



City of Waukesha Parks, Recreation, and Forestry
(WPRF)

Public Special Events

(Includes Large-Scale Public Gatherings)

Handbook

Thank you for choosing City of Waukesha Parks as a venue for your public event. We offer many beautiful locations throughout the City of Waukesha. We look forward to working with you and making your event memorable.



Reviewed and
Approved WPRF Board
December 2019



All Public Special Events must be approved by **Recreation** Facility Coordinator **and/or**
Recreation Services Manager and/or WPRF Director.

262-522-2953 gwilcox@waukesha-wi.gov

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WPRF Public Special Events Policies and Procedures

Purpose

To establish guidelines and minimum standards for Parks, Recreation and Forestry in planning and facilitating safe, well run, high quality and enjoyable special events.

Definition of Public Special Event

A Public Special Event is any event or gathering which invites the general public. Examples of public invitations include posted signs, commercials, newspaper, social media, announcement, verbal exchange of information, or any other means.

Any Organization, Group or Individual who intends to rent a City of Waukesha open space or facility for the purpose of conducting a public event, league, tournament or any other type of organized activity that is offered to the public. Rental groups meeting the criteria above must:

- A. Complete application
- B. List the City of Waukesha as an additional insured under the agreed upon coverage.
- C. Sign an indemnification form.
- D. Follow the City of Waukesha Rental Group Policies and Procedures.

Related City of Waukesha Codes, Rules and Policies

Chapter 8 – 8.115 (2) (b) Large Scale Public Gatherings within City of Waukesha Parks, Recreation and Forestry Parks or within WPRF properties.

Chapter 6 – Streets and Sidewalks 6.18 Special Events (Re-named #9-16), 6.17 Parades and Demonstrations (Re-named #7-16)

Large Scale Public Gatherings

~~An event in which a group of more than 400 persons are engaged in activities such as the following:~~ **An event organized, sponsored, initiated, caused, or conducted by an entity or entities other than the City, which takes place at a public park or other property under the jurisdiction of the Parks, Recreation and Forestry Board, at which it's intended or reasonably foreseeable that 400 or more individuals will attend during its duration.**

- ~~A. Any Athletic/Recreation (5K, 10K, Walk), Car Show, Carnival/Amusement, Concert/Performance, Farmer's Market/Outdoor Market, Festival, Rally/Peaceful Protest, other~~
- ~~B. An exhibit or display of any motion picture, television program, light or laser light display or similar event;~~
- ~~C. Activities that require constructing any building, tent, canopy, stand, bandstand, stage, tower, scaffold, sound stage, platform, rostrum or other structure;~~
- ~~D. Activities that require stationing or using any electrical or electronic device, or equipment that would require outdoor auxiliary power;~~
- ~~E. Selling or offering for sale any goods or service.~~

Application Process

- A. Applicant(s) requesting a Special Event Permit is(are) required to submit a completed *Public Special Events Application* along with a *\$50.00 non-refundable Application Fee* (Payable to WPRF) at least ~~60~~ **30** days and maximum of 365 days prior to the date of the proposed event. Applicant(s) that request their event less than ~~60~~ **30** days prior to the date of the proposed event will be required to pay a

\$100.00 late fee and will need WPRF Director approval in accordance with Municipal Code 8.115 Special Events in Parks.

- B. WPRF reserves the right to make exceptions for an application received less than 60 30 days before the proposed event.
- C. Applications will be reviewed by WPRF as per Table 1-1 Approving Authority/Designated Locations to ensure event location and time does not conflict with other scheduled activities.
- D. For events with an anticipated attendance over 400 people in one day, a copy of the application will be sent to the following departments: Police, Fire, Public Works, and Waukesha Transit Commission.
- E. If an application is denied, a written appeal can be filed with the ~~Parks, Recreation and Forestry Board (PRFB)~~ City Clerk within 14 four (4) days of the denied application in accordance with Municipal Code 8.115 Special Events in Parks.
- F. If you advertise for an event before you receive final approval from WPRF, you do so at your own risk. Do not advertise for the event until you receive final approval from WPRF.

Table 1-1 Approving Authority/ Designated Location

Estimated Attendance	Approving Party	Location
1-999	WPRF Director/ Designee	All parks with shelters- at discretion of approving party.
1,000-9,999	WPRF Director/ Designee	Frame, Cutler, Lowell Only.
10,000+	WPRF Director/ Designee	Frame Park Only.

Fees & Charges / Payment Schedule

- A. Upon conceptual agreement, WPRF will issue an invoice for services to be rendered.
- B. 50% of total invoice is due as a deposit within 30 days of receiving it., 100% of the invoice is due 30 days prior to the event. If payment is not received within 30 days, the reservation will be forfeited.
- C. Events under the auspice of the City conducted (run) by a City agency are generally exempt from the indicated fees & charges.
- D. Events under the auspice of the City assigned &/or contracted to a community organization(s) to conduct (run) – applicable fees & charges will apply: Application Fee, Vendor Fee 3b(2) and Special User Services (b-k).

Refunds/Cancellations

- A. No rain dates will be held; therefore, provisions should be made for inclement weather. Date of event may only be rescheduled if the new date can be accommodated by WPRF.
- B. All cancellation requests must be in the form of a written notice.
- C. Refund amounts for General User Service Fees and Special User Fees are as per Table 1-2.

Table 1-2 Refund Schedule

Days prior to event	Amount
30 days or more	50% of fee is forfeited
Less then 30 days	100% of fee is forfeited

Insurance

- A. All Public Special events must comply with WPRF insurance requirements.
- B. WPRF maintains 3 levels of insurance. The level required for the event will be determined by the WPRF Facility Coordinator. A sample of each level is located on pages 18-20.
- C. An original "Certificate of Insurance" must be provided 30 days prior to event. The certificate must name "**City of Waukesha**" ~~"City of Waukesha Parks, Recreation and Forestry Department"~~ as an additional insured party.
- D. Sponsor is required to return a signed copy of the Indemnification & Reimbursement Agreement 30 days prior to event. A copy is located on page 13.
- E. Cancellation Insurance is recommended for all large-scale public events.

Admissions

- A. When an Admission Fee is charged, an Admission Permit and Fee will be required.

Entry/Participant fee

- A. There is a \$0.50 per Participant Fee required for all walks, runs, shows, races, and/or rides. Volunteer and event sponsors would not be considered for the entry/participant fee.

Sales: Vendors/ Food/ Beverage/ Concessions

- A. The definition of a vendor is each individual group that exchanges money for services or goods.
- B. Any exchange of money for merchandise, food, beverages etc. requires a Sales Permit.
- C. Sales Permits must be obtained from WPRF.
- D. Each additional vendor will be charged a fee per vendor, per day.
- E. A list of all commercial vendors with names and addresses must be submitted to WPRF and Waukesha County Department of Environmental Health (WCDEH) 30 days prior to the event. **Location of vendors must be coordinated with WPRF and identified on site map.**
- F. Sponsors who sell food and/or beverages must obtain permits through the WCDEH and WPRF.
- G. Any organization that will provide food service must comply with Chapter HFS 196 of the Wisconsin Administrative Codes.
- H. Food and beverages are not permitted to be served in glass containers.

When Renting WPRF facilities

- A. All use of buildings, shelters, or special areas must complete Rental Application in addition to the Public Event Application.
- B. Sponsors need to read and review applicable rentable Policy and Procedures. See Rental Policy and Procedures in appendix.

Alcohol

- A. Sponsors who wish to sell alcohol must apply for a Temporary Class B Retailer's License from the City Clerk's office. It is recommended to begin the process at

least 60 days prior to your event because license approval must proceed through PRFB, Ordinances & Licensing Committee and Common Council.

- B. Areas where alcohol will be served must be designated on the site layout map and be approved by WPRF.
- C. Sponsors must adhere to City of Waukesha Ordinances 11.27(4) in regard to permits and 9.09(6) in regard to sales.
- D. No glass containers are permitted in the parks.
- E. Permits will only be issued for the following times (any variance from the below times would need to be made as a request to PRFB, Ordinance and Licensing Committee and Common Council) :(9.09(c)(Cr. #39-02)

Monday – Friday	4 PM – 10 PM
Saturday & Sunday	10 AM- 10 PM
Memorial Day, 4 th of July, Labor Day	10 AM – 10 PM

- F. A copy of the Temporary Class B License must be given to WPRF at least 30 days prior to the event.
- G. Additional security may be required to be contracted by the sponsors.

Professional /Commercial Photography/Television

- A. Commercial photography/television filming requests must complete a Public Special Event Application with an Application Fee and include a written detailed description of the proposed use of the WPRF facility. Information must include: Date, time, specific location, number of attendees, an indication of any streets or sidewalks that will need to be closed and information for any linked sponsors. Approval of requests and applicable fees will be individually based on the proposed use of WPRF facilities.
- B. Professional Photographers who use Frame Park Formal Gardens more than 5 times annually will benefit from purchasing an Annual Photography Permit. Permit includes unlimited reservations and up to 5 prime time one-hour reservations. Cost for permit is \$250.00.

Security/Safety

- A. WPRF and the City of Waukesha Police Department reserve the right to require and regulate uniformed security personnel for any function at the discretion of the Director or the Chief of Police.
- B. WPRF and the City of Waukesha Police Department also reserve the right to regulate the number of security officers required at any event.
- C. The security shall be provided at sponsor's expense.
- D. Sponsors can contact a private agency to secure personnel or contact the City of Waukesha Police Department to secure their officers.
- E. A copy of the Security Agreement may be required to be on file prior to the event.
- F. The Waukesha Fire Department may require a Fire Safety and Evacuation Plan for any event.

Vehicle/Golf Cart

- A. Any use of golf carts or motorized vehicles must be approved by WPRF. Anyone driving a golf cart must have a valid driver's license.
- B. Sponsors must provide a list of all vehicles at least 30 days prior to the event for review by WPRF.
- C. During wet periods, when turf is soft, vehicles need to restrict use to sidewalks and paved areas.

Temporary Structures

All temporary structures, including but not limited to; tents, dunk tanks, trailers, stages and/or inflatables, require the “Temporary Structures in Parks Permit Application”. (See appendix on page 25.)

A temporary structure is a tent (larger than a 10X10 pop up), staging, trailers, inflatables, and dunk tanks. Because of the increasing number of underground utilities, and the danger to the public and to property from damaging them, the Parks Division **must** be involved when anyone wishes to install any temporary structure that penetrates the ground in a public park. In addition, Wisconsin Statute 182.0175 requires anyone who is responsible for the planning and performance of any type of ground penetration and excavation to provide advance notice to Digger’s Hotline.

A permit is required for the placement of any of these temporary structures. However, you are only required to contact Digger’s Hotline if the ground will be **penetrated** by stakes, tools or equipment. No permit is required for the placement of chemical toilets, volleyball nets or pop-up tents that are 10’ X 10’ or smaller (not staked in ground). Also, no permit is required for inflatables 15’ x 15’ or smaller, *provided they are anchored without stakes. An inflatable game (i.e.: moonwalks) must be set up, run and supervised by the rental company. Under no circumstances can the group renting WPRF facilities set up, run or supervise the inflatable game.*

Diggers Hotline is a statewide one-call notification system which provides advance notice to Public Utilities of intended excavation which may impact underground and overhead utility service. Prior to installation of structures which involve putting stakes in the ground, in public parkland, the following steps must be taken:

A. Temporary Structure Permit Application

Please answer all of the questions as fully and accurately as you can. Return the completed application, with your payment, at least 5 business days prior to your event. The Permit Fee for placement in a designated structure area is \$100.00. The Successive Day Fee is \$25.00. The fee for setting up a temporary structure(s) prior to the event is \$25.00 per day and requires prior approval. These figures include sales tax. WPRF is not liable for any structures/items left unattended or overnight. For ex: a tent put up the night before a scheduled event.

B. Digger’s Hotline, 1-800-242-8511

Call Digger’s Hotline no earlier than 14 days before your event and **no later than 5 working days prior to the event**. You **must** meet this timeline. There are no exceptions. Digger’s Hotline will assign you a Ticket Number for each area that will be excavated. You must furnish this number to the **WPRF Office at least 5 days prior to your event** either by phone or by fax. Be sure to give us your name, the park area and the date that the structure will be installed.

C. Insurance

We need proof of insurance. The following rental agency has insurance on file with us, which meets the City of Waukesha’s requirements: Area Rental. If you rent from this business, you do not need to provide insurance. Otherwise, please contact the Facility Coordinator, at 262-522-2953, for information on what coverage is

necessary. If you have any questions about this process, please call the WPRF Office at 262-524-3737.

Traffic Control

A. Parking

1. Parking of vehicles on grassy areas will **not** be allowed unless approval is granted by WPRF.
2. Sponsor shall provide an adequate number of individuals to control and regulate the parking of vehicles in designated parking areas.

B. No Parking Area

1. To obtain “No Parking” signs, proposed closures must be submitted to WPRF for approval.
2. Upon WPRF approval, sponsor can take the approval letter to the Waukesha Police Department to pick up signs.
3. All “No Parking” signs must be removed immediately following the event and returned to the Waukesha Police Department.

C. Street Closure/ High Volume Traffic

1. All street closures and high-volume levels of traffic must obtain a permit from the City Clerk’s office. Please see appendix on page 14-17.

D. Barricades

1. All barricades are to be provided by the Event Sponsor at their expense.

Utilities - Generators

- A. The location of all generators should be placed on the site map **and be at least twenty (20) feet away from any tent or membrane structure and be fenced in and isolated from the public.**
- B. All generators must be UL-approved and in good working condition.
- C. All fuel must be kept in an OSHA approved storage container, at least 20 ft. away from the generator.
- D. All generators must be placed on plywood to prevent exhaust damage to turf.

Sanitation/ Cleanup

A. Portable Toilets

1. Restroom facilities in parks may not **be** able to accommodate large events, as they are designed and sized for day to day regular park use. Any group hosting a large event may be required to provide additional restroom facilities in the form of portable toilets.
2. Toilet and Sanitation Facility requirements – see 6.18 in City Code.
3. Location must be coordinated with WPRF and identified on the site map.
4. Sponsor is responsible for keeping park toilets and portable toilets stocked with paper supplies and in clean working condition.
5. All portable toilets brought into WPRF, will be charged a fee per unit, per day. Rental users will be responsible to provide unit.

B. Trash

1. The event sponsor will need to provide adequate trash dumpsters to handle high volume of anticipated trash. Any group exceeding 400 people or more will be required to remove garbage accumulated during event. All dumpster(s) brought into WPRF will be charged a fee per unit, per day. Rental users will be responsible to provide unit(s).

2. Additional trash barrels can be ordered through WPRF. The event sponsor is responsible for dispensing the barrels to the specific locations needed.
 3. Dumpsters must be located on a hard surface road and will be emptied as needed. Location must be coordinated with WPRF and identified on the site map.
 4. Sponsor is responsible for all trash receptacles during the event.
 5. Dumpsters and trash need to be removed within 24 hours after the event.
 6. Disposal of grey water, charcoal, and used cooking oil is prohibited on WPRF grounds.
 7. Any group with attendance over 400 is required to recycle cans and plastic bottles. The disposal for the recycling is the responsibility of the event sponsor. All groups under 400 are encouraged to recycle their cans and plastic. For assistance with recycling contact Waukesha County Recycling at 262-896-8317.
- C. Park Clean-Up
1. Sponsor is responsible for cleaning park area after a public event.
 2. The area must be entirely cleared of litter within 24 hours following event. Any cleaning not completed will be done by WPRF, with all costs paid by the sponsor.
- D. Storage
1. No items may be stored at the park before or after the event.
 2. Any items left following the event will be charged a Daily User Service Fee. Ten (10) days following the event, WPRF will dispose of the items at a designated cleanup rate.

Layout Map/ Walk Through

Sponsors are required to provide a map of the park area showing the location of all facilities and services including, but not limited to; vendor locations, rides, parking, fencing, generators, portable toilets, trash dumpsters, temporary structures, signage, etc. The map must be given to WPRF 30 days prior to the event.

- A. Maps of Cutler Park and Frame Park can be found on pages **22-23**. Other park maps can be located in Google maps.
- B. A walk through with the Recreation Facility Coordinator, Grounds Supervisor and Building Supervisor may be required during the week of the event. Call at least 30 days in advance to schedule the walk through.

Noise Control

- A. Use of amplified sound must be approved by WPRF.
- B. Sound levels must be kept at a reasonable level.
- C. Content of noise levels cannot contain profane language.
- D. Sound levels must be lowered if a complaint is made to the Waukesha Police Department regarding becoming a public nuisance.

Ordinances/ Wisconsin Administrative Code

- A. Tents must comply with ~~Wisconsin Administrative Code Chapters 61-65.~~ **International Fire Code, Chapter 31.**
- B. All activities must comply with International Fire Code as adopted by local Ordinance ~~21.02-21.01.~~
- C. Amusement rides and Portable propane tanks must comply with ~~Wisconsin Administrative Codes.~~ **the International Fire Code and Wisconsin Administrative Codes.**

- D. **Mobile Food Preparation Vehicles (Food Trucks) must comply with International Fire Code, Section 319.**
- E. Park hours run from sunrise to 10:00 pm, any deviation must be approved by PRFB. No set up prior to 6:00 am unless approved by WPRF.
- F. A copy of the City Ordinances regarding dogs, animals, bicycles, signage and other items in question can be obtained upon request or online at www.waukesha-wi.gov.
- G. Sponsor must abide by all other state and local regulations.

Other information

- A. It is prohibited to affix any material to trees, shrubs or other park amenities unless prior permission is granted by WPRF.
- B. Paint cannot be applied to any surface or structure in the park. Chalk may be used to identify a run/walk course.
- C. Any modifications to a permit, within one week (5 business days), will result in a \$25.00 charge.
- D. Signage is prohibited in any street boulevards. All Signs displays and objects on park property need to be reviewed and approved with Recreation Facilities Coordinator. See Signs, Displays and Objects on Park Property Policy in appendix.
- E. Turf & Sports Surface Management: City staff will determine the likely impacts of events on turf and may not allow some events in areas or facilities because of potential damage.
- F. Any walk using WPRF walkways and no other WPRF facilities are required to complete a Public event application Indemnification Form. Application Fee will be charged. Events may be asked to comply with WPRF insurance requirements.
- G. All equipment and materials associated with the Special Event (including refuse) must be removed at the end of the event, unless given prior written approval from WPRF. All requests must be made in writing. Requests will be reviewed as part of the Special Event application process and fees will be assessed.
- H. It is the responsibility of the Special Event organizer to coordinate and arrange for all set up and tear down work. The duration of the event should include all time that the parks and facilities are impacted by the event, which includes set-up, removal and clean-up operations. WPRF will not store materials indefinitely and may dispose of any residual materials.
- I. Failure to comply with the terms of a Special Event application approval or deviation from the approval without the consent of WPRF may prohibit the event and/or special event organizer from future events.
- J. Athletic field usage for tournaments, invitationals, sport-specific events, etc. follow the Athletic Handbook policies and fees.
- K. Sky lanterns are not allowed to be released unless they are tethered to the ground.
- L. Balloon releases are highly discouraged. The release of balloons causes environmental concerns.
- M. All candles must be enclosed in glass containers.
- N. **Dogs are not allowed in City Parks or as designated (this does not include service dogs).**



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

Office Use Only	
Date Rcvd _____	Initials _____
Permit # _____	
Invoice # _____	
Indemnification Rtd. <input type="checkbox"/>	
Insurance Rcvd. <input type="checkbox"/>	

Please fill in the information on this 2-page application and return to Waukesha Parks, Recreation & Forestry Department (WPRF) office along with \$50 non-refundable application fee. Please print using blue or black ink.

Name and Type of Event _____

Facility and/or park areas requested (be specific) _____

Organization _____ **Event Website or Facebook Page** _____

Date(s) _____

Event hours _____ **Set-up begins** _____ **Clean-up ends** _____

Daily Attendance: # of Participants _____ # of Staff/Volunteers _____

Name of Event Coordinator _____ **Email** _____

Address _____ **City** _____ **State** _____ **Zip** _____

Day Phone _____ **Cell** _____ **Fax** _____

Name of Alternative Contact _____ **Email** _____

Day Phone _____ **Cell** _____

On Site Event Coordinator _____ **Email** _____

Address _____ **City** _____ **State** _____ **Zip** _____

Day Phone _____ **Cell** _____ **Fax** _____

Is the sponsoring organization a bona fide tax exempt, not for profit?	Yes	No	If yes, please complete the tax-exempt form (Appendix --)
Is the sponsoring organization a for profit company?	Yes	No	
Is this an annual (recurring) event?	Yes	No	
If yes, please state any problems and/or incidents that have occurred in past years and what, if anything has been done to resolve the issue(s) for this year (attach additional page if needed) _____ _____ _____			
If annual event, are you changing or expanding the event?	Yes	No	
If yes, please state any problems and/or incidents that have occurred in past years and what, if anything has been done to resolve the issue(s) for this year (attach additional page if needed) _____ _____ _____			
Please provide a description of your event. What activities are planned? (Be specific as possible) _____ _____			
What is your plan for cleaning, recycling and disposing of all refuse from this event? _____ _____ _____			
Please attach a separate page to illustrate the layout/route for your event. On the site map, please include the following (is applicable): location of first aid, sound stages, food vendor, tents, canopies, alcoholic beverage vendors, restrooms, non-alcoholic beverage vendors, entrances, etc. If the event is a run/walk or other type of event with a route, please indicate the planned route.			

Will Wine/Beer be served?	Yes	No	If yes, contact City Clerk at 262-524-3550
Will Wine/ Beer be sold?	Yes	No	If yes, contact City Clerk at 262-524-3550
Will Food be given away?	Yes	No	
Will Food be sold?	Yes	No	If yes, contact County Health 262-896-8300
Will admission or entry fee be charged?	Yes	No	
Will fees be charged for merchandise?	Yes	No	
Will Signs, displays, objects be placed on Park property?	Yes	No	Where? _____
Will you have security?	Yes	No	Who? _____
Will you have items left overnight?	Yes	No	What? _____
Will you have staff posted at the entrance/exits?	Yes	No	
Will you need Street Closures?	Yes	No	If yes, contact Police Department 262-524-3831
Does the event required parking related requests or concerns?	Yes	No	What? _____
Electricity- Generators	Yes	No	How many? _____
Tent/canopy (if yes, --policy will need to be followed)	Yes	No	How many? _____ Size(s) _____
Additional Temporary Structures (stage, dunk tank, etc.)	Yes	No	Describe? _____
Portable Toilets	Yes	No	How many? _____
Inflatable/ moonwalk	Yes	No	Describe? _____
Amplified sound	Yes	No	Purpose/type _____
Golf Carts/ Motorized vehicles	Yes	No	Attach list of vehicles
Other _____	Yes	No	

Additional Equipment available from WPRF for a fee

Picnic Tables	Yes	No	How many? (max. 24) _____
Trash barrels	Yes	No	How many? _____
Water Hook up	Yes	No	Needed for? _____
Electricity - WPRF can provide limited service.	Yes	No	
Trash liners (100 bags per package)	Yes	No	How many packages? _____
Toilet Paper	Yes	No	Number of rolls? _____

Safety

Will you be supplying a first aid station	Yes	No	
Will the venue be cordoned off from surrounding areas? (barricades, rope, etc.)	Yes	No	How? _____

Have you received a Special Event Handbook?	Yes	No	Do <u>not</u> sign application until you read and understand.
--	------------	-----------	--

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 _____ **Date** _____

Printed Name _____



City of Waukesha Parks, Recreation and Forestry Department
 1900 Aviation Drive • Waukesha WI 53188 • Phone: (262) 524-3737 • Fax: (262) 524-3713
Public Special Events – Approved Fees & Charges Schedule/Worksheet
 Form to be used for sponsor to budget for event

Event Name _____	Location _____
Date(s) of event _____	Today's Date _____

1. Administrative Fees

Application Fee (Non-refundable) **\$ 50** \$ _____
 Non-Resident Surcharge (event sponsor resides outside of City of Waukesha) \$50/day X _____ days \$ _____

2. General User Service Fees

Frame Park

- Picnic Shelter (includes electric)
 1-200 Participants: \$245/day Over 200 Participants: \$500/day X _____ days \$ _____
- Formal Gardens \$210/day X _____ days \$ _____
- Amphitheater (includes electric) \$210/day X _____ days \$ _____
- Volleyball Courts (each court) \$ 40/day X _____ days \$ _____
- Baseball Diamond \$295/day X _____ days \$ _____
- Docks & Pier \$ 65/day X _____ days \$ _____
- Open Space \$210/day X _____ days \$ _____
- Entire Park & Amenities* (Excluding use of Baseball Diamond, Schuetze & Rotary Buildings)
 *Any event over 800 attendees will be charged this fee. \$750/day X _____ days \$ _____
- Buildings: Schuetze, Rotary, EB Shurts (See Facility Rental Fees & Charges)

Cutler Park (hourly fee is 3-hour minimum)

- Band Shell apron - includes electric \$ 60/hr. or \$320/day X _____ hours/days \$ _____
- Band Shell door open (Includes: electric, lighting, amplification - providing attendant is available)
 1-200 Participants: \$110/hr. 201-499 Participants: \$220/hr. Over 499 Participants: \$440/hr. \$ _____
- Grounds/open space
 1-799 Participants: \$230/day 800-1,499 Participants: \$550/day Over 1,500: \$825/day \$ _____

Other

- Other Parks/Areas with electricity available \$240/day \$ _____
- Riverwalk (Davies Plaza to Springhouse) \$150/day (Farmers Market Exempt) \$ _____
- Other Parks/Areas without electricity available \$150/day \$ _____
- Open Space/Athletic Facilities **TBD** \$ _____

3. Sales Fees

- a. Sales Permit \$ 65/day X _____ days \$ _____
- b. Additional Sales Fee \$ 12/day X _____ vendors X _____ days \$ _____
- c. Vendor Fee – Farmers Market \$ 30/vendor X _____ vendors \$ _____
- d. Admissions Permit \$100/day X _____ days \$ _____
- e. Entry/Participant Fee \$ 0.50/participant X _____ participant \$ _____

4. Special User Service Fees

- a. Temporary structures – tents, inflatables, dunk tanks, etc. \$100 first day \$ _____
 (Farmers Market Exempt) \$ 25 each additional day X _____ days \$ _____
- b. Picnic Tables (max. 24, if available) \$ 80 (4 tables) X _____ days \$ _____
- c. Maintenance trip charge \$ 50 up to two (2) trips \$ _____
- d. Late fee \$100 \$ _____
- e. Toilet Paper \$ 8/roll X _____ rolls \$ _____
- f. Trash Barrels \$ 40 (10 barrels) X _____ days \$ _____
- g. Dumpster \$ 25/day X _____ days \$ _____
- h. Clean Up Fees \$ 75/hr. \$ _____
- i. Leftover Supply Events \$ 25/day X _____ days \$ _____
- j. Water Key (where applicable) \$ 25/day X _____ days \$ _____
- k. Garbage Bags \$ 50 (100 bags) X _____ bags \$ _____
- l. Parking lot (if available) \$ 40/hr (max. \$200 Daily) \$ _____
- m. Portable Toilets (user provides unit) \$ 10/unit X _____ days \$ _____

ESTIMATED TOTAL: \$ _____ 13

Indemnification and Reimbursement Agreement

WHEREAS, the Common Council of the City of Waukesha (“City”) has established an ordinance regulating the use of city parks and other specified properties for large-scale public gatherings and Special Events, and

WHEREAS, said ordinance requires persons wishing to hold a Special Event to: (1) indemnify the City and the Park, Recreation and Forestry Board for injuries and damages caused by the event; and (2) agree to reimburse costs incurred due to extraordinary damage to City property during the event, and

WHEREAS, the undersigned applicant has filed an application to conduct a Special Event in the City.

THEREFORE, the City and the undersigned applicant (“Applicant”) hereby agree as follows:

1. **Indemnification.** The Applicant hereby indemnifies and holds harmless the Waukesha Park, Recreation and Forestry Board and the City, its officers, agents, employees, successors or assigns from and against any and all losses, debts, actions, claims, demands, liabilities, expenses, costs, injuries and/or damages to persons or property occurring in connection with the Special Event, proximately caused by the actions of the Applicant, the sponsoring organization, its Officers, Employees or agents, or any person under their control.
2. **Reimbursement for Extraordinary Damage.** The Applicant shall reimburse the City for costs incurred due to extraordinary damage to City property during the Special Event conducted by the Applicant. “Extraordinary Damage,” as stated in section 8.115(3)(e) of the Municipal Code, is defined as “damage to Park or other City property in excess of normal wear and tear and which requires repairs in excess of routine maintenance”.
3. **Procedure for Reimbursement.** To initiate a request for reimbursement, pursuant to paragraph two (2) of this Agreement, the Park, Recreation and Forestry Department shall submit to the Applicant a detailed written accounting of the extraordinary damages and the cost of their repair, as evidenced by written receipts. The accounting shall be submitted via first class mail, return receipt requested, to the address the Applicant provided on its Public Gathering/Special Event Application. The Applicant shall remit payment no later than thirty (30) days from receipt of the accounting.
4. **Miscellaneous Provisions.**
 - a. **Waiver.** One or more waivers by either party of any provisions, term or condition of this Agreement shall not be construed by either party as a waiver of a subsequent breach of the same by the other party.
 - b. **Severability.** In the event any provisions of this contract shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties.
 - c. **Governing Law.** This Agreement shall be governed and construed in accordance with the law of the State of Wisconsin.
 - d. **Entire Agreement.** This Agreement constitutes the entire Indemnification and Reimbursement Agreement between the parties, and any change, amendment, or modification must be made in writing and executed by both parties.

IN WITNESS HEREOF, the undersigned have read and understand the contract presented here for Special Event Indemnification and Reimbursement:

Applicant

By: _____ Date: _____

[Print name:] _____

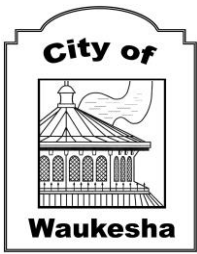
City of Waukesha

By: _____ Date: _____

Shawn N. Reilly, Mayor

By: _____ Date: _____

Gina Kozlik, City Clerk/Treasurer



**CITY OF WAUKESHA
CLERK TREASURER'S DEPARTMENT**

201 Delafield Street, Waukesha WI 53188
City Hall Room 104
Tel: (262) 524-3550 Fax: (262) 524-3888
Website: www.waukesha-wi.gov
Email: clerktreas@ci.waukesha.wi.us

STREET CLOSING & SPECIAL EVENT PERMIT APPLICATION

(Parking lanes, sidewalks, municipal parking lots, or trails)

- A Special Event fee is required in addition to a street closing fee for most events, except: parades and demonstrations as defined in sec. 6.16, Block Parties as defined in sec. 8.115, or uses by educational institutions located within the City of Waukesha during which no more than 400 persons will be on the closed public right-of-way at any given time.
- Partial closures may not require a permit (parking lanes, sidewalks, or trails).
- Application must be submitted to the Clerk's Office no less than 20 days before and no more than 270 days before the date of the proposed event.
- Applications may not be amended after filing application 6.185(5).
- Special events may not operate between the hours of 10:00 p.m. and 6:00 a.m.
- A clear, 15-foot path must be maintained at all times in closed streets of emergency vehicle access.
- Waukesha Municipal Code 6.17 & 6.18 regulates street closures. Please visit the City website www.waukesha-wi.gov to view the municipal code book.

→ Are you an owner or tenant of property adjacent to your requested closure? Yes No

If you answered "No" to the above question, you will need your alderperson to endorse this application – see below

Alderson Approval

Name of Alderson _____ Aldermanic District _____

I hereby endorse this Street Closing Application per sec. 6.17 of the Municipal Code.

Signature _____ Date _____

Applicant Information

Applicant's Name _____

Organization/Business (if any) _____

Phone Number _____ Email _____

Address (include city/zip) _____

Event Information

Name of Event _____ Repeat Event? Yes No

Purpose of Event (to include detailed description of event) _____

Event website (if any) _____

Date(s) of Proposed Event _____ Day(s) of the week _____

Time event will assemble _____ Time event will begin _____

Time event will end _____ Time event will disband _____

Name of contact person on day of event _____ Cell _____

AREA OF STREET TO BE CLOSED - ATTACH MAP OF PROPOSED CLOSURE AND INDICATE PROPOSED USE:

Continue area of street to be closed (if needed) _____

Number of blocks to be closed (block means the distance between intersections on a City Street, or 200 yards whichever is shorter) _____

Number of Barricades Needed _____

Will this event include: Music? Yes No Vehicles? Yes No Animals? Yes No

If yes, please explain: _____

*Approximate maximum number in attendance at one time (additional regulations for large special events of more than 400) _____

Attendance estimate based on? _____

Fees

The following street closing & special event fees shall be paid when filing the applications, per application, and shall not be refundable.

STREET CLOSING:	AMOUNT
Closure of 1 – 7 blocks	\$50.00
Closure of 8 or more blocks	\$150.00
Late Fee <i>(if filed less than 45 days before event)</i>	\$50.00

PLUS →
(if applicable - see note below)

SPECIAL EVENT:	AMOUNT
Between 1 – 1,000 attendees	\$50.00
Between 1,001 – 2,000 attendees	\$150.00
Between 2,001 – 5,000 attendees	\$350.00
Greater than 5,000 attendees	\$550.00
Late Fee <i>(if filed less than 45 days before event)</i>	\$50.00

Please note: A Special Event fee is required in addition to a street closing fee for most events, EXCEPT: parades and demonstrations as defined in sec. 6.16, Block Parties as defined in sec. 8.115, or uses by educational institutions located within the City of Waukesha during which no more than 400 persons will be on the closed public right-of-way at any given time.

Municipal Code 6.18 – Special Event Regulations

- (13) **Damage to City Property, Reimbursement of Costs.** The applicant shall reimburse the City for all damage to City property occurring during the Special Event, and all cost of clean-up incurred by the City as a result of the Special Event. *Initials* _____
- (14) **Indemnification, Release of Liability.** The applicant shall execute, as part of the application, a contract indemnifying and holding the City harmless from any and all liabilities arising from Applicant’s acts or omissions in conducting the Special Event, in a form approved by the City Attorney. *Initials* _____
- (15) **General Regulations**
 - (c) Special Events shall be open for admission to all members of the public, but may charge an entry fee. *Initials* _____
 - (d) Sound levels generated by the Special Event shall not exceed a level which unreasonably disturbs the peace and quiet of residents in the vicinity of the Special Event, taking all circumstances into consideration. *Initials* _____
 - (e) The Applicant shall collect and properly dispose of all waste and debris generated by the Special Event, and return all Public Rights of Way to their prior condition, no later than 2 hours after the end of the Special Event, at the Applicant’s sole expense. *Initials* _____
 - (f) Special Events are at all times subject to cancellation or modification due to emergencies or if the public safety requires, in the City’s sole discretion. *Initials* _____
 - (i) Permits may be revoked if the applicant fails to comply with any conditions placed on the permit, the requirements of this section, or any other applicable laws. *Initials* _____

Municipal Code 6.18(16) – Additional Items Provided with Application

- (16) **Additional Regulations for Large Special Events.** Special Events at which it is reasonably expected that more than 400 people will be present on Public Rights of Way at any given time shall be subject to the following regulations, in addition to the General Regulations in subsection (15):
 - (a) **Insurance.** The Applicant shall obtain, at Applicant’s sole expense, a policy of public liability insurance from an insurer licensed to issue policies in the State of Wisconsin, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, with an endorsement naming the City of Waukesha as an additional insured and loss payee. The Applicant shall file with the City Clerk a

certificate of insurance showing such coverage to be in place before the Special Event occurs, and in any event no later than 10 days after the permit is issued. Failure to file a certificate of insurance shall result in a revocation of the permit.

(b) Toilets and Sanitation Facilities. The Applicant shall ensure that adequate toilet and sanitation facilities are available to all attendees during the Special Event, at the Applicant’s sole expense.

(i) Refer to the following table for the required number of toilets available for attendees. The number of attendees is at any given time, not aggregate.

Duration of event in hours	≤1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10
Attendee Count										
400-999	0	4	4	6	6	6	8	8	8	8
1000-1999	4	6	6	6	6	8	8	8	8	12
2000-2999	4	8	8	8	8	12	12	12	12	16
3000-3999	8	8	10	10	10	12	16	16	20	20
4000-4999	8	8	12	12	16	16	20	24	24	28
5000-5999	12	12	12	16	20	30	30	30	30	34
6000-6999	12	12	16	16	20	30	30	36	36	40
7000-7999	12	12	16	20	30	32	40	40	52	52
8000-8999	12	12	20	24	32	32	40	44	52	54
9000-9999	16	16	24	28	40	40	52	52	60	64
10000 and up	16	16	28	40	40	52	52	60	60	72

(ii) The required number of toilets may be met with toilets in private or public restrooms, with portable toilets, or any combination. Toilet facilities must comply with ADA requirements for accessibility.

(iii) If private restrooms are to be used to satisfy the toilet and sanitation requirement, then the following requirements must be met: (1) There must be a written agreement from the owner, agreeing to make the restrooms available to the public free of charge at all times that the event is underway, with a copy provided to the City; (2) the restrooms must be within 200 feet of the boundaries of the event area, (3) the location of the restrooms must be clearly indicated with signs.

(iv) If food will be consumed at the event, then hand-washing facilities must be available. If any number of the toilet requirement is met by portable toilets, then a portable hand-washing station must be provided, at least 1 for every 6 portable toilets.

(c) Waste and Recyclables. The Applicant shall provide adequate solid-waste and recyclables collection and disposal, at the Applicant’s sole expense. Applicant may not rely on City waste containers to meet this requirement.

(i) Adequately-sized trash and recyclable receptacles shall be positioned within the event area so that no attendee has to move more than 75 feet to reach them. Applicant shall be responsible for disposing of trash and recyclables at Applicant’s expense and according to law, promptly upon conclusion of the Special Event. Receptacles must be marked to indicate waste or recyclables, reasonably sufficiently to prevent recyclables from being put into waste receptacles.

(ii) The required size and number of solid-waste and recyclables receptacles shall be according to standards determined by the Department of Public Works, approved by the Common Council, and published by the Department of Public Works.

(d) Health, Safety and Security. Applicants shall be responsible, at Applicant’s sole expense, for ensuring that facilities are available for contacting emergency services, for crowd control, and for pedestrian safety, according to the following standards:

(i) Applicant shall be responsible for ensuring that activities conducted at the Special Event comply with all applicable health and safety laws. Applicant must ensure that there is adequate access for emergency vehicles. Applicant must provide communications facilities and assigned personnel within the event area for communicating with police, fire and emergency medical services. Applicant’s plans for health and safety, submitted with their permit applications, will be reviewed by the Police and Fire Department for determination of adequacy on a case-by-case basis. Fire Department review shall include, but not be limited to, the requirements of International Fire Code Sections 403 and Chapter 24. Applicant shall comply with all Police and Fire Department directions for health and safety requirements.

(ii) Crowd control and pedestrian safety measures will be dependent on the circumstances of the particular event. Applicants shall submit a proposed crowd-control and pedestrian safety plan with their permit applications, which will then be reviewed by the Police Department for adequacy in light of all circumstances. Applicants shall provide information in addition to that provided on the application, as the Police Department reasonably requests.

(iii) If the Police Department determines that the crowd control and pedestrian safety requirements of the Special Event exceed the Police Department’s capacity, in the Police Department’s sole discretion, then the Applicant shall provide, at Applicant’s sole expense, private security personnel that are employed by a firm that is approved by the Police Department.

- (iv) Depending on circumstances, the City may require that additional sanitation, health, safety and security measures be provided by the Applicant. All additional measures shall be provided at the Applicant's sole expense.
- (v) Applicant shall indemnify the City from, and shall reimburse the City for, all expenses incurred by the City in providing necessary health, safety and security services that are the responsibility of the Applicant under this Section.

Applicant Signature

I hereby make an application for a Street Closing Permit & Special Event as detailed above. I agree to abide by the requirements of all City of Waukesha ordinances and State laws. I also acknowledge Ordinance 11.27 which prohibits drinking on public streets.

Print Name _____

Signature _____ Date _____

FOR OFFICE USE ONLY!

Date Application Received in Clerk's Office _____ Clerk's Initials _____

Map provided Amount Due _____ Date Paid: _____

Posting:

Date posted on Bulletin Board _____ Date posted on Website _____

Department Routing:

Police _____ Fire _____ Engineering _____ Transit _____ WPRF _____ Attorney _____

Approved Denied Clerk Processing Permit _____ Date _____

Municipal Lot Closure:

Building & Grounds Committee Approval _____ Council Approval _____

MISC NOTES: _____

ACORD™ CERTIFICATE OF LIABILITY INSURANCE - SAMPLE

DATE:

WPRF Sample: **Level 1** insurance requirements. Examples of events: Art Shows, River walks, smaller 1st time events

PRODUCER Agency Address City, State, Zip	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURERS AFFORDING COVERAGE	
INSURED Sample Address City, State, Zip	INSURER A: INSURER B: INSURER C: INSURER D: INSURER E:

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				EACH OCCURRENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	\$50,000
					MED EXP (Any one person)	\$5,000
					PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGREGATE	\$2,000,000
					PRODUCTS - COMP/OP AGG	\$2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON - OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____				COMBINED SINGLE LIMIT (Ea accident)	\$
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY - (Ea Accident)	\$
					OTHER THAN AUTO ONLY:	EA ACC \$ AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION				EACH OCCURRENCE	\$
					AGGREGATE	\$
						\$
						\$
						\$
	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY				X/WC STATUTORY LIMITS / OTHER	\$
					E.L. EACH ACCIDENT	\$
					E.L. DISEASE - EA EMPLOYEE	\$
					E.L. DISEASE - POLICY LIMIT	\$
OTHER						
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS City of Waukesha, its officers, employees and agents are additional insured regarding _____ (event) held _____ (dates)						
CERTIFICATE HOLDER / ADDITIONAL INSURED; INSURER LETTER _____ CANCELLATION						

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

COVERAGES

ACORD™ CERTIFICATE OF LIABILITY INSURANCE - SAMPLE

DATE:

WPRF Sample: Level 2 insurance requirements. Examples of events: River runs, car show, dances, events with alcohol

PRODUCER Agency Address City, State, Zip	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURERS AFFORDING COVERAGE	
INSURED Sample Address City, State, Zip	INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				EACH OCCURRENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	\$50,000
					MED EXP (Any one person)	\$5,000
					PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGREGATE	\$2,000,000
					PRODUCTS - COMP/OP AGG	\$2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON - OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____				COMBINED SINGLE LIMIT (Ea accident)	\$
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY - (Ea Accident)	\$
					OTHER THAN AUTO ONLY:	EA ACC \$
						AGG \$
	EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION				EACH OCCURRENCE	\$1,000,000
					AGGREGATE	\$1,000,000
						\$
						\$
						\$
	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY				X/WC STATUTORY LIMITS / OTHER	
					E.L. EACH ACCIDENT	\$
					E.L. DISEASE - EA EMPLOYEE	\$
					E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 City of Waukesha, its officers, employees and agents are additional insured regarding _____ (event) held _____ (dates)

CERTIFICATE HOLDER / ADDITIONAL INSURED; INSURER LETTER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE

ACORD™ CERTIFICATE OF LIABILITY INSURANCE - SAMPLE DATE: \

WPRF Sample: Level 3 insurance requirements. Examples of events: Fireworks, Paddleboats, water ski shows, Inflatables, Large events with alcohol

PRODUCER Agency Address City, State, Zip	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURERS AFFORDING COVERAGE	
INSURED Sample Address City, State, Zip	INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				EACH OCCURRENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	\$50,000
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					PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGREGATE	\$2,000,000
					PRODUCTS - COMP/OP AGG	\$2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON - OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____				COMBINED SINGLE LIMIT (Ea accident)	\$
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY - (Ea Accident)	\$
					OTHER THAN AUTO ONLY:	EA ACC \$
						AGG \$
	EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION				EACH OCCURRENCE	\$2,000,000
					AGGREGATE	\$2,000,000
						\$
						\$
	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY				X/WC STATUTORY LIMITS / OTHER	
					E.L. EACH ACCIDENT	\$
					E.L. DISEASE - EA EMPLOYEE	\$
					E.L. DISEASE - POLICY LIMIT	\$

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	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

Cutler Park



CLINTON ST

WISCONSIN AVE

MAPLE AVE

Statue

Cannon

Playground

Seating

Les Paul
Performance
Center

Waukesha
Public Library

Parking Lot

E PARK AVE

W PARK AVE

N GRAND AVE

Parking Lot

CARROLL ST



0 50 100 200 Feet

Frame Park



E NORTH ST

E ST PAUL AVE

E MORELAND BLVD

Playground

Shelter

Volleyball Courts

Formal Gardens

Amphitheater

Fox River

Baseball Field

Parking Lot

Rotary Building

WHITE ROCK AVE

PERKINS AVE

LOMBARDI WAY

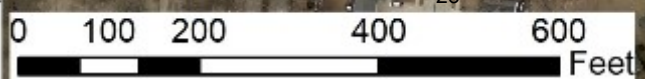
Parking

Playground

Schuetze Recreation Center

BAXTER ST

PHOENIX DR



Public Special Event Sponsor Checklist

(Includes Large Scale Public Gatherings)

This checklist is to serve as a guide for sponsors to know the deadlines to WPRF.

90 or more days prior to the event:

- _____ Obtain and read Public Special Events Policies and Procedures.
- _____ Fill out and return Public Special Event Application with \$50 Application Fee.

Following approval:

- _____ Apply for Temporary Class B License through City Clerk (If event includes alcohol).
- _____ 100% of total invoice due within 30 days.
- _____ Apply for Food/Beverage Temporary License through Waukesha County Department of Environmental Health.
- _____ Indemnification signed.
- _____ All signs displays and objects on Park property reviewed by Facility Coordinator.

30 days prior to the event:

- _____ Call Recreation Facility Coordinator to schedule a walk through appointment.
- _____ Copy of Certificate of Liability to WPRF.
- _____ Inform Public - no dogs allowed in Parks/Facilities.
- _____ Site Map- with all items marked.
- _____ List of all vendors to WPRF.
- _____ List of all golf carts and motorized vehicles to WPRF.
- _____ Copy of Temporary Class B License to WPRF (if required).
- _____ Copy of Security Agreement to WPRF (if required).
- _____ Copy of Emergency Plan to WPRF, i.e. - evacuation, medical, lost child and weather.
- _____ Contact Diggers Hotline if any Park land ground will be penetrated
(Ticket #: _____)
- _____ Plan recycling and trash removal, arrange for restroom facilities and additional paper Products.
- _____ Arrange for First Aid Stations, bee sting aid, etc.
- _____ Lost and Found.

Week of the event

- _____ Walk through with Recreation Facility Coordinator, Ground Supervisor and Building Supervisor.
- _____ All keys and phone numbers issued.

Day of the event

- _____ Ensure that all vendors are abiding by policies and procedures.

24 hours following event

- _____ Park area completely cleared of all event equipment.
- _____ Trash cleared from the park area.
- _____ Contact Recreation Facility Coordinator if any incidents occurred during the event.

30 days following the event

- _____ Total invoice due to WPRF.
- _____ Inform Recreation Facility Coordinator if the event will be held again.
- _____ Reserve date for next year's event.

Agencies to Call for Assistance

Agency	Email/Website	Phone	Why to contact
City of Waukesha Parks, Recreation, & Forestry Department 1900 Aviation Dr.	www.waukesha-wi.gov	262-524-3737	Rental availability, Application forms, General questions.
WPRF Facilities Coordinator	gwilcox@waukesha-wi.gov	262-522-2953	Special requests, Concession permit
City of Waukesha Police		262-524-3831	No parking signs, safety, security
City of Waukesha Clerk's Office		262-524-3550	Alcohol license, Street closing
Waukesha County Department of Environmental Health	www.waukeshacounty.gov	262-896-8300	Food sales permits, List of guidelines
City of Waukesha Fire Department		262-524-3648	Codes & Requirements
WPRF assistance during event	Weekend On Call Service WPRF (weekday) 2 nd shift cell	262-993-4543 262-993-5882	
Waukesha County Recycling		262-896-8300	Recycling assistance
Diggers Hotline		1-800-242-8511	Hotlining
Area Rental		262-547-4141 262-827-1444	Tents, chairs, barricades *Pre-approved insurance

WPRF Temporary Structures in Parks Permit Application

Temporary structures, such as tents, staging, dunk tanks or promotional equipment will only be allowed in a park by obtaining a permit.

This application must be returned to the WPRF Office no later than 5 days prior to the event.

Today's Date: _____

Event Organizer Information:

Name of Group: _____

Contact Person: _____

Address: _____

Work Phone: _____ Home/cell Phone: _____

Event Information

Event Name: _____

Park Requested: _____ Event Date(s): _____

Number of people expected: _____

Temporary Structure Information

1) **Type of temporary structure and how many?**

Tent _____ Dunk Tank _____ Staging _____
Trailer _____ Other (please specify) _____

2) **Size and/or Dimension:** _____

3) **Time duration this structure will be in the park:** _____

4) **Diggers Hotline: Ticket Number:** _____

(Please note: Diggers Hotline phone number is 1-800-242-8511. The ticket number must be received in the Park Office at least 5 days prior to the event. You may call the WPRF Office at 262-524-3737, or Fax 262-524-3713 the ticket number.)

5) **Location of the structure in the park.** You must attach a park map. Park maps are available on the WPRF website.

6) **Is the structure going in a designated structure area?** yes no

7) **Company installing the structure:** _____

8) **Do you, or the tent installer, have insurance to cover the placement of this structure for your event?** yes no

I have received WPRF's Temporary Structures in Parks Instructions and shall comply with requirements they contain.

Signature _____ Date _____

WISCONSIN SALES AND USE TAX EXEMPTION CERTIFICATE

Check One **Continuous**

Single Purchase

Continuous

Purchaser's Business Name	Purchaser's Address
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The above purchaser, whose signature appears on the reverse side of this form, claims exemption from Wisconsin state, county, baseball or football stadium, and premier resort sales or use tax on the purchase, lease, or rental of tangible personal property or taxable services, as indicated by the box(es) checked below.

I hereby certify that I am engaged in the business of selling, leasing, or renting: _____

(Description of Property or Services Sold by Purchaser)

General description of property or services purchased (itemize property purchased if "single purchase"): _____

Seller's Name	Seller's Address
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PROPOSED EXEMPT USE

Resale _____ (Enter seller's permit or use tax certificate number)

Manufacturing

- Tangible personal property becoming an ingredient or component part, or which is consumed or destroyed or loses its identity, in the manufacture of tangible personal property destined for sale, but not including fuel or electricity, unless the fuel or electricity is consumed or destroyed or loses its identity in the manufacture of shoppers guides, newspapers, or periodicals, whether or not destined for sale.
- Machines and specific processing equipment and repair parts or replacements thereof, exclusively and directly used by a manufacturer in manufacturing tangible personal property and safety attachments for those machines and equipment.
- The repair, service, alteration, fitting, cleaning, painting, coating, towing, installation, and maintenance of machines and specific processing equipment, that the above purchaser would be authorized to purchase without sales or use tax, at the time the service is performed thereon. Tools used to repair exempt machines are not exempt.
- Portion of the amount of fuel converted to steam for purposes of resale. (Percent of fuel exempt _____%)

Farming (To qualify for this exemption, the purchaser must use item(s) exclusively and directly in the business of farming, including dairy farming, agriculture, horticulture, floriculture, or custom farming services.)

- Tractors (except lawn and garden tractors) and farm machines, including accessories, attachments, parts and repair service.
- Feed, seeds for planting, plants, fertilizer, soil conditioners, sprays, pesticides, and fungicides.
- Baling twine and baling wire.
- Breeding and other livestock, poultry, and farm work stock.
- Containers for fruits, vegetables, grain, hay, and silage (including containers used to transfer merchandise to customers), and plastic bags, sleeves, and sheeting used to store or cover hay and silage.
- Animal waste containers or component parts thereof (may only mark certificate as "Single Purchase").
- Animal bedding, medicine for farm livestock, and milk house supplies.
- All-terrain vehicles (ATV) used exclusively in farming, not licensed for public use.

Federal and Wisconsin Governmental Units

Enter CES No., if applicable

- The United States and its unincorporated agencies and instrumentalities and any incorporated agency or instrumentality of the United States wholly owned by the United States or by a corporation wholly owned by the United States.
- State of Wisconsin or any agency thereof; Local Exposition District, Professional Baseball Park District, or Professional Football Stadium District.
- Wisconsin county, city, village, or town, including public inland lake protection and rehabilitation district, municipal public housing authorities, uptown business improvement districts, and local cultural arts district.
- Wisconsin public schools, school districts, universities, and technical college districts.
- County-city hospitals or UW Hospitals and Clinics Authority.
- Sewerage commission, metropolitan sewerage district, or a joint local water authority.

Other

- Containers and other packaging, packing, and shipping materials, used to transfer merchandise to customers of the purchaser.
- Trailers and accessories, attachments, parts, supplies, materials, and service for motor trucks, tractors, and trailers which are used exclusively in common or contract carriage under LC or IC No. _____.
- Items or services purchased directly by and used by religious, charitable, educational, scientific, or other organization holding a Wisconsin Certificate of Exempt Status. CES No. _____.
- Tangible personal property to be resold by _____ on my behalf where _____ is registered to collect and remit sales tax to the Department of Revenue on such sales.
- Tangible personal property or services purchased by a Native American with enrollment # _____, who is enrolled with and resides on the _____ Reservation, where buyer will take possession of such property or services.
- Tangible personal property becoming a component of an industrial or municipal waste treatment facility, including replacement parts, chemicals, and supplies used or consumed in operating the facility.
- Portion of the amount of electricity or natural gas used or consumed in an industrial waste treatment facility. (Percent of electricity or natural gas exempt _____%)
- Electricity, natural gas, fuel oil, propane, coal, steam and wood used for fuel for residential or farm use.

	% of Electricity Exempt	% of Natural Gas Exempt	% of Fuel Exempt
<input type="checkbox"/> Residential	_____ %	_____ %	_____ %
<input type="checkbox"/> Farm	_____ %	_____ %	_____ %

Address Delivered: _____

- Other purchases exempted by law. (State items and exemption). _____

I hereby certify that if the item(s) being purchased are not used in an exempt manner, I will remit use tax on the purchase price at the time of first taxable use. I understand that failure to remit the use tax may result in a future liability that may include tax, interest, and penalty.

Authorized Signature	Title	Date
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(DETACH AND PRESENT TO SELLER)

INSTRUCTIONS

This certificate may be used to claim exemption from Wisconsin state, county, baseball and football stadium, and premier resort sales or use taxes and replaces all sales and use tax exemption certificates, except for the following: Certificate of Exemption for Rental Vehicles (Form RV-207), Construction Contract Entered Into Before the Effective Date of County or Football Stadium Tax (Form S-207CT), and a Wisconsin Direct Pay Permit. (**Note:** Form S-211 may be used by a purchaser claiming the direct pay exemption, if the purchaser checks the “other purchases exempt by law” line and enters all the required direct pay information.)

Under the sales and use tax law, all receipts from sales of tangible personal property or taxable services are subject to the tax until the contrary is established. However, a seller who accepts in “good faith” a valid exemption certificate is relieved of any responsibility for collection or payment of the tax upon transactions covered by the certificate. A valid certificate is one which is completely filled in and discloses a specific exemption claim appropriate to the business or activity being conducted by the purchaser. The seller should be familiar with the various exemption requirements and the instructions for using this certificate.

RESALE: A purchaser using the resale exemption is attesting that the tangible personal property or taxable services being purchased will be resold, leased, or rented. However, in the event any such property is used for any purpose other than retention, demonstration, or display while holding it for sale, lease, or rental in the regular course of business, the purchaser is required to report and pay the tax on the purchase of the property.

The following purchasers may make purchases for resale even though they do not hold a Wisconsin seller’s permit or use tax certificate: (a) A wholesaler who only sells to other sellers for resale may insert “Wholesale only” in the space for the seller’s permit number; (b) A person who only sells or repairs exempt property, such as to a manufacturer or farmer, may insert “Exempt sales only”; (c) A nonprofit organization may insert “Exempt sales only” if its subsequent sales of the tangible personal property or taxable services are exempt as occasional sales; or (d) A person registered as a seller in another state who makes no taxable retail sales in Wisconsin may insert the name of the state in which registered and that state’s seller’s permit or use tax certificate number. However, a supplier may not accept the resale exemption from a business not holding a Wisconsin seller’s permit or use tax certificate, if the sale involves the supplier’s delivery of goods to a consumer in Wisconsin (i.e., drop shipment).

A resale exemption may be granted if the purchaser is unable to ascertain at the time of purchase whether the property will be sold or will be used for some other purpose. If the items are used in a taxable manner, then sales or use tax is due on the purchase of the items.

MANUFACTURING: “Manufacturing” is defined as “*the production by machinery of a new article with a different form, use and name from existing materials by a process popularly regarded as manufacturing.*”

FARMING: This certificate may not be used by farmers to claim exemption for the purchase of motor vehicles or trailers for highway use, lawn or garden tractors, snowmobiles, or for items used for the personal convenience of the farmer. When claiming an exemption for an ATV which is also registered for public use, a written description including the percentages of time for personal and farm use, must be submitted with the ATV Registration Application.

Gross receipts from the sale of electricity (effective May 1, 2000), natural gas, and other fuels for use in farming are exempt all 12 months of the year. Farmers claiming this exemption should check the box for electricity and fuel located in the “Other” section.

This certificate cannot be used as an exemption for paying Wisconsin motor vehicle fuel tax.

FEDERAL AND WISCONSIN GOVERNMENTAL UNITS: This exemption may only be accepted from federal and Wisconsin governmental units and replaces the requirement for having a purchase order from the governmental unit or recording on invoices the Certificate of Exempt Status (CES) number of the governmental unit. Governmental units of other countries and states may not use this exemption certificate. The governmental unit should check the box that best describes their unit of government.

OTHER:

Containers: This exemption applies regardless of whether or not the containers are returnable. Containers used by the purchaser only for storage or to transfer merchandise owned by the purchaser from one location to another do not qualify for the exemption.

Common or contract carriers: The exemption available to common or contract carriers for certain vehicles and repairs listed on this certificate applies only to those units used “exclusively” in such common or contract carriage. The fact that a carrier holds a LC or IC number is not in itself a reason for exemption.

Organizations holding a Certificate of Exempt

Status (CES) number: Sales of tangible personal property or taxable services sold “directly” to certain nonprofit organizations are exempt only if the organization holds a CES number issued by the Wisconsin Department of Revenue. However, a similar out-of-state organization may use this exemption to purchase without tax even though it has not been issued a Wisconsin Certificate of Exempt Status number. Taxable charges (for lodging, meals, auto rental, etc.) incurred by an employe of an exempt organization when the employe is on a business trip are exempt, provided the retailer issues the billing or invoice in the name of the exempt organization, the Certificate of Exempt Status number is entered on the billing or invoice, and the retailer retains a copy of that document.

Waste treatment facilities: The exemption applies to the sale of tangible personal property to a contractor for incorporation into real property which is part of an industrial or commercial waste treatment facility approved for property tax exemption or a Wisconsin or federal governmental waste treatment facility.

Electricity, natural gas, fuel oil, coal, steam and wood used for fuel:

Gross receipts from the sale of electricity and natural gas for residential use during the months of November through April are exempt from sales and use tax.

Gross receipts from sales of fuel oil, propane, coal, steam, and wood used for fuel sold for residential use are exempt from sales or use tax.

Gross receipts from the sale of fuel and electricity for use in farming are exempt all year. This exemption does not include lubricants (e.g., oils) and antifreeze.

A retailer of electricity, fuel, or natural gas shall have a signed exemption certificate for exempt sales for residential or farm use unless any of the following apply:

1. 100% of the electricity, fuel, or natural gas is for exempt use.
2. The sale is to an account which is properly classified as residential or farm pursuant to schedules which are filed for rate tariff with the Wisconsin Public Service Commission which are in force at the time of sale.
3. The sale is to an account which is properly classified as residential or farm for classification purposes as directed by the Federal Rural Electrification Administration.

“Farm use” means used in farming, including use in a tractor or other farm machines used directly in farming, in a furnace heating a farm building, in providing lighting in farm buildings, and use in operating motors of machines used directly in farming.

“Residential use” means use in a structure or portion of a structure which is a person’s permanent principal residence. It does not include use in motor homes, travel trailers, other recreational vehicles, or transient accommodations. “Transient accommodations” means rooms or lodging available to the public for a fee for a continuous period of less than one month in a building such as a hotel, motel, inn, tourist home, tourist house or court, summer camp, resort lodge, or cabin.

Other purchases exempted by law include:

1. Printed material which is designed to advertise and promote the sale of merchandise, or to advertise the services of individual business firms, which printed material is purchased and stored for the purpose of subsequently transporting it outside the state by the purchaser for use thereafter solely outside the state.
2. Parts, supplies, or repairs for a school bus used exclusively as a contract carrier pursuant to a contract with a school or other organization.
3. Waste reduction and recycling machinery and equipment, including parts and repairs, which are exclusively and directly used for waste reduction and recycling activities.
4. Railway cars, locomotives, and other rolling stock used in railroad operations, or accessories, attachments, parts, lubricants, or fuel therefor.
5. Commercial vessels and barges of 50-ton burden or over engaged in interstate or foreign commerce or commercial fishing, and accessories, attachments, parts, and fuel therefor.

QUESTIONS: If either the purchaser or the seller has any questions regarding the completion or use of this exemption certificate, please contact the department by:

Telephone: (608) 266-2776
Fax: (608) 267-1030
E-mail: sales10@dor.state.wi.us

Write: Wisconsin Department of Revenue
PO Box 8902
Madison WI 53708-8902

Website: www.dor.state.wi.us



BUILDING RENTALS

Policies & Procedures

Persons must be 18+ years of age to rent facilities and 21+ years of age to obtain an alcohol permit.

- **APPLICATION:** Application, rental fee, deposit and any other fees must be submitted at least seven (7) calendar days prior to scheduled date to secure reservation. Exceptions may be made contingent upon scheduling a building attendant, fees will apply. Late application fee is \$25. Public events require additional applications, forms, and fees.
- **AVAILABILITY:** The E.B. Shurts and Rotary Buildings may be reserved for Saturday/Sunday rentals up to one year in advance. The Schuetze Recreation Center may be reserved 1 – 4 months in advance, contingent upon WPRF's recreation program schedule. Please visit the building you are considering before making your reservation to ensure the accommodations meet your needs. Contact WPRF to set up a viewing, advance notice is required. You may call (262) 524-3737 for date and building availability.
- **BILLING:** Any deposit will be refunded via check or credit card within 2-3 weeks following the event. Any amounts owed will be billed to customer and payment is due within 30 days.
- **CANCELLATION POLICY & CHANGES:** If permit is cancelled, for any reason, at least 30 days prior to the reservation date, \$25 of the prepayment fee will be forfeited. 50% of the prepayment fee will be forfeited if reservation is cancelled less than 30 days prior to the event. Changes in original dates and times may be made up to one week prior to the event. There will be no charge for the first change and a \$25 charge for each change thereafter. Note: All changes within 7 days will result in a \$25 charge.
- **DECORATIONS:** **No helium balloons, confetti, sparklers, smoke machines or other party decorations that create small debris.** Decorations may be put up with tape only. Candles must be enclosed in glass, i.e.: votives or hurricane glasses. Any promotional signage outside of room(s) rented require prior approval.
- **ROOM SET-UP, TAKE DOWN & CLEANING:** The rental group is responsible for all room set-ups. Take-down and cleaning is an option if the rental is 7 hours or less. Rentals over 7 hours, or have attendance over 120 people, are required to have WPRF clean. See below for responsibilities of cleaning. Set-up and clean-up time needs to be included in the building rental. DJ and bands must end with enough time to be out of the building by scheduled end time. The number of tables and chairs available may be limited to the number of people given for the estimated attendance. WPRF does not move tables and chairs from other facilities to accommodate additional needs. WPRF tables and chairs are not permitted outside.
- **STORAGE:** No items may be stored at the building before or after the event. Any items left following the event will be charged a daily user service fee.

CLEANING

WPRF provides cleaning supplies and trash bags

A. Rental Group Cleans: Rental groups (7 hours or less) that choose to clean the buildings must adhere to the following cleaning guidelines:

- ✓ Garbage cans need to be emptied and replaced with clean bags.
- ✓ Refrigerator and microwave should be emptied and cleaned.
- ✓ Wipe down tables, chairs, and counters with soap and water or cleaning spray.
- ✓ Take down all tables and chairs and place properly on racks.
- ✓ Floors must be swept and wet mopped.
- ✓ All decorations taken down and tape removed.
- ✓ If event extends outside – Rental is responsible to leave the area like they found it (even if WPRF is cleaning).

B. WPRF Cleaning: Groups that rent in excess of seven hours (7+) or exceeds 120 people and groups (7 hours or less) that request WPRF to clean, will be charged a \$150 cleaning fee for 3 hours of cleaning service. Any additional cleaning needed will be charged to renter at cost of \$50.00/hour. When WPRF cleans, rental groups are responsible for the following:

- ✓ All garbage must be placed in garbage bags and taken to outdoor bins.
 - ✓ Refrigerator and microwave emptied.
 - ✓ All decorations taken down and tape removed.
 - ✓ If event extends outside – Rental is responsible to leave area like they found it.
- If the rental group wants to assist in the cleaning process to ensure that the group is not charged for additional cleaning, the rental group may assist in cleaning, only until the listed end time on the agreement.

Additional Conditions:

1. Public parking is available in adjacent lots. Number of parking spots not guaranteed.
2. Building hours are 6:00 am – 11:00 pm. *No alcohol served after 10:00 pm.*
3. If there are any problems, please call the emergency contact phone number listed on your permit.
4. Dogs not allowed in the parks and/or buildings.
5. WPRF is not responsible for equipment or material owned by persons using the buildings. Such equipment may not be stored at the buildings.
6. Bathrooms are public restrooms, available for public use during park hours.
7. No sales of any kind without permit / fee. (Require WPRF approval.)
8. No tents without permit – 30-day advance notice required. (See hot lining procedure) Inflatables are not permitted.
9. Use of gym for non-athletic activities may be considered per director/designee.
10. All minors must be supervised by adults at all times (this includes hallways and outdoors).

*WPRF reserves the right to cancel a building reservation if the building is needed for WPRF use.

*All announcements, press releases, flyers, etc., relating to meetings must clearly state the sponsoring agents name and not WPRF.

*At the time of application, you will be required to agree to abide by the Americans with Disabilities Act (ADA) while using the buildings.

*The use of the name, address or telephone number of the Waukesha Parks, Recreation and Forestry Department as the address or headquarters of any group using the buildings is prohibited.

BUILDING RENTALS

Fees & Charges

- ✓ **Application, rental fee, deposit and any other fees must be submitted at least seven (7) calendar days prior to scheduled date.** Tax is included when applicable.
- ✓ There is a **3 (three) hour minimum** to rent any of the building facilities. Reservation ending time must be adhered to due to potential reservations following your event. If rental time extends past scheduled end time, additional hourly fees as well as a late fee of \$50.00 will be subtracted from the deposit.
- ✓ Fees indicated are City of Waukesha resident fees and charges – Non-residents must pay an additional \$50.00 surcharge per application as established by the Parks, Recreation and Forestry Board.
*A non-resident is defined as a person who does not reside or own property within the corporate limits of the City of Waukesha. (In general does not contribute to the City of Waukesha property taxes.)

Any rental with attendance over 120, an alcohol permit requested, and the event is scheduled beyond 8:00 pm will require additional contracted security. Additional fees and paperwork will need to be completed.

Rotary Building 1150 Baxter St., Waukesha 53186	Capacity: 120	\$84/hour	12-eight foot tables, 6-six foot tables, 6-60" round tables, 120 chairs, podium with microphone, refrigerator, sink, microwave, projection screen, dimmer lighting, gas fireplace. Air conditioned.
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E. B. Shurts Building 810 W. College Ave., Waukesha 53186	Capacity: 100	\$63/hour	8-eight foot tables, 16-card tables, 100 chairs, podium with microphone, refrigerator, sink, microwave, projection screen, 95' attached outdoor deck. Air conditioned.
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Buchner Community Room 223 Oakland Ave., Waukesha 53186	Capacity: 40	Pool Season \$105/hour	June – August Community Room with private pool deck pergola area and daily pool admissions included with rental. Eight foot tables and chairs included. Pergola area includes highball tables. Air conditioned.
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Buchner Community Room 223 Oakland Ave., Waukesha 53186	Capacity: 80	Reg. Season \$74/hour	September – May Community Room with private pool deck pergola area. Full kitchen. Eight foot tables and chairs included. Pergola area includes highball tables. Air conditioned. Outdoor street curling available.
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Schuetze Recreation Center (SRC)** 1120 Baxter St., Waukesha 53186	*Gym Athletic Use only \$47/hour	Riverview Room \$37/hour Capacity: 120	Conference Room \$26/hour Capacity: 25	Activity Room \$47/hour Capacity: 190	Kitchen/Meeting Room \$32/hour Capacity: 25	Eight foot tables, card tables and chairs available as needed. Air conditioned.
---	---	--	--	---	---	---

**SRC hourly fees will be doubled (100% surcharge) for rentals with more than 120 people in attendance

In addition to hourly and other applicable fees, all Building Rentals require a \$200 deposit*. Full payment of room rental is due at time of application.

*Upon approval, deposits will be refunded 2-3 weeks following the event.

Cleaning Fee: A cleaning fee of \$150 is automatically assessed for all rentals 7+ hours or exceeding 120 people. It is optional for rentals 0-7 hours. If groups 0-7 hours choose WPRF to clean, this fee must be paid at the time of application. Any cleaning that requires more than the 3 hours of cleaning service will be charged \$50 per hour.

Holiday Rentals: Buildings are not rented on Easter, Thanksgiving, Christmas Eve, Christmas Day, New Years Eve & New Years Day. A building attendant must be hired prior to approval of any other Holidays. A \$50 holiday surcharge will be charged for any holiday rentals.

Optional User Service Fees

- Additional Picnic Tables \$80 per day (includes tax) up to 4 additional tables.
- Additional Trash Barrels \$40 per day (includes tax) up to 10 additional barrels.
- Tent Permit (100 sq. ft. or larger) Contact WPRF for fees & policies.
- Left over event supplies \$50 per day.
- Additional Cleaning \$50 per hour.
- Sales Permit (for private groups) \$65 per day.
- Portable Toilets \$10 per unit per day/rental user provides unit.
- Water Spigot/Key \$25 per day + \$50 key deposit

Any group that signs the Fermented Malt Beverage and wine distribution agreement must comply with the following:

Fermented Malt Beverage (i.e. beer) and Wine Distribution Agreement:

The gathering shall be a private affair, not open to the public, nor advertised publicly in any manner and adhere to City Ordinance #11.27(4). No charge for beverages shall be made for guest, and no beverages shall be distributed to any persons under 21 years of age. Fermented malt beverage/wine/intoxicating liquor is allowed. No alcoholic beverages shall be dispensed or be in possession of any person on the premises after 10:00 pm.

Note: Sale of alcoholic beverages requires a special liquor license and approval of the Common Council. (Inquire with Director of WPRF.)



City of Waukesha
 Parks, Recreation and Forestry Department
 1900 Aviation Drive • Waukesha WI 53188 • Phone: (262) 524-3737
 Email: prf@waukesha-wi.gov
www.waukesha-wi.gov



PARK SHELTERS

Rental Policies & Procedures

- Persons must be 18+ years of age to rent facilities and 21+ years of age to obtain an alcohol permit.
- Application and full payment must be submitted at least seven (7) days prior to the scheduled date. Late applications will be accepted until 4:30 pm on the Thursday prior to the weekend and will be assessed a late fee of \$25.
- Every effort is made to have facilities clean. If there are any problems please call the emergency contact phone number listed on your permit.
 - Bring your permit with you on the day of your rental.
 - Public events require additional applications, forms, and fees.

Park Policies and Guidelines Regarding Usage

- | | |
|--|---|
| <ul style="list-style-type: none"> ✓ Park Hours: Sunrise to 10:00 pm daily. ✓ All trash will be placed in trash and recycling bins. <ul style="list-style-type: none"> ✓ All rentals are encouraged to recycle. ✓ Leave the park the way you found it! ✓ If WPRF needs to repair or clean up your event, the responsible party will be billed for damages and/or labor. <ul style="list-style-type: none"> ✓ Be courteous of other park patrons (keep noise/music at acceptable levels). ✓ Any use of charcoal must be extinguished and removed from park. ✓ No small debris permitted. (piñata, confetti / bird seed etc.) <ul style="list-style-type: none"> ✓ All tents require additional permits. 7 day advance notice. (See hot lining procedure.) | <ul style="list-style-type: none"> ✓ No Inflatables, slip & slides, water balloons, or sparklers permitted in any parks. ✓ All vehicles must park in designated parking areas only. ✓ <u>No sales</u> of any kind without permit. (May require WPRF approval.) <ul style="list-style-type: none"> ✓ Dogs not allowed in City parks or as designated. ✓ Bathrooms are public restrooms, available for public during park hours. ✓ There is a possibility that the restrooms may be closed prior to 10:00 pm. ✓ All shelters/restrooms are open seasonally, with the exception of Frame Park and EB Shurts. |
|--|---|

Refund Policy

Prior to 30 days of scheduled date, refunds will be made when the customer’s original permit is returned to WPRF. If a refund is desired, please notify the office with a written request and the return of your original permit. You will receive a full refund credited to your WPRF account which may be used toward future registrations and/or rentals for up to two (2) years of date of issue as permitted by law. If a check or credit card refund is desired, you will receive the refund minus a \$10 service charge. *NOTE: All changes within seven (7) days will result in a \$25 charge.*

- ✓ No refunds or credit for inclement weather or for cancellations less than 30 days prior to event. No refunds or credits will be given for events scheduled as the result of a date change made to original permit less than 30 days prior to event.

Severe Weather

It is your responsibility to monitor weather to insure your own safety – our shelters are not intended to protect you from severe weather.



City of Waukesha
Parks, Recreation and Forestry Department
 1900 Aviation Drive • Waukesha WI 53188 • Phone: (262) 524-3737
 Email: prf@waukesha-wi.gov www.waukesha-wi.gov



SPECIAL AREAS

Rental Policies & Procedures

- Persons must be 18+ years of age to rent facilities and 21+ years of age to obtain an alcohol permit.
- Application and full payment must be submitted at least 7 days prior to the scheduled date. Late applications may be accepted with a fee of \$25. Public events require additional applications, forms, and fees.
- Every effort is made to have facilities clean. If there are any problems please call the emergency contact listed on your permit.
- Full payment due at time of reservation.
- Reservation ending time must be adhered to due to potential reservations following your event.
- Bring your permit with you on the day of your rental.
- *Non-Resident Surcharge: Non-residents must pay an additional \$50 per permit, as established by the Parks, Recreation & Forestry Board.

Park Policies and Guidelines Regarding Usage

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| <ul style="list-style-type: none"> ✓ Park Hours: Sunrise to 10:00 pm daily. ✓ All trash will be placed in trash and recycling bins. ✓ All rentals are encouraged to recycle. ✓ Leave the park the way you found it! ✓ If WPRF needs to repair or clean up your event, the responsible party will be billed for damages &/or labor. ✓ Be courteous of other park patrons (keep noise/music at acceptable levels). ✓ Any use of charcoal must be extinguished and removed from park. ✓ No small debris permitted. (piñata, confetti / bird seed etc.) | <ul style="list-style-type: none"> ✓ All tents require additional permits. 7 day advance notice. (See hot lining procedure.) ✓ All vehicles must park in designated parking areas only. ✓ <u>No sales</u> of any kind without permit. (May require WPRF approval.) ✓ Dogs not allowed in City parks or as designated. ✓ Bathrooms are public restrooms, available for public during park hours. ✓ There is a possibility that the restrooms may be closed prior to 10:00 pm. ✓ No Inflatables, slip & slides, water balloons, or sparklers permitted in any parks. |
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Refund Policy

Prior to 30 days of scheduled date, refunds will be made when the customer's original permit is returned to WPRF. If a refund is desired, please notify the office with a written request. You will receive a full refund credited to your WPRF account. If a check or credit card refund is desired, you will receive the refund minus a \$10 service charge. Refunds under \$10 will automatically be credited to your WPRF account. All credits to WPRF may be used toward future registration and/or rentals. The credit will be available for use up to two years of date of issue as permitted by law. *NOTE: All charges within 7 days will result in a \$25 charge.*

- ✓ No refunds or credit for inclement weather or for cancellations less than 30 days prior to event.

Severe Weather

It is your responsibility to monitor weather to insure your own safety – our shelters are not intended to protect you from severe weather.

Any group that signs the Fermented Malt Beverage and wine distribution agreement must comply with the following:

Fermented Malt Beverage (i.e. beer) and Wine Distribution Agreement

The gathering shall be a private affair, not open to the public, nor advertised publicly in any manner and adhere to City Ordinance #11.27(4). No charge for beverages shall be made for guests, and no beverages shall be distributed to any persons under 21 years of age. Only fermented malt beverage (i.e. beer) and wine distribution is allowed. No alcoholic beverages shall be dispensed, consumed or be in possession of any person on park premises after 10:00 pm.

Note: Sale of alcoholic beverages is limited to selected parks and requires a special license and approval of the Common Council. (Inquire with Director of Parks, Recreation & Forestry.)

**City of Waukesha
Parks, Recreation and Forestry Board
Policy**

Signs, Displays and Objects on Park Property.

- (1) **Purpose and Intent.** This policy regulates the placement and possession, by Private Entities, of Signs, Displays and Objects on grounds managed by the City of Waukesha Department of Parks, Recreation and Forestry. This policy does not affect Signs, Displays or Objects placed by the Department. This policy addresses the potential unsightliness and clutter of Signs, Displays and Objects; potential unreasonable interference by Signs, Displays and Objects with the use of Park Property by other members of the public; the potential safety hazards caused by inadequately constructed, mounted or placed Signs, Displays and Objects; and First Amendment free-speech, establishment and free-exercise considerations.
- (2) **Definitions.** In connection with this Policy only:
- a. **Department.** Department means the City of Waukesha Department of Parks, Recreation and Forestry.
 - b. **Display.** Display means anything which visually communicates a non-verbal message, including, without limitation, works of art, religious displays, sculptures, pictures, photographs, historical displays and political displays.
 - c. **Event.** Event means any activity conducted by a Private Entity on Park Property in compliance with all provisions of the Municipal Code, including, without limitation, activities which may require a permit under Municipal Code §8.115. Event includes activities of an individual.
 - d. **Object.** Object means any article of personal property, including, without limitation, grills, coolers, volleyball or badminton nets, inflatables, dunk tanks, radios, sound equipment and speakers.
 - e. **Park Property.** Park Property means any real property under the management of the Waukesha Parks, Recreation and Forestry Board.
 - f. **Private Entity.** Private Entity means an individual, group of individuals, association, partnership, limited-liability company, corporation or other legal entity which is not a political subdivision of the State of Wisconsin or a subunit of the City of Waukesha.
 - g. **Sign.** Sign means any structure, whether fixed or movable, any part of which visually communicates a verbal message through words, letters, numbers, pictures, symbols, or a combination of them.
 - h. **Unattended.** Unattended means present on Park Property while the Private Entity that placed the Sign, Display or Object is not simultaneously on that Park Property, or while the Event with which the Sign or Display is associated is not simultaneously taking place on Park Property.

- (3) **General Rule.** Unattended Signs, Displays and Objects are prohibited on Park Property.
- (4) **Special Rules.**
- a. **City Signs, Displays and Objects.** The Department and any other City of Waukesha department may place Signs, Displays and Objects on Park Property at any time, and all such Signs, Displays and Objects shall relate only to public functions.
 - b. **Private Entity Signs Displays and Objects.** Private Entities may place or carry Signs, Displays and Objects on Park Property, provided that:
 - (i) The Signs, Displays or Objects are associated with an Event being conducted by the Private Entity on that Park Property;
 - (ii) The Signs, Displays or Objects are not Unattended;
 - (iii) The Signs, Displays or Objects are removed promptly upon the conclusion of the Event; and
 - (iv) The Signs or Displays comply with all rules in Section (5), below.
 - c. **Certain Objects Allowed Overnight.** It is not a violation of this Policy for only tents, stages, dumpsters or portable toilets to remain overnight on Park Property while not attended, provided that:
 - (i) They are placed in connection with a large-scale gathering for which a permit has been obtained pursuant to Municipal Code §8.115;
 - (ii) They are placed no earlier than 18 hours prior to the beginning of the large-scale gathering;
 - (iii) They are removed no later than 18 hours after the conclusion of the large-scale gathering;
 - (iv) They comply with the terms of the large-scale gathering permit and all other applicable state statutes, City ordinances, and regulations; and
 - (v) They are placed in the locations designated by the Department.
 - (vi) For purposes of this subsection, a large-scale gathering which is permitted to take place over more than one day is considered to be a single event.
 - d. **Park Closure Rules.** Regardless of any provision which requires signs, displays and objects to be attended, Private Entities are subject to park-closure regulations and may not remain on Park Property while a park is closed; except as may be expressly permitted in connection with a large-scale gathering permit issued pursuant to Municipal Code §8.115.

(5) Other Sign and Display Rules.

- a. **Size.** Signs shall not exceed 32 square feet in area. Displays shall not exceed 32 square feet in area if two-dimensional or shall not exceed 32 square feet in ground area and 8 feet in height, if three-dimensional.
- b. **Mounting.** Unless carried by an individual, Signs and Displays shall be mounted securely, using customary and accepted practices, so that they will not become detached, fall, tip or present a safety hazard to persons present on the Park Property in the weather conditions existing during the Event. Signs, Displays and Objects may not be mounted on any building, light pole, utility pole, or other built structure. Signs, Displays and Objects shall be re-located upon the reasonable request of the Department to do so, at any time the Department determines that safety requires re-location. If signs or displays are carried by an individual, they may not present a hazard of physical harm to other individuals present on Park Property.
- c. **Location.** Signs, Displays and Objects may not be placed on or across any sidewalk, drive, flowerbed, tree, or other landscaping; may not be placed within any street or highway right-of-way; and may not interfere with access to the Park Property by any persons. Signs, Displays and Objects shall be re-located upon the reasonable request of the Department to do so, at any time the Department determines that interference with other persons' access to Park Property requires re-location.