

Permit Number: 2021-2

## **SPECIAL EVENT PERMIT**

**CITY OF WAUKESHA / STATE OF WISCONSIN**

WHEREAS the Applicant, Waukesha Downtown Business Association, has complied with the requirements necessary for obtaining this permit as set forth in the ordinances of the City of Waukesha; a permit is hereby issued to the said Applicant, pursuant to Waukesha Municipal Code §6.17 and §6.175.

EVENT NAME: **Waukesha Friday Night Live**

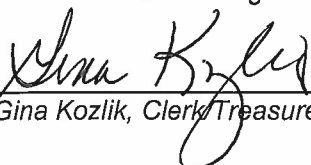
2021 DATE(S): 6/4, 6/11, 6/18, 6/25, 7/9, 7/16, 7/23, 7/30, 8/6, 8/13, 8/20, 8/27, 9/3

TIME: 3:00 pm with streets to close 5:45 pm to 9:05 pm  
(streets to re-open by 10:00 p.m.)

LOCATION: See Map Attached for Event Footprint

**Applicant shall comply with all the following, in addition to all applicable City ordinances:**

- A. Security, Health & Safety precautions, and Sanitation Plan as shown on Attachment A. Applicant will promote CDC recommendations for COVID-19 precautions and Waukesha County large gathering recommendations.
- B. Street closures shall be as shown on Attachment B.
- C. Stages shall be located and oriented as shown on Attachment B, and shall be as represented on Attachment C.
- D. Vendors shall be only at the locations shown on Attachment D and shall have the permission of the building owner or tenant at all times to locate there.
- E. All stages and vendors will be informed that they may not be out if they are located in the construction zone.
- F. Permit holder must ensure stages are not blocking passage through the street. A 12-ft. lane is to remain open for emergency vehicles at all times. Sidewalk vendors shall maintain a 4-foot-wide unencumbered, open and accessible portion of the sidewalk for pedestrian traffic safety at all times. \*See list for Permitted Sidewalk Vendors
- G. The City reserves the right to close or direct relocation of stages or vendors in any of the public right-of-ways for any reason the City deems reasonably necessary.
- H. Public rights-of-way which are under construction shall not be subject to this Permit, and any such area that is within the Event footprint shall not be used for the Event or any stages, tents or vendors until construction is complete and the City Department of Public Works has given approval for the use of the area for the Event.
- I. Approved by the Engineering Department with the stipulation that if the vehicular traffic begins to cause danger to the patrons it can be re-evaluated.

  
Gina Kozlik, Clerk/Treasurer

04/16/2021





**FRIDAY NIGHT LIVE  
SECURITY PLAN  
2021**

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The WDBA has met with Lt. Joe Hendricks & officers, Jake Taylor & Daryl Shaw that assist with FNL to discuss security to make FNL run efficiently and as safe as possible.

- NO PARKING AFTER 5p.m. SIGNS WILL BE POSTED BY 3:00 p.m. on Fridays
- NO PARKING TOW AWAY ZONES AFTER 3:00 P.M. will be posted by 11:00 a.m. (This is the area where bands will play.)
- The FNL event manager (Dan Taylor or Susie Taylor) will be on site by 5p.m. to make sure things are running smoothly. They will check things such as cars parked in the event footprint, check for garbage/ garbage cans, see that barricades get set up in proper locations, & address any concerns. They will try to resolve any problems independently.
- Each stage will supply a stage manager which will be responsible for monitoring their stage. There will always be at least one stage manager responsible to observe the stage and attendees. If a larger audience is present at a stage, it is the stage manager's responsibility to provide more helpers to monitor the stage. Stage managers will try to resolve problems independently. Depending on issues they will contact event manager, reserve officers or police.
- Stage Managers will wear an identifiable button that says WDBA EVENT STAFF.
- Event manager will walk throughout the event addressing any concerns, picking up any trash (if necessary) and just making sure that things are running smoothly. An information/welcome sheet/stage announcement will be given to each stage manager when they arrive with rules and restroom facilities.
- Stage managers will make sure that musicians start playing at 6:30 p.m. and stop playing between 9:00 -9:05pm. Stage managers will assist musicians to promptly dismantle all equipment and stage at closing time to get the streets opened up again in a timely fashion.
- The police will be given FNL manager phone numbers in the event the FNL needs to be contacted.
- FNL managers will be aware of weather at all times. In the event of inclement weather, all stage managers will be notified.
- Crowd Control- The FNL coordinators will be walking the event at all times & monitoring the crowd. In addition reserve officers and community officers will be present. There will be one manager per stage that will be monitoring attendees. If stage draws a larger crowd, it is the stage's responsibility to add more help to monitor crowd. Stage managers will have cell phones and will be able to contact FNL manager or police in the event of a concern or emergency. Likewise, event coordinators will be able to send group text to communicate with stages in the event of inclement weather or security concern. They will be identifiable with an EVENT STAFF pin. We have held stage manager meetings discussing their responsibilities. We are planning on 9-10 stages.
- Tent placement shall allow for 15 ft. access for emergency vehicles.
- All vendor/permittees shall maintain a 4ft. wide unencumbered, open and accessible portion of the sidewalk for pedestrian traffic safety at all times.
- Vendors on the permit may display goods from 5:45-9:00 p.m. on Friday nights. Sidewalks must be clear by 9:15 so that streets can be reopened.
- Police/WDBA members will put out barricades at 5:45 p.m and streets will close at 5:45pm.

- No alcoholic beverages are allowed in FNL unless it is in a dedicated dining establishment within the limits of an outdoor dining permit/extension of premise.
- FNL attendance will be between 1,000-5,000.
- Public Restrooms- Businesses providing use of restrooms will have signage in their windows during FNL. The WDBA information booth will have a sign that provides information for restroom use. Businesses will sign a form stating that they will provide restroom facilities during the event.
  - Magellan's 3 Women, 2 Men, 1 Urinal
  - Martha Merrell's Books 2 Unisex
  - Waukesha Civic Theater 4 Women, 2 Men, 2 Urinal
  - Art & Framing 1,2,3 1 Unisex
  - Mia's 1 Women, 1 Men
  - Hannon's 1 Women, 1 Men, 1 Urinal
  - People's Park 3 Women, 2 Men, 1 Urinal, 1 Unisex
  - Salty Toad 3 Women, 1 Men, 2 Urinals
  - Guitar for Life 1 Unisex
  - The Clarke Hotel 3 Women, 2 Men, 1 Urinal
  - Bosco's Social Club 2 Women, 1 Men, 1 Urinal
- Total 20- Women 12- Men 9- Urinals 5- Unisex
  
- Trash and Recycling
  - Event manager will walk throughout event picking up garbage if necessary.
  - Any sidewalk/street vendor shall provide trash and recycling containers. Those vendors who hold outdoor dining permits will need to comply with city enforced requirements of the outdoor dining permit.
  - Vendors will clean area (sweep, etc...) after event
  - Establishments that offer food items that are to go (i.e. ice cream cones) shall provide trash/recycling containers outside of their business
- WDBA will work with the Police Department to reopen streets for traffic as soon as it is deemed safe for performers and pedestrians, but no later than 10PM. This may vary some due to both weather and the number of people coming down to Friday Night Live.
- Contacts:
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  - Dan Taylor 787 685 1043 [raydanme@aol.com](mailto:raydanme@aol.com)
  - Jim Taylor 414 975 6699 [jimtaylor518@gmail.com](mailto:jimtaylor518@gmail.com)



