



City of South Milwaukee Special Event Application

This application shall be submitted for any SPECIAL EVENT defined as any temporary use of public right-of-way or public premise by 25 people or more for an event including but not limited to festivals, concerts, parades fundraisers, runs, walks, races, demonstrations, outdoor markets, or block parties. Application materials and applicable fees must be submitted at least 45 days prior to the events, except for a block party which is a 14 day minimum.

Event Type: Check all that apply

- Residential Block Party Festival Weekly Event Run/Walk/Bike/Skate
- Commercial Block Party Private Event Parking Lane Closure Street Function
- Parade Revenue Generating Parade Non Revenue Generating Parade

All pages of this application must be submitted along with application fees and addendum(s) in order for it to be deemed complete.

EVENT NAME _____

EVENT DATE(S) _____ EVENT TIME(S) _____

Organization Name: _____

Business Type: _____ For Profit TAX ID#: _____

Non-Profit – TAX Exempt

Address: _____ City, ST, ZIP _____

Phone: _____ Email: _____

Applicants Name: (Registered Agent)

_____ Phone _____

NOTE: Applicants must be 18 years of age or older.

Event Day "On Site" Contact: _____ Mobile Phone: _____

Alternate "On Site" Contact: _____ Mobile Phone: _____

NONREFUNDABLE SPECIAL EVENT APPLICATION FEES (CHECK ALL THAT APPLY)

- Residential Block Party \$25.00 Street Function \$55.00 Parade \$275.00

**Applications and applicable fees must be submitted to: City Clerk, 2424 15th Avenue, South Milwaukee, WI 53172
FEES MUST BE IN THE FORM OF CASH OR CHECK MADE OUT TO THE CITY OF SOUTH MILWAUKEE**

NOTE: ADDITIONAL FEES ARE REQUIRED FOR PROPOSED STREET FUNCTIONS THAT REQUIRE CLOSURE AND DETOUR OF TRAFFIC.

CHECK ALL STRUCTURAL ELEMENTS THAT APPLY:

STRUCTURES Tents Booth(s) Tables Chair(s) Stage(s) Fencing Power Generators
 Other Structures (describe) _____

CHECK ALL UTILITY ELEMENTS THAT APPLY:

UTILITIES Electricity Water Propane/Flame Power Generator None

CHECK ALL ENTERTAINMENT ELEMENTS THAT APPLY: NOTE: Issuance of event permit does not grant permission to violate municipal noise ordinance.

ENTERTAINMENT
 Amplified Sound/PA System Performer(s) Band(s) Inflatable(s) Children's Activities
 Amusement rides Other (describe) _____ Not Applicable

NOTE: PORTABLE TOILETS ARE REQUIRED FOR ANY EVENT IN THE PUBLIC RIGHT-OF-WAY UNLESS THE EVENT IS SPONSORED BY AN ADJACENT BUSINESS THAT HAS FACILITIES. (Not Applicable to Private Block Parties.)

PORTABLE TOILETS Regular ADA Accessible (**At least 10% of the portable toilets must be ADA Accessible**)

EVENT CLEAN-UP NAME: _____ CELL PHONE: _____
NAME: _____ CELL PHONE: _____

CHECK ALL FOOD/BEVERAGE ELEMENTS THAT APPLY: Reference Permit Fee Guide for Costs

FOOD/ BEVERAGES
 SALE OF FOOD/BEVERAGES DISTRIBUTION OF FOOD/BEVERAGES
 SALE OF ALCOHOLIC BEVERAGES DISTRIBUTION OF ALCOHOLIC BEVERAGES

LIST GARBAGE COLLECTION/REMOVAL AND RECYCLING PLAN:

GARBAGE/ RECYCLING COLLECTION

EVENT INSURANCE
_____(INITIAL): By initialing here, the applicant/authorized agent understands that he/she is required to furnish event insurance. Event Insurance must be general liability coverage for not less than one million dollars (\$1,000,000.00) naming **the City of South Milwaukee as an additional insured and including a waiver of subrogation or waiver of right of recovery** to all event dates including set-up and operation. Please include this information in all insurance documentation. (Not Applicable to Private Block Parties.)

INDEMNIFICATION
_____(INITIAL): By initialing here, the applicant/authorized agent and any other persons on whose behalf the application is made must covenant and agree in writing that they will, jointly and severally, indemnify and hold the city harmless against liability for any and all claims, judgements and associated legal expenses and costs and for claims and litigation arising out of the special event including, but not limited to, those for damages to property or injury to or death of persons. (Not Applicable to Private Block Parties.)

EVENT SECURITY **If determined to be required by the police chief, applicant must submit a Security Control Plan to the CLERK'S OFFICE to be approved by the SMPD.**

To be completed by Police Chief (or designee) _____
UNIFORM OFFICERS REQUIRED: YES NO
IF YES, NUMBER _____
COST _____ (cost will be added to permit fee and paid prior to event.)

EVENT NOTIFICATION
_____(INITIAL): By initialing here, the applicant/authorized agent understands that he/she may be required to serve notices to residents and/or businesses in and around the area where the event will be conducted and to furnish evidence thereof to the City Administrator. PLEASE NOTE: If your event is located on private property, you must submit written approval/notification letters for the property owner with this application.

STREET FUNCTIONS: (To be completed by Street Function Applicants)

**STREET/LANE
CLOSURE FROM**

TIME

DATE

THROUGH

TIME

DATE

**STREET
CLOSURES**

PLEASE LIST THE STREET CLOSURES REQUESTED FOR YOUR EVENT (MAP REQUIRED) :
(For partial street or land closures, please indicate what lane(s) you are requesting)

**TRAFFIC
CONTROL
SERVICES**

____ (INITIAL) **THE APPLICANT AGREES TO PAY THE COST OF PROVIDING TRAFFIC CONTROL SERVICES.**

The City of South Milwaukee will provide services and barricades as required, to deploy and remove barricades and signage. If the City Engineer determines that the city does not have the resources and personnel necessary to deploy the appropriate traffic control devices for the proposed street function, the application may be denied, or the applicant may be required to contract with a private company to provide barricades.

Traffic Control Equipment

- No Charge for private citizen block parties.
- The City of South Milwaukee does not provide traffic control cones.
- Barricades: _____
 - Type 1 (A Frame) _____ \$ _____
 - Type 3 _____ \$ _____
 - Flashing barricades _____ \$ _____
(Required for events during hours of darkness)

Total \$ _____

- Road Closed/Detour _____
_____ \$ _____
- Temporary No Parking _____
_____ \$ _____
- TOTAL Cost \$ _____ **(cost will be added to permit fee and paid prior to event.)**

Milwaukee County Transit (Bus) Route: ___ Yes ___ No

Designated Truck Route: _____ Yes ___ No

**EMERGENCY
VEHICLE**

____ (INITIAL): By initialing here, the applicant/authorized agent agrees to conduct the function in such a manner that at least one lane of the street(s) to be utilized will be capable of being opened at all times for access by persons requiring emergency access to properties abutting the function and by police, fire, ambulance and other such emergency vehicles.

**EVENT
NOTIFICATION**

____ (INITIAL): By initialing here, the applicant/authorized agent understands that he/she may be required to serve notices to residents and/or businesses in and around the area where the event will be conducted and to furnish evidence thereof to the City Administrator. PLEASE NOTE: If your event is located on private property, you must submit written approval/notification letters for the property owner with this application.

PARADES: (To be completed by Parade Applicants)

___ WITHIN DOWNTOWN ___ OUTSIDE DOWNTOWN LIMITS

PARADE START TIME: _____

TYPE OF PARADE

___ Revenue-Generating: Any parade for which a participation fee is charged or for which cash is accepted or collected as sponsorship in support of the proposed parade.

___ Non-Revenue-Generating: Any parade for which a no participation fee is charged or for which no cash is accepted or collected as sponsorship in support of the proposed parade.

PARADE ROUTE

Please list the parade route (map required):

STAGING

List the street(s) to be used for staging:

(If you are using alternate areas for parade staging, a written approval from the property owner must accompany this application).

_____ between _____ and _____

_____ between _____ and _____

_____ between _____ and _____

DISBANDING

List the street(s) to be used for disbanding:

(If you are using alternate areas for parade disbanding, a written approval from the property owner must accompany this application).

_____ between _____ and _____

_____ between _____ and _____

_____ between _____ and _____

PARTICIPANTS

Estimated Number of Parade Participants: _____

Estimated Number of Parade Spectators: _____

Estimated Number (if any) of the following that will participate in the Parade: _____

___ Animals/Species _____

___ Exotic Animals/Species _____

___ Motor Vehicles _____

___ Motorized Displays (Floats): _____

___ Marching Units or Organizations (Bands, Color Guard, Drill Teams, Dance Teams): _____

EVENT NOTIFICATION

___ (INITIAL): By initialing here, the applicant/authorized agent understands that he/she may be required to serve notices to residents and/or businesses in and around the area where the event will be conducted and to furnish evidence thereof to the City Administrator. PLEASE NOTE: If your event is located on private property, you must submit written approval/notification letters for the property owner with this application.

BLOCK PARTIES: (To be completed by BLOCK PARTY Applicants)
Block Parties are private (non-commercial) events in residential neighborhoods.

Application must be filed fourteen (14) working days prior to date of party
Complete application must be returned in person. NOTE: Applicants must be 18 years of age or older.

\$25 Fee required at time of submittal

**BLOCK
PARTY
INFORMATION**

Date of Application _____ Date of Block Party _____
Time of Block Party from _____ am/pm to _____ am/pm (no later than 10:00 pm)
Name of Street to be Closed _____
From _____ to _____
NAME OF STREET NAME OF STREET
Name of Applicant (Please Print) _____ Daytime Phone _____
Applicant Address _____
Signature of Applicant _____

NOTE: Applicants must be 18 years of age or older.

**NEIGHBOR
NOTIFICATION**

YOU MUST OBTAIN A MINIMUM OF 51% OF THE NEIGHBORS SIGNATURES. ONLY SIGNATURES FROM PROPERTIES THAT ACTUALLY BORDER THE STREET TO BE CLOSED ARE REQUIRED – THE OTHERS WILL NOT BE COUNTED. ATTACH SIGNATURE SHEET TO THIS APPLICATION. See page 7.

NOTE: Block parties are not permitted where there is not an alternative route for access to a connecting neighborhood.

____ (Initial): By initialing here, the applicant/authorized agent understands that this application is not considered complete unless all applicable questions have been answered and all attachments and documentation required by the City Clerk are included. Submission of Special Event Application does not guarantee event approval; a final permit will not be issued until all approvals have been granted and all applicable requisites have been met as determined by the City Clerk.

I, _____, am the authorized agent for
(Print Applicant Name/Authorized Agent)

_____, and am capable of making
(Print Applicant Name/Authorized Agent)

decisions entering into any and all agreements on behalf of the above entity.

Authorized Signature: _____ Date: _____

In determining whether to approve a Special Event Permit, the City shall consider the following factors:

- Whether City Resources will be affected
- Whether Emergency Services are affected by closure of main thoroughfare or collector street.
- Whether the event will unnecessarily interfere with public use of streets, sidewalks, or public areas, or be detrimental to the public health, safety, and welfare.

Fee: _____ Date Paid _____

EVENT _____

DATE(S) _____

SIGNATURE BELOW INDICATES THAT THE AFFECTED DEPARTMENTS DO NOT HAVE OBJECTIONS TO THE EVENT.

MANAGER
REVIEW
AND
APPROVAL

FOR OFFICE USE ONLY				
Department	Approve	Deny	By	Reason
Police				
Fire				
City Engineer				
Street Superintendent				
City Administrator				
Health Department				

Additional requirements:

Any additional costs to be assessed to the event _____

Date letter sent: _____ by: _____

Attach copy of letter to original application.