



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: First Call

Date(s) of Event: 4/10/16

(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) EB Shurts + Global Drumlin Trail

Time Set-up Begins: 7 Time Event Begins: 9 Ends: 12

Description/Purpose of Event: Running event

Estimated Attendance (400+): 400 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 Dr

City/State/Zip: Oconomowoc, WI 53066

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

Email Address: sosborne@silvercircle.sports.events.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: _____

EVENT INFRASTRUCTURE

Please check the following applicable items regarding your event:

- Entry fee or donations, Sales of goods or merchandise*, Sales of food*, Staging, Tents, Filming/Movie production, 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? 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 Silver Circle Sports Events, LLC (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...

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. (S/O 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. (S/O Initial)

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

Applicant Name (Please print) Sean Osborne, Signature of Applicant, Date

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