



**NATIONAL**  
Gold Medal Winner

City of Waukesha  
Parks, Recreation, and Forestry  
(WPRF)

**Public Special Events**  
(Includes Large-Scale Public Gatherings)  
**Handbook**

Reviewed and Approved  
WPRF Board  
December 2016

All Public Special Events must be approved by Facility Coordinator and/or WPRF Director.  
262-522-2953 [mpalmer@ci.waukesha.wi.us](mailto:mpalmer@ci.waukesha.wi.us)

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# WPRF Public Special Events Policies and Procedures

## Definition of Public Special Event

A Public Special Event is any event or gathering which invites the general public. Examples of public invitations include posted signs, commercials, newspaper announcement, verbal exchange of information, or any other means.

Also defined as “Large Scale Public Gatherings” by Municipal Code 8.115(2)(b), as an event in which a group of more than 400 persons are engaged in activities such as the following:

1. Any media exhibit, music or dramatic performance, fair, circus, concert, play, radio or television broadcast other than a news transmission;
2. An exhibit or display of any motion picture, television program, light or laser light display or similar event;
3. Activities that require constructing any building, tent, canopy, stand, bandstand, stage, tower, scaffold, sound stage, platform, rostrum or other structure;
4. Activities that require stationing or using any electrical or electronic device, or equipment that would require outdoor auxiliary power;
5. Selling or offering for sale any goods or service.

## Application Process

- A. Applicant(s) requesting a Special Event Permit is(are) required to submit a completed *Public Special Events Application* along with a *\$50.00 non-refundable Application Fee* (Payable to WPRF) at least 60 days and maximum of 365 days prior to the date of the proposed event. Applicant(s) that request their event less than 60 days prior to the date of the proposed event will be required to pay a \$100.00 late fee.
- B. WPRF reserves the right to make exceptions for an application received less than 60 days before the proposed event.
- C. Applications will be reviewed by WPRF as per Table 1-1 Approving Authority/Designated Locations to ensure event location and time does not conflict with other scheduled activities.
- D. For events with an anticipated attendance over 400 people in one day, a copy of the application will be sent to the following departments: Police, Fire, Public Works, and Waukesha Transit Commission.
- E. If an application is denied, a written appeal can be filed with the Parks, Recreation and Forestry Board (**PRFB**) within 14 days of the denied application.
- F. Do not advertise for the event until you receive final approval from WPRF.

**Table 1-1 Approving Authority/ Designated Location**

Estimated Attendance	Approving Party	Location
1-400	WPRF Director/ Designee	All parks with shelters- at discretion of approving party.
400-999	WPRF Director/ Designee	All parks with shelters- at discretion of approving party.
1,000-9,999	WPRF Director/ Designee	Frame, Cutler, Lowell Only.
10,000+	WPRF Director/ Designee	Frame Park Only.

## **Fees & Charges / Payment Schedule**

- A. Upon conceptual agreement, WPRF will issue an invoice for services to be rendered.
- B. 50% of total invoice is due as a deposit within 30 days of receiving it. If the full balance due is less than \$400.00, 100% of the invoice is due within 30 days of receiving the invoice. If payment is not received within 30 days, the reservation will be forfeited. Forfeited reservations must then file a new application.
- C. Applicants that request their event less than 60 days prior to the date of the proposed event will be required to pay the total estimated amount prior to the date of the event.
- D. One week following the event, WPRF will issue an updated invoice. It will be due within 30 days of receiving the invoice. All balances over 30 days are subject to interest of 1.5% per month.
- E. Events under the auspice of the City conducted (run) by a City agency are generally exempt from the indicated fees & charges.
- F. Events under the auspice of the City assigned &/or contracted to a community organization(s) to conduct (run) – applicable fees & charges will apply: Application Fee, Vendor Fee 3b(2) and Special User Services (b-k).

## **Refunds/Cancellations**

- A. No rain dates will be held; therefore, provisions should be made for inclement weather. Date of event may only be rescheduled if the new date can be accommodated by WPRF.
- B. All cancellation requests must be in the form of a written notice.
- C. Refund amounts for General User Service Fees and Special User Fees are as per Table 1-2.

**Table 1-2 Refund Schedule**

<b>Days prior to event</b>	<b>Amount</b>
60 days or more	50% of deposit is forfeited
Less then 60 days	100% of deposit is forfeited

## **Insurance**

- A. All Public Special events must comply with WPRF insurance requirements.
- B. WPRF maintains 3 levels of insurance. The level required for the event will be determined by the WPRF Facility Coordinator. A sample of each level is located on pages 13-15.
- C. An original “Certificate of Insurance” must be provided within 30 days of the event. The certificate must name “City of Waukesha Parks, Recreation and Forestry Department” as an additional insured party.
- D. Sponsor is required to return a signed copy of the Indemnification & Reimbursement Agreement within 30 days of the event. A copy is located on **page 10**.
- E. Cancellation Insurance is recommended for all large scale public events.
- F. Any group that hires people for the event is required to have Workman’s Compensation. (Volunteers do not require Workman’s Compensation.)

## **Admissions**

- A. When an Admission Fee is charged, an Admission Permit and Fee will be required.

## Entry/Participation fee

A. There is a \$0.50 per Participant Fee required for all walks, runs, shows, races, and/or rides whose participants pay a donation or registration/entry fee. Vendors paying a fee to the event sponsor would not be considered for the entry/participation fee.

## Sales: Vendors/ Food/ Beverage/ Concessions

- A. The definition of a vendor is each individual group that exchanges money for services or goods.
- B. Any exchange of money for merchandise, raffles, food, beverages etc. requires a Concession Permit.
- C. Concession Permits must be obtained from WPRF.
- D. Each additional vendor will be charged a fee per vendor, per day.
- E. A list of all commercial vendors with names and addresses must be submitted to WPRF and Waukesha County Department of Environmental Health (WCDEH) 30 days prior to the event.
- F. Sponsors who sell food and/or beverages must obtain permits through the WCDEH and WPRF.
- G. Any organization that will provide food service must comply with Chapter HFS 196 of the Wisconsin Administrative Codes.
- H. Food and beverages are not permitted to be served in glass containers.

## When Renting WPRF facilities

- A. All use of buildings, shelters, or special areas must complete Rental Application in addition to the Public Event Application.
- B. Sponsors need to read and review applicable rentable Policy and Procedures. See Rental Policy and Procedures in appendix.

## Alcohol

- A. Sponsors who wish to sell alcohol must apply for a Temporary Class B Retailer's License from the City Clerk's office. It is recommended to begin the process at least 60 days prior to your event because license approval must proceed through PRFB, Ordinances & Licensing Committee and Common Council.
- B. Areas where alcohol will be served must be designated on the site layout map and be approved by WPRF.
- C. Sponsors must adhere to City of Waukesha Ordinances 11.27(4) in regards to permits and 9.09(6) in regards to sales.
- D. No glass containers are permitted in the parks.
- E. Permits will only be issued for the following times:(9.09(c)(Cr. #39-02)

Monday – Friday	4 PM – 10 PM
Saturday & Sunday	10 AM- 10 PM
Memorial Day, 4 <sup>th</sup> of July, Labor Day	10 AM – 10 PM

- F. Any variance from the above times would need to be made as a request to PRFB, Ordinance and Licensing Committee and Common Council.
- G. A copy of the Temporary Class B License must be given to WPRF at least 30 days prior to the event.
- H. Additional security required; fees will apply.

## Professional /Commercial Photography/Television

- A. Commercial photography/television filming requests must complete a Public Special Event Application with an Application Fee and include a written detailed description of the proposed use of the WPRF facility. Information must include: Date, time, specific

location, number of attendees, an indication of any streets or sidewalks that will need to be closed and information for any linked sponsors. Approval of requests and applicable fees will be individually based on the proposed use of WPRF facilities.

- B. Professional Photographers who use Frame Park Formal Gardens more than 5 times annually will benefit from purchasing an Annual Photography Permit. Permit includes unlimited reservations and up to 5 prime time one hour reservations. Cost for permit is \$250.00.

## Security/Safety

- A. WPRF and the City of Waukesha Police Department reserve the right to require and regulate uniformed security personnel for any function at the discretion of the Director or the Chief of Police.
- B. WPRF and the City of Waukesha Police Department also reserve the right to regulate the number of security officers required at any event.
- C. The security shall be provided at sponsor's expense.
- D. Sponsors can contact a private agency to secure personnel or contact the City of Waukesha Police Department to secure their officers.
- E. A copy of the Security Agreement may be required to be on file prior to the event.
- F. The Waukesha Fire Department may require a Fire Safety and Evacuation Plan for any event as per International Fire Code Section 403 and 404.

## Vehicle/Golf Cart

- A. Any use of golf carts or motorized vehicles must be approved by WPRF. Anyone driving a golf cart must have a valid driver's license.
- B. Sponsors must provide a list of all vehicles at least 30 days prior to the event for review by WPRF.
- C. During wet periods, when turf is soft, vehicles need to restrict use to sidewalks and paved areas.

## Temporary Structures

All temporary structures, including but not limited to; tents, dunk tanks, trailers, stages and/or inflatables, require the "Temporary Structures in Parks Permit Application". (See appendix on page 20.)

A temporary structure is a tent (larger than a 10X10 pop up), staging, trailers, inflatables, and dunk tanks. Because of the increasing number of underground utilities, and the danger to the public and to property from damaging them, the Parks Division **must** be involved when anyone wishes to install any temporary structure that penetrates the ground in a public park. In addition, Wisconsin Statute 182.0175 requires anyone who is responsible for the planning and performance of any type of ground penetration and excavation to provide advance notice to Digger's Hotline.

A permit is required for the placement of any of these temporary structures. However, you are only required to contact Digger's Hotline if the ground will be **penetrated** by stakes, tools or equipment. No permit is required for the placement of chemical toilets, volleyball nets or pop-up tents that are 10' X 10' or smaller (not staked in ground). Also, no permit is required for inflatables 15' x 15' or smaller, *provided they are anchored without stakes. An inflatable game (i.e.: moonwalks) must be set up, run and supervised by the rental company. Under no circumstances can the group renting WPRF facilities set up, run or supervise the inflatable game.*

Diggers Hotline is a statewide one-call notification system which provides advance notice to Public Utilities of intended excavation which may impact underground and overhead utility service. Prior to installation of structures which involve putting stakes in the ground, in public parkland, the following steps must be taken:

### **1) Temporary Structure Permit Application**

Please answer all of the questions as fully and accurately as you can. Return the completed application, with your payment, at least 5 business days prior to your event. The Permit Fee for placement in a designated structure area is \$100.00. The Successive Day Fee is \$25.00. The fee for setting up a temporary structure(s) prior to the event is \$25.00 per day and requires prior approval. These figures include sales tax. WPRF is not liable for any structures/items left unattended or overnight. For ex: a tent put up the night before a scheduled event.

### **2) Digger's Hotline, 1-800-242-8511**

Call Digger's Hotline no earlier than 14 days before your event and **no later than 5 working days prior to the event**. You **must** meet this timeline. There are no exceptions. Digger's Hotline will assign you a Ticket Number for each area that will be excavated. You must furnish this number to the **WPRF Office at least 5 days prior to your event** either by phone or by fax. Be sure to give us your name, the park area and the date that the structure will be installed.

### **3) Insurance**

We need proof of insurance. The following rental agencies have insurance on file with us, which meet the City of Waukesha's requirements: *Area Rental and Celebrations*.

If you rent from one of these businesses, you do not need to provide insurance. Otherwise, please contact the Facility Coordinator, at 262-522-2953, for information on what coverage is necessary. If you have any questions about this process, please call the WPRF Office at 262-524-3737.

## **Traffic Control**

### **A. PARKING**

- a. Parking of vehicles on grassy areas will **not** be allowed unless approval is granted by WPRF.
- b. Sponsor shall provide an adequate number of individuals to control and regulate the parking of vehicles in designated parking areas.

### **B. NO PARKING AREA**

- a. To obtain "No Parking" signs, proposed closures must be submitted to WPRF for approval.
- b. Upon WPRF approval, sponsor can take the approval letter to the Waukesha Police Department to pick up signs.
- c. All "No Parking" signs must be removed immediately following the event and returned to the Waukesha Police Department.

### **C. STREET CLOSURE/ HIGH VOLUME TRAFFIC**

- a. All street closures and high volume levels of traffic must obtain a permit from the City Clerk's office. Please see appendix on page 11 for Application for Parade/ Street Closing Permit – see appendix on page 12 for Application for Block Party Street Closing Permit.

### **D. BARRICADES**

- a. All barricades are to be provided by the Event Sponsor at their expense.

## **Utilities**

### **GENERATORS**

- a. The location of all generators should be placed on the site map.
- b. All generators must be UL-approved and in good working condition.
- c. All fuel must be kept in an OSHA approved storage container, at least 20 ft. away from the generator.
- d. All generators must be placed on plywood to prevent exhaust damage to turf.

## **Sanitation/ Cleanup**

### **A. PORTABLE TOILETS**

- a. WPRF reserves the right to require the use of portable toilets and hand washing stations for health and sanitation reasons.
- b. Location must be coordinated with WPRF and identified on the site map.
- c. Sponsor is responsible for keeping park toilets and portable toilets stocked with paper supplies and in clean working condition.
- d. Toilets must be provided according to the guidelines established by HFS 196 of the Restaurant Code.
- e. All portable toilets brought into WPRF, will be charged a fee per unit, per day. Rental users will be responsible to provide unit.
- f. Restroom facilities in parks may not be able to accommodate large events, as they are designed and sized for day to day regular park use. Any group hosting a large event may be required to provide additional restroom facilities in the form of portable toilets.

### **B. TRASH**

- a. The event sponsor will need to provide adequate trash dumpsters to handle high volume of anticipated trash. Any group exceeding 400 people or more will be required to remove garbage accumulated during event. All dumpster(s) brought into WPRF will be charged a fee per unit, per day. Rental users will be responsible to provide unit(s).
- b. Additional trash barrels can be ordered through WPRF. The event sponsor is responsible for dispensing the barrels to the specific locations needed.
- c. Dumpsters must be located on a hard surface road and will be emptied as needed. Location must be coordinated with WPRF and identified on the site map.
- d. Sponsor is responsible for all trash receptacles during the event.
- e. Dumpsters and trash need to be removed within 24 hours after the event.
- f. Disposal of grey water, charcoal, and used cooking oil is prohibited on WPRF grounds.
- g. Any group with attendance over 400 is required to recycle cans and plastic bottles. The disposal for the recycling is the responsibility of the event sponsor. All groups under 400 are encouraged to recycle their cans and plastic. For assistance with recycling contact Waukesha County Recycling at 262-896-8317.

### **C. PARK CLEAN-UP**

- a. Sponsor is responsible for cleaning park area after a public event.
- b. The area must be entirely cleared of litter within 24 hours following event. Any cleaning not completed will be done by WPRF, with all costs paid by the sponsor.



#### **D. STORAGE**

- a. No items may be stored at the park before or after the event.
- b. Any items left following the event will be charged a Daily User Service Fee. Ten (10) days following the event, WPRF will dispose of the items at a designated cleanup rate.

#### **Layout Map/ Walk Through**

- A. Sponsors are required to provide a map of the park area showing the location of all facilities and services including, but not limited to; vendor locations, rides, parking, fencing, generators, portable toilets, trash dumpsters, temporary structures, signage, etc. The map must be given to WPRF at least 20 days prior to the event and updated annually.
- B. Maps of Frame Park and Cutler Park can be found on pages 16-17. Other park maps can be found on the WPRF website.
- C. A walk through with the Recreation Facility Coordinator, Grounds Supervisor and Building Supervisor may be required during the week of the event. Call at least 30 days in advance to schedule the walk through.

#### **Noise Control**

- A. Use of amplified sound must be approved by WPRF.
- B. Sound levels must be kept at a reasonable level.
- C. Content of noise levels cannot contain profane language.
- D. Sound levels must be lowered if a complaint is made to the Waukesha Police Department in regards to becoming a public nuisance.

#### **Ordinances/ Wisconsin Administrative Code**

- A. Tents must comply with Wisconsin Administrative Code Chapters 61-65.
- B. All activities must comply with International Fire Code as adopted by local Ordinance 21.02.
- C. Amusement rides must comply with Wisconsin Administrative Code Chapter 34.
- D. Portable propane tanks must comply with Wisconsin Administrative Code Chapter 8.
- E. Park hours run from sunrise to 10:00 pm, any deviation must be approved by PRFB. No set up prior to 6:00 am.
- F. A copy of the City Ordinances in regards to dogs, animals, bicycles, signage and other items in question can be obtained upon request or online at [www.waukesha-wi.gov](http://www.waukesha-wi.gov).
- G. All other state and local regulations must be abided by and it is the sponsor's responsibility to ensure that they are met.

#### **Other information**

- A. It is prohibited to affix any material to trees, shrubs or other park amenities unless prior permission is granted by WPRF.
- B. Paint will not be allowed to be applied to any surface or structure in the park. Chalk may be used to identify a run/walk course.
- C. Any modifications to a permit, within one week (5 business days), will result in a \$25.00 charge.
- D. Signage is prohibited in any street boulevards. All Signs, displays and objects on park property need to be reviewed and approved with Recreation Facilities Coordinator. See Signs, Displays and Objects on Park Property Policy in appendix.

- E. Turf & Sports Surface Management: City staff will determine the likely impacts of events on turf and may not allow some events in areas or facilities because of potential damage.
- F. Public events that request multiple dates in one calendar year may be eligible for reduced rates.
- G. Any run/walk using WPRF walkways and no other WPRF facilities are required to complete a Public event application Indemnification Form. Application Fee will be charged. Events may be asked to comply with WPRF insurance requirements.
- H. All private organizations/groups with attendance **over 400** will be required to comply with Public Event Policies, Fees and Procedures.
- I. For facilities rented to the public on an occasional basis only, the Facilities Coordinator may establish a fee for use that is comparable to other area City Parks or WPRF fees. This applies to facilities that are not intended for frequent public rental. However, under certain circumstances, these facilities may be used as part of Special Use or Special Event Permit.



**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](http://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** \_\_\_\_\_ **Organization** \_\_\_\_\_

**Organization Website** \_\_\_\_\_ **Tax Exempt number (attach proof)** \_\_\_\_\_

**Name of Event Coordinator** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Day Phone** \_\_\_\_\_ **Evening Phone** \_\_\_\_\_ **Cell** \_\_\_\_\_

**Name of Alternative Contact** \_\_\_\_\_ **Email** \_\_\_\_\_

**Day Phone** \_\_\_\_\_ **Evening Phone** \_\_\_\_\_ **Cell** \_\_\_\_\_

Event Information

**Date(s)** \_\_\_\_\_ **Attendance per Day** \_\_\_\_\_

**Facility and/or park areas requested (be specific)** \_\_\_\_\_

**Event hours:** \_\_\_\_\_ **Set-up begins** \_\_\_\_\_ **Clean-up ends** \_\_\_\_\_

Will Wine/Beer be served?	Yes	No	If yes, contact City Clerk at 262-524-3550
Will Wine/ Beer be sold?	Yes	No	If yes, contact City Clerk at 262-524-3550
Will Food be given away?	Yes	No	
Will Food be sold?	Yes	No	If yes, contact County Health 262-896-8300
Will admission fee be charged?			
Will entry fee be charged?	Yes	No	Amount? _____
Will fees be charged for merchandise?	Yes	No	
Will Signs, displays, objects be placed on Park property?	Yes	No	Where? _____
Will you have security?	Yes	No	Who? _____
Will you have items left overnight?	Yes	No	What? _____
Have you received a Special Event Handbook?	Yes	No	Do <u>not</u> sign application until you read and understand.
Will you need Street Closures?	Yes	No	If yes, contact Police Department 262-524-3831
Will you need No Parking Areas?	Yes	No	If yes, contact City Clerk at 262-524-3550

Additional Equipment available from WPRF for a fee

Picnic Tables	Yes	No	How many? (max. 24) _____
Trash barrels	Yes	No	How many? _____
Water Hook up	Yes	No	Needed for? _____
Electricity - WPRF can provide limited service.	Yes	No	
Trash liners (100 bags per package)	Yes	No	How many packages? _____
Toilet Paper	Yes	No	Number of rolls? _____

Additional Equipment provided by sponsor

Electricity- Generators	Yes	No	How many? _____
Tent/ canopy	Yes	No	How many? _____ Size(s) _____
Portable Toilets	Yes	No	How many? _____
Inflatable/ moonwalk	Yes	No	Describe? _____
Amplified sound	Yes	No	Purpose/type _____
Golf Carts/ Motorized vehicles	Yes	No	Attach list of vehicles
Other _____	Yes	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** \_\_\_\_\_ **Date** \_\_\_\_\_

**Public Special Events – Approved Fees & Charges Schedule/Worksheet****1. Administrative Fees**

Application Fee (Non-refundable) \$ 50.00 \$ \_\_\_\_\_

Non-Resident Surcharge (event sponsor resides outside of City of Waukesha) \$25.00 daily X \_\_\_\_\_ days \$ \_\_\_\_\_

**2. General User Service Fees****Frame Park**

☐ Picnic Shelter (includes electric) \$ 245.00 daily (200 or less participants) X \_\_\_\_\_ days \$ \_\_\_\_\_

☐ Picnic Shelter (includes electric) \$ 500.00 daily (200 + participants) X \_\_\_\_\_ days \$ \_\_\_\_\_

☐ Schuetze Building (See Facility Rental Fees & Charges)

☐ Rotary Building (See Facility Rental Fees & Charges)

☐ Formal Gardens \$ 210.00 daily X \_\_\_\_\_ days \$ \_\_\_\_\_

☐ Amphitheater (includes electric) \$ 210.00 daily X \_\_\_\_\_ days \$ \_\_\_\_\_

☐ Volleyball Courts (each court) \$ 40.00 daily X \_\_\_\_\_ days \$ \_\_\_\_\_

☐ Baseball Diamond \$ 295.00 daily X \_\_\_\_\_ days \$ \_\_\_\_\_

☐ Docks & Pier \$ 65.00 daily X \_\_\_\_\_ days \$ \_\_\_\_\_

☐ Open Space \$ 210.00 daily X \_\_\_\_\_ days \$ \_\_\_\_\_

☐ Entire Park & Amenities\* (Excluding use of Schuetze & Rotary Building)

\*Any event over 800 attendees will be charged this fee. \$ 750.00 daily X \_\_\_\_\_ days \$ \_\_\_\_\_

**Cutler Park**

☐ Band Shell apron - includes electric \$ 320.00 daily X \_\_\_\_\_ days \$ \_\_\_\_\_

☐ Band Shell apron - includes electric \$ 60.00 per hr. (3 hour min.) \_\_\_\_\_

☐ Band shell door open includes, electric, lighting, amplification (providing attendant is available) \$110.00 per hr. under 200 (3 hour min)

☐ Band shell door open includes, electric, lighting, amplification (providing attendant is available) \$220.00 per hr. over 200 (3 hour min)

☐ Grounds/open space \$ \_\_\_\_\_

\$230.00 1 - 799 Participants \$550.00 800 – 1,499 Participants \$ 825.00 1,500 + \$ \_\_\_\_\_

**Other**

☐ Other Parks/Areas with electricity available \$ 240.00 daily \$ \_\_\_\_\_

☐ Riverwalk (Davies Plaza to Springhouse) \$ 150.00 daily (Farmers Market Exempt) \$ \_\_\_\_\_

☐ Other Parks/Areas without electricity available \$ 150.00 daily \$ \_\_\_\_\_

☐ Open Space/Athletic Facilities \$ TBD \$ \_\_\_\_\_

**3. Sales Fees (Due 30 days after the event.)**

a. Sales Permit \$ 65.00 daily X \_\_\_\_\_ days \$ \_\_\_\_\_

b. Vendor Fee \$ 12.00 daily X \_\_\_\_\_ vendors X \_\_\_\_\_ days \$ \_\_\_\_\_

c. Vendor Fee – Farmers Market \$ 30.00 X \_\_\_\_\_ vendors \$ \_\_\_\_\_

d. Admissions Permit \$ 100.00 daily X \_\_\_\_\_ days \$ \_\_\_\_\_

e. Entry/Participation Fee \$ 0.50 per participant X \_\_\_\_\_ participant \$ \_\_\_\_\_

**4. Special User Service Fees**

a. Temporary structures – tents, inflatables, dunk tanks ... \$ 100.00 first day \$ \_\_\_\_\_

(Farmers Market Exempt) \$ 25.00 each additional day X \_\_\_\_\_ days \$ \_\_\_\_\_

b. Picnic Tables -per day \$ 80.00 up to 4 extra tables (max. 24, if available) \$ \_\_\_\_\_

c. Maintenance trip charge \$ 50.00 up to two (2) trips \$ \_\_\_\_\_

**Late fee \$ \$100.00 \$ \_\_\_\_\_**

d. Toilet Paper \$ 8.00 roll X \_\_\_\_\_ rolls \$ \_\_\_\_\_

e. Trash Barrels-per day \$ 40.00 up to 10 extra barrels \$ \_\_\_\_\_

f. Dumpster- per day \$ 25.00 Daily Fee

g. Clean Up Fees \$ 75.00 Hourly Rate \$ \_\_\_\_\_

h. Leftover Supply Events \$ 25.00 Daily Fee \$ \_\_\_\_\_

i. Water Key (where applicable) \$ 25.00 Daily Fee

j. Garbage Bags \$ 50.00 (100 bags) X \_\_\_\_\_ bags \$ \_\_\_\_\_

k. Park lot (if available) \$ 25.00 per hour Max. 200.00 Daily \$ \_\_\_\_\_

l. Portable Toilets - per day \$ 10.00 per unit/rental (user provides unit) \$ \_\_\_\_\_

**Public Special Event Total Estimated Fees & Charges Due (calculate all) \$ \_\_\_\_\_**

Event Name \_\_\_\_\_

Todays Date \_\_\_\_\_

Date(s) of event \_\_\_\_\_

Location \_\_\_\_\_

# Indemnification and Reimbursement Agreement

WHEREAS, the Common Council of the City of Waukesha ("City") has established an ordinance regulating the use of city parks and other specified properties for large-scale public gatherings and Special Events, and

WHEREAS, said ordinance requires persons wishing to hold a Special Event to: (1) indemnify the City and the Park, Recreation and Forestry Board for injuries and damages caused by the event; and (2) agree to reimburse costs incurred due to extraordinary damage to City property during the event, and

WHEREAS, the undersigned applicant has filed an application to conduct a Special Event in the City.

THEREFORE, the City and the undersigned applicant ("Applicant") hereby agree as follows:

1. **Indemnification.** The Applicant hereby indemnifies and holds harmless the Waukesha Park, Recreation and Forestry Board and the City, its officers, agents, employees, successors or assigns from and against any and all losses, debts, actions, claims, demands, liabilities, expenses, costs, injuries and/or damages to persons or property occurring in connection with the Special Event, proximately caused by the actions of the Applicant, the sponsoring organization, its Officers, Employees or agents, or any person under their control.
2. **Reimbursement for Extraordinary Damage.** The Applicant shall reimburse the City for costs incurred due to extraordinary damage to City property during the Special Event conducted by the Applicant. "Extraordinary Damage," as stated in section 8.115(3)(e) of the Municipal Code, is defined as "damage to Park or other City property in excess of normal wear and tear and which requires repairs in excess of routine maintenance".
3. **Procedure for Reimbursement.** To initiate a request for reimbursement, pursuant to paragraph two (2) of this Agreement, the Park, Recreation and Forestry Department shall submit to the Applicant a detailed written accounting of the extraordinary damages and the cost of their repair, as evidenced by written receipts. The accounting shall be submitted via first class mail, return receipt requested, to the address the Applicant provided on its Public Gathering/Special Event Application. The Applicant shall remit payment no later than thirty (30) days from receipt of the accounting.
4. **Miscellaneous Provisions.**
  - a. **Waiver.** One or more waivers by either party of any provisions, term or condition of this Agreement shall not be construed by either party as a waiver of a subsequent breach of the same by the other party.
  - b. **Severability.** In the event any provisions of this contract shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties.
  - c. **Governing Law.** This Agreement shall be governed and construed in accordance with the law of the State of Wisconsin.
  - d. **Entire Agreement.** This Agreement constitutes the entire Indemnification and Reimbursement Agreement between the parties, and any change, amendment, or modification must be made in writing and executed by both parties.

IN WITNESS HEREOF, the undersigned have read and understand the contract presented here for Special Event Indemnification and Reimbursement:

**Applicant**

By: \_\_\_\_\_ Date: \_\_\_\_\_

[Print name:] \_\_\_\_\_

**City of Waukesha**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Shawn N. Reilly, Mayor

By: \_\_\_\_\_ Date: \_\_\_\_\_

Gina Kozlik, City Clerk/Treasurer



## BLOCK PARTY & STREET CLOSING PERMIT

1. Application must be submitted to the Clerk's Office no less than 14 business days before the date of proposed event.
2. Any changes to the information provided must be updated as circumstances change.
3. \*Waukesha Municipal Code 6.16 regulates Streets & Sidewalks – Parades and Public Meetings.
4. \*Waukesha Municipal Code 11.27 regulates Drinking on Public Streets.  
\* Please visit the City website at [www.waukesha-wi.gov](http://www.waukesha-wi.gov) to view the municipal code book.

**Applicant:** \_\_\_\_\_  
(Person or organization seeking to obtain a Block Party Permit)

**Block Party Name/ Purpose:** \_\_\_\_\_

**Street to be closed:** \_\_\_\_\_

PRINT NAME	ADDRESS	DAY-TIME PHONE NUMBER	CELL NUMBER / ALTERNATE NUMBER

Date of Proposed Block Party (Day of week, mm/dd/yy): \_\_\_\_\_

Time you propose to close street: \_\_\_\_\_

Time you propose to re-open street: \_\_\_\_\_

**Pursuant to City Ordinance 11.27 (3)  
ALL BLOCK PARTIES MUST END BY 11:30 PM**

**STREET TO BE CLOSED AND DESCRIPTION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of barricades needed: \_\_\_\_\_

Approximate number of persons anticipated to attend Block Party: \_\_\_\_\_

Basis on which this estimate is made: \_\_\_\_\_

ALCOHOL - Waukesha Municipal Code 11.27 prohibits consumption of alcoholic beverages in City parking lots and on public streets and sidewalks. The Alderperson may permit the consumption or possession of fermented malt beverages, wine or intoxicating liquors at residential neighborhood "Block Parties" within his/her Aldermanic District.

**Will there be alcoholic beverages at the Block Party?** ☐ Yes ☐ No

**\*If Yes, you must obtain authorization from your Alderperson, evidenced by his/her signature in this section, before submitting this application to the Clerk's Office.**

I hereby authorize the consumption or possession of fermented malt beverages, wine or intoxicating liquors at the Residential Neighborhood Block Party described above, if the Street Closing Permit is granted.

Alderperson Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ District \_\_\_\_\_

✓ I hereby completed an Application for a Residential Neighborhood Block Party & Street Closing Permit as detailed above. I have read the information, answered the questions and agree to abide by the requirements.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

☐ Approved ☐ Denied

City Clerk's Office \_\_\_\_\_ Date \_\_\_\_\_

☐ Police \_\_\_\_\_  
☐ Fire \_\_\_\_\_  
☐ Engineering \_\_\_\_\_  
☐ Transit \_\_\_\_\_ ☐ WPRF \_\_\_\_\_  
☐ Attorney \_\_\_\_\_ ☐ Administrator \_\_\_\_\_

Received in Clerk's Office: Date \_\_\_\_\_ Time: \_\_\_\_\_ Initials: \_\_\_\_\_



## APPLICATION FOR STREET CLOSING PERMIT

(Closure of Public Right-of-way)

1. Application must be submitted to the Clerk's Office no less than 14 business days before the date of proposed event.
  2. Any changes to the information provided must be updated as circumstances change.
  3. As part of this application, applicant must submit a Health Certificate for each animal to be used.
  4. \*Waukesha Municipal Code 11.27 regulates drinking on Public Streets.
- \* Please visit the City website at [www.waukesha-wi.gov](http://www.waukesha-wi.gov) to view the municipal code book.

Applicant: \_\_\_\_\_  
(Person or organization seeking to obtain a Permit)

Event Name/ Purpose: \_\_\_\_\_

Proposed Sidewalk/Street/Parking Stalls to be closed: \_\_\_\_\_

PRINT NAME	ADDRESS	CITY & ZIP	DAY-TIME PHONE NUMBER	CELL NUMBER / ALTERNATE NUMBER

Date of proposed event (Mth/Day/Yr.) \_\_\_\_\_ Parade? ☐ Yes ☐ No

Time event will begin to assemble: \_\_\_\_\_ Time parade/event will begin: \_\_\_\_\_

Time event will end: \_\_\_\_\_ Time event will finish disbanding: \_\_\_\_\_

If Parade, location & exact street address of area where it will assemble and disband: \_\_\_\_\_

**PARADE OR EVENT:** Route along which the Parade will proceed, including the sidewalks or lanes of traffic it will occupy **OR** area of street to be closed. (Use reverse side or attach map of proposed right-of-way closure and indicate use.)

Number of barricades needed: \_\_\_\_\_

Approximate number of persons anticipated to attend: \_\_\_\_\_ Music? \_\_\_\_\_

Basis on which attendance estimate is made: \_\_\_\_\_

### ADDITIONAL PARADE INFORMATION:

Approximate number of animals intended to be in parade \_\_\_\_\_

Identify number of each type of animal: \_\_\_\_\_ Horses \_\_\_\_\_ Dogs \_\_\_\_\_ Other - Type of animal \_\_\_\_\_

Name of attending local Veterinarian who shall provide care for any sick or injured animals: \_\_\_\_\_

Health Certificates, as Specified Above, Are attached? ☐ Yes ☐ No

Approximate Number of Vehicles Anticipated to Participate in Parade/Event: \_\_\_\_\_

Types of Vehicles: \_\_\_\_\_

✓ I hereby completed an Application for a Parade Permit/Street Closing as detailed above. I have read the information, answered the questions and agree to abide by the requirements.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

☐ Approved ☐ Denied

City Clerk's Office \_\_\_\_\_ Date \_\_\_\_\_

<input type="checkbox"/> Police _____	<input type="checkbox"/> WPRF _____
<input type="checkbox"/> Fire _____	<input type="checkbox"/> Attorney _____
<input type="checkbox"/> Engineering _____	<input type="checkbox"/> Administrator _____
<input type="checkbox"/> Transit _____	

Received in Clerk's Office: Date \_\_\_\_\_ Time: \_\_\_\_\_ Initials: \_\_\_\_\_

# ACORD <sup>TM</sup> CERTIFICATE OF LIABILITY INSURANCE - SAMPLE

DATE:

05/05/2000

WPRF Sample: **Level 1** insurance requirements. Examples of events: Art Shows, River walks, smaller1<sup>st</sup> time events

<b>PRODUCER</b> Agency Address City, State, Zip	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
<b>INSURERS AFFORDING COVERAGE</b>	
<b>INSURED</b> Sample Address City, State, Zip	INSURER A:
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS		
	<b>GENERAL LIABILITY</b>  <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  <input type="checkbox"/> _____ <input type="checkbox"/> _____  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				EACH OCCURRENCE	\$1,000,000	
					FIRE DAMAGE (Any one fire)	\$50,000	
					MED EXP (Any one person)	\$5,000	
					PERSONAL & ADV INJURY	\$1,000,000	
					GENERAL AGGREGATE	\$2,000,000	
					PRODUCTS - COMP/OP AGG	\$2,000,000	
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON - OWNED AUTOS  <input type="checkbox"/> _____ <input type="checkbox"/> _____				COMBINED SINGLE LIMIT (Ea accident)	\$	
					BODILY INJURY (Per person)	\$	
					BODILY INJURY (Per accident)	\$	
					PROPERTY DAMAGE (Per accident)	\$	
	<b>GARAGE LIABILITY</b>  <input type="checkbox"/> ANY AUTO  <input type="checkbox"/> _____				AUTO ONLY - (Ea Accident)	\$	
					OTHER THAN AUTO ONLY:	EA ACC	\$
						AGG	\$
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION				EACH OCCURRENCE	\$	
					AGGREGATE	\$	
						\$	
						\$	
						\$	
						\$	
	<b>WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY</b>				X/WC STATUTORY LIMITS / OTHER		
					E.L. EACH ACCIDENT	\$	
					E.L. DISEASE - EA EMPLOYEE	\$	
					E.L. DISEASE - POLICY LIMIT	\$	
	<b>OTHER</b>						

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

City of Waukesha, its officers, employees and agents are additional insured regarding \_\_\_\_\_ (event)  
held \_\_\_\_\_ (dates)

CERTIFICATE HOLDER / ADDITIONAL INSURED; INSURER LETTER \_\_\_\_\_ CANCELLATION \_\_\_\_\_

COVERAGES

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL \_\_\_\_\_ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE \_\_\_\_\_



**ACORD™ CERTIFICATE OF LIABILITY INSURANCE - SAMPLE****DATE:**

05/05/2000

WPRF Sample: **Level 2** insurance requirements. Examples of events: River runs, car show, dances, events

<b>PRODUCER</b> Agency Address City, State, Zip	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. <hr/> <b>INSURERS AFFORDING COVERAGE</b>
<b>INSURED</b> Sample Address City, State, Zip	INSURER A: INSURER B: INSURER C: INSURER D: INSURER E:

with alcohol

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				EACH OCCURRENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	\$50,000
					MED EXP (Any one person)	\$5,000
					PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGREGATE	\$2,000,000
					PRODUCTS – COMP/OP AGG	\$2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON – OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____				COMBINED SINGLE LIMIT (Ea accident)	\$
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY – (Ea Accident)	\$
					OTHER THAN AUTO ONLY:	EA ACC \$
						AGG \$
	<b>EXCESS LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION				EACH OCCURRENCE	\$1,000,000
					AGGREGATE	\$1,000,000
						\$
						\$
						\$
	<b>WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY</b>				X/WC STATUTORY LIMITS / OTHER	
					E.L. EACH ACCIDENT	\$
					E.L. DISEASE – EA EMPLOYEE	\$
					E.L. DISEASE – POLICY LIMIT	\$
	<b>OTHER</b>					

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**

City of Waukesha, its officers, employees and agents are additional insured regarding \_\_\_\_\_ (event)  
 held \_\_\_\_\_ (dates)

**CERTIFICATE HOLDER / ADDITIONAL INSURED; INSURER LETTER CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL \_\_\_\_\_ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

**ACORD™ CERTIFICATE OF LIABILITY INSURANCE - SAMPLE****DATE:**

05/05/2000

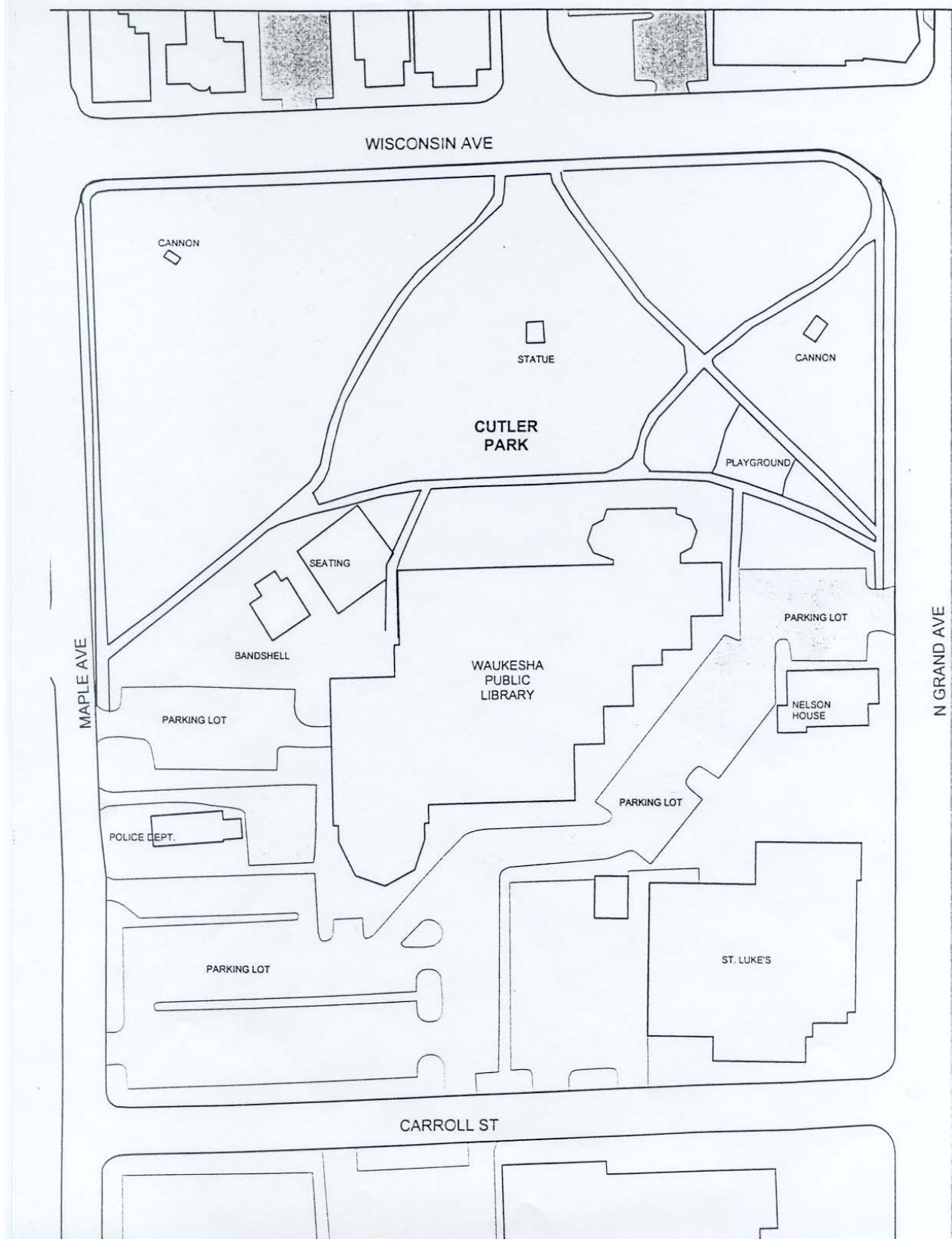
WPRF Sample: **Level 3** insurance requirements. Examples of events: Fireworks, Paddleboats, water ski shows, Inflatables,  
Large events with alcohol

<b>PRODUCER</b> Agency Address City, State, Zip	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
	<b>INSURERS AFFORDING COVERAGE</b>
<b>INSURED</b> Sample Address City, State, Zip	INSURER A:
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

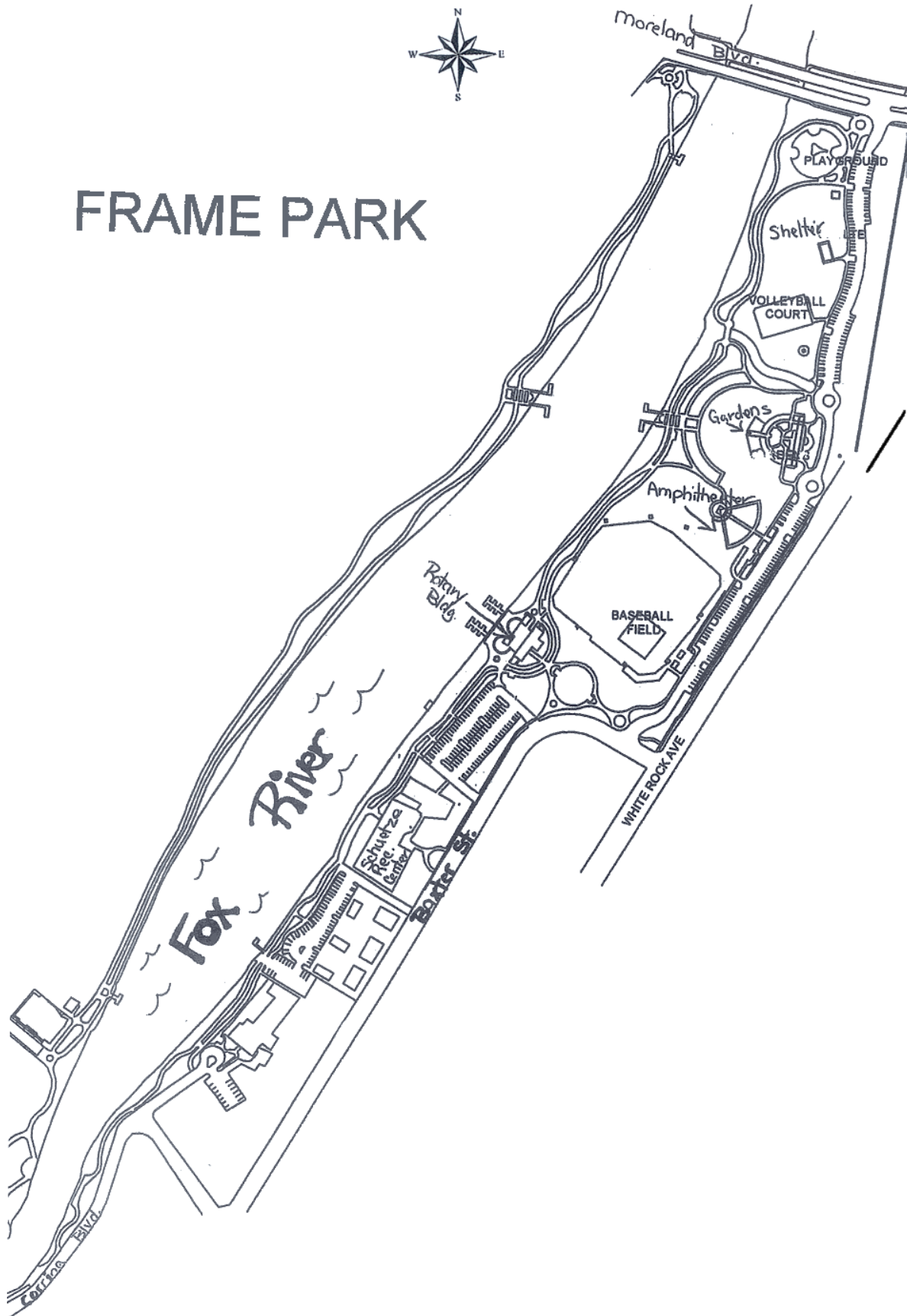
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS		
	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  <input type="checkbox"/> _____ <input type="checkbox"/> _____  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				EACH OCCURRENCE	\$1,000,000	
					FIRE DAMAGE (Any one fire)	\$50,000	
					MED EXP (Any one person)	\$5,000	
					PERSONAL & ADV INJURY	\$1,000,000	
					GENERAL AGGREGATE	\$2,000,000	
					PRODUCTS – COMP/OP AGG	\$2,000,000	
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON – OWNED AUTOS  <input type="checkbox"/> _____ <input type="checkbox"/> _____				COMBINED SINGLE LIMIT (Ea accident)	\$	
					BODILY INJURY (Per person)	\$	
					BODILY INJURY (Per accident)	\$	
					PROPERTY DAMAGE (Per accident)	\$	
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY – (Ea Accident)	\$	
					OTHER THAN AUTO ONLY:	EA ACC	\$
						AGG	\$
	<b>EXCESS LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION				EACH OCCURRENCE	\$2,000,000	
					AGGREGATE	\$2,000,000	
						\$	
						\$	
						\$	
	<b>WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY</b>				X/WC STATUTORY LIMITS / OTHER		
					E.L. EACH ACCIDENT	\$	
					E.L. DISEASE – EA EMPLOYEE	\$	
					E.L. DISEASE – POLICY LIMIT	\$	
	<b>OTHER</b>						
<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS</b> City of Waukesha, its officers, employees and agents are additional insured regarding _____ (event) held _____ (dates)							
<b>CERTIFICATE HOLDER / ADDITIONAL INSURED; INSURER LETTER CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.							

# Cutler Park



# FRAME PARK





## Public Special Event Sponsor Checklist

(Includes Large Scale Public Gatherings)

This checklist is to serve as a guide for sponsors to know the deadlines to WPRF.

### 90 or more days prior to the event:

- \_\_\_\_\_ Obtain and read Public Special Events Policies and Procedures.
- \_\_\_\_\_ Fill out and return Public Special Event Application with \$50 Application Fee.

### Following approval:

- \_\_\_\_\_ Apply for Temporary Class B License through City Clerk (If event includes alcohol).
- \_\_\_\_\_ 50% of total invoice due within 30 days.
- \_\_\_\_\_ Apply for Food/Beverage Temporary License through Waukesha County Department of Environmental Health.
- \_\_\_\_\_ Indemnification signed.
- \_\_\_\_\_ All signs, displays and objects on Park property reviewed by Facility Coordinator.

### 30 days prior to the event:

- \_\_\_\_\_ Call Recreation Facility Coordinator to schedule a walk through appointment.
- \_\_\_\_\_ Copy of Certificate of Liability to WPRF.
- \_\_\_\_\_ Inform Public - no dogs allowed in Parks/Facilities.
- \_\_\_\_\_ Site Map- with all items marked.
- \_\_\_\_\_ List of all vendors to WPRF.
- \_\_\_\_\_ List of all golf carts and motorized vehicles to WPRF.
- \_\_\_\_\_ Copy of Temporary Class B License to WPRF (if required).
- \_\_\_\_\_ Copy of Security Agreement to WPRF (if required).
- \_\_\_\_\_ Copy of Emergency Plan to WPRF, i.e. - evacuation, medical, lost child and weather.
- \_\_\_\_\_ Contact Diggers Hotline if any Park land ground will be penetrated  
(Ticket #: \_\_\_\_\_)
- \_\_\_\_\_ Plan recycling and trash removal, arrange for restroom facilities and additional paper Products.
- \_\_\_\_\_ Arrange for First Aid Stations, bee sting aid, etc.
- \_\_\_\_\_ Lost and Found.

### Week of the event

- \_\_\_\_\_ Walk through with Recreation Facility Coordinator, Ground Supervisor and Building Supervisor.
- \_\_\_\_\_ All keys and phone numbers issued.

### Day of the event

- \_\_\_\_\_ Ensure that all vendors are abiding by policies and procedures.

### 24 hours following event

- \_\_\_\_\_ Park area completely cleared of all event equipment.
- \_\_\_\_\_ Trash cleared from the park area.
- \_\_\_\_\_ Contact Recreation Facility Coordinator if any incidents occurred during the event.

### 30 days following the event

- \_\_\_\_\_ Total invoice due to WPRF.
- \_\_\_\_\_ Inform Recreation Facility Coordinator if the event will be held again.
- \_\_\_\_\_ Reserve date for next year's event.



## Agencies to Call for Assistance

Agency	Email/Website	Phone	Why to contact
City of Waukesha Parks, Recreation, & Forestry Department 1900 Aviation Dr.	<a href="http://www.waukesha-wi.gov">www.waukesha-wi.gov</a>	262-524-3737	Rental availability, Application forms, General questions.
WPRF Facilities Coordinator	<a href="mailto:mpalmer@ci.waukesha.wi.us">mpalmer@ci.waukesha.wi.us</a>	262-522-2953	Special requests, Concession permit
City of Waukesha Police		262-524-3831	No parking signs, safety, security
City of Waukesha Clerk's Office		262-524-3550	Alcohol license, Street closing
Waukesha County Department of Environmental Health	<a href="http://www.waukeshacounty.gov">www.waukeshacounty.gov</a>	262-896-8300	Food sales permits, List of guidelines
City of Waukesha Fire Department		262-524-3648	Codes & Requirements
WPRF assistance during event	Weekend on call cell 2 <sup>nd</sup> shift cell	262-993-4543 262-993-5882	
Waukesha County Recycling		262-896-8317	Recycling assistance
Diggers Hotline		1-800-242-8511	Hotlining
Area Rental		262-547-4141	Tents, chairs, barricades *Pre-approved insurance
Celebrations Party Rental		262-827-1444	Tents, chairs *Pre-approved insurance

## **WPRF Temporary Structures in Parks Permit Application**

Temporary structures, such as tents, staging, dunk tanks or promotional equipment will only be allowed in a park by obtaining a permit.

This application must be returned to the WPRF Office no later than 5 days prior to the event.

**Today's Date:** \_\_\_\_\_

### **Event Organizer Information:**

**Name of Group:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Home/cell Phone:** \_\_\_\_\_

### **Event Information**

**Event Name:** \_\_\_\_\_

**Park Requested:** \_\_\_\_\_ **Event Date(s):** \_\_\_\_\_

**Number of people expected:** \_\_\_\_\_

### **Temporary Structure Information**

**1) Type of temporary structure and how many?**

Tent \_\_\_\_\_ Dunk Tank \_\_\_\_\_ Staging \_\_\_\_\_  
Trailer \_\_\_\_\_ Other (please specify) \_\_\_\_\_

**2) Size and/or Dimension:** \_\_\_\_\_

**3) Time duration this structure will be in the park:** \_\_\_\_\_

**4) Diggers Hotline: Ticket Number:** \_\_\_\_\_

(Please note: Diggers Hotline phone number is 1-800-242-8511. The ticket number must be received in the Park Office at least 5 days prior to the event. You may call the WPRF Office at 262-524-3737, or Fax 262-524-3713 the ticket number.)

**5) Location of the structure in the park.** You must attach a park map. Park maps are available on the WPRF website.

**6) Is the structure going in a designated structure area?** ☐ yes ☐ no

**7) Company installing the structure:** \_\_\_\_\_

**8) Do you, or the tent installer, have Insurance to cover the placement of this structure for your event?** ☐ yes ☐ no

I have received WPRF's Temporary Structures in Parks Instructions and shall comply with requirements they contain.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## WISCONSIN SALES AND USE TAX EXEMPTION CERTIFICATE

Check One ☒ Single Purchase ☐ Continuous

Purchaser's Business Name	Purchaser's Address
---------------------------	---------------------

The above purchaser, whose signature appears on the reverse side of this form, claims exemption from Wisconsin state, county, baseball or football stadium, local exposition, and premier resort sales or use tax on the purchase, lease, license, or rental of tangible personal property, property under s.77.52(1)(b), items under s.77.52(1)(c), goods under s.77.52(1)(d), or taxable services, as indicated by the box(es) checked below.

I hereby certify that I am engaged in the business of selling, leasing, licensing, or renting: \_\_\_\_\_

(Description of property, items, goods, or services sold by purchaser.)

General description of property or services purchased (itemize property, items, or goods purchased if "single purchase"):

Seller's Name	Seller's Address
---------------	------------------

### REASON FOR EXEMPTION

☐ **Resale** (Enter purchaser's seller's permit or use tax certificate number) \_\_\_\_\_

#### Manufacturing and Biotechnology

- ☐ Tangible personal property (TPP) or item under s.77.52(1)(b) that is used exclusively and directly by a manufacturer in manufacturing an article of TPP or items or property under s.77.52(1)(b) or (c) that is destined for sale and that becomes an ingredient or component part of the article of TPP or items or property under s.77.52(1)(b) or (c) destined for sale or is consumed or destroyed or loses its identity in manufacturing the article of TPP or items or property under s.77.52(1)(b) or (c) destined for sale.
- ☐ Machines and specific processing equipment and repair parts or replacements thereof, exclusively and directly used by a manufacturer in manufacturing tangible personal property or items or property under s.77.52(1)(b) or (c) and safety attachments for those machines and equipment.
- ☐ The repair, service, alteration, fitting, cleaning, painting, coating, towing, inspection, and maintenance of machines and specific processing equipment, that the above purchaser would be authorized to purchase without sales or use tax, at the time the service is performed. Tools used to repair exempt machines are not exempt.
- ☐ Fuel and electricity consumed in manufacturing tangible personal property or items or property under s.77.52(1)(b) or (c) in this state.  
Percent of fuel exempt: \_\_\_\_\_ %      Percent of electricity exempt: \_\_\_\_\_ %
- ☐ Portion of the amount of fuel converted to steam for purposes of resale. (Percent of fuel exempt \_\_\_\_\_ %)
- ☐ Property used exclusively and directly in qualified research, by persons engaged primarily in manufacturing or biotechnology in Wisconsin.

#### Farming

(To qualify for this exemption, the purchaser must use item(s) exclusively and directly in the business of farming, including dairy farming, agriculture, horticulture, floriculture, silviculture, or custom farming services.)

- ☐ Tractors (except lawn and garden tractors), all-terrain vehicles (ATV) and farm machines, including accessories, attachments, and parts, lubricants, nonpowered equipment, and other tangible personal property or items or property under s.77.52(1)(b) or (c) that are used exclusively and directly, or are consumed or lose their identities in the business of farming.
- ☐ Feed, seeds for planting, plants, fertilizer, soil conditioners, sprays, pesticides, and fungicides.
- ☐ Breeding and other livestock, poultry, and farm work stock.
- ☐ Containers for fruits, vegetables, grain, hay, and silage (including containers used to transfer merchandise to customers), and plastic bags, sleeves, and sheeting used to store or cover hay and silage. Baling twine and baling wire.
- ☐ Animal waste containers or component parts thereof (may only mark certificate as "Single Purchase").
- ☐ Animal bedding, medicine for farm livestock, and milk house supplies.

S-211 (R. 3-12)

This Form May Be Reproduced

Wisconsin Department of Revenue



<b>Federal and Wisconsin Governmental Units</b>	Enter CES No., if applicable												
<input type="checkbox"/> The United States and its unincorporated agencies and instrumentalities and any incorporated agency or instrumentality of the United States wholly owned by the United States or by a corporation wholly owned by the United States. <input type="checkbox"/> Any federally recognized American Indian tribe or band in this state. <input type="checkbox"/> State of Wisconsin or any agency thereof; Local Exposition District, Professional Baseball Park District, or Professional Football Stadium District. <input type="checkbox"/> Wisconsin county, city, village, or town, including public inland lake protection and rehabilitation district, municipal public housing authorities, uptown business improvement districts, local cultural arts district, the Wisconsin Aerospace Authority, the Health Insurance Risk-Sharing Plan Authority, the Wisconsin Quality Home Care Authority, the Fox River Navigational System Authority, and any Regional Transit Authority in Wisconsin. <input type="checkbox"/> Wisconsin public schools, school districts, universities, and technical college districts. <input type="checkbox"/> County-city hospitals or UW Hospitals and Clinics Authority. <input type="checkbox"/> Sewerage commission, metropolitan sewerage district, or a joint local water authority.													
<b>Other</b> <input type="checkbox"/> Containers and other packaging, packing, and shipping materials, used to transfer merchandise to customers of the purchaser. <input type="checkbox"/> Trailers and accessories, attachments, parts, supplies, materials, and service for motor trucks, tractors, and trailers which are used exclusively in common or contract carriage under LC or IC No. (if applicable) _____. <input type="checkbox"/> Items or services purchased directly by and used by religious, charitable, educational, scientific, or other organizations holding a Wisconsin Certificate of Exempt Status. CES No. _____. <input type="checkbox"/> Tangible personal property and items, property and goods under s.77.52(1)(b), (c), and (d) to be resold by _____ on my behalf where _____ is registered to collect and remit sales tax to the Department of Revenue on such sales. <input type="checkbox"/> Tangible personal property, property, items and goods under s.77.52(1)(b), (c), and (d), or services purchased by a Native American with enrollment # _____, who is enrolled with and resides on the _____ Reservation, where buyer will take possession of such property, items, goods, or services. <input type="checkbox"/> Tangible personal property and items and property under s.77.52(1)(b) and (c) becoming a component of an industrial or municipal waste treatment facility, including replacement parts, chemicals, and supplies used or consumed in operating the facility. <input type="checkbox"/> Portion of the amount of electricity or natural gas used or consumed in an industrial waste treatment facility. (Percent of electricity or natural gas exempt _____%) <input type="checkbox"/> Electricity, natural gas, fuel oil, propane, coal, steam, corn, and wood (including wood pellets which are 100% wood) used for fuel for residential or farm use. <table style="width: 100%; margin-top: 5px;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center;">% of Electricity Exempt</th> <th style="width: 20%; text-align: center;">% of Natural Gas Exempt</th> <th style="width: 20%; text-align: center;">% of Fuel Exempt</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Residential .....</td> <td style="text-align: center;">_____ %</td> <td style="text-align: center;">_____ %</td> <td style="text-align: center;">_____ %</td> </tr> <tr> <td><input type="checkbox"/> Farm .....</td> <td style="text-align: center;">_____ %</td> <td style="text-align: center;">_____ %</td> <td style="text-align: center;">_____ %</td> </tr> </tbody> </table>			% of Electricity Exempt	% of Natural Gas Exempt	% of Fuel Exempt	<input type="checkbox"/> Residential .....	_____ %	_____ %	_____ %	<input type="checkbox"/> Farm .....	_____ %	_____ %	_____ %
	% of Electricity Exempt	% of Natural Gas Exempt	% of Fuel Exempt										
<input type="checkbox"/> Residential .....	_____ %	_____ %	_____ %										
<input type="checkbox"/> Farm .....	_____ %	_____ %	_____ %										
Address Delivered: _____ <input type="checkbox"/> Percent of printed advertising material solely for out-of-state use. _____ % <input type="checkbox"/> Catalogs, and the envelopes in which the catalogs are mailed, that are designed to advertise and promote the sale of merchandise or to advertise the services of individual business firms. <input type="checkbox"/> Property used exclusively and directly in raising animals sold for use in qualified research or manufacturing. <input type="checkbox"/> Other purchases exempted by law. (State items and exemption). _____ _____ _____													
<i>I hereby certify that if the item(s) being purchased are not used in an exempt manner, I will remit use tax on the purchase price at the time of first taxable use. I understand that failure to remit the use tax may result in a future liability that may include tax, interest, and penalty.</i>													
Signature of Purchaser	Print or Type Name	Title	Date										

(DETACH AND PRESENT TO SELLER)



## **BUILDING, PARK SHELTER, & SPECIAL AREAS** **RENTAL APPLICATION**

**Office Use Only**

Date Rec'd \_\_\_\_\_

Time \_\_\_\_\_ Initials \_\_\_\_\_

Permit # \_\_\_\_\_

Receipt # \_\_\_\_\_

**Persons must be at least 18 years of age to rent facilities and 21 years of age to obtain alcohol permit.**

**GENERAL INFORMATION** (print with blue or black ink)

***\*\*Please complete the rental payee form if payee is different than responsible party.***

Name of Responsible Party \_\_\_\_\_ Date of Birth \_\_\_\_\_

Organization (if any) \_\_\_\_\_ Tax Exempt number (attach proof) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Phone # during event \_\_\_\_\_ Evening Phone \_\_\_\_\_ Cell \_\_\_\_\_

Name of alternate contact \_\_\_\_\_ Phone \_\_\_\_\_

**Building Rentals (check one)**

☐ Rotary ☐ EB Shurts ☐ Schuetze Recreation Center-Room(s) Requested \_\_\_\_\_

Will WPRF be cleaning the building? \_\_\_\_ Yes \_\_\_\_ No (Optional for rentals 7 hours or less)

**Park Shelters & Special Areas (check one)**

☐ Park Shelter \_\_\_\_\_ ☐ Formal Gardens ☐ Band Shell ☐ Amphitheater  
(name of park)

Start Time (Include set-up time) \_\_\_\_\_ End Time (include clean-up time) \_\_\_\_\_

Date of event \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Purpose of Event \_\_\_\_\_

**ALCOHOL PERMIT**

x I will be providing alcohol beverages during the event and will comply with the alcohol agreement policies and procedures I have read. **Additional security (with fees) may be required.**

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

Will there be sales of any kind? \_\_\_\_ Yes \_\_\_\_ No If yes, see policies & procedures  
Will tents /temp. structures be used? \_\_\_\_ Yes \_\_\_\_ No If yes, see policies & procedures (Inflatable prohibited)

x I have received copies of WPRF's policies applicable to my rental(s), including a schedule of Park Facility Fees & Charges, and shall comply with all requirements they contain. I shall exercise the utmost care in the use of the facilities and will make good any damage from my use or my guests' use of the premises.

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_  
(of responsible party)

**Office Use Only**

Total Payment \$ \_\_\_\_\_ Cash Check Charge

Usage Permit Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Alcohol Authorization By: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*IMPORTANT! BRING YOUR PERMIT COPY TO YOUR EVENT!**



## BUILDING RENTALS

### Policies & Procedures

Persons must be 18+ years of age to rent facilities and 21+ years of age to obtain an alcohol permit.

- **APPLICATION:** Application and prepayment must be submitted to secure reservation. Exceptions may be made contingent upon scheduling a building attendant, fees will apply. Late application fee is \$25.00.
- **AVAILABILITY:** The E.B. Shurts and Rotary Buildings may be reserved for Saturday/Sunday rentals up to one year in advance. The Schuetze Recreation Center may be reserved 1 – 4 months in advance, contingent upon WPRF's recreation program schedule. Please visit the building you are considering before making your reservation to ensure the accommodations meet your needs. Contact WPRF to set up a viewing, advance notice is required. You may call (262) 524-3737 for date and building availability.
- **BILLING:** Any deposit will be refunded via check or credit card within 2-3 weeks prior to event. Any amounts owed will be billed to customer and payment is due within 30 days.
- **CANCELLATION POLICY & CHANGES:** If permit is cancelled, for any reason, 30 days prior to the reservation date, \$25.00 of the prepayment fee will be forfeited. 50% of the prepayment fee will be forfeited if reservation is cancelled less than 30 days prior to the event. Changes in original dates and times may be made up to one week prior to the event. There will be no charge for the first change and a \$25.00 charge for each change thereafter. Note: All changes within 5 business days will result in a \$25 charge.
- **DECORATIONS:** No helium balloons, confetti, sparklers, smoke machines or other party decorations that create small debris. Decorations may be put up with tape only. Candles must be enclosed in glass, i.e.: votives or hurricane glasses. Any promotional signage outside of room(s) rented require prior approval.
- **ROOM SET-UP, TAKE DOWN & CLEANING:** The rental group is responsible for all room set-ups. Take-down and cleaning is an option if the rental is 7 hours or less. Rentals over 7 hours, or have attendance over 120 people, are required to have WPRF clean. See below for responsibilities of cleaning. Set-up and clean-up time needs to be included in the building rental. DJ and bands must end with enough time to be out of the building by scheduled end time. The number of tables and chairs available may be limited to the number of people given for the estimated attendance. WPRF does not move tables and chairs from other facilities to accommodate additional needs.
- **STORAGE:** No items may be stored at the building before or after the event. Any items left following the event will be charged a daily user service fee.

### CLEANING

Any rental that exceeds 400 is required to recycle.

**A. Rental Group Cleans:** Rental groups (7 hours or less) that choose to clean the buildings must adhere to the following cleaning guidelines:

- ✓ Garbage cans need to be emptied and replaced with clean bags.
- ✓ Refrigerator and microwave should be emptied and cleaned.
- ✓ Wipe down tables, chairs, and counters with soap and water or cleaning spray.
- ✓ Take down all tables and chairs (with no more than five chairs per chair rack rung).
- ✓ Floors must be swept and wet mopped.
- ✓ All decorations taken down and tape removed.
- ✓ If event extends outside – Rental is responsible to leave the area like they found it (even if WPRF is cleaning).

Please Note: Cleaning tools/supplies will be provided.

**B. WPRF Cleaning:** Groups that rent in excess of seven hours (7+) or exceeds 120 people and groups (7 hours or less) that request WPRF to clean, will be charged a \$150 cleaning fee for 3 hours of cleaning service. Any additional cleaning needed will be charged to renter at cost of \$50/hour. When WPRF cleans, rental groups are responsible for the following:

- ✓ All garbage must be placed in garbage bags and taken to outdoor bins.
- ✓ Refrigerator and microwave emptied.
- ✓ All decorations taken down and tape removed.
- ✓ If event extends outside – Rental is responsible to leave area like they found it.

If the rental group wants to assist in the cleaning process to insure that the group is not charged for additional cleaning, the rental group may assist in cleaning, only until the listed end time on the agreement.

#### Additional Considerations:

1. Public parking is available in adjacent lots. Number of parking spots not guaranteed.
2. Building hours are 6:00 am – 11:00 pm. No alcohol served after 10:00 pm.
3. If there are any problems please call the emergency contact phone number listed on your permit.
4. Dogs not allowed in the parks and/or buildings.
5. WPRF is not responsible for equipment or material owned by persons using the buildings. Such equipment may not be stored at the buildings.
6. Bathrooms are public restrooms, available for public use during park hours.
7. No sales of any kind without permit / fee. (Requires WPRF approval.)
8. No tents without permit – 30 day advance notice required. (See hot lining procedure) Inflatables are not permitted.
9. Use of gym for non-athletic activities may be considered per director/designee.
10. All minors must be supervised by adults at all times.
  - \*WPRF reserves the right to cancel a building reservation if the building is needed for WPRF use.
  - \*All announcements, press releases, flyers, etc., relating to meetings must clearly state the sponsoring agents name and not WPRF.
  - \*At the time of application you will be required to agree to abide by the Americans with Disabilities Act (ADA) while using the buildings.
  - \*The use of the name, address or telephone number of the Waukesha Parks, Recreation and Forestry Department as the address or headquarters of any group using the buildings is prohibited.



## BUILDING RENTALS

### Fees & Charges

- ✓ Application, rental fee, deposit and any other fees must be submitted at least seven (7) calendar days prior to scheduled date. Tax is included when applicable.
- ✓ There is a 3 (three) hour minimum to rent any of the building facilities. Reservation ending time must be adhered to due to potential reservations following your event. If rental time extends past scheduled end time, additional hourly fees as well as a late fee of \$50.00 will be subtracted from the deposit.
- ✓ Fees indicated are City of Waukesha resident fees and charges – Non-residents must pay an additional \$50.00 surcharge per application as established by the Parks, Recreation and Forestry Board.  
\*A non-resident is defined as a person who does not reside or own property within the corporate limits of the City of Waukesha. (In general does not contribute to the City of Waukesha property taxes.)

**Any rental with attendance over 120, an alcohol permit requested, and the event is scheduled beyond 8:00pm will require additional contracted security. Additional fees and paperwork will need to be completed.**

#### Rotary Building -1150 Baxter Street, Waukesha, 53186

12-eight foot tables, 6-six foot tables, 6-60" round tables, 120 chairs, podium with microphone, refrigerator, sink, microwave, projection screen, fireplace, dimmer lighting.

Fee: **\$80.00 per hour**

#### E.B. Shurts Building - 810 West College Avenue, Waukesha, 53186

8-eight foot tables, 16-card tables, 120 chairs, podium with microphone, refrigerator, sink, microwave, projection screen, 95' attached outdoor deck.

Fee: **\$60.00 per hour**

#### Schuetze Recreation Center – 1120 Baxter Street, Waukesha, 53186

Eight foot tables, card tables and chairs available as needed

**Fee will be doubled (100% surcharge) for SRC rentals with more than 120 people in attendance**

**\*Gym**  
Athletic  
use only.  
\$45/hr.

**\*Riverview Rm.**  
\$35/hr.

**\*Conference Rm.**  
\$25/hr.

**\*Activity Rm.**  
**\$45/hr.**

**\*Kitchen/Mtg Rm.**  
\$25/hr.

**All Building Rentals require a \$200 deposit\*. Full payment of room rental is due at time of application.**

\*Upon approval, deposits will be refunded 2-3 weeks following the event.

**Cleaning Fee:** A cleaning fee of \$150 is automatically assessed for all rentals 7+ hours or exceeding 120 people and is optional for rentals 0-7 hours. If groups 0-7 hours choose WPRF to clean, this fee must be paid at the time of application. Any cleaning that requires more than the 3 hours of cleaning service will be charged \$50 per hour. ~~Groups exceeding 120 people in attendance can expect additional cleaning fees.~~

**Holiday Rentals:** Buildings are not rented on Easter, Thanksgiving, Christmas Eve, Christmas Day, New Years Eve & New Years Day. A building attendant must be hired prior to approval of any other Holidays. A \$25 holiday surcharge will be charged for any holiday rentals.

#### Optional User Service Fees

- |                                       |   |
|---------------------------------------|---|
| ▪ Additional Picnic Tables            | <b>\$80</b> per day (includes tax) up to 4 additional tables.   |
| ▪ Additional Trash Barrels            | <b>\$40</b> per day (includes tax) up to 10 additional barrels. |
| ▪ Tent Permit (100 sq. ft. or larger) | Contact WPRF for fees & policies.                               |
| ▪ Left over event supplies            | <b>\$50</b> per day.  |
| ▪ Additional Cleaning                 | <b>\$50</b> per hour.   |
| ▪ Sales Permit (for private groups)   | <b>\$65</b> per day.  |
| ▪ Portable Toilets                    | <b>\$10</b> per unit per day/rental user provides unit.         |
| ▪ Water Spigot/Key                    | <b>\$25.00</b> per day.   |
| ▪ Digital Piano                       | <b>\$25.00</b> per rental use (Schuetze Rec. Center only)       |

***Any group that signs the Fermented Malt Beverage and wine distribution agreement must comply with the following:***

#### **Fermented Malt Beverage (i.e. beer) and Wine Distribution Agreement:**

The gathering shall be a private affair, not open to the public, nor advertised publicly in any manner and adhere to City Ordinance #11.27(4). No charge for beverages shall be made for guest, and no beverages shall be distributed to any persons under 21 years of age. Fermented malt beverage/wine/intoxicating liquor is allowed. No alcoholic beverages shall be dispensed or be in possession of any person on the premises after 10:00 pm.

Note: Sale of alcoholic beverages requires a special liquor license and approval of the Common Council. (Inquire with Director of WPRF.)



**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](http://www.waukesha-wi.gov)

## **PARK SHELTERS**

### **Rental Policies & Procedures**

- Persons must be 18+ years of age to rent facilities and 21+ years of age to obtain an alcohol permit.
- Application and **prepayment** must be submitted at least 7 days prior to the scheduled date. Late applications will be accepted with a fee of \$25.00.
- Every effort is made to have facilities clean. If there are any problems please call the emergency contact phone number listed on your permit.
- Payment due at time of reservation.
- Reservation ending time must be adhered to due to potential reservations following your event.
- Bring your permit with you on the day of your rental.

### **Park Policies and Guidelines Regarding Usage**

- |  |   |
|--|---|
| ✓ Park Hours: Sunrise to 10:00 pm daily.   | ✓ All vehicles must park in designated parking areas only.                                    |
| ✓ All trash will be placed in trash receptacles  | ✓ <u>No sales</u> of any kind without permit. (May require WPRF approval.)                    |
| ✓ Leave the park the way you found it!   | ✓ Dogs not allowed in City parks or as designated.  |
| ✓ If WPRF needs to repair or clean up your event, the responsible party will be billed for damages &/or labor. | ✓ Bathrooms are public restrooms, available for public during park hours.                     |
| ✓ Be courteous of other park patrons (keep noise/music at acceptable levels).                                  | ✓ There is a possibility that the restrooms may be closed prior to 10:00 pm.                  |
| ✓ Any use of charcoal must be extinguished and removed from park.  | ✓ Any rental that exceeds 400 is required to recycle.   |
| ✓ No small debris permitted. (pikata, confetti / bird seed etc.)   | ✓ All shelters/restrooms are open seasonally, with the exception of Frame Park and EB Shurts. |
| ✓ All tents require additional permits. 30 day advance notice. (See hot lining procedure.)                     |   |
| ✓ No Inflatables or <b>sparklers</b> permitted in any parks.   |   |

### **Refund Policy**

Prior to 30 days of scheduled date, refunds will be made when the customer's original permit is returned to WPRF. If a refund is desired, please notify the office with a written request. You will receive a full refund credited to your WPRF account. If a check or credit card refund is desired, you will receive the refund minus a \$10 service charge. Refunds under \$10 will automatically be credited to your WPRF account. All credits to WPRF may be used toward future registrations and/or rentals. The credit will be available for use up to two (2) years of date of issue as permitted by law. **NOTE: All changes within 5 business days will result in a \$25 charge.**

- ✓ No refunds or credit for inclement weather or for cancellations less than 30 days prior to event.

### **Severe Weather**

It is your responsibility to monitor weather to insure your own safety – our shelters are not intended to protect you from severe weather.

## Park Shelter Facility Rentals

### Fees & Charges

*Payment due at time of reservation.*

- ✓ Fees indicated are City of Waukesha resident fees and charges – see below for non-resident surcharge. Tax is included when applicable.
  - ✓ Changes in original dates and/or times may be made up to one week prior to event. There will be no charge for the first change and a \$25 charge for each change thereafter. A \$25 charge for any changes within 7 days of event.
  - ✓ \*Non-Resident Surcharge: Non-residents must pay an additional **\$50 per rental** application, as established by the Parks, Recreation and Forestry Board.
- \*\*A non-resident is defined as a person who does not reside or own property within the corporate limits of the City of Waukesha. (In general, does not contribute to the City of Waukesha property taxes.)

#### Picnic Shelters with fifteen (15) tables and electricity Standard 110 outlet

*Bethesda Park	*Buchner Park	*Frame Park	*Horeb Park	*Rivers Crossing
<b>Fee:</b> Sixty (60) people or less: \$80 / 6 hours \$15 each additional hour Sixty-one (61) people to 200: \$150 / 6 hours \$35 each additional hour Two hundred-one people (201) to 400: \$280 / 6 hours \$70 each additional hour Four hundred or more Public event policies and fees will apply				

#### Picnic Shelters with five (5) tables and electricity Standard 110 outlet

*Banting Park	*Dopp Park	*Fox River Pkwy North	*Grandview Park	*Heyer Park
*Lowell	*Merrill Crest Park	*River Valley	*Roberta Park	
<b>Fee:</b> Sixty (60) people or less: \$65 / 6 hours \$13 each additional hour Sixty-one (61) people to 200: \$120 / 6 hours \$25 each additional hour				

#### Picnic Shelters with five (5) tables

*David's Park	*Fox River Pkwy S.	*Gazebo / open air shelters	*Pebble Valley Park
*Prairie Park	*Priedeman Park	*Wauk. Springs Park	*Woodfield Park
<b>Fee:</b> Sixty (60) people or less: \$55 / 6 hours \$10 each additional hour Sixty-one (61) people to 200: \$100 / 6 hours \$20 each additional hour			

#### Picnic Shelters with two (2) tables, no restrooms

*Moorewood Park	*Sentinel Park
<b>Fee:</b> Sixty (60) people or less: \$35 / 6 hours \$10 each additional hour	

#### Optional User Service Fees

• Additional Picnic Tables	<b>\$80</b> (includes tax) up to 4 additional tables.
• Additional Trash Barrels	\$40 (includes tax) up to 10 additional barrels.
• Water Spigot (where applicable)	\$25 per day (includes tax).
• Docks and Pier	\$85 per day.
• Tent Permit (100 sq. ft. or larger)	Contact WPRF for fees & policies.
• Left over event supplies	<b>\$50</b> per day.
• Additional Cleaning	\$50 per hour.
• Sales Permit (for private groups)	\$85 per day.
• Permit Changes	\$25 per change.
• Portable Toilets	\$10 per day per unit/rental user provides units.

**Any group that signs the Fermented Malt Beverage and wine distribution agreement must comply with the following:**

#### Fermented Malt Beverage (i.e. beer) and Wine Distribution Agreement

The gathering shall be a private affair, not open to the public, nor advertised publicly in any manner and adhere to City Ordinance #11.27(4). No charge for beverages shall be made for guests, and no beverages shall be distributed to any persons under 21 years of age. Only fermented malt beverage (i.e. beer) and wine distribution is allowed. No alcoholic beverages shall be dispensed, consumed or be in possession of any person on park premises after 10:00 pm.

*Note: Sale of alcoholic beverages is limited to selected parks and requires a special license and approval of the Common Council. (Inquire with Director of Parks, Recreation & Forestry.)*





City of Waukesha  
Parks, Recreation and Forestry Department  
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## **SPECIAL AREAS**

### **Rental Policies & Procedures**

- Persons must be 18+ years of age to rent facilities and 21+ years of age to obtain an alcohol permit.
- Application and **pre**payment must be submitted at least 7 days prior to the scheduled date. Late applications may be accepted with a fee of \$25.00.
- Every effort is made to have facilities clean. If there are any problems please call the emergency contact listed on your permit.
- Full payment due at time of reservation.
- Reservation ending time must be adhered to due to potential reservations following your event.
- Bring your permit with you on the day of your rental.

### **Park Policies and Guidelines Regarding Usage**

- |  |  |
|--|--|
| ✓ Park Hours: Sunrise to 10:00 pm daily.   | ✓ All vehicles must park in designated parking areas only.                   |
| ✓ All trash will be placed in trash receptacles  | ✓ <b>No sales</b> of any kind without permit. (May require WPRF approval.)   |
| ✓ Leave the park the way you found it!   | ✓ Dogs not allowed in City parks or as designated.                           |
| ✓ If WPRF needs to repair or clean up your event, the responsible party will be billed for damages &/or labor. | ✓ Bathrooms are public restrooms, available for public during park hours.    |
| ✓ Be courteous of other park patrons (keep noise/music at acceptable levels).                                  | ✓ There is a possibility that the restrooms may be closed prior to 10:00 pm. |
| ✓ Any use of charcoal must be extinguished and removed from park.  | ✓ Any rental that exceeds 400 is required to recycle.                        |
| ✓ No small debris permitted. (pifafa, confetti / bird seed etc.)   | ✓ No Inflatables or <b>sparklers</b> permitted in any parks.                 |
| ✓ All tents require additional permits.<br>30 day advance notice. (See hot lining procedure.)                  |  |

### **Refund Policy**

Prior to 30 days of scheduled date, refunds will be made when the customer's original permit is returned to WPRF. If a refund is desired, please notify the office with a written request. You will receive a full refund credited to your WPRF account. If a check or credit card refund is desired, you will receive the refund minus a \$10 service charge. Refunds under \$10 will automatically be credited to your WPRF account. All credits to WPRF may be used toward future registration and/or rentals. The credit will be available for use up to two years of date of issue as permitted by law. **NOTE: All charges within 5 business days will result in a \$25 charge.**

- ✓ No refunds or credit for inclement weather or for cancellations less than 30 days prior to event.

### **Severe Weather**

It is your responsibility to monitor weather to insure your own safety – our shelters are not intended to protect you from severe weather.

***Any group that signs the Fermented Malt Beverage and wine distribution agreement must comply with the following:***

#### **Fermented Malt Beverage (i.e. beer) and Wine Distribution Agreement**

The gathering shall be a private affair, not open to the public, nor advertised publicly in any manner and adhere to City Ordinance #11.27(4). No charge for beverages shall be made for guests, and no beverages shall be distributed to any persons under 21 years of age. Only fermented malt beverage (i.e. beer) and wine distribution is allowed. No alcoholic beverages shall be dispensed, consumed or be in possession of any person on park premises after 10:00 pm.

**Note:** Sale of alcoholic beverages is limited to selected parks and requires a special license and approval of the Common Council. (Inquire with Director of Parks, Recreation & Forestry.)

## FORMAL GARDENS

The formal garden area is defined as all the gardens within the black fencing, 10 feet outside the black fencing, the stone trellis and stairway up to the parking lot.

1. Prime Time – Saturdays (Noon to 6:00 pm) and while garden attendant is on duty – all group photos require permit.
2. If using a professional photographer in the Formal Gardens, you must reserve the Formal Gardens.
3. **No electricity is available.** Any amplification must be at an acceptable noise level. Use of a generator requires prior approval in writing thirty (30) days prior to event. The generator must comply with all fire codes and must be kept outside the formal gardens.
4. No rice/birdseed or other types of confetti is allowed.
5. All guests must stay on designated paths – absolutely stay out of flowerbeds. The picking of flowers is not permitted.
6. Up to ten (10) chairs may be brought into the Formal Gardens. However, they must be kept on paved/gravel areas.

**Fee:** Formal Garden (20 people or less): \$60 / hour (2 hour maximum)  
Formal Garden (21-50 people): \$120 / hour (2 hour maximum)

A "walk-in" permit may be obtained on Saturdays prime-time (Noon to 6:00 pm only) while Garden Attendant is on duty. A special service fee of \$75.00 is to be paid on site (one hour time limit). Available on a first-come, first-serve basis. Permit holders always take priority over walk-ins. On Saturday prime time (Noon – 6:00 pm) all group photographs require a permit.

## FRAME PARK AMPHITHEATER / LES PAUL PERFORMANCE CENTER

1. Music will not contain profane language. Volume of music must be kept at an acceptable noise level.
2. If you will be using electricity at the Frame Park Amphitheater, the key for the electrical box needs to be picked up at the WPRF office during office hours (Mon. through Fri. 8:00 am to 4:30 pm). A deposit for the key is required and will be refunded approximately 2-3 weeks after it is returned.
3. If you plan to use the inside of the Les Paul Performance Center, an hourly fee will be charged. Open space is an option when renting the amphitheater – it is the area between the Amphitheater and the Fox River.

### Amphitheater/Open Space – Frame Park

**Fee:** \$85 / 3 hours under 200 people \$25 each additional hour  
 \$160 / 3 hours over 200 people \$45 each additional hour  
 \*\$50 deposit required for electrical use.

### Les Paul Performance Center – Cutler Park

**Fee:** \$85 / 3 hours under 200 people / door closed \$25 each additional hour  
 \$160 / 3 hours over 200 people / door closed \$45 each additional hour  
 \$110.00 / hour (3 hour min.) under 200 / door open  
 \$220.00 / hour (3 hour min.) over 200 / door open  
 Door Open Includes: electric, lighting, amplification (providing sound technician is available).  
 \$200.00 deposit required.

**DOWNTOWN  
WAUKESHA  
SPRING HOUSE  
(GAZEBO)**  
 100 Bank St.

**Fee:**  
 \$50 / hour (50 people or less)  
 \$100 / hour (51-100 people)  
 No electricity is available.

### Optional User Service Fees

- Additional Picnic Tables \$80 (includes tax) up to 4 additional tables.
- Additional Trash Barrels \$40 (includes tax) up to 10 additional barrels.
- Water Spigot (where applicable) \$25 per day (includes tax).
- Docks and Pier \$85 per day.
- Tent Permit (100 sq. ft. or larger) Contact WPRF for fees & policies.
- Left over event supplies \$50 per day.
- Additional Cleaning \$50 per hour.
- Sales Permit (for private groups) \$85 per day.
- Permit Changes \$25 per change.
- Portable toilets \$10 per day per unit/rental user provides units.

## Special Area Facility Fees & Charges

*Payment due at time of reservation*

- ✓ Fees indicated are City of Waukesha resident fees & charges – see below for non-resident surcharge. Tax is included when applicable.
- ✓ Any commercial photography (i.e. video, still, commercial media use) must obtain permission from the Director of WPRF. Fees are individually assessed.
- ✓ Changes in original dates and/or times may be made up to one week prior to event. There will be no charge for the first change and a \$25 charge for each change thereafter. A \$25 charge for any changes within 7 days of event.
- ✓ \*Non-Resident Surcharge: Non-residents must pay an additional **\$50 per permit**, as established by the Parks, Recreation & Forestry Board.

\*A non-resident is defined as a person who does not reside or own property within the corporate limits of the City of Waukesha. (In general does not contribute to the City of Waukesha property taxes.)



**City of Waukesha  
Parks, Recreation and Forestry Board  
Policy**

**Signs, Displays and Objects on Park Property.**

- (1) **Purpose and Intent.** This policy regulates the placement and possession, by Private Entities, of Signs, Displays and Objects on grounds managed by the City of Waukesha Department of Parks, Recreation and Forestry. This policy does not affect Signs, Displays or Objects placed by the Department. This policy addresses the potential unsightliness and clutter of Signs, Displays and Objects; potential unreasonable interference by Signs, Displays and Objects with the use of Park Property by other members of the public; the potential safety hazards caused by inadequately constructed, mounted or placed Signs, Displays and Objects; and First Amendment free-speech, establishment and free-exercise considerations.
- (2) **Definitions.** In connection with this Policy only:

  - (a) **Department.** Department means the City of Waukesha Department of Parks, Recreation and Forestry.
  - (b) **Display.** Display means any thing which visually communicates a non-verbal message, including, without limitation, works of art, religious displays, sculptures, pictures, photographs, historical displays and political displays.
  - (c) **Event.** Event means any activity conducted by a Private Entity on Park Property in compliance with all provisions of the Municipal Code, including, without limitation, activities which may require a permit under Municipal Code §8.115. Event includes activities of an individual.
  - (d) **Object.** Object means any article of personal property, including, without limitation, grills, coolers, volleyball or badminton nets, inflatables, dunk tanks, radios, sound equipment and speakers.
  - (e) **Park Property.** Park Property means any real property under the management of the Waukesha Parks, Recreation and Forestry Board.
  - (f) **Private Entity.** Private Entity means an individual, group of individuals, association, partnership, limited-liability company, corporation or other legal entity which is not a political subdivision of the State of Wisconsin or a subunit of the City of Waukesha.
  - (g) **Sign.** Sign means any structure, whether fixed or movable, any part of which visually communicates a verbal message through words, letters, numbers, pictures, symbols, or a combination of them.

- (h) **Unattended.** Unattended means present on Park Property while the Private Entity that placed the Sign, Display or Object is not simultaneously on that Park Property, or while the Event with which the Sign or Display is associated is not simultaneously taking place on Park Property.
- (3) **General Rule.** Unattended Signs, Displays and Objects are prohibited on Park Property.
- (4) **Special Rules.**
  - (a) **City Signs, Displays and Objects.** The Department and any other City of Waukesha department may place Signs, Displays and Objects on Park Property at any time, and all such Signs, Displays and Objects shall relate only to public functions.
  - (b) **Private Entity Signs, Displays and Objects.** Private Entities may place or carry Signs, Displays and Objects on Park Property, provided that:
    - (i) The Signs, Displays or Objects are associated with an Event being conducted by the Private Entity on that Park Property;
    - (ii) The Signs, Displays or Objects are not Unattended;
    - (iii) The Signs, Displays or Objects are removed promptly upon the conclusion of the Event; and
    - (iv) The Signs or Displays comply with all rules in Section (5), below.
  - (c) **Certain Objects Allowed Overnight.** It is not a violation of this Policy for only tents, stages, dumpsters or portable toilets to remain overnight on Park Property while not attended, provided that:
    - (i) They are placed in connection with a large-scale gathering for which a permit has been obtained pursuant to Municipal Code §8.115;
    - (ii) They are placed no earlier than 18 hours prior to the beginning of the large-scale gathering;
    - (iii) They are removed no later than 18 hours after the conclusion of the large-scale gathering;
    - (iv) They comply with the terms of the large-scale gathering permit and all other applicable state statutes, City ordinances, and regulations; and
    - (v) They are placed in the locations designated by the Department.

- (vi) For purposes of this subsection, a large-scale gathering which is permitted to take place over more than one day is considered to be a single event.
  - (d) **Park Closure Rules.** Regardless of any provision which requires signs, displays and objects to be attended, Private Entities are subject to park-closure regulations and may not remain on Park Property while a park is closed; except as may be expressly permitted in connection with a large-scale gathering permit issued pursuant to Municipal Code §8.115.
- (5) **Other Sign and Display Rules.**
- (a) **Size.** Signs shall not exceed 32 square feet in area. Displays shall not exceed 32 square feet in area if two-dimensional, or shall not exceed 32 square feet in ground area and 8 feet in height, if three-dimensional.
  - (b) **Mounting.** Unless carried by an individual, Signs and Displays shall be mounted securely, using customary and accepted practices, so that they will not become detached, fall, tip or present a safety hazard to persons present on the Park Property in the weather conditions existing during the Event. Signs, Displays and Objects may not be mounted on any building, light pole, utility pole, or other built structure. Signs, Displays and Objects shall be re-located upon the reasonable request of the Department to do so, at any time the Department determines that safety requires re-location. If signs or displays are carried by an individual, they may not present a hazard of physical harm to other individuals present on Park Property.
  - (c) **Location.** Signs, Displays and Objects may not be placed on or across any sidewalk, drive, flowerbed, tree, or other landscaping; may not be placed within any street or highway right-of-way; and may not interfere with access to the Park Property by any persons. Signs, Displays and Objects shall be re-located upon the reasonable request of the Department to do so, at any time the Department determines that interference with other persons' access to Park Property requires re-location.