



Permit Number: 2016 - 3

SPECIAL EVENT PERMIT

CITY OF WAUKESHA / STATE OF WISCONSIN

WHEREAS the Applicant, Waukesha Downtown Business Association, has complied with the requirements necessary for obtaining this permit as set forth in the ordinances of the City of Waukesha; a permit is hereby issued to the said Applicant, pursuant to Waukesha Municipal Code §6.17 and §6.175.

EVENT NAME: Waukesha Friday Night Live

DATE(S): 6/3, 6/10, 6/17, 6/24, 7/1, 7/8, 7/15, 7/22, 7/29, 8/5, 8/12, 8/19, 8/26, 9/2, 9/9, 9/16, 9/23, & 9/30.

TIME: 3:00 pm to 9:00 pm (with streets to re-open by 10:00 p.m.)

LOCATION: See Map Attached for Event Footprint including Alternate Construction Layout

Applicant shall comply with all of the following, in addition to all applicable City ordinances:

- A. Security and Sanitation Plan as shown on Attachment A.
- B. Street closures shall be as shown on Attachment B.
- C. Stages shall be located and oriented as shown on Attachment B, and shall be as represented on Attachment C.
- D. Vendors shall be only at the locations shown on Attachment D, and shall have the permission of the building owner or tenant at all times to locate there.
- E. Permit holder must ensure stages are not blocking passage through the street. A 12 ft. lane is to remain open for emergency vehicles at all times. Sidewalk vendors shall maintain a four foot wide unencumbered, open and accessible portion of the sidewalk for pedestrian traffic safety at all times.
- F. The City reserves the right to close or direct relocation of stages or vendors in any of the public right-of-ways for any reason the City deems reasonably necessary.
- G. Public rights-of-way which are under construction shall not be subject to this Permit, and any such area that is within the Event footprint shall not be used for the Event or any stages, tents or vendors until construction is complete and the City Department of Public Works has given approval for the use of the area for the Event.

Given under my hand and the corporate seal of the City of Waukesha May 6, 2016


Gina Kozlik, Clerk/Treasurer



FRIDAY NIGHT LIVE
SECURITY PLAN
2016

ATTACHMENT A

The WDBA has met with the police officers that assist with FNL, Sgt. Dave Daily and Chief Russell Jack to discuss security to make FNL run efficiently and as safe as possible.

- NO PARKING AFTER 5p.m. SIGNS WILL BE POSTED BY 3:00 p.m. on Fridays
- NO PARKING TOW AWAY ZONES AFTER 3:00 P.M. will be posted by 11:00 a.m. (This is the area where bands will play.)
- Stages and vendors that are in the Main Street Construction zone or South of the Main Street Construction footprint may not have stages or vending tables outside until construction is finished or approved by the City of Waukesha/ Public Works Department. Some of these stages may temporarily be located inside and some of the stages will not start until construction is finished.
- The FNL event manager (Dan Taylor or Susie Taylor) will be on site by 5p.m. to make sure things are running smoothly. They will check things such as cars parked in the event footprint, check for garbage/ garbage cans, see that barricades get set up in proper locations, & address any concerns. They will try to resolve any problems independently.
- Each stage will supply a stage manager which will be responsible for monitoring their stage. There will always be at least one stage manager responsible to observe the stage and attendees. If a larger audience is present at stage, it is stage manager's responsibility to provide more helpers to monitor the stage. Stage managers will try to resolve problems independently. Depending on issue they will contact event manager, reserve officers or police.
- Stage Managers will wear an identifiable button that says WDBA EVENT STAFF.
- Event manager will walk throughout the event addressing any concerns, picking up any trash (if necessary) and just making sure that things are running smoothly. An information/welcome sheet/stage announcement will be given to each stage manager when they arrive with rules and restroom facilities.
- Stage managers will make sure that musicians start playing at 6:30 p.m. and stop playing at 9:00. Stage managers will assist musicians to promptly dismantle all equipment and stage at closing time to get the streets opened up again in a timely fashion.
- The police will be given FNL manager phone numbers in the event the FNL needs to be contacted.
- FNL managers will be aware of weather at all times. In the event of inclement weather, all stage managers will be notified.
- Crowd Control- The FNL coordinators will be walking the event at all times & monitoring the crowd. In addition reserve officers and community officers will be present. There will be one manager per stage that will be monitoring attendees. If stage draws a larger crowd, it is the stage's responsibility to add more help to monitor crowd. Stage managers will have cell phones and will be able to contact FNL manager or police in the event of a concern or emergency. Likewise, event coordinators will be able to send group text to communicate with stages in the event of inclement weather or security concern. They will be identifiable with an EVENT STAFF pin. We have held stage manager meetings discussing their responsibilities. We are planning on 9-10 stages.
- Tent placement shall allow for 12 ft. access for emergency vehicles. (6 feet on each side of the center line)
- All vendor/permittees shall maintain a 4ft. wide unencumbered, open and accessible portion of the sidewalk for pedestrian traffic safety at all times.
- Vendors on the permit may display goods from 6:00-9:00 p.m. on Friday nights. Sidewalks must be clear by 9:15 so that streets can be reopened.

- Police/WDBA members will put out barricades at 6:00p.m.
- No alcoholic beverages are allowed in FNL unless it is in a dedicated dining establishment within the limits of an outdoor dining permit.
- FNL attendance will be between 1,000-5,000.
- Public Restrooms- Businesses providing use of restrooms will have signage in their windows during FNL. The WDBA information booth will have a sign that provides information for restroom use. Businesses will sign a form stating that they will provide restroom facilities during the event.
 - Magellan's 3 Women, 2 Men, 1 Urinal
 - Martha Merrell's Books 2 Unisex
 - Waukesha Civic Theater 4 Women, 2 Men, 2 Urinal
 - Art & Framing 1,2,3 1 Unisex
 - Little Swiss Clock Shop 1 Unisex
 - Boscos Social Club 2 Women, 1 Men, 1 Urinal
 - Mia's 1 Women, 1 Men
 - Reaching Treetops Yoga 1 Unisex
 - Hannon's 1Women, 1 Men,1 Urinal
 - Steaming Cup 2 Unisex
 - Poparazzi 1 unisex
 - People's Park 3 Women, 2 Men, 1 Urinal, 1 Unisex
 - Bernie's Tap 2 Women, 1 Men 2 Urinals
 - Roots Coffee Bar and café 1 Women, 1 Men, 1 Urinal
 - The Crest 2 Women, 2 Men, 1 Unisex, 1 Urinal

Total:

- 19 Women, 13 Men, 11 Urinals, 10 Unisex
- Trash and Recycling
 - Event manager will walk throughout event picking up garbage if necessary.
 - Any sidewalk/street vendor shall provide trash and recycling containers. Those vendors who hold outdoor dining permits will need to comply with city enforced requirements of the outdoor dining permit.
 - Vendors will clean area (sweep, etc...) after event
 - Establishments that offer food items that are to go (i.e. ice cream cones) shall provide trash/recycling containers outside of their business
- WDBA will work with the Police Department to reopen streets for traffic as soon as it is deemed safe for performers and pedestrians, but no later than 10PM. This may vary some due to both weather and the number of people coming down to Friday Night Live.
- Contacts:
 - Susie Taylor 414 403 7669 susiepeoplespark@gmail.com
 - Dan Taylor 787 685 1043 raydanme@aol.com
 - Jim Taylor 414 975 6699 jimtaylor518@gmail.com
 - Norm Bruce 262 547 1060 marthamerrells@sbcglobal.net
 - Colette Tiarks 262 547 1857 design@qckprint.com

FNL/STAGE MANAGER 2016

Stage Name	Location	Stage Manager	Phone #	Vend. Info.	Contract	Type of Music	Schedule	Ins. Cert.
Allo Chocolat/Stroke Gen.	234 W. Main St.	Roger Igielski	262-510-1770	X	X	Christian		X
Crest (The)	257 W. Broadway	Jason Hyler	262 613 9343		X	Raggae & Rock		X
Hannon's	357 W. Broadway	Mark Hannon	262-547-4272	X	X	Rock n Roll		X
Magellans	310 W. Main St.	Dan Italiano	414-688-4486	X	X	Rock/Country		X
Martha Merrells Books	231 W. Main St.	Norm Bruce	262-309 3607	X	X	Rock n Roll		X
Mia's /Almont	800 Clinton	Sandy Cianciolo	414-870-0007	X	X	Mixed		X
Salty Toad	921 Friedman Dr.	Kari Klink	414-581-1023	X	X	Rock/Country		X
Steaming Cup/People's Park	340 W. Main	Susie Taylor	414 403 7669	X	X	Mixed		X
Waukesha Civic Theatre	264 W. Main St.	John Danner	262-366 4252	X	X	Folk/Broadway		X
Waukesha Hispanic Collaborative	802 N. Grand Ave.	Fred Garcia	262 548 7660	X	X	Salsa/Latino		X
Almont Gallery	342W. Main	Lynn Gaffey	262 542 1522	X		art / projects		X
Art & Framing 123	311 W. Main	Dan Engh	262 446 0947	X		art demonstration		X
Mia Famiglia	231 W. Main	Tom White	414 343 9873	X		hot dog cart		X
Reaching Tree Tops Yoga	294 W. Main /808 Grand	Alyssa Konda	262 501 1593	X		yoga demo.		X
Wildlife Resource Center	337 /339W. Main	Susie Taylor	414 403 7669	X		demo/info		X
These businesses require two parking stalls for demonstrations								
All music tents/stages will have a 10x10 tent and tables /chairs + sponsor information								

FNL Vendor Information 2016

Business Name	Address	Phone Number	Vendor	Ins. Cert.	WDBA	Permiss.	Service +tables & chairs
Allo Chocolat/Carrie Igielski	234 W. Main St. #1	262 544-8030	X	X	X	n/a	Selling Choc. Covered items
Almont Gallery/Lynn Gaffey	342 W. Main	262 542 1522	X	X	X	n/a	info. Merchandise/table/chairs/art
Art & Framing/Dan Engh	311 W. Main	262 446 0947	X	X	X	n/a	live painting/performance art
Berg Management/Catherine H	335 , 272, 280 W. Main	262 312 4124	X	X	X	n/a	info/ marketing/demonstrations
Bill's Product's/Bill Seegers	279 W. Main	262 951 1426	X	X	X	n/a	demo Bill's products salsa/sauces
Burlap and Lace/Rhea Loveless	840 N. Grand	405 249 2240	X	X	X	n/a	merchandise/tables/info/
Civic Theater/Jonathan Danner	264 W. Main	262 3664252	X	X	X	n/a	merchandise/tables/info cart
Concept Envy/ZachBeaman	804 N. Grand Ave.	262 327 2690	X	X	X	n/a	merchandise/tables/info/
Crest/Bruce Russel	257 W. Broadway	262 613 9343	X	X	X	n/a	merchandise/tables/info/chairs
Crush/Judy Rosynek	378 W. Main	262 227 7280	X	X	X	n/a	info. Merch./table/chairs/food
Freeman/Tom Badger	337 W. Main/5 points	262 613 0015	X	X	X	X	FNL information/newspapers
Fruits of Spirits Candles/ Terri	349 W. Broadway	262 370 7093	X	X	X	n/a	merchandise candles
Hannon's/Mark Hannon	357 W. Broadway	262 547 4272	X	X	X	n/a	merchandise/chips/novelities
Krumrich's Jewelers/Dick Manke	234 W. Main St. #4	262 409 9208	X	X	X	n/a	merchandise/chairs
Little Sw. Clock Shop/Karen Whit	270 W. Main	262 547 2111	X	X	X	n/a	merchandise/tables/chairs
Magellan's / Dan Italiano	370 W. Main	414 688 4486	X	X	X	n/a	merchandise/tables/chairs/pizza
Martha Merrell's Books/Norm	231 W. Main	262 547 1060	X	X	X	n/a	merchandise/info.author visits
Martinez Law Office/ Jess Martnz.	910 Clinton Street	414 807 5301	X	X	X	n/a	information/answering ?s
Mia Famiglia/Tom White	231 W. Main	414 699 9657	X	X	X	X	Italian beef cart/
Music Records 262 /Jon Keppen	801 Clinton Street	262 422 4849	X	X	X	n/a	merchandise/records
Paws for a Moment/Angela NG	316 South Street	262 565 3754	X	X	X	n/a	demonstrations/adoptables/treat
People's Park/Susie Taylor	337 W. Main	414 403 7669	X	X	X	n/a	information/merchandise/demo
People's Park /Wildlife Resource Center	337 W. Main Or parking lot	262 751 7245	X	X	X	n/a	information/merchandise/demo
Picky Picky/ Henry Ganeck	301 W. Main	262 527 0009	X	X	X	n/a	merchandise/ table/chairs
Poparazzi/Joleen Metcalf	271 W. Main	262 894 1727				n/a	pop corn & soft drinks
Poppin on Broadway/Ben Korpel	260 W. Broadway	414 430 2435	X	X	X	n/a	pop corn & soft drinks
Reaching Treetops Yoga A. Konda	820 N. Grand /294 W. Main	262 501 1572	X	X	X	X	Aerial yoga demonstration
Steaming Cup/ Christina toffe	340 W. Main	262 522 3605	X	X	X	n/a	merchandise/coffee/trests/info
Stroke of Genius/Chris Glatzel	250 W. Broadway	262 893 4186	X	X	X	X	demonstration/merchandise
Waukesha Chamber of Commerce/Hispanic Coll	802 N. Grand/Jim Hahn	414 369 2373	X	X	X	n/a	demonstration/merchandise
Waukesha Hispanic Collaborative Network	Fred Garcia 414 324 9590	414 324 9590	X	X	X	X	information/crafts/goods
Otto's Art Academy Megan David	312 W. Broadway	2624099503	X	X	X	n/a	art/crafts demonstrations