phone 262-832-1507 Evening Phone _____ Cell _____

Event Information

Date(s) June 12-14, 2015 Attendance per Day 16,000
Facility and/or park areas requested Frame Park - off of Moreland + White Rock
Event hours: 06-12 11:00am-11:00pm Set-up begins 06-10-14 noon Clean-up ends 06-15-14 5:00pm

Will Wine/Beer be served?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, contact City Clerk at 262-524-3550
Will Wine/ Beer be sold?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, contact City Clerk at 262-524-3550
Will Food be given away?	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No	
Will Food be sold?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, contact County Health 262-896-8300
Will admission fee be charged?	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No	Amount?
Will entry fee be charged?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Will fees be charged for merchandise?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Will Signs/Banners be displayed?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Where? _____
Will you have security?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Who? _____
Will you have items left overnight?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	What? _____
Have you received a Special Event Handbook?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Do <u>not</u> sign application until you read and understand.
Will you need Street Closures?	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, contact Police Department 262-524-3831
Will you need No Parking Areas?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, contact City Clerk at 262-524-3550

Additional Equipment available from WPRF for a fee

Picnic Tables	<input checked="" type="radio"/> Yes	<input type="radio"/> No	How many? (max. 24) <u>24</u>
Trash barrels	<input checked="" type="radio"/> Yes	<input type="radio"/> No	How many? <u>30</u>
Water Hook up	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Needed for? <u>Food Vendors</u>
Electricity - WPRF can provide limited service.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Trash liners (100 bags per package)	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No	How many packages? _____
Toilet Paper	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Number of rolls? <u>3</u>

Additional Equipment provided by sponsor

Electricity- Generators	<input checked="" type="radio"/> Yes	<input type="radio"/> No	How many? _____
Tent/ canopy	<input checked="" type="radio"/> Yes	<input type="radio"/> No	How many? _____ Size(s) _____
Portable Toilets	<input checked="" type="radio"/> Yes	<input type="radio"/> No	How many? _____
Inflatable/ moonwalk	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No	Describe? _____
Amplified sound	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Purpose/type _____
Golf Carts/ Motorized vehicles	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Attach list of vehicles
Other _____	<input checked="" type="radio"/> Yes	<input type="radio"/> No	

By signing below, the signee states that the information given on this form is true and accurate. The signee also understands that he/she will be held accountable for all information/policies set forth in the Public Special Events Handbook, City of Waukesha Ordinances and Wisconsin/ United States Legislature.

Signature [Signature] Date 7/18/14