

Print

Special Events Permit Application - Submission #3879

Date Submitted: 1/3/2026

Special Event Application

Special Event: As defined by Chapter 241 of Village Code, is “an outdoor assemblage of 200 or more persons at any one time on public or private property for a performance, celebration, commemoration, display and/or sale of goods or other type of social gathering open to the public for free or upon payment of some kind of consideration; it includes, but is not limited to, whether for profit or not, outdoor festivals, flea markets, fun runs, bicycle races, walkathons, marathons, outdoor gatherings on nonresidential property involving the use of temporary structures, and other similar type activities that do not require a permanent site or business location and do not compromise public health, safety or welfare.”

This application must be filed with the Village Clerk at least sixty (60) days prior to the scheduled date of the special event. Incomplete submittals will not be accepted.

Has this event been permitted in the past?*

Yes

No

Name of the Event*

Labor Day 5K Run/Walk

Date(s) of Event:*

9/5/26

Start Date:*

9/5/26

End Date:*

9/5/26

Event Begin Time:*

9:00AM

Event End Time:*

10:30AM

Estimated Attendance at Event:*

150

Note: More than 300 people requires approval from the Village Board of Trustees

Will there be outdoor music at the event?*

- Yes
- No

Will alcoholic beverages be served?*

- Yes
- No

Name of the Organization*

Kelly Johnson Foundation

List contact information for all partners, officers, and directors if the organization is a partnership or corporation.

Address of the Organization: *

1085 Rolling Green Drive

City, State, Zip:*

Waukesha, WI 53186

Contact Person (Day of Event):*

Kelly Johnson

Address:*

1085 Rolling Green Drive

City, State, Zip:*

Waukesha, WI 53186

Email:*

kelly@kjfw.org

Phone:*

4142536128

Site Plan Information:*

KJF Labor Day 5K Event Info 2026.docx.pdf

Attach a detailed map/diagram of the event and indicate the location of the following: event vendors (e.g. food, alcohol); parking accommodations (on and off site); proposed road closures; signage.

Special Events Planning Checklist (check all that apply):*

- Road closures/barricades (for use on public property)
- Signage
- Generators
- Vendors (e.g. food, beverage, alcohol)
- Contact Waukesha County Division of Environmental Health
- None

***Disclosure:** If a requested road closure requires additional barricades beyond Village inventory, any rental or delivery fees incurred by the Village will be billed to the event applicant/organizer.

Other Submittal Items:

- o Written description of event activities.
- o Proof of event notice (delivery of notice at least three (3) weeks prior to the event to properties within a 500' radius of the event - the Village will provide mailing addresses for affected properties)
- o Signage submission including the number, type, and required property consent forms (see Chapter 335-47 of the Village Code of Ordinances)
- o Proof of current insurance (to be accepted and approved by the Village Manager or authorized designee)

Other Submittal Items

Choose File No file chosen

Other Submittal Items

Choose File No file chosen

Other Submittal Items

Choose File No file chosen

Signature of Applicant:*

Date:*

Kelly Johnson

1/3/26

**** The Village of Elm Grove is not responsible for the applicant's investing of any monies for the purpose of the special event should the application be denied ****