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
Email: 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 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

Alderperson Approval

Name of Alderperson: ERIK HELGESTAD Aldermanic District: 11

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

☒ Signature: _____ Date: 9-20-2016

Applicant Information

Applicant's Name: Margaret Dunn-Watson

Organization/Business (if any): Interfaith Senior Programs

Phone Number: 262-522-2409 Email: MargaretD@InterfaithWaukesha.org

Address (include city/zip): 210 NW Barstow St. Ste 101 Waukesha WI 53188

Event Information

Name of Event: Santa 5K Run & Walk Repeat Event? ☒ Yes ☐ No

Purpose of Event (to include detailed description of event): fundraiser; 5K timed run + walk to raise $ for Interfaith Senior Programs

Event website (if any): Interfaithwaukesha.org/events/santa-run

Date(s) of Proposed Event: Dec 4, 2016 Day(s) of the week: SUNDAY

Time event will assemble: 9:00 am Time event will begin: 10:30 am

Time event will end: 12:00 noon Time event will disband: 12:00 noon

Name of contact person on day of event: Margaret Dunn Watson Cell: 414-687-1600

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

*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)_____

Number of Barricades Needed 6 - based on previous years

Will this event include: **Music?** ☐Yes ☒No **Vehicles?** ☐Yes ☒No **Animals?** ☐Yes ☒No

If yes, please explain:_____

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

Attendance estimate based on? attendance last year

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 **(if filed less than 45 days before event)*	$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 **(if filed less than 45 days before event)*	$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* MDW

(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* MDW

(15) **General Regulations**

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

(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* MDW

(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* MDW

(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* MDW

(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* MDW

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 Margaret Dunn-Watson

☒ **Signature** M Dunn Watson **Date** 9/20/16

FOR OFFICE USE ONLY!

Date Application Received in Clerk's Office 9/20/16 Clerk's Initials GK

☒ Map provided ☒ Amount Due 100.00 Date Paid: 9/20/16

Posting:

☑ Date posted on Bulletin Board 9/21 ☑ Date posted on Website 9/21

Department Routing:

☐ Police____ ☐ Fire____ ☐ Engineering____ ☐ Transit____ ☐ WPRF____ ☐ Attorney____

☐ Approved ☐ Denied Clerk Processing Permit____ Date____

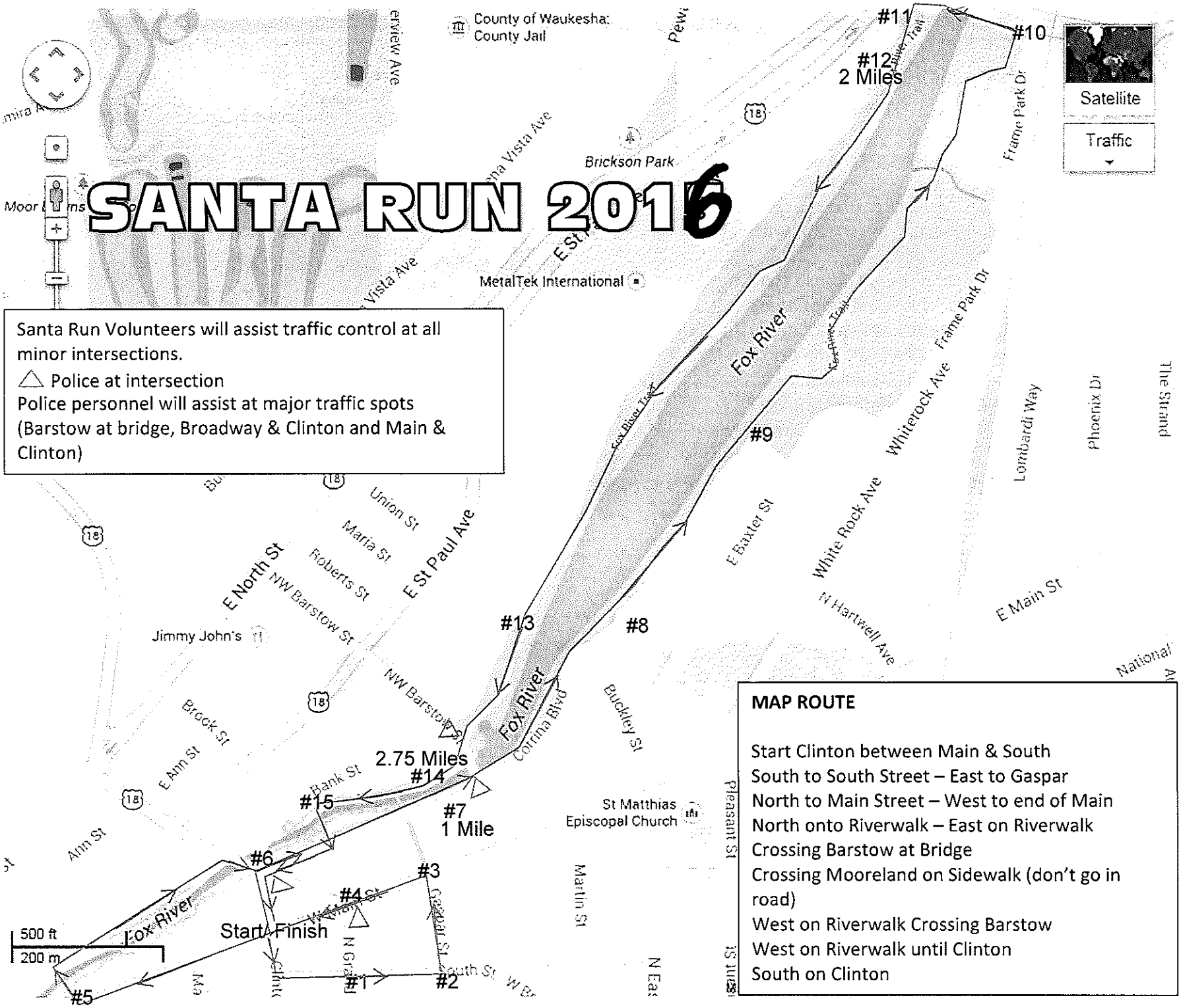
Municipal Lot Closure:

☐ Building & Grounds Committee Approval____ ☐ Council Approval____

MISC NOTES: Same as last year

Revised 7/2016

SANTA RUN 2016



Santa Run Volunteers will assist traffic control at all minor intersections.

△ Police at intersection

Police personnel will assist at major traffic spots (Barstow at bridge, Broadway & Clinton and Main & Clinton)

MAP ROUTE

Start Clinton between Main & South
South to South Street – East to Gaspar
North to Main Street – West to end of Main
North onto Riverwalk – East on Riverwalk
Crossing Barstow at Bridge
Crossing Mooreland on Sidewalk (don't go in road)
West on Riverwalk Crossing Barstow
West on Riverwalk until Clinton
South on Clinton