



Public Special Event Application
 (Includes Large-Scale Public Gatherings)

Office Use
Date Received _____
Time _____ Initials _____
Permit # _____
Invoice # _____

Please fill in the information below and return to Waukesha Parks, Recreation & Forestry Department (WPRF) office along with \$50 non-refundable application fee. Please print using blue or black ink.

General Information

Name/ Description of Event _____ **Organization** _____

Organization Website _____ **Tax Exempt number (attach proof)** _____

Name of Event Coordinator _____

Address _____ **City** _____ **State** ____ **Zip** ____

Email _____ **Fax** _____

Day Phone _____ **Evening Phone** _____ **Cell** _____

Name of Alternative Contact _____ **Email** _____

Day Phone _____ **Evening Phone** _____ **Cell** _____

Event Information

Date(s) _____ **Attendance per Day** _____

Facility and/or park areas requested (be specific) _____

Event hours: _____ **Set-up begins** _____ **Clean-up ends** _____

Will Wine/Beer be served?	Yes	No	If yes, contact City Clerk at 262-524-3550
Will Wine/ Beer be sold?	Yes	No	If yes, contact City Clerk at 262-524-3550
Will Food be given away?	Yes	No	
Will Food be sold?	Yes	No	If yes, contact County Health 262-896-8300
Will admission fee be charged?			
Will entry fee be charged?	Yes	No	Amount?
Will fees be charged for merchandise?	Yes	No	
Will Signs, displays, objects be placed on Park property?	Yes	No	Where? _____
Will you have security?	Yes	No	Who? _____
Will you have items left overnight?	Yes	No	What? _____
Have you received a Special Event Handbook?	Yes	No	Do <u>not</u> sign application until you read and understand.
Will you need Street Closures?	Yes	No	If yes, contact Police Department 262-524-3831
Will you need No Parking Areas?	Yes	No	If yes, contact City Clerk at 262-524-3550

Additional Equipment available from WPRF for a fee

Picnic Tables	Yes	No	How many? (max. 24) _____
Trash barrels	Yes	No	How many? _____
Water Hook up	Yes	No	Needed for? _____
Electricity - WPRF can provide limited service.	Yes	No	
Trash liners (100 bags per package)	Yes	No	How many packages? _____
Toilet Paper	Yes	No	Number of rolls? _____

Additional Equipment provided by sponsor

Electricity- Generators	Yes	No	How many? _____
Tent/ canopy	Yes	No	How many? _____ Size(s) _____
Portable Toilets	Yes	No	How many? _____
Inflatable/ moonwalk	Yes	No	Describe? _____
Amplified sound	Yes	No	Purpose/type _____
Golf Carts/ Motorized vehicles	Yes	No	Attach list of vehicles
Other _____	Yes	No	

By signing below, the signee states that the information given on this form is true and accurate. The signee also understands that he/she will be held accountable for all information/policies set forth in the Public Special Events Handbook, City of Waukesha Ordinances and Wisconsin/ United States Legislature.

Signature _____ **Date** _____



Public Special Events – Approved Fees & Charges Schedule/Worksheet

1. Administrative Fees

Application Fee (Non-refundable) \$ 50.00 \$ _____
 Non-Resident Surcharge (event sponsor resides outside of City of Waukesha) \$50.00 daily X _____ days \$ _____

2. General User Service Fees

Frame Park

- Picnic Shelter (includes electric) \$ 245.00 daily (200 or less participants) X _____ days \$ _____
- Picnic Shelter (includes electric) \$ 500.00 daily (200 + participants) X _____ days \$ _____
- Schuetze Building (See Facility Rental Fees & Charges)
- Rotary Building (See Facility Rental Fees & Charges)
- Formal Gardens \$ 210.00 daily X _____ days \$ _____
- Amphitheater (includes electric) \$ 210.00 daily X _____ days \$ _____
- Volleyball Courts (each court) \$ 40.00 daily X _____ days \$ _____
- Baseball Diamond \$ 295.00 daily X _____ days \$ _____
- Docks & Pier \$ 65.00 daily X _____ days \$ _____
- Open Space \$ 210.00 daily X _____ days \$ _____
- Entire Park & Amenities* (Excluding use of Schuetze & Rotary Building)
- *Any event over 800 attendees will be charged this fee. \$ 750.00 daily X _____ days \$ _____

Cutler Park

- Band Shell apron - includes electric \$ 320.00 daily X _____ days \$ _____
- Band Shell apron - includes electric \$ 60.00 per hr. (3 hour min.) _____
- Band shell door open includes, electric, lighting, amplification (providing attendant is available) \$110.00 per hr. under 200 (3 hour min)
- Band shell door open includes, electric, lighting, amplification (providing attendant is available) \$220.00 per hr. over 200 (3 hour min)
- Grounds/open space \$ _____
- \$230.00 1 - 799 Participants \$550.00 800 – 1,499 Participants \$ 825.00 1,500 + \$ _____

Other

- Other Parks/Areas with electricity available \$ 240.00 daily \$ _____
- Riverwalk (Davies Plaza to Springhouse) \$ 150.00 daily (Farmers Market Exempt) \$ _____
- Other Parks/Areas without electricity available \$ 150.00 daily \$ _____
- Open Space/Athletic Facilities \$ TBD \$ _____

3. Sales Fees (Due 30 days after the event.)

- a. Sales Permit \$ 65.00 daily X _____ days \$ _____
- b. Vendor Fee \$ 12.00 daily X _____ vendors X _____ days \$ _____
- c. Vendor Fee – Farmers Market \$ 30.00 X _____ vendors \$ _____
- d. Admissions Permit \$ 100.00 daily X _____ days \$ _____
- e. Entry/Participation Fee \$ 0.50 per participant X _____ participant \$ _____

4. Special User Service Fees

- a. Temporary structures – tents, inflatables, dunk tanks ... \$ 100.00 first day \$ _____
 (Farmers Market Exempt) \$ 25.00 each additional day X _____ days \$ _____
- b. Picnic Tables -per day \$ 80.00 up to 4 extra tables (max. 24, if available) \$ _____
- c. Maintenance trip charge \$ 50.00 up to two (2) trips \$ _____
- Late fee \$ \$100.00 \$ _____
- d. Toilet Paper \$ 8.00 roll X _____ rolls \$ _____
- e. Trash Barrels-per day \$ 40.00 up to 10 extra barrels \$ _____
- f. Dumpster- per day \$ 25.00 Daily Fee \$ _____
- g. Clean Up Fees \$ 75.00 Hourly Rate \$ _____
- h. Leftover Supply Events \$ 25.00 Daily Fee \$ _____
- i. Water Key (where applicable) \$ 25.00 Daily Fee \$ _____
- j. Garbage Bags \$ 50.00 (100 bags) X _____ bags \$ _____
- k. Park lot (if available) \$ 25.00 per hour Max. 200.00 Daily \$ _____
- l. Portable Toilets - per day \$ 10.00 per unit/rental (user provides unit) \$ _____

Public Special Event Total Estimated Fees & Charges Due (calculate all) \$ _____

Event Name _____	Todays Date _____
Date(s) of event _____	Location _____