



City of Waukesha Parks, Recreation and Forestry Department
 1900 Aviation Drive • Waukesha WI 53188 • Phone: (262) 524-3737 • Fax: (262) 524-3713
 www.waukesha-wi.gov

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

Office Use
Date Received _____
Time _____ Initials _____
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 FRAME PARK CAR SHOW Organization WAUKESHA OLD CAR CLUBS
WAUKESHA OLD CAR CLUBS.ORG Tax Exempt number (attach proof) NO
 Organization Website _____
 Name of Event Coordinator STEVE HEINEMANN
 Address PO BOX 645 City WAUKESHA State WI Zip 53187
 Email STEVEHWOLL@YH100.COM Fax _____
 Day Phone 262 408 0310 Evening Phone SAME Cell 262 408 0310
 Name of Alternative Contact JIM YOUNG Email JYOUNG402@WI.PR.COM
 Day Phone 262 893 7704 Evening Phone SAME Cell 262 893 7704

Event Information
 Date(s) 08/13/2017 Attendance per Day 2000 ^{EST}
 Facility and/or park areas requested (be specific) FRAME PARK
 Event hours: 11 HRS Set-up begins 6 AM Clean-up ends 5 PM

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 fee be charged?			Amount?
Will entry fee be charged?	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No	
Will fees be charged for merchandise?	<input checked="" type="radio"/> Yes	No	<u>7 SHIRTS</u>
Will Signs, displays, objects be placed on Park property?	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No	Where? _____
Will you have security?	<input checked="" type="radio"/> Yes	No	Who? <u>POLICE AUX.</u>
Will you have items left overnight?	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No	What? <u>DUMPSTER, TRAILER, PORTA POTTIES</u>
Have you received a Special Event Handbook?	<input checked="" type="radio"/> Yes	No	Do <u>not</u> sign application until you read and understand.
Will you need Street Closures?	<input checked="" type="radio"/> Yes	No	If yes, contact Police Department 262-524-3831
Will you need No Parking Areas?	<input checked="" type="radio"/> No	<input checked="" 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 checked="" type="radio"/> No	How many? (max. 24) <u>0</u>
Trash barrels	<input checked="" type="radio"/> Yes	No	How many? <u>30 / 30 RECYCLING</u>
Water Hook up	<input checked="" type="radio"/> Yes	No	Needed for? <u>COOKING, CLEANING</u>
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? <u>0</u>
Toilet Paper	Yes	<input checked="" type="radio"/> No	Number of rolls? _____

Additional Equipment provided by sponsor

Electricity- Generators	<input checked="" type="radio"/> Yes	No	How many? <u>1</u>
Tent/ canopy	<input checked="" type="radio"/> Yes	No	How many? <u>3</u> Size(s) <u>20x30</u>
Portable Toilets	<input checked="" type="radio"/> Yes	No	How many? <u>7</u>
Inflatable/ moonwalk	Yes	<input checked="" type="radio"/> No	Describe? _____
Amplified sound	<input checked="" type="radio"/> Yes	No	Purpose/type <u>BAND</u>
Golf Carts/ Motorized vehicles	<input checked="" type="radio"/> Yes	No	Attach list of vehicles <u>1</u>
Other _____	Yes	<input checked="" 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 08/10/2017

Mary Palmer

From: Steve Heinemann <stevehwocc@yahoo.com>
Sent: Saturday, March 25, 2017 10:14 PM
To: Mary Palmer
Cc: Jim and Donna Young
Subject: WOCC, Frame Park Car Show

Mary,
Friday, 3/24, we applied for the class B liquor permit and the Baxter St. at Whiterock Ave street closing permit for the 8/13 Waukesha Old Car Club Frame Park Car Show.
We also paid the applicable fees for the permits at that time.

Regards,
Steve Heinemann
262-408-0310