



## PARKS, RECREATION & FORESTRY

1900 AVIATION DRIVE  
WAUKESHA, WISCONSIN 53188-2471  
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Ron Grall, Director

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May 2, 2016

Mr. Walter E. Hahn, Secretary  
Waukesha Allied Veterans Council  
213 W. Newhall Ave.  
Waukesha, WI 53186-6013

RE: May 30, 2016, Waukesha Memorial Day Events  
**Sponsored by Waukesha Allied Veterans Council**

Dear Mr. Hahn:

Please accept this letter confirming requested special use and arrangements provided by the Parks, Recreation & Forestry Department for the following **May 30, 2016, Memorial Day events**:

1. Barstow Plaza/Dam ("River Service") 9:00 – 9:30 a.m. (approx.)
2. Schuetze Recreation Center 9:15 – 10:30 a.m. (approx.)
  - Restrooms opened for use during parade line-up on Baxter Street
3. Parade starts (proceeds downtown & ends @ Cutler Pk.) 10:15 a.m.
4. Cutler Park (Les Paul Band Shell) Program 11:00 a.m. start (approx.)
  - Restrooms opened (adjacent to Library)
  - (4) large flag stands placed on stage (2) at each corner
  - Public Address system set-up, with podium & chairs for WPRF Band & program participants
  - U.S. Flag lowering/raising (half staff until 12:00 Noon and then fully raised)

Please let me know if you have any plan changes or have found any omissions regarding your special use request. Additionally, I have included the Special Events form I need signed by the Allied Veterans Council and returned to me. Fees are waived, however, I will need the paperwork signed. Please let me know if you have any questions.

On behalf of the City of Waukesha Parks, Recreation & Forestry Department and Board, we thank you for your efforts in making these special events available to the community.

Sincerely,

Joanna Adamicki  
Special Events Coordinator

cc: Mayor Reilly  
Kevin Lahner, City Administrator  
Ron Grall, Director  
Pete Traczek, Parks & Forestry Operations Manager  
Pat Grulke, Recreation Services Manager  
Mona Bauer, Customer & Administrative Services Manager

