



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](http://www.ci.waukesha.wi.us)

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

Office Use  
 Date Received 12/5  
 Time 1:04 Initials AW  
 Permit # \_\_\_\_\_  
 Invoice # \_\_\_\_\_

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

General Information

Name/ Description of Event Fiesta Waukesha Organization La Casa de Esperanza  
 Organization Website www.lacasadeesperanza.org Tax Exempt number (attach proof) 39-1144446

Name of Event Coordinator Shari Campbell

Address 410 Arcadian Ave. City Waukesha State WI Zip 53186

Email Scampbell@lacasadeesperanza.org Fax 262-547-0735

Day Phone 262-832-1537 Evening Phone \_\_\_\_\_ Cell 262-565-7145

Name of Alternative Contact Cindy Retzack Email ICV@lacasadeesperanza.org

Day Phone 262-547-2856 Evening Phone \_\_\_\_\_ Cell \_\_\_\_\_

Event Information

Date(s) 6/19/17 - 6/11/17 Attendance per Day 6,000

Facility and/or park areas requested Fraume Park **be specific**

Event hours: 4p-11p, 11p-12p, 12p-10pm Set-up begins 6/19/17 12pm Clean-up ends 6/12/17 4pm

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

Additional Equipment available from WPRF for a fee

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

Additional Equipment provided by sponsor

Electricity- Generators	<input checked="" type="radio"/> Yes	<input type="radio"/> No	How many? _____
Tent/ canopy	<input checked="" type="radio"/> Yes	<input type="radio"/> No	How many? _____ Size(s) _____
Portable Toilets	<input checked="" type="radio"/> Yes	<input type="radio"/> No	How many? <u>15</u>
Inflatable/ moonwalk	<input type="radio"/> Yes	<input checked="" type="radio"/> No	Describe? _____
Amplified sound	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Purpose/type _____
Golf Carts/ Motorized vehicles	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Attach list of vehicles
Other _____	<input type="radio"/> Yes	<input type="radio"/> No	

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

Signature Arnelmo Villarreal Date 10-24-16



**LA CASA**  
de Esperanza, Inc.

410 Arcadian Ave. | Waukesha WI 53186 | 262.547.0887 | Fax 262.547.0735 | info@lacasadeesperanza.org | www.lacasadeesperanza.org

**Children's Programs**

*(Ages 6 weeks – 12 years)*

- Early Head Start
- Early Childhood Education
- 1st and 2nd Shift Child Care  
4K
- Before and After School
- Summer Camp
- Summer Food
- Transportation

**Youth Programs**

*(Ages 13 -18)*

- After School Club
- Career Development
- College Exploration
- Financial Education
- Summer Program
- Tutoring

**Workforce Development**

- Employment Assistance
- Family Self-Sufficiency
- Financial Stability Education
- VITA Free Tax Service
- YouthBuild

**La Clinica Outpatient Services**

- AODA Treatment
- Mental Health Treatment
- Counseling Services

**Housing Services**

- La Casa Village I & II

**Weatherization Services**

- Milwaukee, Waukesha & Jefferson Counties
- City of Milwaukee

*La Casa's mission is to provide opportunities for low-income individuals to achieve full social and economic participation in society, with emphasis on the Hispanic population.*



April, 2017

Mr. Ron Grall  
Director of Parks and Recreation  
Waukesha City Hall  
201 Delafield Street  
Waukesha, WI 53188

Dear Mr. Grall:

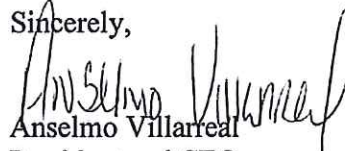
On behalf of La Casa de Esperanza, Inc., (La Casa) I am respectfully requesting the reservation of Frame Park, in the City of Waukesha, June 9-11, 2017.

Specifically, we are requesting:

- o The availability of the park on Wednesday and Thursday, June 7 and 8, 2017 for private set-up.
- o Friday, June 9, 2017 from 4:00 p.m. to 11:00 p.m. for public event including music until 11:00 p.m.
- o Saturday, June 10, 2017 from 11:00 a.m. to 11:00 p.m. for public event including music until 11:00 p.m.
- o Sunday, June 11, 2017 from 11:00 a.m. to 10:00 p.m. for public event including music until 10:00 p.m.
- o Permission for the sale of fermented beverages.
- o Variance hours of permitted hours to sell fermented malt beverages and wine until 10:45 p.m. on June 9 and 10, and until 9:45 on June 11.
- o Request to play music until 11:00 p.m. on June 9 and 10, and until 10:00 p.m. on June 11.
- o Monday, June 12, 2016 for private clean-up.

I also want to inform you that La Casa's application for a temporary class B liquor license for this event has been submitted to the City Clerk Treasurer's Office. Thank you for your consideration of our request. We look forward to once again working with you. If you have any questions or require additional information, please contact me or Shari Campbell at (262) 547-0887.

Sincerely,

  
Anselmo Villarreal  
President and CEO

cc: Mary Palmer