

**CITY OF WAUKESHA  
CLERK TREASURER'S DEPARTMENT**

201 Delafield Street, Waukesha WI 53188  
City Hall Room 104  
Tel: (262) 524-3550 Fax: (262) 524-3888  
Website: [www.waukesha-wi.gov](http://www.waukesha-wi.gov)  
Email: [clerktreas@ci.waukesha.wi.us](mailto:clerktreas@ci.waukesha.wi.us)

**STREET CLOSING & SPECIAL EVENT PERMIT APPLICATION**

(Parking lanes, sidewalks, or trails)

- A Special Event fee is required in addition to a street closing fee for most events, except: parades and demonstrations as defined in sec. 6.16, Block Parties as defined in sec. 8.115, or uses by educational institutions located within the City of Waukesha during which no more than 400 persons will be on the closed public right-of-way at any given time.
- Partial closures may not require a permit (parking lanes, sidewalks, or trails).
- Application must be submitted to the Clerk's Office no less than 20 days before and no more than 270 days before the date of the proposed event.
- Applications may not be amended after filing application 6:185(5).
- Special events may not operate between the hours of 10:00 p.m. and 6:00 a.m.
- A clear, 15-foot path must be maintained at all times in closed streets of emergency vehicle access.
- Waukesha Municipal Code 6.17 & 6.18 regulates street closures. Please visit the City website [www.waukesha-wi.gov](http://www.waukesha-wi.gov) to view the municipal code book.

→ Are you an owner or tenant of property adjacent to your requested closure?  Yes  No  
If you answered "No" to the above question, you will need your alderperson to endorse this application – see below

**Alderson Approval**

Name of Alderson Sankowski Aldermanic District 6

I hereby endorse this Street Closing Application per sec. 6.17 of the Municipal Code.

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

**Applicant Information**

Applicant's Name Sean K. Osborne  
Organization/Business (if any) Silver Circle Sports Events, LLC  
Phone Number 262.327.4472 Email racedirector@silvercirclesportsevents.com  
Address (include city/zip) 411 W. Wisconsin Ave. Oconomowoc, WI 53066

**Event Information**

Name of Event First Call Repeat Event?  Yes  No  
Purpose of Event (to include detailed description of event) 5K & 1/2 marathon run as part of the Chilly Willy Winter Run Series  
Event website (if any) http://www.silvercirclesportsevents.com/first-call  
Date(s) of Proposed Event April 9, 2017 Day(s) of the week Sunday  
Time event will assemble 8 am Time event will begin 9 am  
Time event will end 11 am Time event will disband noon  
Name of contact person on day of event Sean Osborne Cell 262.327.4472

**AREA OF STREET TO BE CLOSED - ATTACH MAP OF PROPOSED CLOSURE AND INDICATE PROPOSED USE:**

West College Avenue between S. Prairie Drive & Phillip Drive from 7 am – 9:15. Road will reopen 15 minutes after the race starts

Continue area of street to be closed (if needed) \_\_\_\_\_

Number of blocks to be closed (block means the distance between intersections on a City Street, or 200 yards whichever is shorter) One

Number of Barricades Needed 8

Will this event include: Music?  Yes  No Vehicles?  Yes  No Animals?  Yes  No

If yes, please explain: PA system will be used for announcements. Vehicles (truck, UTV) for course setup

\*Approximate maximum number in attendance at one time (additional regulations for large special events of more than 400) 500

Attendance estimate based on? Prior years attendance

### Fees

The following street closing & special event fees shall be paid when filing the applications, per application, and shall not be refundable.

STREET CLOSING:	AMOUNT
Closure of 1 - 7 blocks	\$50.00
Closure of 8 or more blocks	\$150.00
*Late Fee <i>*(if filed less than 45 days before event)</i>	\$50.00

PLUS →  
(if applicable -  
see note below)

SPECIAL EVENT:	AMOUNT
Between 1 - 1,000 attendees	\$50.00
Between 1,001 - 2,000 attendees	\$150.00
Between 2,001 - 5,000 attendees	\$350.00
Greater than 5,000 attendees	\$550.00
*Late Fee <i>*(if filed less than 45 days before event)</i>	\$50.00

**Please note:** A Special Event fee is required in addition to a street closing fee for most events, EXCEPT: parades and demonstrations as defined in sec. 6.16, Block Parties as defined in sec. 8.115, or uses by educational institutions located within the City of Waukesha during which no more than 400 persons will be on the closed public right-of-way at any given time.

### Municipal Code 6.18 - Special Event Regulations

(13) **Damage to City Property, Reimbursement of Costs.** The applicant shall reimburse the City for all damage to City property occurring during the Special Event, and all cost of clean-up incurred by the City as a result of the Special Event.

Initials sko

(14) **Indemnification, Release of Liability.** The applicant shall execute, as part of the application, a contract indemnifying and holding the City harmless from any and all liabilities arising from Applicant's acts or omissions in conducting the Special Event, in a form approved by the City Attorney.

Initials sko

(15) **General Regulations**

(c) Special Events shall be open for admission to all members of the public, but may charge an entry fee.

Initials sko

(d) Sound levels generated by the Special Event shall not exceed a level which unreasonably disturbs the peace and quiet of residents in the vicinity of the Special Event, taking all circumstances into consideration.

Initials sko

(e) The Applicant shall collect and properly dispose of all waste and debris generated by the Special Event, and return all Public Rights of Way to their prior condition, no later than 2 hours after the end of the Special Event, at the Applicant's sole expense.

Initials sko

(f) Special Events are at all times subject to cancellation or modification due to emergencies or if the public safety requires, in the City's sole discretion.

Initials sko

(i) Permits may be revoked if the applicant fails to comply with any conditions placed on the permit, the requirements of this section, or any other applicable laws.

Initials sko

### Municipal Code 6.18(16) - Additional Items Provided with Application

(16) **Additional Regulations for Large Special Events.** Special Events at which it is reasonably expected that more than 400 people will be present on Public Rights of Way at any given time shall be subject to the following regulations, in addition to the General Regulations in subsection (15):

- (a) **Insurance.** The Applicant shall obtain, at Applicant's sole expense, a policy of public liability insurance from an insurer licensed to issue policies in the State of Wisconsin, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, with an endorsement naming the City of Waukesha as an additional insured and loss payee. The Applicant shall file with the City Clerk a certificate of insurance showing such coverage to be in place before the Special Event occurs, and in any event no later than 10 days after the permit is issued. Failure to file a certificate of insurance shall result in a revocation of the permit.
- (b) **Toilets and Sanitation Facilities.** The Applicant shall ensure that adequate toilet and sanitation facilities are available to all attendees during the Special Event, at the Applicant's sole expense.

(i) Refer to the following table for the required number of toilets available for attendees. The number of attendees is at any given time, not aggregate.

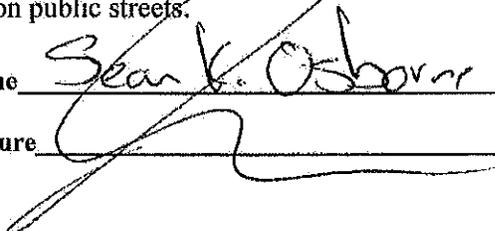
Duration of event in hours	≤1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10
Attendee Count										
400-999	0	4	4	6	6	6	8	8	8	8
1000-1999	4	6	6	6	6	8	8	8	8	12
2000-2999	4	8	8	8	8	12	12	12	12	16
3000-3999	8	8	10	10	10	12	16	16	20	20
4000-4999	8	8	12	12	16	16	20	24	24	28
5000-5999	12	12	12	16	20	30	30	30	30	34
6000-6999	12	12	16	16	20	30	30	36	36	40
7000-7999	12	12	16	20	30	32	40	40	52	52
8000-8999	12	12	20	24	32	32	40	44	52	54
9000-9999	16	16	24	28	40	40	52	52	60	64
10000 and up	16	16	28	40	40	52	52	60	60	72

- (ii) The required number of toilets may be met with toilets in private or public restrooms, with portable toilets, or any combination. Toilet facilities must comply with ADA requirements for accessibility.
  - (iii) If private restrooms are to be used to satisfy the toilet and sanitation requirement, then the following requirements must be met: (1) There must be a written agreement from the owner, agreeing to make the restrooms available to the public free of charge at all times that the event is underway, with a copy provided to the City; (2) the restrooms must be within 200 feet of the boundaries of the event area, (3) the location of the restrooms must be clearly indicated with signs.
  - (iv) If food will be consumed at the event, then hand-washing facilities must be available. If any number of the toilet requirement is met by portable toilets, then a portable hand-washing station must be provided, at least 1 for every 6 portable toilets.
- (c) **Waste and Recyclables.** The Applicant shall provide adequate solid-waste and recyclables collection and disposal, at the Applicant's sole expense. Applicant may not rely on City waste containers to meet this requirement.
- (i) Adequately-sized trash and recyclable receptacles shall be positioned within the event area so that no attendee has to move more than 75 feet to reach them. Applicant shall be responsible for disposing of trash and recyclables at Applicant's expense and according to law, promptly upon conclusion of the Special Event. Receptacles must be marked to indicate waste or recyclables, reasonably sufficiently to prevent recyclables from being put into waste receptacles.
  - (ii) The required size and number of solid-waste and recyclables receptacles shall be according to standards determined by the Department of Public Works, approved by the Common Council, and published by the Department of Public Works.
- (d) **Health, Safety and Security.** Applicants shall be responsible, at Applicant's sole expense, for ensuring that facilities are available for contacting emergency services, for crowd control, and for pedestrian safety, according to the following standards:
- (i) Applicant shall be responsible for ensuring that activities conducted at the Special Event comply with all applicable health and safety laws. Applicant must ensure that there is adequate access for emergency vehicles. Applicant must provide communications facilities and assigned personnel within the event area for communicating with police, fire and emergency medical services. Applicant's plans for health and safety, submitted with their permit applications, will be reviewed by the Police and Fire Department for determination of adequacy on a case-by-case basis. Fire Department review shall include, but not be limited to, the requirements of International Fire Code Sections 403 and Chapter 24. Applicant shall comply with all Police and Fire Department directions for health and safety requirements.
  - (ii) Crowd control and pedestrian safety measures will be dependent on the circumstances of the particular event. Applicants shall submit a proposed crowd-control and pedestrian safety plan with their permit applications, which will then be reviewed by the Police Department for adequacy in light of all circumstances. Applicants shall provide information in addition to that provided on the application, as the Police Department reasonably requests.

- (iii) If the Police Department determines that the crowd control and pedestrian safety requirements of the Special Event exceed the Police Department's capacity, in the Police Department's sole discretion, then the Applicant shall provide, at Applicant's sole expense, private security personnel that are employed by a firm that is approved by the Police Department.
- (iv) Depending on circumstances, the City may require that additional sanitation, health, safety and security measures be provided by the Applicant. All additional measures shall be provided at the Applicant's sole expense.
- (v) Applicant shall indemnify the City from, and shall reimburse the City for, all expenses incurred by the City in providing necessary health, safety and security services that are the responsibility of the Applicant under this Section.

**Applicant Signature**

I hereby make an application for a Street Closing Permit & Special Event as detailed above. I agree to abide by the requirements of all City of Waukesha ordinances and State laws. I also acknowledge Ordinance 11.27 which prohibits drinking on public streets.

Print Name Sean K. Osborn  
 Signature  Date 8/16/16

**FOR OFFICE USE ONLY!**

Date Application Received in Clerk's Office 8/31/16 Clerk's Initials RM  
 Map provided  Amount Due \$100.00 Date Paid: 8/31/16

Posting:

Date posted on Bulletin Board 8/31  Date posted on Website 8/31

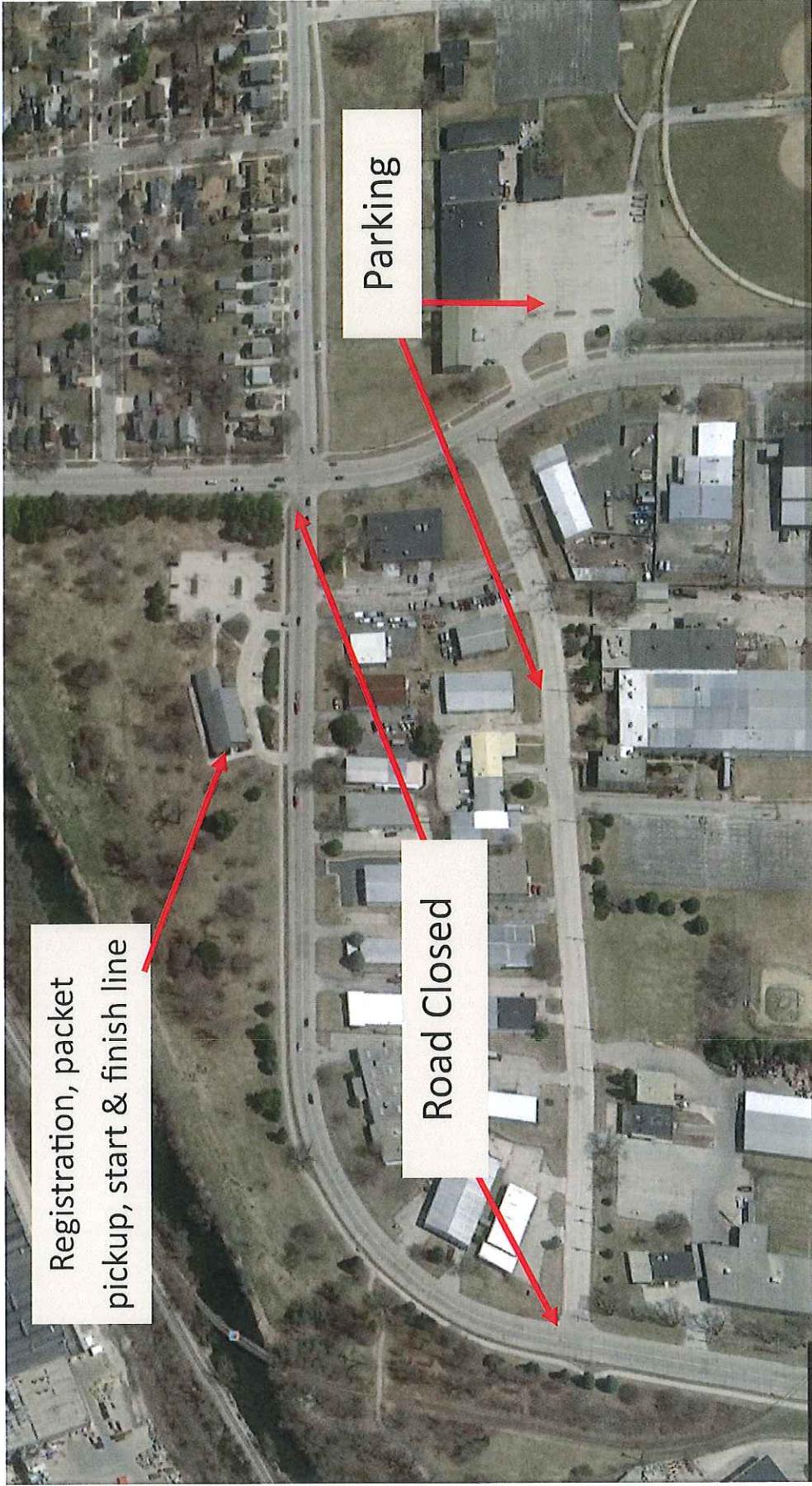
Department Routing:

Police  Fire  Engineering  Transit  WPRF  Attorney  
 Approved  Denied Clerk Processing Permit \_\_\_\_\_ Date \_\_\_\_\_

Municipal Lot Closure:

Building & Grounds Committee Approval \_\_\_\_\_  Council Approval \_\_\_\_\_

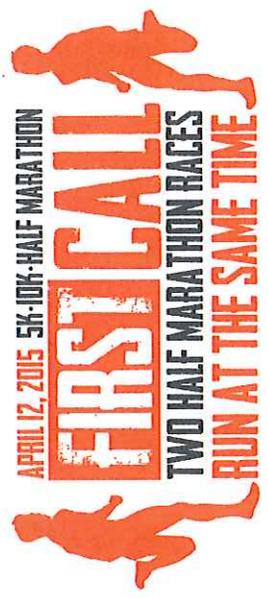
MISC NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



Registration, packet pickup, start & finish line

Parking

Road Closed



**SILVER CIRCLE**  
**SPORTS EVENTS**

[www.silvercirclesportsevents.com](http://www.silvercirclesportsevents.com)



Start line

**CAUTION**  
Step over curb onto trail

# SILVER CIRCLE SPORTS EVENTS

[www.silvercirclesportsevents.com](http://www.silvercirclesportsevents.com)

## Silver Circle Sports Events, LLC & Your PR Timing, LLC

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Silver Circle Sports Events, LLC (SCSE) & its partner company, Your PR Timing and Event Management, LLC (YPR) were founded in 2010, when a local municipality decided to hold a new 5K run and realized they needed a quality event coordinator to oversee and organize the new event. Six years and countless events later, SCSE has earned a reputation for high-quality events that focus on first-class, memorable AND safe experience for athletes.

With all events created under the guidance of experienced athletes, instructors and medical personal, SCSE promotes individuals, families and businesses to become more active, while having fun and engaging in their communities making us one of the largest sporting events companies in Wisconsin.

Current events owned by Silver Circle Sports Events, LLC:

- Wisconsin Trail Assail – 6 race series comprised of 5K, 10K & ½ marathons
- The World's Largest International Hump Day 5K
- Crooked Path Bike Tour – 20K, 60K, 100K bike tour
- SummitFest 5K, 10K & ½ marathon
- Fiesta Cancun Burrito Biathlon – run 2 miles, chow a burrito, run another mile
- 102.9 The Hog Stache Dash – Fun filled 5K run focused on Movember
- Tim Gahagan Memorial Frostbite Scramble – 9 hole golf outing on frozen Silver Lake
- Lake Country Halloween Dodgeball Tournament
- Spring Fling Dodgeball Tournament
- Dirty Dog Color Mud Run – 5K obstacle & mud run
- Dirty Dog Kids Color Mud Run – just like the adult version but for kiddos
- Last Call 5K & ½ Marathon
- First Call 5K & ½ Marathon
- Lake Country Triathlon Sprint & Olympic distance
- Pi Run
- Milwaukee's Great Gobble Wobble
- Move your Mutt for HAWS
- DoLittle Marathon
- Traveling Beer Garden Series – 5 races in Milwaukee County Parks
- Milwaukee Aquathon

Your PR Timing and Event Management, LLC (“YPR”) events:

- Milwaukee River Challenge
- Run For The Bucket 5K
- Anne’s Hope Block Melanoma 5K
- Milwaukee Justice Center 5K
- Hank Arron 5K
- Every Kid Needs a Superhero
- Dousman Hook & Ladder Hooker & Hacker Golf Outing
- LAPT Bike Race
- Watertown Humane Society Run – Walk – Wag 5K
- Milwaukee Running Festival 1 Miler
- BearTrax
- SummerStage 5K
- Vince Lombardi Walks & Run – 11 events

In 2016, Silver Circle Sports Events, LLC and/or its affiliates will promote, manage, time or consult on over 60 events.

## Permit Application

We are seeking a permit to hold the third annual First Call 5K & ½ marathon on April 8, 2017. It will once again be part of our Winter Series. Our firm has held running events on this course five times without incident.

## Road Closure

We are asking that W. Collage Ave be closed from S. Prairie to Phillips Drive beginning at 8 am for runner safety and for our staff to assemble the start line. The race will start in the road at 9 am and all runners will be off the road by 9:20. The road can reopen then. Runners will finish on the sidewalk near the EB Shurts building. Finish line below.



## Equipment in Road

The starting line is approximately 50 meters west of the EB Shurts building and consists of start flags and a runner timing mat. Emergency vehicle will have access to the area as necessary. All equipment will be removed from the road by 9:20. (Mats are not show in this picture)



## Notification

We will notify all businesses affected by the road closure via mail. Business will be provided a pass allowing them access to the area.

### **Restroom facilities**

We have rented the EB Shurts building which has approximately 4 urinals and 2 stalls in the men's room and 6 stalls in the women's room. At Silver Circle Sports Events, LLC we base the number of total restrooms on the number of participants. The industry standard is one facility per 75 attendees and we exceed that at all of our events.

Our restroom vendor is:  
Arnold's Environmental  
800-994-0500

Restroom facilities are ordered 5 days in advance once the total number of athletes are known. There are not any restroom facilities along the course within the City of Waukesha.

### **Waste & Recyclables**

We have rented the EB Shurts building which provides waste and recyclables. In addition, we have our own waste facilities which are places 20 meters from each aid station and monitored by the course manager as aid station manager. That waste is taken back to our facility.

There are two aid stations within the City limits. The first is at the intersection of the Glacial Drumlin Trail and the City of Waukesha's Fox River Trail. The second is at the intersection of Glacial Drumlin Trail & Mac Arthur Rd located west of Mac Arthur Rd on the Glacial Drumlin Trail property. Aid Station managers are given oral instructions as well and written instructions on handling aid stations and garbage. All garbage is picked up and returned to the finish line.

### **Health, Safety & Security**

#### **1. Health & Safety**

The EB Shurts building is used for packet pickup from 6:30-7:45. After that athletes are outside on the Glacial Drumlin Trail. We are happy to provide access at all times to emergency vehicles.

#### **2. Crowd Control**

We do not have a need for crowd control. We deliver race day instruction to the athletes one week in advance, three days in advance and the day in advance of the events.

Contained in the instructions are parking maps, start line maps, finish line maps, course maps, directions and any special orders from the police.

#### **3. Food and Beverage**

We provide water, sports drink and fruit at the finish line. We hold a county permit for food service and our staff are trained in safe food handling procedures. EB Shurts has a kitchen for food preparation and sanitation.

4. Security

This EAP is for a running event. Since our inception and almost 200 events, we have never had a security issue and have never requested any police or security support nor ever had an incident.

5. Indemnification

We carry a \$1,000,000 insurance policy and are more than happy to name the City of Waukesha as additional insured and provide indemnification.

### **Safety plan**

We have requested the assistance of the City of Waukesha Police department to have officers at the following intersections:

Sentry Drive and & North Prairie Drive

Mac Arthur Road and the Glacial Drumlin Trail

S. Grandview Blvd & the Glacial Drumlin Trail

While not required by most municipalities, we have an EMT on staff that attends our events and has access to an UTV in order to access any emergencies.

### **Communications**

All of our managers carry radios & cell phones. They are provided emergency contact information and are trained on athletic events. All staff members are uniformed and have identification on lanyards.

Our volunteers are given a briefing before the event and the vast majority of the have experience. Volunteers are identified with volunteer's shirts and wear a lanyard with staff and EMS contact information on. Select volunteer managers carry a radio.

