



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

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

Office Use	
Date Received	_____
Time	Initial _____
Permit #	_____

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

General Information

Name/ Description of Event Summer Water Ski Schedule Organization Badgerland
 Organization Website Badgerland.org Tax Exempt number (attach proof) _____
 Name of Event Coordinator Nick Findlay
 Address N66 W 23922 Vista Ln City Sussex State WI Zip 53089
 Email NickJ.Findlay@gmail.com Fax _____
 Day Phone _____ Evening Phone _____ Cell 414 852 4165
 Name of Alternative Contact Steve Sievers Email Steve.sievers@hotmail.com
 Day Phone 262 376 7637 Evening Phone _____ Cell _____

Event Information

Date(s) See Attached Attendance per Day _____
 Facility and/or park areas requested Water access / jump Ski area behind Schuetze
 Event hours: 5:30- Sunset Set-up begins 5:30 Clean-up ends Sunset Saturdays 7:30 - Noon

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

Additional Equipment available from WPRF for a fee

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

Additional Equipment provided by sponsor

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

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

Signature Nick J Findlay Date 3/1/17

April 2017							May 2017 ▶
◀ March 2017	Sun	Mon	Tue	Wed	Thu	Fri	Sat
							1
2	3	4	5	6	7		8
9	10	11	12	13	14		15
16	17	18	19 ↓ Pier Installation	20 ↓ Pier Installation	21		22
23	24	25	26 ↓ Pier Installation Rain Date	27 ↓ Pier Installation Rain Date	28		29
30	Notes:						

May 2017							June 2017
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1 ✓ Water Practice 5:30 - Sundown	2 ✓ Water Practice 5:30 - Sundown	3 ✓ Water Practice 5:30 - Sundown	4 ✓ Water Practice 5:30 - Sundown	5	6	
7	8 ✓ Water Practice 5:30 - Sundown	9 ✓ Water Practice 5:30 - Sundown	10 ✓ Water Practice 5:30 - Sundown	11 ✓ Water Practice 5:30 - Sundown	12	13	
14	15 ✓ Water Practice 5:30 - Sundown	16 ✓ Water Practice 5:30 - Sundown	17 ✓ Water Practice 5:30 - Sundown	18 ✓ Water Practice 5:30 - Sundown	19	20	
21	22 ✓ Water Practice 5:30 - Sundown	23 ✓ Water Practice 5:30 - Sundown	24 ✓ Water Practice 5:30 - Sundown	25 ✓ Water Practice 5:30 - Sundown	26	27	
28	29 ✓ First Show 4:30 - Sundown	30	31 ✓ Water Practice 5:30 - Sundown <i>Show</i>	Notes:			

June 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5 ✓ Water Practice 5:30 - Sundown	6	7 ✓ Home Show 5:30 - Sundown	8	9	10 ✓ Water Practice 7:30 - 12:00 <i>Overnight Practice</i>
11	12 ✓ Water Practice 5:30 - Sundown	13	14 ✓ Home Show 5:30 - Sundown	15	16	17 ✓ Water Practice 7:30 - 12:00
18	19 ✓ Water Practice 5:30 - Sundown	20	21 ✓ Home Show 5:30 - Sundown	22	23	24 ✓ Water Practice 7:30 - 12:00
25	26 ✓ Water Practice 5:30 - Sundown	27	28 ✓ Home Show 5:30 - Sundown	29	30	Notes:

July 2017							Aug 1 2017
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1 ✓ Water Practice 7:30 - 12:00	
2	3 ✓ Water Practice 5:30 - Sundown	4	5 ✓ Home Show 5:30 - Sundown	6	7	8 ✓ Water Practice 7:30 - 12:00	
9	10 ✓ Water Practice 5:30 - Sundown	11	12 ✓ Home Show 5:30 - Sundown	13	14	15	
16	17 ✓ Water Practice 5:30 - Sundown	18	19 ✓ Home Show 5:30 - Sundown	20	21	22	
23	24 ✓ Water Practice 5:30 - Sundown	25	26 ✓ Home Show 5:30 - Sundown	27	28	29 ✓ Water Practice 7:30 - 12:00	
30	31 ✓ Water Practice 5:30 - Sundown	Notes:					

July 2017		August 2017					September 2017	
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
		1	2 ✓ Home Show 5:30 - Sundown	3	4	5 ✓ Water Practice 7:30 - 12:00		
6	7 ✓ Water Practice 5:30 - Sundown	8	9 ✓ Home Show 5:30 - Sundown	10	11	12 ✓ Water Practice 7:30 - 12:00		
13	14 ✓ Water Practice 5:30 - Sundown	15	16 ✓ Home Show 5:30 - Sundown	17	18	19 ✓ Water Practice 7:30 - 12:00		
20	21 ✓ Water Practice 5:30 - Sundown	22	23 ✓ Home Show 5:30 - Sundown	24	25	26 ✓ Water Practice 7:30 - 12:00		
27	28 ✓ Water Practice 5:30 - Sundown	29	30 ✓ Home Show 5:30 - Sundown	31	Notes:			

September 2017							October 2017 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
3	4 ✓ Final Home Show 4:30 - Sundown	5	6 ✓ Water Practice 5:30 - Sundown	7	8	9 ✓ Water Practice 7:30 - 12:00 <i>ADD WORK</i>	
10	11 ✓ Water Practice 5:30 - Sundown	12	13 ✓ Water Practice 5:30 - Sundown	14	15	16 ✓ Water Practice 7:30 - 12:00	
17	18 ✓ Water Practice 5:30 - Sundown	19	20 ✓ Water Practice 5:30 - Sundown	21	22	23 ✓ Water Practice 7:30 - 12:00 <i>OK XXXXXX</i>	
24	25 ✓ Water Practice 5:30 - Sundown	26	27 ✓ Water Practice 5:30 - Sundown	28	29	30	