



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

Office Use Only	Date Rcvd _____	Initials _____
Permit # _____		
Invoice # _____		
Indemnification Rcd. <input checked="" 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 FRAME PARK CAR SHOW — CAR SHOW
 Facility and/or park areas requested (be specific) FRAME PARK
 Organization WAUKESHA OLD CAR SHOW Event Website or Facebook Page WAUKESHOLDCARCLUB.ORG?
 Date(s) 8/8/2024
 Event hours 11 Set-up begins 5:30 AM Clean-up ends 5:00 PM
 Daily Attendance: # of Participants 2,000 # of Staff/Volunteers 50

Keith
Ryan
Bridge
↑
Support
Block off

Name of Event Coordinator STEVE HEINEMANN Email STUEHWOCC@YAHOO.COM
 Address PO BOX 645 City WAUKESHA State WI Zip 53187
 Day Phone 262-408-0310 Cell 262-408-0310 Fax _____
 Name of Alternative Contact JIM YOUNG Email JHYOUNGJR1956@GMAIL.COM
 Day Phone 262-893-7704 Cell 262-893-7704
 On Site Event Coordinator JIM YOUNG Email JHYOUNGJR1956@GMAIL.COM
 Address PO BOX 645 City WAUKESHA State WI Zip 53187
 Day Phone 262-893-7704 Cell 262-893-7704 Fax _____

Is the sponsoring organization a bona fide tax exempt, not for profit?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, please complete the tax-exempt form (Appendix -)
Is the sponsoring organization a for profit company?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Is this an annual (recurring) event?	<input checked="" type="radio"/> Yes	<input type="radio"/> 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) NONE

If annual event, are you changing or expanding the event?	<input type="radio"/> Yes	<input checked="" type="radio"/> 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)	<u>CAR SHOW THROUGH THE PARK,</u>	

Please provide a description of your event. What activities are planned? (Be specific as possible)
CAR SHOW THROUGHOUT THE PARK, BAND PLAYING NOON TO 3:30 PM,
FOOD AND BEVERAGES WILL BE SERVED

What is your plan for cleaning, recycling and disposing of all refuse from this event? GARBAGE + RECYCLING BINS
THROUGHOUT PARK, GARBAGE PLACED IN ON SITE DUMPSTER, RECYCLING
BAGS PLACED ON SITE FOR RECYCLING PICKUP.

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	<input checked="" type="radio"/> No	If yes, contact City Clerk at 262-524-3550
Will Wine/ Beer be sold?	<input checked="" type="radio"/> Yes	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?	<input checked="" type="radio"/> Yes	No	If yes, contact County Health 262-896-8300
Will admission or entry fee be charged?	<input checked="" type="radio"/> Yes	No	SHOW CARS
Will fees be charged for merchandise?	<input checked="" type="radio"/> Yes	No	T-SHIRTS
Will Signs, displays, objects be placed on Park property?	<input checked="" type="radio"/> Yes	No	Where? ENTRANCES
Will you have security?	<input checked="" type="radio"/> Yes	No	Who? POLICE AUX
Will you have items left overnight?	<input checked="" type="radio"/> Yes	No	What? DUMPSTER, PORT A POTIES
Will you have staff posted at the entrance/exits?	<input checked="" type="radio"/> Yes	No	
Will you need Street Closures?	<input checked="" type="radio"/> Yes	No	If yes, contact Police Department 262-524-3831
Does the event require parking related requests or concerns?	Yes	<input checked="" type="radio"/> No	What? _____
Electricity- Generators	<input checked="" type="radio"/> Yes	No	How many? 1
Tent/canopy (if yes, --policy will need to be followed)	<input checked="" type="radio"/> Yes	No	How many? 3 Size(s) 20 X 30
Additional Temporary Structures (stage, dunk tank, etc.)	Yes	<input checked="" type="radio"/> No	Describe? _____
Portable Toilets	<input checked="" type="radio"/> Yes	No	How many? 7
Inflatable/ moonwalk	Yes	<input checked="" type="radio"/> No	Describe? _____
Amplified sound	<input checked="" type="radio"/> Yes	No	Purpose/type BAND
Golf Carts/ Motorized vehicles	<input checked="" type="radio"/> Yes	No	Attach list of vehicles (1) GOLF CART
Other _____	Yes	<input checked="" type="radio"/> No	

Additional Equipment available from WPRF for a fee

Picnic Tables	<input checked="" type="radio"/> Yes	No	How many? (max. 24) 40
Trash barrels	<input checked="" type="radio"/> Yes	No	How many? 30 TRASH, 30 RECYCLE
Water Hook up	<input checked="" type="radio"/> Yes	No	Needed for? HOT WATER, CLEAN UP
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? _____

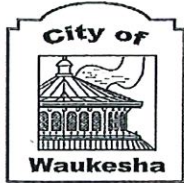
Safety

Will you be supplying a first aid station	<input checked="" type="radio"/> Yes	No	
Will the venue be cordoned off from surrounding areas? (barricades, rope, etc.)	Yes	<input checked="" type="radio"/> No	How? _____

Have you received a Special Event Handbook?	<input checked="" type="radio"/> Yes	No	Do <u>not</u> sign application until you read and understand.
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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. FOR WAUKESHA OLD CAR CLUB

Signature Steve Heine Date 2-5-2020
6/25/21
 Printed Name STEVE HEINEMANN JR.



State of Wisconsin
County of Waukesha
City of Waukesha

WHEREAS, the City of Waukesha has, upon application duly made, granted and authorized the issuance of the following license:

Issued to: _____
Waukesha Old Car Club P.O. Box 645
Waukesha, WI 53187
James H. Young, Jr., Agent

Trade Name: _____
Waukesha Old Car Club P.O. Box 645
Waukesha, WI 53187

<u>License Type</u>	<u>License No</u>	<u>Effective</u>	<u>Expires</u>	<u>Fee</u>
Special Class B Retail License	2021 - 4	8/08/2021	8/08/2021	10.00

Permit for Temporary "Class B" Retailer's License to sell fermented malt beverages and wine at the Waukesha Old Car Club Car show to be held in Frame Park on August 8th, 2021 from 8am to 4pm.

WHEREAS, this license is subject to all resolutions, ordinances, regulations, and provisions as may be at any time imposed by the local governing body or any laws of the State of Wisconsin, and is subject to revocation as provided by law.

Given under my hand and the Great Seal of the City of Waukesha,
County of Waukesha, this 15th day of June, 2021.



Total fee:
\$10.00

Gina Kozlik
Gina Kozlik, Clerk Treasurer

This document must be framed and posted on the premises at all times.

Mary Palmer

From: Sandee Policello
Sent: Wednesday, June 23, 2021 4:02 PM
To: Mary Palmer
Subject: RE: Waukesha Old Car Club
Attachments: scan_spolicel_2021-06-23-15-55-29.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

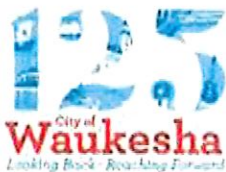
It was approved by O&L on 6/14 and Council on 6/15.

Sandee

From: Mary Palmer <MPalmer@waukesha-wi.gov>
Sent: Wednesday, June 23, 2021 3:57 PM
To: Sandee Policello <SPolicel@waukesha-wi.gov>
Cc: Ron Grall <RGrall@waukesha-wi.gov>; Mary Berg <mberg@waukesha-wi.gov>
Subject: RE: Waukesha Old Car Club

Sandee,

Will it automatically go to Council for approval?



Thank you,

Mary Kay Palmer

Mary Kay Palmer
Recreation Facilities Coordinator
Waukesha Parks, Recreation and Forestry
1900 Aviation Drive
Waukesha, WI 53188
Phone: 262-522-2953
Email: mpalmer@waukesha-wi.gov
<https://waukesha-wi.gov/>



Please feel free to click on the link below to view rental information.

<http://www.waukesha-wi.gov/563/Building-Room-Rentals>

From: Sandee Policello <SPolicel@waukesha-wi.gov>
Sent: Wednesday, June 23, 2021 3:54 PM
To: Mary Palmer <MPalmer@waukesha-wi.gov>
Subject: Waukesha Old Car Club