



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)

2257

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

Office Use
Date Received _____
Time _____ Initial _____
# 184
Permit # 2257

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, Inc. # 2257  
www.lacasadeesperanza.org Tax Exempt number (attach proof) ES 9375

Organization Website \_\_\_\_\_ 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 262-565-7445

Name of Alternative Contact Cindy Retzalk Email lcu@lacasadeesperanza.org

Day Phone 262-547-2856 Evening Phone \_\_\_\_\_ Cell 262-527-7516

Event Information  
Date(s) June 10-12, 2016 Attendance per Day 6,000

Facility and/or park areas requested \_\_\_\_\_

Event hours: \_\_\_\_\_ Set-up begins 06-08 Clean-up ends 06-13

Friday 4:00 - 11:00 pm  
Sat 11:00 am - 11:00 pm  
Sun 11:00 am - 10:00 pm

Will Wine/Beer be served?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, contact City Clerk at 262-524-3550
Will Wine/ Beer 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 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 type="radio"/> Yes	<input checked="" type="radio"/> No	Amount?
Will entry fee be charged?			
Will fees be charged for merchandise?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Will Signs/Banners be displayed?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Where? _____
Will you have security?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Who? _____
Will you have items left overnight?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	What? _____
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 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>24</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 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? _____
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 [Signature] Date 06-30-15



**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

**Housing Services**

La Casa Village I & II

**Weatherization Services**

Milwaukee, Waukesha &  
Jefferson Counties  
City of Milwaukee

*La Casa de Esperanza's  
mission is to provide  
opportunities to achieve  
full social and economic  
participation in society,  
with emphasis on  
the Hispanic population.*



March 17, 2016

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 10-12, 2016.

Specifically, we are requesting:

- o The availability of the park on Wednesday and Thursday, June 8 and 9, 2016 for private set-up.
- o Friday, June 10, 2016 from 4:00 p.m. to 11:00 p.m. for public event including music until 11:00 p.m.
- o Saturday, June 11, 2016 from 11:00 a.m. to 11:00 p.m. for public event including music until 11:00 p.m.
- o Sunday, June 12, 2016 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 10 and 11, and until 9:45 on June 12.
- o Request to play music until 11:00 p.m. on June 10 and 11, and until 10:00 p.m. on June 12.
- o Monday, June 13, 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 & CEO

cc: Mary Palmer