



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

Office Use Only	Date Rcvd _____	Initials _____
Permit # _____	Invoice # _____	Indemnification Rcvd. <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.

Keith
Ryan
Bridge
↑
Support
Blockoff

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) 8/9/2020
 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

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 JHYOUNGJR195C@GMAIL.COM
 Day Phone 262-893-7704 Cell 262-893-7704
 On Site Event Coordinator JIM YOUNG Email JHYOUNGJR195C@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) <u>NONE</u>			

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 DUMMASTER, 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 Heinemann Jr Date 2-5-2020

Printed Name STEVE HEINEMANN JR.