City of Waukesha

SPECIAL EVENT APPLICATION

(Events with anticipated attendance in excess of 400)

201 Delafield Street
Waukesha, WI 53188
Phone: 262-524-3501
Fax: 262-524-3888

clerktreas@ci.waukesha.wi.us
www.ci.waukesha.wi.us

☐ NEW EVENT ☒ REPEAT EVENT **FEES: Daily fee $25 / Seasonal Fee $150**

EVENT INFORMATION

Name of Event: Last Call

Date(s) of Event: 12/4/16

(Application must be submitted to Clerk's Office no later than 20 business days before the proposed event)

Name of Sponsoring Organization (if applicable) Silver Circle Sports Events, LLC

☐ Non-Profit Group Tax Exempt #:

☒ For Profit

☐ Other, please describe

Location(s) of Event: (attach map) LB Shurts

Time Set-up Begins: 7:00 am Time Event Begins: 9:00 Ends: Noon

Description/Purpose of Event: Run

Estimated Attendance (400+): 500 based on prior year

***MAP ATTACHMENT IS REQUIRED LISTING REQUESTED AREAS FOR CLOSURE AND PURPOSES INCLUDING ANY SIDEWALK VENDING.**

CONTACT INFORMATION

Contact person for event: Sean Osborne

Address: 3333 Silver Circle

City/State/Zip: Oconomowoc, WI 53066

Cell Phone: 262 327 4472 Contact Number for Day of Event: Same

Email Address: Sosborne@silvercirclesportsevents.com

SECURITY PLAN

Please include number of hours, location of deployment of personnel and equipment that will be provided:

Has this event been discussed with the Police Department? ☒ Yes ☐ No

Will any additional City services be required? ☒ Yes ☐ No

If yes, please explain: DPW barricades

Special Event Application Continued...

EVENT INFRASTRUCTURE

Please check the following applicable items regarding your event:

- [X] Entry fee or donations
- [ ] **Sales of goods or merchandise***
- [ ] **Sales of food***
- [ ] Staging
- [X] Tents
- [ ] Filming/Movie production
- [X] Amplified Sound or Music
- [ ] Other:_____

***Additional Sidewalk Vending Permit may be required.**

EMERGENCY ACTION PLAN

Items to consider: • *First Aid* • *Weather* • *Crowd Control* • *Lost Child* • *Emergency Response*

Do you have an emergency action plan? [X] Yes

INDEMNIFICATION & HOLD HARMLESS AGREEMENT

In consideration of the issuance of a Special Event Permit and pursuant to the provisions of section 8.116 of the City of Waukesha Municipal Code, the undersigned Sean Osborne (Licensee), hereby agrees to Indemnify and hold harmless the City of Waukesha, its officers, employees, agents and other contractors from and against all claims, demands, costs, judgments, losses, liabilities and/or damages of any kind or nature, including actual attorney fees, arising out of or relations to any activity or incident arising in connection with or in any way incident to the use of the public right of pursuant to the issuance of a special event permit. The undersigned warrants and represents specific authority to enter in to this agreement on behalf of the licensee.

I acknowledge that as applicant for this special event, I am responsible for the clean-up and removal of all debris as a result of the organized activity or event regulation by this section. (SO Initial)

I also understand that cost incurred by the City shall be reimburse for "extraordinary damage" or any additional city personnel, equipment, services needed to address issues including, but not limited to traffic control, security, clean-up, sanitation and safety. The applicant shall pay the actual costs for use of such personnel, equipment or services. (SO Initial)

PROOF OF INSURANCE NAMING THE CITY AS AN ADDITIONAL INSURED IS ATTACHED.

Applicant Name (Please print) Sean Osborne

Signature of Applicant _____ Date 12/10/15

COMPLETE APPLICATION INCLUDES

Complete applications are required no later than 20 business days prior to any proposed event in order to obtain approval. Application will not be accepted without all documentation. Complete application includes:

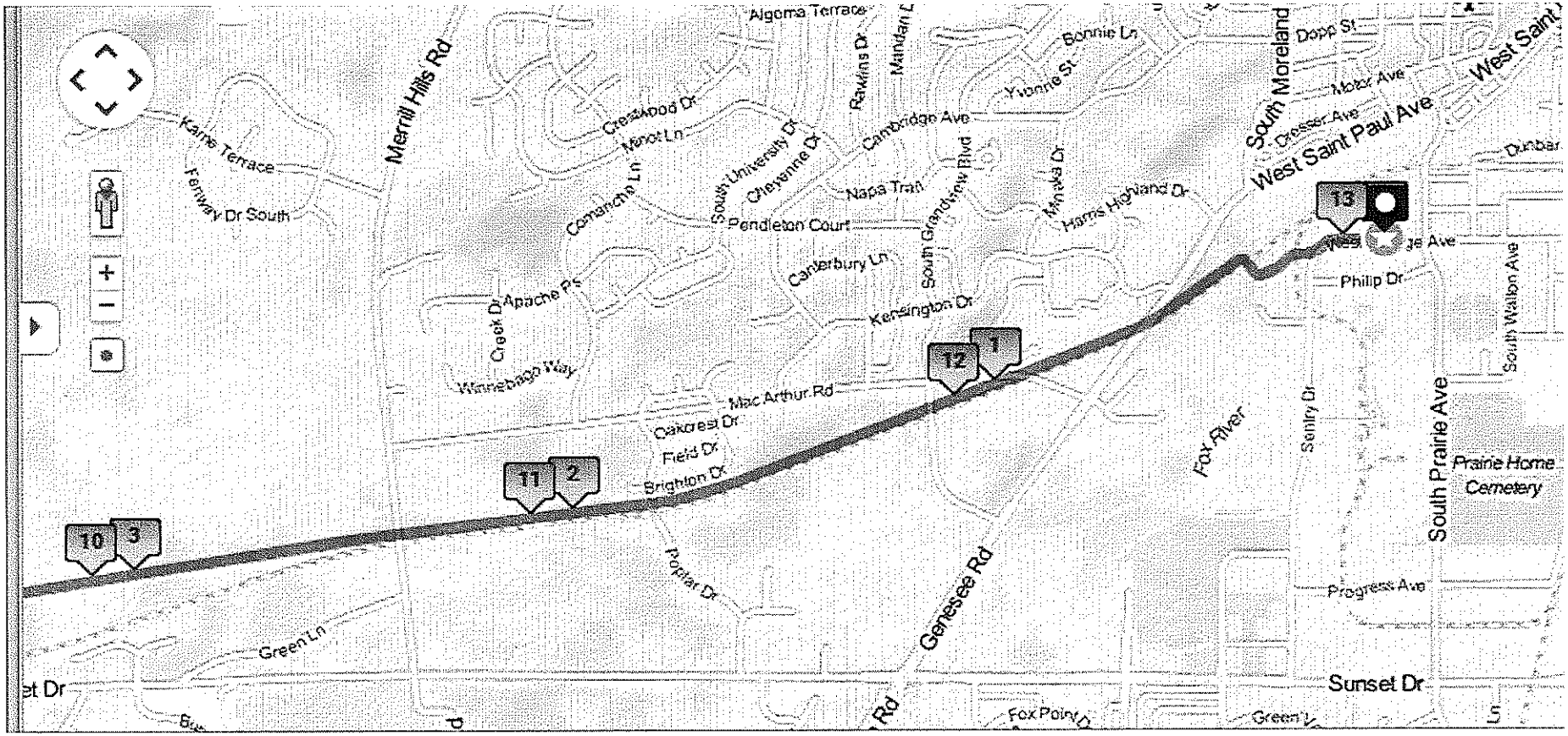
- [ ] Completed Special Event Application
- [ ] Detailed map of the event layout or route
- [ ] Daily fee of $25 or Seasonal fee of $150
- [ ] List Sidewalk Vendors or other activities and their proposed locations
- [ ] Agreements with other city departments (Park/Rec, Police, etc) – if applicable
- [ ] Proof of Insurance: The City requires that all organizers of Special Events provide liability insurance. An event sponsor shall be required to provide a valid certificate of insurance evidencing limits of liability not less than $1,000,000 and name the **City of Waukesha, 201 Delafield Street, Waukesha, WI 53188** as an additional insured and certificate holder.

DEPARTMENT APPROVALS / FOR OFFICE USE

□ Police_____ □ Fire_____ □ Engineering_____ □ Transit_____

□ WPRF_____ □ *Attorney* □ *City Administrator* □ *Finance*

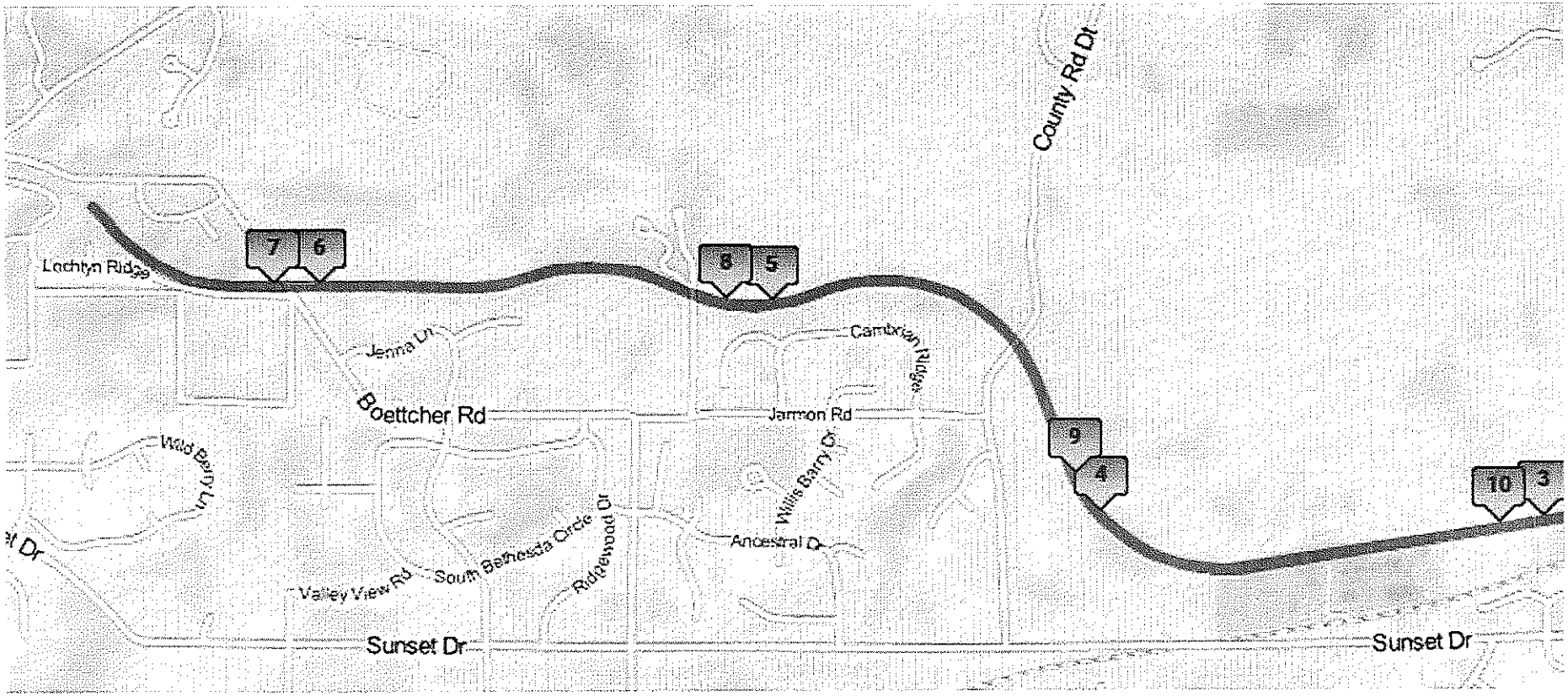
□ **Approved** □ **Denied** City Clerk's Office_____ Date_____



Miles 1-3, 10-13

SILVER CIRCLE SPORTS EVENTS

www.silvercirclesportsevents.com



Miles 3-10

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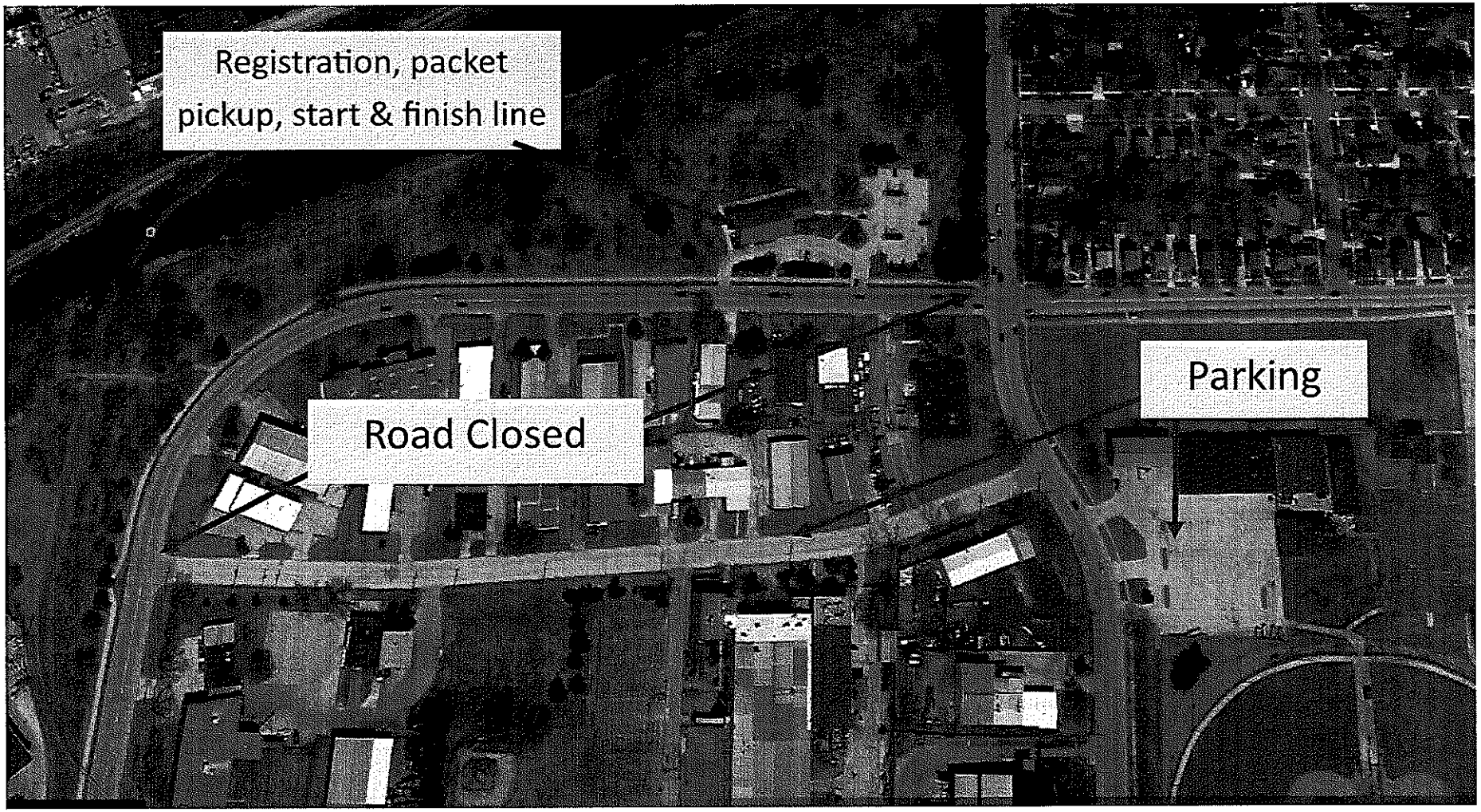

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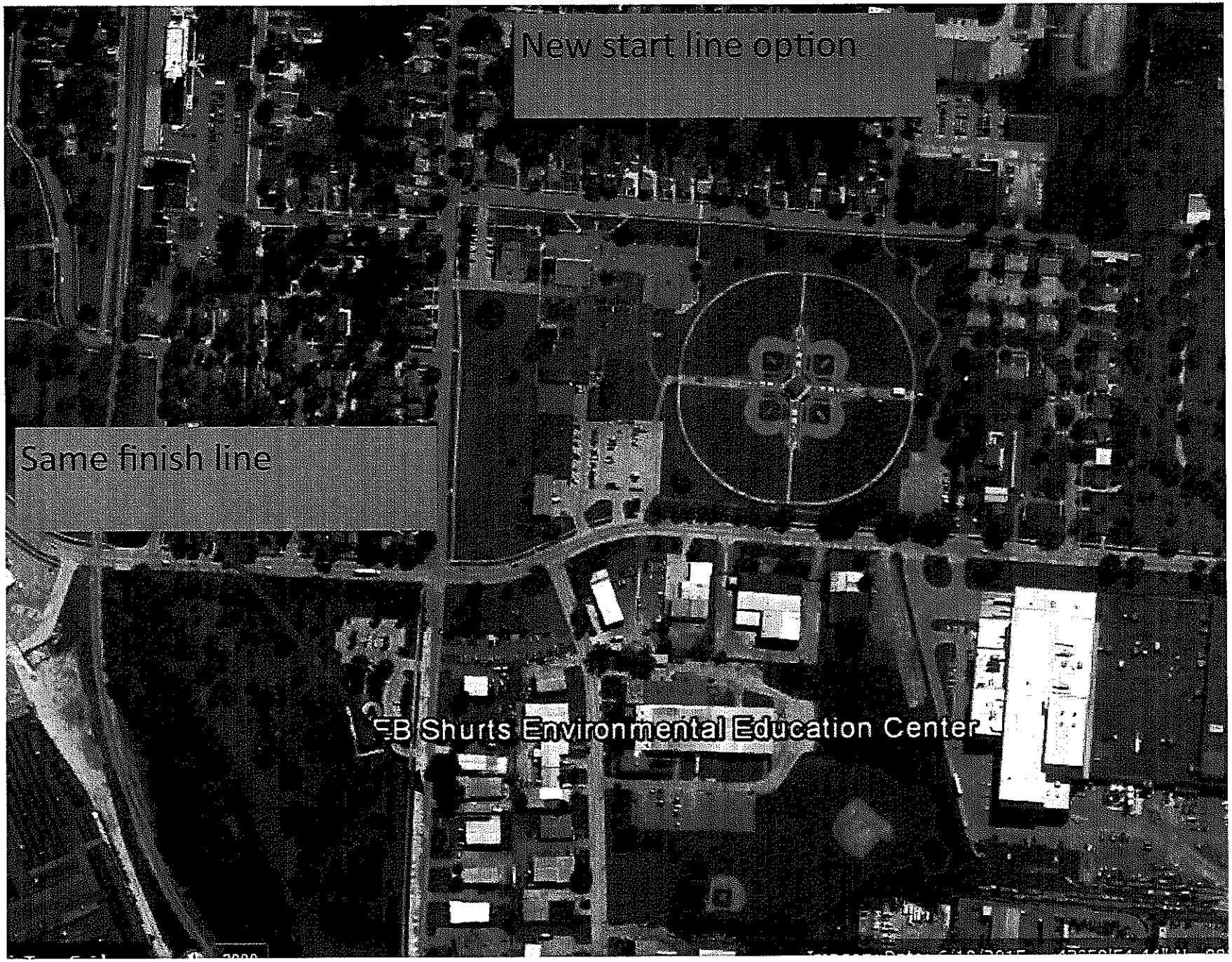
New start line option
Same finish line
EB Shurts Environmental Education Center

Last Call Course

The event has grown to just short of capacity because of the narrow trail entrance. We are requested that we be able to make the following modification based on attendance numbers.

Move the start line to Hamilton Drive. We could close Hamilton from Collage to W Newhall. A couple minutes before the start of the race, we could close Collage from Hamilton to Prairie and as soon as runners clear Collage, we could open it back up. The closure would take less than 5 minutes.

By moving the start line to Hamilton, it would give us enough room for the starting group to thin out. We would still finish on the trail west of the EB Shurts building.

The finish line would remain on the sidewalk just west of the EB Shurts building.

Please see maps.

I am also suggesting that we close Sentry Drive between Collage and Philip drive one hour before the event for pedestrian safety. The police department does a great job but with the volume of pedestrian traffic and the speed of vehicles in that area it has become dangerous. I also suggest that we consider either closing Sentry drive for duration of the event or cone off the parking lane on the north side of the road. Again, with the number of athletes standing around the finish line and the vehicle speed I have some concerns about safety.