



City of Waukesha
201 Delafield Street
Waukesha, WI 53188
Tel: 262.542.3700
waukesha-wi.gov

City of Waukesha Cover Sheet

Committee:	Meeting Date:
ID Number:	Ordinance/Resolution Number (if applicable):
Name of Submitter:	Submission Date:
Agenda Item Title:	

Issue Before the Council:
Options & Alternatives:
Additional Details:



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What is the Strategic Plan Priority this item relates to:


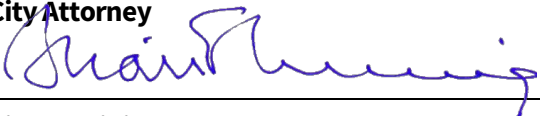
What impact will this item have on the Strategic Plan Priority?

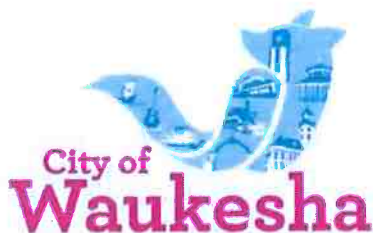
Financial Remarks:

Executive Recommendation:

Suggested Motion:

Reviewed By:

Finance Director 	Date Reviewed 05/29/2025
City Attorney 	Date Reviewed
City Administrator	Date Reviewed



CITY OF WAUKESHA
CLERK TREASURER'S DEPARTMENT
201 Delafield Street, Waukesha WI 53188
Tel: (262) 524-3550
Email: clerktreas@waukesha-wi.gov

STREET CLOSING & SPECIAL EVENT PERMIT APPLICATION

(Parking lanes, sidewalks, 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 Brooke Peddie
Organization/Business (if any) BB's on main
Phone Number 262-349-8688 Email brokepddie3@gmail.com
Address (include city/zip) 362 W main st Waukesha

Event Information

Name of Event Wormburner golf outing for Waukesha K9 Repeat Event? ☐ Yes ☒ No
Purpose of Event (to include detailed description of event) the purpose of this event is to raise money for the K9 division of Waukesha
Event website (if any) na
Date(s) of Proposed Event June 28 Day(s) of the week Saturday
Time event will assemble 4:30pm Time event will begin 4:30pm
Time event will end 9pm Time event will disband 9:30pm
Name of contact person on day of event Brooke Peddie Cell 262-349-8688

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

Part of Lot 3 no street closing

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) _____

***The City is willing to loan up to 20 barricades for closures in the public right of way. A \$400 deposit for 10 or more barricades or delineators, is required. The deposit will be given back to the applicant upon return of the barricades.**

Number of Barricades Needed 4

Will this event include: **Music?** ☒ Yes ☐ No

Vehicles? ☐ Yes ☒ No

Animals? ☒ Yes ☐ No

If yes, please explain: live music from 6:30-9 K9 dogs will be visiting

*Approximate maximum number in attendance at one time (additional regulations for large special events of more than 400) 150

Attendance estimate based on? golf sign up

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 (if filed less than 45 days before event)	\$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 (if filed less than 45 days before event)	\$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 BP

(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 BP

(15) **General Regulations**

(c) Special Events shall be open for admission to all members of the public, but may charge an entry fee.

Initials BP

(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 BP

(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 BP

(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 BP

(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 BP

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 Brooke Pedclie

☒ Signature Brooke Pedclie Date 5/23/25

FOR OFFICE USE ONLY!

Date Application Received in Clerk's Office 5/23/25 Clerk's Initials SK

☒ Map provided ☐ Amount Due \$50 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: _____

Fox River

362 W Main St





INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

In consideration of the issuance of a Special Event Permit and pursuant to the provisions of section 6.18(14) of the City of Waukesha Municipal code, the undersigned Brooke Peddie ("Licensee"), hereby agrees to indemnify and hold harmless the City of Waukesha, its officers, employees, agents and other contractors from and against all claims, demands, costs, judgments, losses, liabilities and/or damages of any kind or nature, including actual attorney fees, arising out of, in connection with, or in any way related to the Licensee's activity conducted pursuant to the Special Event Permit, whether or not the incident giving rise to such liability takes place on public or private property.

The undersigned warrants and represents specific authority to enter in to this agreement on behalf of the Licensee.

Dated this 23 day of May, 2025.

Brooke Peddie
Print Name

owner
Title

Brooke Peddie
Signature



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/23/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER WILLIAM BROWN INSURANCE SERVICES, INC. 715 MILWAUKEE STREET DELAFIELD, WI. 53018	CONTACT NAME WILLIAM K. BROWN	
	PHONE (AC, No, Ext): 262-646-8252 FAX (AC, No):	
INSURED BB'S ON MAIN STREET, INC 362 W MAIN STREET WAUKESHA, WI 53186	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: GERMANTOWN MUTUAL INSURANCE	14036
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 5502 REVISION NUMBER:

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER: AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)		1118816	03/24/2025	03/24/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 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 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

CERTIFICATE HOLDER

CANCELLATION

THE CITY OF WAUKESHA AND THE WDBA
272 W MAIN ST
WAUKESHA, WI 53186

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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From: Ald Alicia Halvensleben <AldDist11@waukesha-wi.gov>

Sent: Thursday, May 22, 2025 5:50 PM

To: Brooke Peddie <brookepeddie3@gmail.com>; Katie L. Panella <kpanella@waukesha-wi.gov>

Subject: Re: BBS on main

Katie,

Please accept this as my endorsement of this event. If you need me to stop by tomorrow for a proper signature, ju

Alicia

Sent from my U.S.Cellular® Smartphone

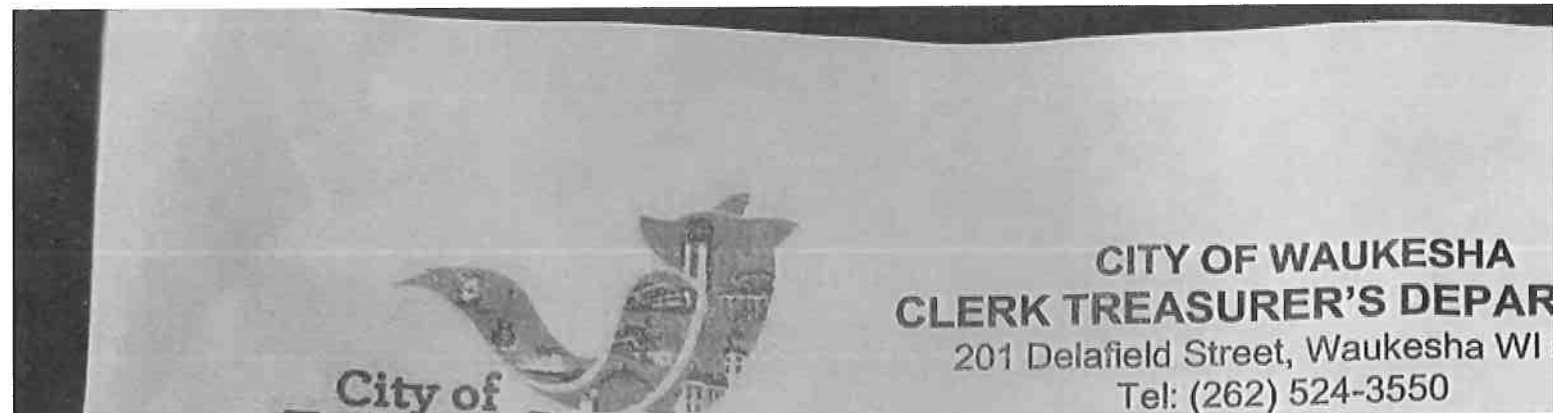
Get [Outlook for Android](#)

From: Brooke Peddie <brookepeddie3@gmail.com>

Sent: Thursday, May 22, 2025 4:01:39 PM

To: Ald Alicia Halvensleben <AldDist11@waukesha-wi.gov>

Subject: BBS on main



st let me know and I'll swing by.



