



N64W23760 Main Street  
Sussex, Wisconsin 53089  
Phone (262) 246-5200  
FAX (262) 246-5222  
Email: [info@villagesussex.org](mailto:info@villagesussex.org)  
Website: [www.villagesussex.org](http://www.villagesussex.org)

**AGENDA  
VILLAGE OF SUSSEX  
PARK AND RECREATION BOARD  
6:30 PM TUESDAY, JUNE 15, 2021  
SUSSEX CIVIC CENTER – COMMUNITY ROOM 1<sup>ST</sup> FLOOR  
N64W23760 MAIN STREET**

Pursuant to the requirements of Section 19.84, Wis. Stats., notice is hereby given of a meeting of the Village of Sussex Park & Recreation Board, at which a quorum of the Village Board may attend virtually in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time and location. Notice of Village Board Quorum, (Chairperson to announce the following if a quorum of the Village Board is virtually in attendance at the meeting: Please let the minutes reflect that a quorum of the Village Board is present and that the Village Board members may be making comments under any area where the public may comments or if the rules are suspended to allow them to do so.)

1. Roll call
2. Consideration and possible action on the minutes from the May 18, 2021 meeting.
3. Discussion and possible action on the Lannon Stone Sledding Hill Park
4. Discussion and possible action on SAS Club Blood Drive Event
5. Pending Favorable Motion in item 4, discussion and possible action on amending the SAS Club 10 Year Contract to reflect blood drive events
6. Discussion and possible action on Quarry Communities Relay for Life Event
7. Discussion and possible action on Alfa Romeo car event
8. Discussion on Prides Park Neighborhood Meeting
9. Comments from Citizens Present
10. Park & Recreation Director's Report
11. Topics for Future Agenda Items  
No Meeting in July, next meeting is August 17, 2021
12. Adjournment

Robert Fourness  
Chairperson

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Jeremy Smith  
Village Administrator

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Clerk at 246-5200.



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DISCLAIMER- THE FOLLOWING ARE DRAFT MINUTES FROM  
THE SUSSEX PARK & RECREATION BOARD  
AND ARE SUBJECT TO CHANGE UPON APPROVAL OF THE PARK & RECREATION BOARD

**VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN**

**Minutes of the Park & Recreation Board meeting held on May 18, 2021.**

Meeting was called to order by Mike Waltz at 5:33 p.m.

**1. Roll call**

Members Present: Nadine Coenen, Mike Waltz, Chuck Vojtas, Trustee Ron Wells, Chris Kostka

Members Excused: Kelly Tetting, Chairman Bob Fourness

Village Board Present: President Anthony LeDonne

Staff Present: Parks and Recreation Director, Halie Dobbeck; Administrative Services Director, Sam Liebert; Assistant Village Administrator Kelsey McElroy-Anderson

**2. Prides Crossing Neighborhood Survey Results & Neighborhood Comment**

Dobbeck explained the results of the survey and then received comments from citizens.

Summary of comments from residents is below:

**Greg Mews**

**N70W23514 Prides Road**

-Happy with the survey results; cautious about the QR fitness trail; no parking lot; add a backdrop for basketball, expand woods

**Bill Lawler**

**N70W23381 Prides Road**

-No Fitness on the trail; trail should be just walking, benches, and mulch; love the nature and undergrowth of the woods.

**Daniele Badalamente**

**N69W23425 Salem Ct W**

-No off street parking; existing playground is fine; yes to a QR code fitness trail

**Paul Piering**

**N69W23478 Donna Drive**

-Love that this is a climax hardwood community; need to take down dead trees in woods; we lost biological diversity with the Ancient Oaks subdivision and can't go back from any additional change to the woods; we could remove invasive species and clear brush from woods

**Jonathan & Erin Mueller**  
**N70W23457 Prides Road**

-There are no other parks like Prides in Sussex so we should preserve this forest and not change, please no parking lot, there used to be exercise equipment at Prides and no one used it; walking trail sounds good; develop Mapleway Park instead of this park; people use baseball backstop, someone uses open field every day, no huge massive updates to the park

**Kristin Kemper**  
**N70W23446 Prides Road**

-Caution against proposed layout; resurface basketball court; keep playground in same spot; preserve area as much as possible; no parking lot; use money for more trees

**Katherine Tackes**  
**N70W23627 Prides Road**

-Green space is really important; more mulch on trails; no parking lot; upgrade playground; fix baseball backstop; add more trees

**Lisa Mair**  
**W234N7062 Prairie Lane**

-Basketball court and open field are used every day, supports walking trail, update the playground-no mulch, use poured in place surfacing

**Kyle Falvey**  
**W234N7103 Flintlock Court**

-Asked the board what will determine what happens with these plans (Wells said that they want to reflect the communities wants in the park), mulch the walking trail, use funds to reforest natural areas, Ancient Oaks development changed the ecosystem, no parking lot, should schedule a woods cleanup day for the community or a tree planting day

**Greg Robb**  
**W242N6296 Oak Drive**

-Asked the board to listen to these people more than they listened with Pickleball because the board shot down the plan.

**Coenen** shared that none of these plans have been finalized and that no decisions have been made. She thanked the residents for sharing their thoughts.

**Kristina Adkins**  
**N68W23473 Maize Ct**

-There are bees in the trees in the woods, lots of dead trees, keep this in mind with the trail that there are foxes and fawns, crossing of the street for kids is dangerous

**3. Meeting Minutes**

A motion by Coenen; Seconded by Vojtas to approve the minutes from the April 20, 2021 meeting as presented. Motion Carried 5-0

**4. Comments from Citizens Present**

None

**5. Park & Recreation Director's Report**

Dobbeck shared the baseball field residency percentages with the board, as was requested by Waltz at the April meeting. Rockathon is Tuesday 5/25. Cruise night is June 17 and in need of parking volunteers, we will do the same cruise as 2020 but end at the Civic Center for the party. Arbor Day event was successful; we gave away 300 trees to the community.

**6. Topics for Future Agenda Items**

Prides Neighborhood Meeting Recap  
Lannon Stone Sledding Hill Park Proposal  
Dog Park Update

**7. Adjournment**

A motion by Vojtas; Seconded by Kostka to adjourn the meeting at 6:14 p.m.

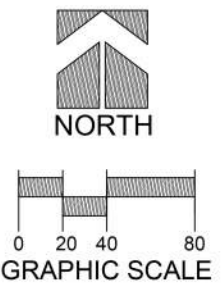
Motion Carried 5-0

Respectfully Submitted,

Halie Dobbeck  
Parks & Recreation Director

DRAFT





# LANNON STONE PRODUCTS - SLEDDING HILL

CONCEPTUAL PLAN RENDERING - SUSSEX, WI

**raSmith**

CREATIVITY BEYOND ENGINEERING





## Application for a Special Event

Sussex Parks & Recreation Department

N64 W23760 Main Street - Sussex, WI 53089

Phone: 262-246-5200 Fax: 262-246-5222

Email: info@villagesussex.org

A Special Event is defined as an event with more than 200 people and/or open to the public. Reservations must be made 45 days in advance and are subject to an approval process.

### ORGANIZATION INFORMATION

Name of Organization: Sussex Area Service Club

Address: PO Box 105 City, State, Zip: Sussex, WI 53089

Website: www.sasclub.org Tax Exempt Number (attach proof): \_\_\_\_\_

### CONTACT INFORMATION

Event Contact Person: Jenelle Blavat Email: Jenelle.Blavat@redcross.org

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell Phone: 262-818-1461

Alternate Contact: Rick Vodicka Email: RickBVodicka@gmail.com

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell Phone: 262-894-1010

### EVENT INFORMATION - Answer all questions completely

Name of Event: Red Cross Blood Drive

Date(s) of Rental: 11/1/2021

Rental Hours (including set-up/take-down): 11am - 630pm

Estimated Parking Needs: The Grove Parking Lot Estimated Attendance: \_\_\_\_\_

Location of Event:  Village Park  Armory Park  Civic Center

Check the following applicable components of your event:

Fundraiser

Sell concessions/Sales of Any Kind

Food Trucks

Fireworks Display

Overnight Camping

Attracts more than 200 people

Amusement Rides, Inflatables

Tractor Show/Pull

Parade or Run/Walk event

Other (explain)

Please describe the purpose of your event, list any additional activities at your event or special requests:

American Red Cross Blood Drive



**RENTAL FEES:**

Check, cash and credit card are accepted (checks payable to: Village of Sussex). A convenience fee will be added to transactions paid with a credit/debit card. After your rental application has been processed and approved an invoice will be created. Fees and deposit must be paid within 30 days of invoice.

(R) - Resident, (NR) - Non-Resident. A resident is classified by the municipality to whom you pay your taxes.

**\$150.00 REFUNDABLE DEPOSIT REQUIRED WITH ALL RENTALS.**

**RENTABLE SPACES:**

**Park Open Air Shelters**

(Capacity determined by # of picnic tables at each shelter.

Picnic tables will not be relocated)

- \_\_\_\_\_ \$155R/ \$184NR Village Park Lions Open Air Shelter (Cap. 240)
- \_\_\_\_\_ \$55R/ \$69NR Village Park Early Days Open Air Shelter (Cap. 40)
- \_\_\_\_\_ \$80R/ \$100NR Village Park North Open Air Shelter (Cap. 60)
- \_\_\_\_\_ \$45R/ \$57NR Village Park Concession Stand Shelter (Cap. 30)
- \_\_\_\_\_ \$40R/ \$50NR Armory Park Open Air Shelter (Cap. 24)

**Enclosed Facilities**

- \_\_\_\_\_ \$100R/ \$125NR Village Park Lion's Building (Cap. 40)
- \_\_\_\_\_ \$75R/ \$94NR Armory Concession Stand w/ shelter Cap. 40)
- \_\_\_\_\_ \$75R/ 94NR Madeline Park Train Depot (Cap. 25)

**NEW ... The Grove at Village Park (2 Hour Minimum)**

**The Oak Room**

(Capacity 150)

**(Seated at Tables 104)**

- \$55/ hour (R)
- (8 Hours)
- \_\_\_\_\_ \$69/ hour (NR)

**The Maple Room & Kitchen**

(Capacity 75)

**(Seated at Tables 48)**

- \_\_\_\_\_ \$45/ hour (R)
- \_\_\_\_\_ \$57/ hour (NR)

**Green Space** (Approval Needed)

- \_\_\_\_\_ \$25R/ \$32NR (Village Park Designated Green Space)
- \_\_\_\_\_ \$25R/ \$32NR Circlemasters Green Space

**Additional Option**

- \_\_\_\_\_ \$20 Lion's Building Indoor Restrooms (per day)

You will have access to these indoor restrooms from the outside of the building. Parks crew will open them prior to your event.

**Soccer Fields (3 hour period per rental)**

- \_\_\_\_\_ \$30 Armory #1-6 \_\_\_\_\_ \$5 Armory #7

**Baseball/Softball Diamonds (3 hour period/field)**

- \_\_\_\_\_ \$15 Village Park #1 South
- \_\_\_\_\_ \$15 Village Park #2 Central
- \_\_\_\_\_ \$15 Village Park #3 North
- \_\_\_\_\_ \$15 Village Park Lighted Diamond
- \_\_\_\_\_ \$10 Lights for Lighted Diamond (fee/day)
- \_\_\_\_\_ \$15 Hardball Diamond
- \_\_\_\_\_ \$15 Armory Park #1
- \_\_\_\_\_ \$15 Armory Park #2
- \_\_\_\_\_ \$15 Armory Park #3
- \_\_\_\_\_ \$15 Armory Park #4 (T-ball/Little League)
- \_\_\_\_\_ \$15 Field Prep Per Diamond
- \_\_\_\_\_ \$200 Tournament Fee per field

**Disc Golf**

- \_\_\_\_\_ \$100R/ \$125NR Closure for special event
- \_\_\_\_\_ \$25R/ \$32NR League (3 hour period per day)

**Tennis Courts (fee per court)**

- \_\_\_\_\_ \$10R/ \$13NR Melinda Weaver #1
- \_\_\_\_\_ \$10R/ \$13NR Melinda Weaver #2

**Volleyball Courts (fee per court)**

- \_\_\_\_\_ \$10R/ \$13NR Village Park #1
- \_\_\_\_\_ \$10R/ \$13NR Village Park #2

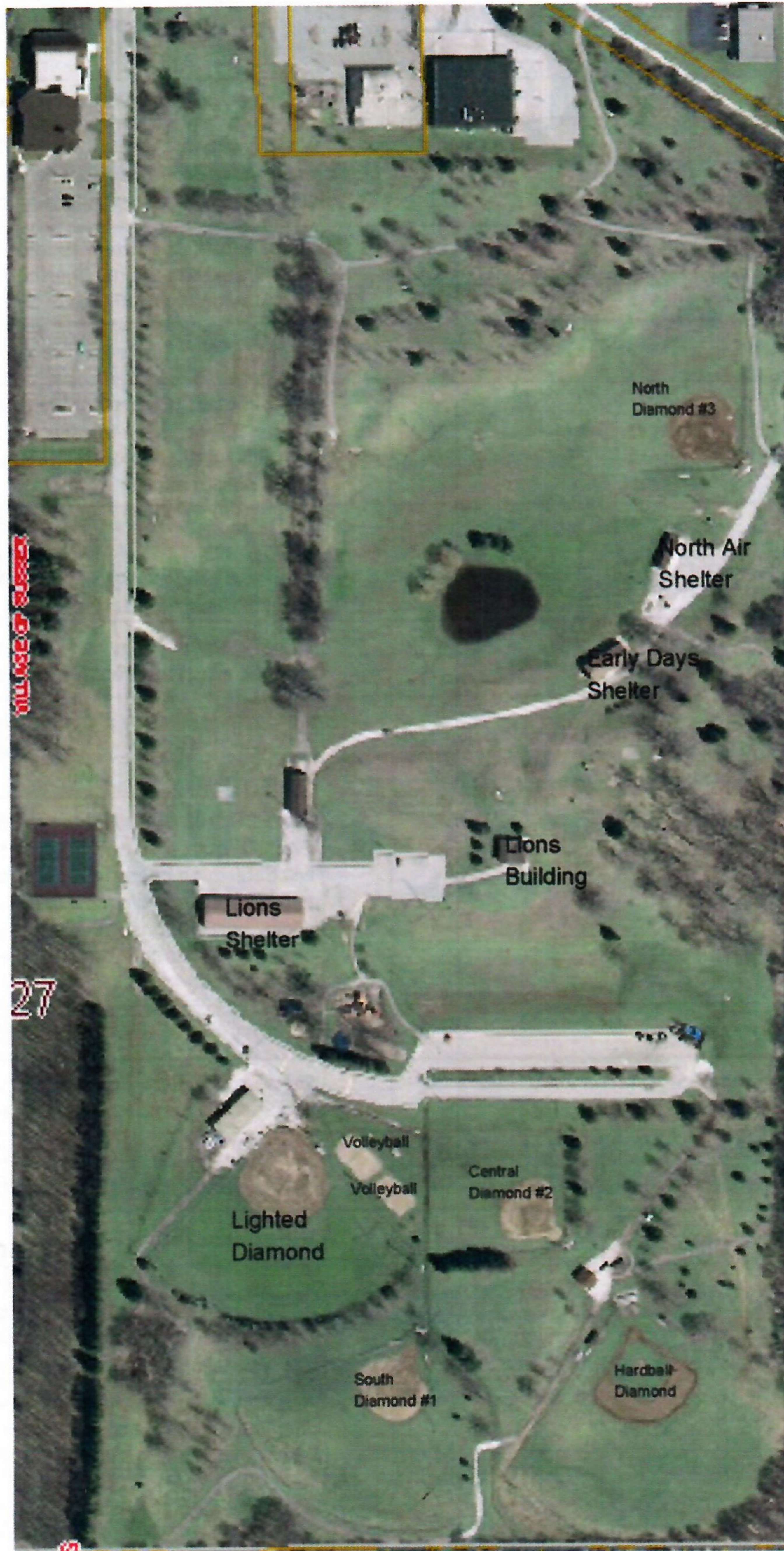
<b>Rental time must include set-up, take-down and clean-up time.</b>	
<b>Deposit:</b>	n/a
<b>Rental Fees:</b>	\$440
<b>Extra Fees (p3):</b>	n/a
<b>TOTAL FEES:</b>	\$440



EVENT DETAILS	NO	YES	ACTION TO BE TAKEN	FEE
Was a Special Event Permit ever previously approved or denied for this event?	X			
Will there be outdoor amplified sound?	X		See Chapter 9 in Village of Sussex Municipal Code regarding noise regulations.	
Will alcohol be consumed?	X		\$15 Beer/Beverage Permit Fee per day	
Will alcohol be sold? (This includes any charges made for alcohol directly or indirectly for alcohol)	X		\$10 Temporary Alcohol License, \$10 Operator License for each individual serving alcohol and actual cost for each background check	
Are you requesting any Village street(s) to be closed to traffic?	X		Prepare traffic control plan in conformance with Waukesha County Sheriffs Department and provide to the Village of Sussex.	
Will items or services be sold or given away at the event?			A State Sellers/Raffle permit may be required.	
Does this event involve a plan for tents, stages, inflatable bounce houses or temporary structures?	X		Must contact Diggers Hotline & Village of Sussex DPW to have the area marked. Any fees will be the responsibility of the renter. Show on site plan.	
Does your event include food concession, preparation areas, and/or do you intend to cook food in the event area? If so, will there be open flame cooking in booths, food trucks, or trailers?	X		The food vendors may need to be licensed through the state. Any food vendors that need to be licensed through the State need to provide the license to the Village of Sussex.	
Will you be using electricity?	X		Use of electricity may be metered and charged after the event is complete.	
Will there be a need for additional refuse or recycling containers?	X		Indicate on your site plan your anticipated refuse and recycling needs. An additional fee may apply.	
Do you plan to provide additional portable toilets at your event based on expected attendance?	X		Ratio 1 to 100 or 1 to 50 for Alcohol Focused Events required. If not, Village of Sussex staff will determine needs for additional restrooms and bill you accordingly. For any special event, port-o-johns will be assessed a special cleaning fee for each day of the event if using Village port-o-johns.	
Does this event involve banners/signage?	X		\$30 Temporary Sign Permit is required.	
Have you provided a plan that includes information about security and emergency services on your site plan?	X		Show on site plan. Consultation with the Fire and Sheriff's Dept. may be needed.	
Will you be having any kind of animals, performances, or amusement rides?	X		Must provide a certificate of insurance listing Village of Sussex as additional insured.	
Have you determined your parking plan?		X	Show on site plan. - The Grove Parking Lot	
Are you requesting the use of traffic safety equipment, signs or barricades?	X		On your site plan, please provide details of number and event location of requested traffic safety equipment. No additional fee will be assessed.	
Does your event have a fireworks display?	X		A permit is required from the Fire Dept and a copy must be given to the Village of Sussex.	
Have you provided a copy of the event liability insurance to the Village of Sussex with the Village of Sussex named as additionally insured?	X			
<b>TOTAL OF FEES</b>				



# Village Park Site Map







# Application for a Special Event

Sussex Parks & Recreation Department

N64 W23760 Main Street - Sussex, WI 53089

Phone: 262-246-5200 Fax: 262-246-5222

Email: info@villagesussex.org

A Special Event is defined as an event with more than 200 people and/or open to the public. Reservations must be made 45 days in advance and are subject to an approval process.

## ORGANIZATION INFORMATION

Name of Organization: RELAY FOR LIFE OF QUARRY COMMUNITIES

Address: PO BOX 902 City, State, Zip: PEWAUKEE, WI 53072

Website: RELAYFORLIFE.ORG/QUARRYCOMMUNITIESWI Tax Exempt Number (attach proof): 13-1788491

## CONTACT INFORMATION

Event Contact Person: SCOTT PINK Email: SCOTTPINK@EATON.COM

Day Phone: 262-720-2856 Evening Phone: - Cell Phone: -

Alternate Contact: BRITTANY STEPHENS Email: BRITTANY.STEPHENS@CANCER.COM

Day Phone: 859-585-6732 Evening Phone: - Cell Phone: -

## EVENT INFORMATION - Answer all questions completely

Name of Event: QUARRY RELAY FOR LIFE

Date(s) of Rental: SEPTEMBER 24, 2021

Rental Hours (including set-up/take-down): 4PM (SETUP) 6PM-12AM

Estimated Parking Needs: LOTS + GRASS Estimated Attendance: 150

Location of Event:  Village Park  Armory Park  Civic Center

Check the following applicable components of your event:

Fundraiser

Sell concessions/Sales of Any Kind

Food Trucks

Fireworks Display

Overnight Camping

Attracts more than 200 people

Amusement Rides, Inflatables

Tractor Show/Pull

Parade or Run/Walk event

Other (explain)

Please describe the purpose of your event, list any additional activities at your event or special requests:  
RUN/WALK FOR INDIVIDUALS + FAMILIES IMPACTED BY CANCER.

**RENTAL FEES:**

Check, cash and credit card are accepted (checks payable to: Village of Sussex). A convenience fee will be added to transactions paid with a credit/debit card. After your rental application has been processed and approved an invoice will be created. Fees and deposit must be paid within 30 days of invoice.

(R) - Resident, (NR) - Non-Resident. A resident is classified by the municipality to whom you pay your taxes.

**\$150.00 REFUNDABLE DEPOSIT REQUIRED WITH ALL RENTALS.**

**RENTABLE SPACES:**

**Park Open Air Shelters**

(Capacity determined by # of picnic tables at each shelter.)

Picnic tables will not be relocated)

- \$155R/ \$184NR Village Park Lions Open Air Shelter (Cap. 240)
- \$55R/ \$69NR Village Park Early Days Open Air Shelter (Cap. 40)
- \$80R/ \$100NR Village Park North Open Air Shelter (Cap. 60)
- \$45R/ \$57NR Village Park Concession Stand Shelter (Cap. 30)
- \$40R/ \$50NR Armory Park Open Air Shelter (Cap. 24)

**Enclosed Park Facilities**

- \$100R/ \$125NR Village Park Lion's Building (Cap. 40)
- \$75R/ \$94NR Armory Concession Stand w/ shelter Cap. 40)
- \$75R/ 94NR Madeline Park Train Depot (Cap. 25)

**The Grove: Oak Room**

(Capacity 150) (2 hour minimum)

**(Seated at Tables 104)**

- \$55/ hour (R)
- \$69/ hour (NR)

**The Grove: Maple Room & Kitchen**

(Capacity 75) (2 hour minimum)

**(Seated at Tables 48)**

- \$45/ hour (R)
- \$57/ hour (NR)

**Green Space** (Approval Needed)

- \$25R/ \$32NR (Village Park Designated Green Space)
- \$25R/ \$32NR Circlemasters Green Space

**Lion's Building Indoor Restroom**

- \$20 (per day)

**Sussex Civic Center (2 Hour Minimum)**

**Board Room**

(Capacity 125) **(Seated 80)**

- \$40/ hour (R)
- \$50/ hour (NR)

**Board Room w/ patio**

(Capacity 125)

- \$75/ hour (R)
- \$94/ hour (NR)

**Community Room**

(Capacity 125) **(Seated 80)**

- \$40/ hour (R)
- \$50/ hour (NR)

**Craft Room**

(Capacity 20)

- \$20/ hour (R)
- \$25/ hour (NR)

**Multipurpose Room**

(Capacity 225) **(Seated 192)**

- \$80/ hour (R)
- \$100/ hour (NR)
- \$55 kitchen flat fee

**Studio** (Capacity 40)

**No food/beverages allowed**

- \$20/ hour (R)
- \$25/ hour (NR)

**Baseball/Softball Diamonds (3 hour period/field)**

- \$15 Village Park #1 South
- \$15 Village Park #2 Central
- \$15 Village Park #3 North
- \$15 Village Park Lighted Diamond
- \$10 Lights for Lighted Diamond (fee/day)
- \$15 Hardball Diamond
- \$15 Armory Park #1
- \$15 Armory Park #2
- \$15 Armory Park #3
- \$15 Armory Park #4 (T-ball/Little League)
- \$15 Field Prep Per Diamond
- \$200 Tournament Fee per field

**Disc Golf**

- \$100R/ \$125NR Closure for special event
- \$25R/ \$32NR League (3 hour period per day)

**Tennis Courts (fee per court)**

- \$10R/ \$13NR Melinda Weaver #1
- \$10R/ \$13NR Melinda Weaver #2

**Volleyball Courts (fee per court)**

- \$10R/ \$13NR Village Park #1
- \$10R/ \$13NR Village Park #2

**Soccer Fields (3 hour period per rental)**

- \$30 Armory #1-6  \$5 Armory #7

Rental time must include set-up, take-down and clean-up time.

Deposit:           \$150          

Rental Fees:           \$300          

Extra Fees (p3):           30          

**TOTAL FEES:**           \$480



EVENT DETAILS	NO	YES	ACTION TO BE TAKEN	FEE
Was a Special Event Permit ever previously approved or denied for this event?	X			
Will there be outdoor amplified sound?		X	See Chapter 9 in Village of Sussex Municipal Code regarding noise regulations.	
Will alcohol be consumed?	X		\$15 Beer/Beverage Permit Fee per day	
Will alcohol be sold? (This includes any charges made for alcohol directly or indirectly for alcohol)	X		\$10 Temporary Alcohol License, \$10 Operator License for each individual serving alcohol and actual cost for each background check	
Are you requesting any Village street(s) to be closed to traffic?	X		Prepare traffic control plan in conformance with Waukesha County Sheriffs Department and provide to the Village of Sussex.	
Will items or services be sold or given away at the event?		X	A State Sellers/Raffle permit may be required.	
Does this event involve a plan for tents, stages, inflatable bounce houses or temporary structures?	X		Must contact Diggers Hotline & Village of Sussex DPW to have the area marked. Any fees will be the responsibility of the renter. Show on site plan.	
Does your event include food concession, preparation areas, and/or do you intend to cook food in the event area? If so, will there be open flame cooking in booths, food trucks, or trailers?		X	The food vendors may need to be licensed through the state. Any food vendors that need to be licensed through the State need to provide the license to the Village of Sussex.	
Will you be using electricity?		X	Use of electricity may be metered and charged after the event is complete.	
Will there be a need for additional refuse or recycling containers?	X		Indicate on your site plan your anticipated refuse and recycling needs. An additional fee may apply.	
Do you plan to provide additional portable toilets at your event based on expected attendance?	X		Ratio 1 to 100 or 1 to 50 for Alcohol Focused Events required. If not, Village of Sussex staff will determine needs for additional restrooms and bill you accordingly. For any special event, port-o-johns will be assessed a special cleaning fee for each day of the event if using Village port-o-johns.	
Does this event involve banners/signage?		X	\$30 Temporary Sign Permit is required.	
Have you provided a plan that includes information about security and emergency services on your site plan?		X	Show on site plan. Consultation with the Fire and Sheriff's Dept. may be needed.	
Will you be having any kind of animals, performances, or amusement rides?	X		Must provide a certificate of insurance listing Village of Sussex as additional insured.	
Have you determined your parking plan?		X	Show on site plan.	
Are you requesting the use of traffic safety equipment, signs or barricades?	X		On your site plan, please provide details of number and event location of requested traffic safety equipment. No additional fee will be assessed.	
Does your event have a fireworks display?	X		A permit is required from the Fire Dept and a copy must be given to the Village of Sussex.	
Have you provided a copy of the event liability insurance to the Village of Sussex with the Village of Sussex named as additionally insured?			<i>will submit once event is approved.</i>	
<b>TOTAL OF FEES</b>				<b>\$30</b>



The background features a dark blue gradient with a subtle pattern of white dots. On the left side, there are several circular and semi-circular graphic elements. A prominent one is a large circular scale with tick marks and numbers ranging from 140 to 260. Other elements include smaller circles, some with dashed outlines and arrows, and various curved lines, creating a technical or scientific aesthetic.

# QUARRY COMMITTEE RELAY FOR LIFE

VILLAGE PARK EVENT PROPOSAL

# RELAY FOR LIFE BACKGROUND

- Relay For Life movement is dedicated to helping communities attack cancer
- Dr. Gordon “Gordy” Klatt walked and ran for 24 hours around a track in Tacoma, Washington
- Friends, family, and patients watched and supported him as he walked and ran more than 83.6 miles and raised \$27,000 through pledges to help save lives from cancer
- Next year, 19 teams were part of the first Relay For Life event at the historical Stadium Bowl and raised \$33,000

## OUR HISTORY



# RELAY FOR LIFE & THE LOCAL COMMUNITY

- Historically the event was held at Hamilton High School
- Relay Quarry has been active in the Sussex area since 2003
- The ELT (Event Leadership Team) coordinates the event to get the community out rally behind local survivors and their families
- A physical event helps bring the community together through the power of solidarity and a collective fearlessness of talking about cancer



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## PROPOSED SET-UP

- Event will run Friday night from 6 pm – Midnight
- Local business sponsorships with advertising
- Looking to have makers market at event
- Silent auction throughout event
- Volunteer clean-up ~1 hour after event
- Date selection
  - August 20<sup>th</sup>
  - September 10<sup>th</sup>
  - September 24<sup>th</sup>



## PROPOSED SET-UP OPTION #2

- Same information as Option #1
- Different configuration based on lighting and walking path surface options



## DEDICATE A LUMINARIA



### LUMINARIAS

- Luminaria – homemade paper lanterns (battery powered lights)
- Each is in honor or remembrance of a life touched by cancer
- During the Relay Event a moment of silence is held for those we've lost





# Application for a Special Event

Sussex Parks & Recreation Department

N64 W23760 Main Street - Sussex, WI 53089

Phone: 262-246-5200 Fax: 262-246-5222

Email: info@villagesussex.org

A Special Event is defined as an event with more than 200 people and/or open to the public. Reservations must be made 45 days in advance and are subject to an approval process.

## ORGANIZATION INFORMATION

Name of Organization: AIFA ROMEO OWNERS CLUB

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Website: aroc-wisconsin.org Tax Exempt Number (attach proof): \_\_\_\_\_

## CONTACT INFORMATION

Event Contact Person: ROBERT LUDWIGSON Email: RLUDWIGSON@AOL.COM

Day Phone: 262-527-7316 Evening Phone: SAME Cell Phone: \_\_\_\_\_

Alternate Contact: GARY SCHOMMER Email: \_\_\_\_\_

Day Phone: 262-252-3150 Evening Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## EVENT INFORMATION - Answer all questions completely

Name of Event: ITALIAN CAR AND MOTORCYCLE SHOW

Date(s) of Rental: 9-26-21

Rental Hours (including set-up/take-down): 9AM - 4PM

Estimated Parking Needs: Show cars - 40 Estimated Attendance: 200

Location of Event:  Village Park  Armory Park  Civic Center

Check the following applicable components of your event:

- Fundraiser
- Sell concessions/Sales of Any Kind
- Food Trucks
- Fireworks Display

- Overnight Camping
- Attracts more than 200 people
- Amusement Rides, Inflatables
- Tractor Show/Pull
- Parade or Run/Walk event
- Other (explain)

Please describe the purpose of your event, list any additional activities at your event or special requests:

TO ALLOW OWNERS OF ITALIAN CARS TO SHOW AND BE JUDGED, ALSO A FUNDRAISER FOR A CHARITY - LIKE ALZHEIMER ASSOC

**RENTAL FEES:**

Check, cash and credit card are accepted (checks payable to: Village of Sussex). A convenience fee will be added to transactions paid with a credit/debit card. After your rental application has been processed and approved an invoice will be created. Fees and deposit must be paid within 30 days of invoice.

(R) - Resident, (NR) - Non-Resident. A resident is classified by the municipality to whom you pay your taxes.

**\$150.00 REFUNDABLE DEPOSIT REQUIRED WITH ALL RENTALS.**

**RENTABLE SPACES:**

**Park Open Air Shelters**

(Capacity determined by # of picnic tables at each shelter.

Picnic tables will not be relocated)

- \$155R/ \$184NR Village Park Lions Open Air Shelter (Cap. 240)
- \$55R/ \$69NR Village Park Early Days Open Air Shelter (Cap. 40)
- \$80R/ \$100NR Village Park North Open Air Shelter (Cap. 60)
- \$45R/ \$57NR Village Park Concession Stand Shelter (Cap. 30)
- \$40R/ \$50NR Armory Park Open Air Shelter (Cap. 24)

**Enclosed Park Facilities**

- \$100R/ \$125NR Village Park Lion's Building (Cap. 40)
- \$75R/ \$94NR Armory Concession Stand w/ shelter Cap. 40)
- \$75R/ 94NR Madeline Park Train Depot (Cap. 25)

**The Grove: Oak Room**

(Capacity 150) (2 hour minimum)

**(Seated at Tables 104)**

- \$55/ hour (R)
- \$69/ hour (NR)

**The Grove: Maple Room & Kitchen**

(Capacity 75) (2 hour minimum)

**(Seated at Tables 48)**

- \$45/ hour (R)
- \$57/ hour (NR)

**Green Space** (Approval Needed)

- \$25R/ \$32NR (Village Park Designated Green Space)
- \$25R/ \$32NR Circlemasters Green Space

**Lion's Building Indoor Restroom**

- \$20 (per day)

**Baseball/Softball Diamonds (3 hour period/field)**

- \$15 Village Park #1 South
- \$15 Village Park #2 Central
- \$15 Village Park #3 North
- \$15 Village Park Lighted Diamond
- \$10 Lights for Lighted Diamond (fee/day)
- \$15 Hardball Diamond
- \$15 Armory Park #1
- \$15 Armory Park #2
- \$15 Armory Park #3
- \$15 Armory Park #4 (T-ball/Little League)
- \$15 Field Prep Per Diamond
- \$200 Tournament Fee per field

**Disc Golf**

- \$100R/ \$125NR Closure for special event
- \$25R/ \$32NR League (3 hour period per day)

**Tennis Courts (fee per court)**

- \$10R/ \$13NR Melinda Weaver #1
- \$10R/ \$13NR Melinda Weaver #2

**Volleyball Courts (fee per court)**

- \$10R/ \$13NR Village Park #1
- \$10R/ \$13NR Village Park #2

**Soccer Fields (3 hour period per rental)**

- \$30 Armory #1-6  \$5 Armory #7

**Sussex Civic Center (2 Hour Minimum)**

**Board Room**

(Capacity 125) (Seated 80)

- \$40/ hour (R)
- \$50/ hour (NR)

**Board Room w/ patio**

(Capacity 125)

- \$75/ hour (R)
- \$94/ hour (NR)

**Community Room**

(Capacity 125) (Seated 80)

- \$40/ hour (R)
- \$50/ hour (NR)

**Craft Room**

(Capacity 20)

- \$20/ hour (R)
- \$25/ hour (NR)

**Multipurpose Room**

(Capacity 225) (Seated 192)

- \$80/ hour (R)
- \$100/ hour (NR)
- \$55 kitchen flat fee

**Studio** (Capacity 40)

- No food/beverages allowed**
- \$20/ hour (R)
- \$25/ hour (NR)

Rental time must include set-up, take-down and clean-up time.

Deposit:           \$150            
 Rental Fees:       \$255        
 Extra Fees (p3):       \$30        
 TOTAL FEES:       \$435



EVENT DETAILS	NO	YES	ACTION TO BE TAKEN	FEE
Was a Special Event Permit ever previously approved or denied for this event?	X			
Will there be outdoor amplified sound?	X		See Chapter 9 in Village of Sussex Municipal Code regarding noise regulations.	
Will alcohol be consumed?	X		\$15 Beer/Beverage Permit Fee per day	
Will alcohol be sold? (This includes any charges made for alcohol directly or indirectly for alcohol)	X		\$10 Temporary Alcohol License, \$10 Operator License for each individual serving alcohol and actual cost for each background check	
Are you requesting any Village street(s) to be closed to traffic?	X		Prepare traffic control plan in conformance with Waukesha County Sheriffs Department and provide to the Village of Sussex.	
Will items or services be sold or given away at the event?		X	A State Sellers/Raffle permit may be required.	
Does this event involve a plan for tents, stages, inflatable bounce houses or temporary structures?	X		Must contact Diggers Hotline & Village of Sussex DPW to have the area marked. Any fees will be the responsibility of the renter. Show on site plan.	
Does your event include food concession, preparation areas, and/or do you intend to cook food in the event area? If so, will there be open flame cooking in booths, food trucks, or trailers?		X	The food vendors may need to be licensed through the state. Any food vendors that need to be licensed through the State need to provide the license to the Village of Sussex.	
Will you be using electricity?	X		Use of electricity may be metered and charged after the event is complete.	
Will there be a need for additional refuse or recycling containers?			Indicate on your site plan your anticipated refuse and recycling needs. An additional fee may apply.	
Do you plan to provide additional portable toilets at your event based on expected attendance?	X		Ratio 1 to 100 or 1 to 50 for Alcohol Focused Events required. If not, Village of Sussex staff will determine needs for additional restrooms and bill you accordingly. For any special event, port-o-johns will be assessed a special cleaning fee for each day of the event if using Village port-o-johns.	
Does this event involve banners/signage?		X	\$30 Temporary Sign Permit is required.	
Have you provided a plan that includes information about security and emergency services on your site plan?	X		Show on site plan. Consultation with the Fire and Sheriff's Dept. may be needed.	
Will you be having any kind of animals, performances, or amusement rides?	X		Must provide a certificate of insurance listing Village of Sussex as additional insured.	
Have you determined your parking plan?		X	Show on site plan.	
Are you requesting the use of traffic safety equipment, signs or barricades?	X		On your site plan, please provide details of number and event location of requested traffic safety equipment. No additional fee will be assessed.	
Does your event have a fireworks display?	X		A permit is required from the Fire Dept and a copy must be given to the Village of Sussex.	
Have you provided a copy of the event liability insurance to the Village of Sussex with the Village of Sussex named as additionally insured?	X			
<b>TOTAL OF FEES</b>				



Village Park Site Map